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NON-DISCRIMINATION STATEMENT

Utica College is an equal opportunity, affirmative action institution, and accepts students and employs individuals without regard to race, creed, color, sex, pregnancy, ethnic or national origin, religion, marital status, age, sexual orientation, gender identity, gender expression, veteran status, disability, AIDS, citizenship status, genetic predisposition, domestic violence victim status, or protected status under applicable local, state, or federal law. This nondiscrimination policy covers admissions, employment, and access to and treatment in Utica College programs, services, and activities. This policy applies to all terms and conditions of employment including, but not limited to, recruiting, hiring, placement, promotion, termination, layoff, transfer, leave of absence, compensation, benefits, training, and social and recreational programs.
GENERAL INFORMATION

QUICK FACTS

Address | 1600 Burrstone Rd. Utica, NY 13502

Founded | 1946

Degrees Offered | B.S., B.A., M.S., M.S. Ed., DPT, TDPT, M.B.A., M.P.S., R.N. to B.S.

Enrollment | 3,970

Nickname | Pioneers

Colors | Navy Blue and Orange

Mascot | Trax

# Of Sports | 26

Main Athletic Building | Harold T. Clark Jr. Athletic Center

Team Facility | Harold T. Clark Sr. Team Facility

Stadium | Charles A. Gaetano Stadium, Connie Gaetano Plaza

Fitness Center | Gary M. Kunath Fitness Center

Dome | Todd & Jen Hutton Sports & Recreation Center

President | Dr. Laura Casamento

Athletics Website | www.ucpioneers.com

Twitter | @UCPioneers

Facebook | Utica College Pioneers

Instagram | UCPioneers

Athletics Main Phone Line | (315) 792-3051

Athletics Main Fax Line | (315) 792-3211

PLEASE READ

The information contained in this handbook is designed to serve as a compliment to the Utica College Employee Handbook. Please read and familiarize yourself with the Utica College Employee Handbook as well as this athletic department handbook so you may better understand the policies and procedures of Utica College. Please consult with your supervisor or a member of the Office of Human Resources if you have further questions. You can also view the College’s general employee handbook at: https://www.utica.edu/hr/handbook.cfm?
UC UNDERGRADUATE MAJORS AT A GLANCE

Accounting
Biochemistry
Biology
Business Economics
Chemistry
Communication Arts
Computer Science
Construction Management
Criminal Justice - Economic Crime Investigation
Cybersecurity
Economics
English
Foreign Language
Geoscience
Government and Politics
Health Studies
Health Studies - Management
History
International Studies
Journalism Studies
Liberal Studies
Management
Mathematics
Neuroscience
Nursing
Occupational Therapy
Philosophy
Physical Therapy
Physics
Psychobiology
Psychology
Psychology - Child Life
Public Relations
Public Relations and Journalism
Risk Management and Insurance
Sociology and Anthropology
Therapeutic Recreation
Wellness and Adventure Education

EMPIRE 8 CONFERENCE FULL-TIME MEMBERS

- The Empire 8 is the core conference that Utica College Athletics competes in.
- In addition to UC, the following schools are a part of the Empire 8 Conference:
  - Alfred University Saxons (Alfred, NY)
  - Elmira College Soaring Eagles (Elmira, NY)
  - Hartwick College Hawks (Oneonta, NY)
  - Houghton College Highlanders (Houghton, NY)
  - The Sage Colleges (Troy/Albany, NY)
  - Nazareth College Golden Flyers (Rochester, NY)
  - Stevens Institute of Technology Ducks (Hoboken, NJ)
  - St. John Fisher College Cardinals (Rochester, NY)
MISSION

THE UTICA COLLEGE ATHLETIC DEPARTMENT ENHANCES PERSONAL GROWTH THROUGH ATHLETIC COMPETITION, ACADEMIC SUCCESS, AND POSITIVE CITIZENSHIP.

VISION

IT IS THE VISION OF THE UTICA COLLEGE ATHLETIC DEPARTMENT TO PROVIDE CHAMPIONSHIP LEVEL PROGRAMS. UTICA COLLEGE ATHLETICS WILL PROVIDE A DIVERSE AND PERSONAL ENVIRONMENT THAT WILL CHALLENGE STUDENT-ATHLETES TO MAXIMIZE THEIR POTENTIAL.
EDUCATIONAL GOALS OF ATHLETICS AT UTICA COLLEGE

OUR AIM IS FOR STUDENT-ATHLETES TO:

DEVELOP THE CAPACITY FOR INDEPENDENCE, INTERPERSONAL COMMUNICATION AND LEADERSHIP

ENGAGE IN REALISTIC AND POSITIVE SELF-APPRAISAL

DEVELOP A SENSE OF COLLEGE SPIRIT AND LOYALTY

LEARN TEAMWORK AND COOPERATION

SET DAILY PRIORITIES AND MANAGE TIME

LEARN THE VALUE OF HEALTHY COMPETITION

LEARN TO PERSEVERE UNDER ADVERSITY

EXHIBIT GOOD SPORTSMANSHIP AND CITIZENSHIP
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<th>Title/Position</th>
<th>Office Phone</th>
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<td>(315) 824-1250</td>
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EXPECTATIONS

As a member of the Utica College athletic department staff you have agreed to represent and support Utica College, its mission, values and policies. The mission of the Utica College athletic department is to enhance personal growth through athletic competition, academic success, and positive citizenship. It is expected that you will always display behavior that promotes the well-being of student-athletes and the integrity of the institution. Behavior contrary to this in any form or fashion (i.e. inappropriate language, comments or actions, inappropriate use of social media sites such as Twitter and Facebook, misuse of internet and email such as surfing pornographic or gambling websites or sending/forwarding offensive jokes or pictures, misuse of US Mail, telephone, cell phone and text messaging, damaging comments in the newspaper, on television or in person, and any form of insubordination) could result in disciplinary action up to and including dismissal.

- When in the office all athletics staff are expected to dress in appropriate office attire. For men and women alike this would be considered “business casual”. Examples of business casual attire include khakis, slacks, golf shirts, dress shirts, etc. Sweatpants, sweatshirts, t-shirts, shorts, etc. should be reserved for practices and workouts. Professional appearance elevates the image of our department, so please ask questions if needed.

- It is also expected that no employee of the athletic department will be carrying out their duties while under the influence of drugs or alcohol. There is a “zero tolerance policy” currently in effect. Responsible consumption of alcohol at Utica College sponsored events is the only exception.

- In addition to organizing practices and properly preparing your team for competition, you will be responsible for recruiting and retaining eligible student-athletes. Recruiting academically and athletically sound student-athletes will help ensure the success of the student-athlete and your team. This is one of the most important aspects of your job.

- Recruiting Travel Forms should be filled out prior to any recruiting trip that you or your assistants will be taking. This will assist the Athletic Director to better understand where department resources are being utilized, and the return on that investment of resources. When you are on college business, it will also allow administrative members to know where you are should an emergency arise and you need to be contacted.

Please see the Recruiting Travel Form on Page 20-21.

- Please keep in mind that all property donated to, issued or purchased by Utica College shall remain the property of Utica College. This includes but is not limited to: money raised through donations or fund raising efforts, uniforms, practice gear, sports equipment, electronic and paper files, as well as computer equipment and software. It is not permissible to earn income from Utica College property for your personal gain or team fundraising. Each sport program and all of its equipment, etc. are the property of Utica College.

- Any major discipline of student-athletes (i.e. suspension from games or team suspension/dismissal) should be discussed with the Athletic Director, Associate Athletic Director and Assistant Athletic Director prior to implementation.

- It is expected that you have a working knowledge of, and will adhere to, all NCAA Division III and applicable conference rules, regulations and by-laws. There is a Division III Manual available in the Athletic Director’s office for your review.

NOTE: It is important that you are aware of the following institution and/or league policies: It is an institutional policy to give at least a one game suspension to any coach who is ejected from a contest. If a student-athlete is ejected from a contest he/she is subject to
the conference rules pertaining to the particular ejection. Conduct will then be reviewed and further suspension may be implemented. It does not matter if the coach or player gets ejected at the very beginning of a game, he/she may still sit out at least the next full contest.

**FRONT OFFICE FUNCTION**

- The Athletics Office has an Administrative Assistant and work-study students who work in the front office. Their jobs are to assist in answering phone calls, help with the reservation of racquetball courts, general recreation equipment distribution, and assist the Athletic Director and coaching staff with other duties and responsibilities.

**CREDIT CARDS**

- All head coaches and athletic assistant coaches will be given a Utica College credit card to assist with payment when recruiting or traveling with your respective team. On a case-by-case basis your card may be used to purchase small non-capitalized sports equipment. Please obtain approval from the Athletic Director prior to using your card for this purpose.
- Proper use (Recruiting, Team Travel, small non-capitalized sports equipment with AD approval).
- Remember to bring a hard copy of Tax Exempt status even though UC’s tax exempt number is located on the credit card.
- Cards can be obtained through scheduling an appointment with the Accounting Department.
- All purchases will require itemized receipts.
- At the conclusion of your employment at UC this card will be returned to the Human Resources Department.
- You are expected to use the Utica College credit card for all business-related transactions. Use of personal credit cards will not be reimbursed.

**EXPENSE REPORT RECONCILIATION**

- To be completed within 48 hours of your return to campus. Please refer to the step-by-step instructions which will assist you in a successful reconciliation on page 26.

**VEHICLE REGISTRATION/PARKING**

- All UC coaches will need to have their vehicle registered through Campus Safety, which is located in Strebel Student Center. Coaching staff should park in the parking lot behind the Harold T. Clark Athletic Center. Athletic Assistants who are staying in college owned housing are expected to be good neighbors and respect parking laws as well as college and neighbor’s property. Parking on lawns is prohibited.
**CPR/FIRST AID AND AED CERTIFICATION**

- It is an NCAA rule that all head coaches be certified in First Aid/ CPR/AED usage on a continual basis as required by the certifying bodies. This service has been provided by Utica College through our head athletic trainer. CPR certification will have a hands-on practical portion. Acceptable certification agencies are: American Heart Association (Heartsaver), the American Red Cross, the National Safety Council and St. John Ambulance. Certifications require you to re-certify every two years. It is your responsibility to confirm completion with the Athletic Director or Associate Athletic Director.

**INJURY REPORTS**

- All athletic injuries are to be assessed through the UC Athletic Training Staff. Depending on the sport, the coach should go to their respective athletic trainer that covers their sport. When an injury occurs on the field, please let the athletic trainer assess the injury. If you are away and an injury happens, and one of our athletic trainers is not there with your team, then let the host athletic trainer assess the injury. It is your job to let the host ATC know that your ATC is not with your team. Establish an understanding in which the host ATC will assess injuries on both competing teams.

**VAN CERTIFICATION**

- All coaches will be expected to receive van driver certification before driving a college owned vehicle. Please contact UC’s Director of Environmental Health and Conservation at (315) 792-3743 to schedule a time to certify.

**RESERVING A VAN FOR LOCAL GAMES**

- Upon completion of van certification, a coach may reserve a college-owned vehicle for transporting teams to and from local contests (i.e. SUNY Poly, Hamilton, Morrisville, Cazenovia, MVCC, HCCC). Contact the Facilities office for van availability and reserve a van(s) through the UC online process.

Please refer to the step-by-step instructions on page 30 to reserve a van.

**INTRAMURALS**

- Intramural activities are an extremely important aspect of the success of the UC athletic department. Almost 70% of the student population engages in intramural activities throughout the academic year. For more information about intramurals please call the Associate AD/Intramural Director at (315) 792-3281.

**POLICY FOR CLARK ATHLETIC CENTER BUILDING USE**

- As a member of the UC coaching staff, your immediate family (spouse, partner, son daughter, etc.) is entitled to use the Athletic Facilities. Please exercise discretion and be sure to accompany any guests using the facility. Your family members (16 years and older) may use the facilities without you being present, but will need to have a Utica College guest ID card with them. Family members under the age of 16 will require parental supervision. The guest ID card can be obtained by visiting www.utica.edu/request and click on Guest ID Card Request. Once you log in, you'll be directed to an online form that you can complete to make your request. You will be notified via e-mail when the Guest ID Card is ready to be picked up. Those obtaining the Guest ID will need to go to campus safety with a photo ID (driver's licence), will have their picture taken and have their Guest ID Card given at that time. Please allow 24 hours for activation. Abuse or misuse of this privilege can result in revocation.
RECRUITING

- Recruiting is one of the most important aspects of your coaching responsibility. It is expected that you will actively recruit eligible student-athletes into Utica College and your sports program.
- Similar to an Away Game Travel Form, it is important that you accurately and thoroughly complete a Recruiting Travel Form prior to your recruiting trip. This allows us to monitor the effectiveness of where you are recruiting, who you are recruiting and the college resources used. Please see the Recruiting Travel Form on pages 20-21.
- To effectively track your recruiting work, it is important that appropriate Banner coding is completed. Please call (315) 792-3172 with any Banner input questions.
- When recruiting a student-athlete from a Junior College please be sure to get all appropriate release forms completed and returned. If a situation arises when there is a student-athlete interested in transferring to Utica College from another four-year institution it is important that the student-athlete receive permission from his/her current institution to speak with Utica College. No conversations should take place until a release has been granted or the student-athlete fills out a self-release from the NCAA that allows conversation. A self-release grants the student-athlete a 30-day window to contact other four-year institutions.
- It is important that all NCAA Division III recruiting guidelines are followed. Please refer and adhere to section 13 of the NCAA Division III Manual. If you have any questions please meet with the Athletic Director or Associate Athletic Director for clarification.
- If the coach or student-athletes have any in-depth questions regarding the admissions process please contact the Office of Admissions at (315) 792-3006 or e-mail admissions at admiss@utica.edu.

INDEPENDENT TRAVEL FORMS

- If a student-athlete wishes to travel independent of the team, to or from an away contest, he/she needs to complete, in full, an Independent Travel Form and be given permission by their parent/legal guardian to do so. Permission from the parent/legal guardian must be in writing and accompany the Independent Travel Form. Traveling independent of a team should be the exception and not the norm. All signed copies are to remain in the Athletic Director’s Office. Please see the attached Independent Travel Form on page 19.

MEAL MONEY ALLOWANCE

- There is NO per-diem.
- Meal money is NOT to exceed: $8 Breakfast, $10 Lunch, $12 Dinner.
- Itemized receipts are required.
- If a student-athlete is receiving a meal (i.e. breakfast from the dining hall) he/she would not receive the $8 meal money. He/she can’t receive both. This would violate NCAA Rules.
- If you do not spend money on a particular meal, it does not mean you can add that amount to another meal.

PROCESS FOR ORDERING FOOD FROM SODEXO

- Sodexo is the food service partner for Utica College. They are the company that provides meals for our students and student-athletes at Utica College. If food is required for an away game (i.e. breakfast or boxed lunch) you will need to contact Sodexo to make necessary arrangements. Catering on campus is required by contract to go through Sodexo.

Please refer to the step-by-step food ordering instructions on page 18.
SCHEDULING PRACTICE TIMES

- Practice times need to be organized through the Associate AD. For practices in which multiple teams are sharing facilities (i.e. indoor practices in the main gymnasium, Gaetano Stadium, etc.) it is important that we work together, to equally and fairly accommodate all student-athletes and teams.

INDOOR PRACTICE BECAUSE OF INCLEMENT WEATHER

- In circumstances which inclement weather prevents outdoor practice, coordinate with the Associate AD to schedule an alternative indoor practice. Please try to give as much advanced notice as possible so the rescheduled time can be accommodated.

SCHOOL BREAK GAMES AND PRACTICES

- When there are opportunities over school break which a team will be on campus or traveling for an extended period, please coordinate plans with the Athletic Director. Plans should include a detailed daily itinerary for on and off campus games and practices.

- If the break is not a traditional part of your season (i.e. Spring Break as opposed to Winter Break) please discuss all plans with the Athletic Director prior to making any arrangements. Although it is important to provide a positive experience to our student-athletes, it is also important that budget management is taken into consideration. Fund raising efforts may be required to finance these extra opportunities.

AWAY GAME PROTOCOL

- For all away games please complete the Away Game Travel form which will assist with providing the AD with all necessary information for your away travel. Please complete the travel form with an updated travel roster prior to departing for an away game. If you need assistance or are unsure of how to complete the form, please see the Athletic Director. Each away game will require a completed form. Current bus travel is provided under contract by Birnie Bus. Travel on team buses/vans is restricted to Utica College student-athletes and personnel only. Family members, parents, fans and students other than those on the travel roster or working the game are not permitted.

Please refer to the away game travel form on pages 22-23.

NON-TRADITIONAL SEASON (ONE DATE TO PLAY A GAME/S)

- Per the NCAA, the non-traditional seasons for most sports allows for one date of competition. Please coordinate with the Associate AD to ensure NCAA compliance with practices and competition date.

GAME SCHEDULING

- It is expected that the Head Coach and Athletic Director will work together to comprise game schedules. This is generally done a year in advance with most of the scheduling coordination completed by the Head Coach. Please do not add or drop games without a conversation with the Athletic Director and Associate Athletic Director as these moves may have financial or long-time relationship implications. As a reminder, conference games will take precedence over non-conference games.

CANCELING/RE-SCHEDULING

- In the event of inclement weather, a game may need to be postponed and re-scheduled. This will be done through the Athletic Director, Associate AD and Assistant AD. The decision to cancel will be made as close to or on the date of competition. Arrangements to consider in the event of a cancellation are: officials, athletic training staff, travel, food, facility availability, grounds notification for outdoor sports that require field preparation and tentative re-schedule date.
**PRE AND POST-GAME RESPONSIBILITY - FIELD SET-UP AND STAFFING**

- The primary responsibility of field and venue set-up for home contests is coordinated through the Associate AD. The Associate AD will coordinate with the coach regarding contacting officials, grounds, announcers, national anthem singer, ticket takers, ticket sellers, security/campus safety, maintenance and any other staff that will be required to successfully, safely and efficiently conduct the event. Please make the Athletic Director and Associate AD aware of any special events that will be taking place before, during or after your game.

**BUDGET PROPOSALS**

- Although budgets are not released to coaches, the AD will ask coaches to submit a proposed budget that will include travel, equipment, uniforms, etc. so that each team may run as efficiently as possible. Basic necessities to effectively manage your program will be provided.

**EQUIPMENT ORDERING (BSN/NIKE)**

- The Athletic Director and Head Coach will work together to manage program needs. We are currently in a contract with Anaconda/NIKE to purchase equipment and uniforms. Prior to an order being placed, the AD must review and approve a request. Please copy the AD on all correspondence with Anaconda/NIKE.

**UNIFORM ORDERING (BSN/NIKE)**

- The Athletic Director has the responsibility of ordering updated uniforms through the partnership of BSN Sports. A coach may request new uniforms if the current uniforms seem to show excessive signs of wear and tear. Uniform purchases must be reviewed and approved prior to an order being placed.

**USE OF UTICA COLLEGE LOGOS**

- The Utica College athletic department has approved logos to choose from for uniforms and other athletic gear. Please see the Assistant AD/Sports Information Director for a copy of the approved logos. Please do not create your own logos as the department needs to maintain consistent branding of our sports teams. Please refer to page five or 25 for an idea of the logos we currently use.

**DISTRIBUTION AND COLLECTION OF TEAM EQUIPMENT**

- It is the responsibility of the head coach to inventory, distribute and collect all Utica College uniforms and equipment. Any player refusing to hand in their uniform or equipment will have a hold placed on their account until all Utica College property is returned. Please inform the Athletic Director of any such circumstance. It is an NCAA violation to give away uniforms to players or graduating seniors. If a player is interested in his/her game uniform or jersey they may purchase it at a fair market price.

**PARTICIPATION IN POSTSEASON PLAY**

- Participation in post-season tournaments are designated for the Empire 8 and NCAA only. (Current exceptions include: men's and women's ice hockey, football, track/field/cross-country as well as water polo for which the Empire 8 does not have enough sponsored teams for full membership).
**FUNDRAISING**

- Each team is encouraged to raise funds for their respective programs. It is required that you coordinate with the Office of Advancement and Athletic Director prior to setting up fundraising events. This includes but is not limited to golf outings, merchandise and signage sales, and other similar ideas. It is also important to note that UC is tax exempt when purchasing but not exempt from paying tax on items sold. With the exception of raffles, when items are sold, they are subject to appropriate sales tax.

- Please consult with the Office of Institutional Advancement regarding any institutional fundraising policies.

**ALUMNI EVENTS**

- In an effort to build continued loyalty with our alumni, each team is encouraged to have an alumni game or event. This is to be coordinated with the Athletic Director, Office of Alumni Relations and Office of Advancement prior to scheduling the event.

**ANNUAL HALL OF FAME /SENIOR ATHLETE RECOGNITION**

- Each year there is a Utica College Hall of Fame and Senior Student-Athlete Recognition Banquet. It is expected that each head coach will be in attendance.

- There is a charge for head coaches but no charge for senior student-athletes. It has been tradition that each senior student-athlete will receive a senior gift for their participation in their respective sport(s). Any individual team banquet that you wish to hold for your team will need to be paid for through your team booster/restricted account. It is not part of the operating expense of individual sport teams.

**POSTING JOBS FOR ASSISTANT COACHES**

- Prior to any hiring, a head coach must speak with the Athletic Director for the need of hiring an assistant coach to their team. Most every team will have the opportunity for an Athletic Assistant coach. All coaching job postings should be coordinated through the HR Office after approved by the Athletic Director.

**CAMPS AND CLINICS- USE OF UTICA COLLEGE NAME**

- Summer camps and sport clinics can be operated on the UC campus during approved times. Please coordinate camp dates with the AD, Associate AD and the Office of Corporate and Professional Planning.

- Camps are not currently owned by Utica College. Therefore, each respective party wishing to run a camp must purchase her/his own insurance and provide a copy of that insurance to the AD. In addition, when naming a camp, it cannot, for example, be the Utica College Hockey Camp, rather the Hockey Camp at Utica College.

- To ensure NCAA compliance, all camp brochures should be brought to the Associate AD for review and approval prior to being printed. See Page 20-21 for full Camp Policy.

**MEDIA AND SPORTS INFORMATION**

- The Sports Information Department at Utica College will be responsible for arranging and providing live coverage of your sports contests as appropriate. Some of the coverage would include halftime statistics, video, live streaming, live stats, radio coverage, newspaper coverage, photography and television coverage. The Utica College website will be updated daily and the Sports Information Director may request to interview players and coaches prior to or at the conclusion of contests.

- Individual team media guides and posters are not allowed. All publication ideas must be run through the Associate Athletic Director/Sports Information Director. If appropriate, the Associate Athletic Director will have a conversation with the Athletic Director and possibly the College's marketing team.
ATHLETIC TRAINERS

- Trainer coverage will be provided for traditional season games.
- Communication of practice and game schedule and re-schedule or cancellation should be given in advance when possible.
- All students must be cleared annually through the Athletic Training Staff and team Physician prior to participation of any kind including tryout, game or practice.
- Please be courteous with our Training Staff as they are caring for a large number of student-athletes.

GAME DAY MANAGEMENT

- Game day management will be coordinated by the Associate Director of Athletics. The Associate AD will work in conjunction with the Sports Information Department. Set-up may include: ticket takers, ticket sellers, security, pre-game field maintenance, parking, tailgating, chair crew, ball people, lines people, announcers, half-time functions, pre-game functions, statisticians, shot clock operators, game clock operators, visiting team locker room, statistics, officials and videotaping. Please coordinate with the Assoc. AD prior to your event to make sure all necessary areas of need are provided for a successful event.

LOCKER ROOMS

- Teams will be assigned locker rooms that they are expected to keep clean and organized. Sports equipment, jerseys, or any other personal belongings should not be scattered throughout the locker room before, during or after a game.
- Locker rooms should be kept clean and well-maintained throughout a game, during halftime, and when a team leaves after a game.
- The posting of any inappropriate posters or pictures, quotes, sayings or any inappropriate or offensive materials is prohibited.
- All personal and institutional belongings should be secured to protect against vandalism or theft.
- When using a visitors team locker room on the road, the above principles apply.

PRACTICE/WARM-UP/PRE-GAME MUSIC

- All warm-up music needs to be edited for content. This includes pre-game and practice music played which others can hear. Edited for content means NO offensive language.

TEAM TRAVEL (INDEPENDENT TRAVEL FORMS)

- All players who wish to travel independent of their respective Utica College team must fill out an independent travel form. Independent travel should be the exception and not the rule (i.e. playing a weekend away game in the hometown of a UC student-athlete and they want to visit their family). The form must have permission from a parent or legal guardian and permission of the head coach. It is expected that the independent travel form will be completed as soon as the coach is aware of the student-athlete’s intent to travel independent of the team.

Please see the attached Independent Travel Form on page 38.

TEAM DRESS CODE

- It is expected that you will always dress in an appropriate fashion when representing Utica College. This would include traveling to and from contests, as well as when competing. Any apparel which is conspicuous, not normally in good taste, or designed to humiliate the individual(s) wearing it is prohibited.
RESPONSIBLE COMMUNICATION WITH ALL MEDIA

- All student-athletes and staff are expected to represent Utica College with humility and class at all times. They will not use inappropriate language on the playing field or when dealing with any outlets of the media. This includes but is not limited to: the newspaper, television news, social media such as Twitter and Facebook, email, text, cell phone, etc.

- Please consult the Sports Information Director prior to any form of communication with the media. The Sports Information Director acts as a liaison between the coaching staff and the media. Student-athletes and coaches may also consult the Sports Information Director in regards to media training and tips.

SODEXO FOOD ORDERING

- Go to www.utica.edu home page
- Drop down the Student Life tab
- Select Residence Life
- Go to the left, select the dining services quick link
- Go to the top bar and select catering
- Select view menus/ online ordering
- Make a new account by clicking under the login
- Once you have logged in, select create new order on the right hand side
- Select bagged lunches for athletes on the left hand side
- Select view details
- Enter details of lunch order then select order
- Confirm your selection then select continue
- Select the dates of the event
- Enter in delivery/ pick up information and event details then select continue
- Title the event, then proceed to checkout
- Select payment method, accept terms, and initial
- Select process this order
- Log into your UC email and confirm the order

PLACING A WORK ORDER

- A work order may be placed if there is a need for repair of Utica College property. Please discuss work orders with the Athletic Director and place them through the college website.
- Go to www.utica.edu
- On the Upper Right side under Search enter “Work Order”
- Click on Facilities Management
- Above the wrench and screwdriver icon
- Click on Work Orders Faculty/Staff
- Follow prompts
- Password: workorder

PRINTING AND THE UC COPY CENTER

- All coaches have access to the printing and copying center. He/she is to only use printer/copier for athletic administration only, such as roster, equipment and team orders, season schedules, and anything else pertaining to UC athletics.

BUILDING SAFETY

- For the safety of the college community, the Clark Athletic Center is equipped with six+ security and surveillance cameras. Building entrances and locker rooms are also equipped with swipe card identification access. All full-time students, faculty and staff must have swipe card identification to access the building. Utilization of key override should only be done in an emergency situation.
When reserving a vehicle for recruiting/business purposes the preferred method of vehicle reservation is through Enterprise's online reservation system. Follow the instructions below to reserve a vehicle online.

- Visit the General Accounting home page at: http://www.utica.edu/finance/comptroller/accounting/
- Select Enterprise Rental Car in the left navigation bar.
- Sign in with your Utica College Username and Password.
- Select Business Rental (Utica College Credit Card).
- Follow directions to input the travel and car rental information.
- You will need your respective sports recruiting budget code.

**INDEPENDENT TRAVEL REQUEST FORM**

**Utica College Athletic Department**

**Independent Travel Request**

I am requesting permission to provide my own transportation to and/or from our game against _____________________________.

I understand that my parent or guardian must give their permission for me to travel independently.

<table>
<thead>
<tr>
<th>Date:</th>
<th>Sport:</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Location of contest:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reason for traveling independently:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

______________________________
Student Signature

______________________________
Parent / Guardian Signature

______________________________
Parent / Guardian Phone Number

______________________________
UC Coach / Admin. Signature

**COMMENTS:**

If necessary, verbal permission may be granted to a coach or athletic department administrator. Please indicate who gave permission and the time/dates of the call.
Office of Physical Education and Athletics
Operation & Employment of External Camps Procedure

Procedure Statement
This procedure contains information regarding sports camps and clinics that are owned/operated or worked by Utica College staff (typically, members of the coaching staff) but are not considered to be owned or operated wholly or in part by the College. The procedure addresses the treatment of those camps or clinics by the College in terms of payment and other terms and conditions related to employment.

This procedure applies to all employees in the Office of Physical Education and Athletics at Utica College who hold 12-month positions, as well as those who hold 10-month positions, who are operating and/or working a camp or clinic while being paid by Utica College.

Purpose of the Procedure
Utica College recognizes that staff with particular coaching skills may, as a means of professional development and earning additional income, seek opportunities outside of Utica College to offer coaching clinics or camps to young athletes. The College also recognizes that any staff member who chooses to run these types of clinics or camps outside of Utica College (meaning not owned or operated by the College in whole or in part) is not obligated to recruit student-athletes or to perform any other function of his or her job with Utica College.

Since many times the operation of the camp or clinic occurs during times when the staff member would normally be scheduled to perform work for Utica College, this procedure seeks to clarify the effect of working those camps or clinics has on the staff member’s primary Utica College position.

Notification of Intent to Operate or Work a Clinic or Camp Not Affiliated with Utica College
Any member of the staff who intends to operate or work an athletics clinic or camp that is not owned or operated wholly or in part by Utica College must notify his/her direct supervisor at least 3 weeks prior to the engagement. This will afford the supervisor enough time to establish coverage, if needed, particularly if more than one staff member plans to be out during the specified time.
Recording of Time Worked at Camp or Clinic
Staff who operate and/or work an athletic camp or clinic are eligible to record 2 of the days worked (at 7.5 hours per day) as Utica College work time. A note on the automated time record must accompany the two days recorded as worked time, so that the College is aware that the staff member was working/operating camp during those two days. The supervisor must record it in his or her own files as well. The reason for the 2-day allowance is that although the camp or clinic is not owned or operated by Utica College, there is professional development value gained by operating and working such camps and clinics.

Any time worked at a camp or clinic beyond two work days must be recorded by the staff member as vacation days or floating holidays, whichever is available. The reason for this is that the camp is not owned or operated by Utica College, and the staff member will be receiving pay for the camp or clinic while simultaneously being paid by Utica College. Each staff is allowed two work days total for the fiscal year (June 1-May 31).

Expense Reimbursement for Camps or Clinics
Staff who operate or work camps or clinics not owned or operated wholly or in part by Utica College will not be reimbursed for expenses related to the camp or clinic. This includes rental vehicle, personal mileage, fuel, tolls, meals, snacks, beverages and accommodations. The camp or clinic is viewed to be an external job held by the staff member with separate pay and as such, will not be funded by Utica College.

It is important to note, however, that the staff member may approach the Director of Physical Education and Athletics regarding usage of College facilities to operate a camp or clinic. In these cases, the College will offer preferred rental pricing to the staff member. For more information about the rental of Utica College’s athletics facilities, the staff member may contact the Director of Physical Education and Athletics.
## Athletics RECRUITING TRAVEL Request (PART 1)

<table>
<thead>
<tr>
<th>Traveler Info</th>
<th>Travel Purpose &amp; Destination Info</th>
<th>Travel Date Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveler's Name</td>
<td>Purpose</td>
<td>Anticipated Arrival To (City, State, Zip)</td>
</tr>
<tr>
<td>Traveler's Title</td>
<td>Destination</td>
<td>Anticipated Return To (City, State, Zip)</td>
</tr>
<tr>
<td>Traveler's Contact Information</td>
<td>Sports</td>
<td>Anticipated Arrival Back to USC (Day, Date, Time)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accounting Budget Info</th>
<th>Transportation</th>
<th>Hotel Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Name (CLB)</td>
<td>$ of Budget</td>
<td>Hotel Name</td>
</tr>
<tr>
<td>Account Number (CIB)</td>
<td>$ of Vehcile</td>
<td>Address</td>
</tr>
<tr>
<td>Account Name (CLB)</td>
<td>Van Driver Name</td>
<td>City, State, Zip</td>
</tr>
<tr>
<td>Account Number (CIB)</td>
<td>Van Driver Name</td>
<td>Room Number</td>
</tr>
<tr>
<td></td>
<td>Van Driver Name</td>
<td></td>
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</tbody>
</table>

### Payment Method

<table>
<thead>
<tr>
<th>Estimated AWAY GAME TRAVEL Costs</th>
<th>Credit Card</th>
<th>Out of Pocket</th>
<th>Cash Advance Check</th>
<th>Registration Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Auto, Gas, Mileage</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Gas, Tolls, Parking</td>
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<tr>
<td>Airfare, Taxis, Van</td>
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<tr>
<td>Lodging, Meals, Dinners</td>
<td></td>
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<tr>
<td>Car Rental/Mileage</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Cash Advance Check (If applicable)</th>
<th>Make Check</th>
<th>Payable To</th>
<th>Address</th>
<th>City</th>
<th>Purpose</th>
<th>Date</th>
<th>Check No.</th>
</tr>
</thead>
</table>

**Pre-Payment (If Applicable)**

<table>
<thead>
<tr>
<th>Make Check</th>
<th>Payable To</th>
<th>Address</th>
<th>City</th>
<th>Purpose</th>
<th>Date</th>
<th>Check No.</th>
</tr>
</thead>
</table>

**TOTAL ESTIMATED AWAY GAME TRAVEL COSTS**

- Total Credit Card
- Total Out of Pocket
- Total Cash Advance Requested

- Invoiced
- Actual
- Notes
### Athletics RECRUITING TRAVEL Reconciliation (Part 2)

<table>
<thead>
<tr>
<th>Payment Method</th>
<th>Personal Auto/Motorcycle</th>
<th>Car/Van Rental</th>
<th>Airline Ticket</th>
<th>Hotel</th>
<th>Registration Fee</th>
<th>Meals, Beverages</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Card</td>
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<td>$ -</td>
<td>$ -</td>
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<tr>
<td>Out of Pocket/Reimbursement</td>
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<tr>
<td>Cash Advance Check</td>
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<tr>
<td>Registration Check</td>
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**TOTAL FINAL RECRUITING TRAVEL COSTS:**

<table>
<thead>
<tr>
<th>Travel Date(s):</th>
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<table>
<thead>
<tr>
<th>Supervisors</th>
<th></th>
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<tr>
<th>Total Credit Card</th>
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<tr>
<th>Total Out of Pocket</th>
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<tr>
<th>Total Cash Advance Requested:</th>
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<table>
<thead>
<tr>
<th>Total Registration Fee</th>
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</thead>
</table>

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### PROSPECTIVE STUDENT-ATHLETES RECRUITED (PART 3)

**Travel Date(s):**

<table>
<thead>
<tr>
<th>Coaching Staff Traveling:</th>
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**PROSPECTIVE STUDENTS**

<table>
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<tr>
<th>PROSPECTIVE STUDENTS</th>
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</table>

# Away Game Travel Request (Part 1)

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<thead>
<tr>
<th>Traveler(s) Name</th>
<th>Purpose</th>
<th>Destination</th>
<th>Overnight Stay(s) of Travel</th>
<th>Leading UC (Drop, Date, Time)</th>
<th>Anticipated Arrival To Destination (Drop, Date, Time)</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Van Traveler(s)</th>
<th>Opposite(s)</th>
<th>Anticipated Arrival Back To UC (Drop, Date, Time)</th>
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<tbody>
<tr>
<td></td>
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</table>

## Accounting Budget Info:

<table>
<thead>
<tr>
<th>Account Name(s):</th>
<th>B of Van(s):</th>
<th>Accounting Name:</th>
<th>Address</th>
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<table>
<thead>
<tr>
<th>Account Number(s):</th>
<th>Van Driver Name:</th>
<th>City, State, Zip Code</th>
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<table>
<thead>
<tr>
<th>Van Driver Number:</th>
<th>Van Driver Name:</th>
<th>Phone Number</th>
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## Transportation:

<table>
<thead>
<tr>
<th>Estimated Away Game Travel Travel Costs:</th>
<th>Credit Card</th>
<th>Out of Pocket/Reimbursement/Mileage</th>
<th>Cash Advance Check</th>
<th>Registration Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Rate [50.00 mile]</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Gas, Tolls, Parking</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Air, Train, Bus [bus. Passage(s)]</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Hotel</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Breakfast, Lunch, Dinner:</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Car Rental/Fuel</td>
<td>$</td>
<td>$</td>
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</table>

### Cash Advance Check

- Date Check Payable To: ____________________________
- Address: __________________________________________
- City: ____________ State: ____________ Zip Code: ____________
- Purpose: ________________________________________

### Pre Payment

- Date Check Payable To: ____________________________
- Address: __________________________________________
- City: ____________ State: ____________ Zip Code: ____________
- Purpose: ________________________________________

## TOTAL ESTIMATED AWAY GAME TRAVEL COSTS:

| Total Credit Card | $ | - |
| Total Out of Pocket | $ | - |
| Total Cash Advance Requested: | $ | - |
| Total Registration Fee | $ | - |
## Athletics AWAY GAME TRAVEL Reconciliation (PART 3)

<table>
<thead>
<tr>
<th>PART 3</th>
<th>PART 3</th>
<th>PART 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Travel Date(s):</strong></td>
<td><strong>Opponent(s):</strong></td>
<td><strong>Coaching Staff Traveling:</strong></td>
</tr>
<tr>
<td><strong>Roster of Players Traveling:</strong></td>
<td><strong>Athlete Name</strong></td>
<td><strong>Signature</strong></td>
</tr>
<tr>
<td><strong>Total Cash Advance Requested:</strong></td>
<td><strong>Date</strong></td>
<td><strong>Signature</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Total Registration Fee</strong></th>
<th><strong>Traveler(s)</strong></th>
<th><strong>Date</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL FINAL AWAY GAME TRAVEL COSTS:</strong></td>
<td><strong>Reimbursement</strong></td>
<td><strong>Date</strong></td>
</tr>
<tr>
<td><strong>Coach, Team, Field:</strong></td>
<td><strong>Total Credit Card</strong></td>
<td><strong>Date</strong></td>
</tr>
<tr>
<td><strong>Total Out of Pocket:</strong></td>
<td><strong>Total Out of Pocket</strong></td>
<td><strong>Date</strong></td>
</tr>
<tr>
<td><strong>Out Reimbursement:</strong></td>
<td><strong>Total Cash Advance Requested:</strong></td>
<td><strong>Date</strong></td>
</tr>
</tbody>
</table>

### Final Away Game Travel Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Credit Card</th>
<th>Out of Pocket/Reimbursement/Mileage</th>
<th>Cash Advance Check</th>
<th>Registration Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Auto (if applicable)</td>
<td>$ -</td>
<td>-</td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td>Coach, Team, Field</td>
<td>$ -</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Meals</td>
<td>$ -</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Hotel</td>
<td>$ -</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$ -</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Breakfast, Lunch, Dinner</td>
<td>$ -</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Car Rent/Diesel</td>
<td>$ -</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Total Final Away Game Travel Costs:</strong></th>
<th><strong>Traveler(s)</strong></th>
<th><strong>Date</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Credit Card</strong></td>
<td><strong>Reimbursement</strong></td>
<td><strong>Date</strong></td>
</tr>
<tr>
<td><strong>Total Out of Pocket</strong></td>
<td><strong>Total Cash Advance Requested:</strong></td>
<td><strong>Date</strong></td>
</tr>
<tr>
<td><strong>Total Registration Fee</strong></td>
<td><strong>Traveler(s)</strong></td>
<td><strong>Date</strong></td>
</tr>
</tbody>
</table>

### Athletics AWAY GAME TRAVEL Roster (PART 3)

- Travel Date(s):
- Opponent(s):
- Coaching Staff Traveling:
- Roster of Players Traveling:

### Athletics AWAY GAME TRAVEL Roster

- Travel Date(s):
- Opponent(s):
- Coaching Staff Traveling:
- Roster of Players Traveling:
MISSING RECEIPT FORM

This Form is to be used as documentation only if the actual receipt, itemized receipt, invoice, packing list or internet order screen print is unavailable for a transaction made on the One Card. It will be allowed only as a rare circumstance. It must be **filed out COMPLETELY and signed by a SUPERVISOR.**

* Designates Required Information

<table>
<thead>
<tr>
<th>*Cardholder’s Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>*Explanation of Missing Receipt:</td>
<td>____________________________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>*Supplier Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>*Supplier’s City and State:</td>
<td>_______________________________</td>
</tr>
<tr>
<td>*Date Order Placed:</td>
<td>____________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>*Description</th>
<th>*Business Purpose</th>
<th>*Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Order Total $_____________________

☐ I am missing the required itemized original receipt. Because an itemized original receipt is not available, I attest that alcohol (choose one):
☐ Was not purchased or included on this receipt.
☐ Was purchased, totaling $_____________________

| *Supervisor’s Signature: | ________________________________ |
| *Print Supervisor’s Name: | ________________________________ Date: ____________________ |

1600 Burrstone Road  Utica, NY 13502-4892  www.utica.edu
UTICA COLLEGE - PIONEERS

LOGO SHEET

PRIMARY LOGO

ALL COLORS DEPICTED HERE ARE A PROXIMITY TO ACTUAL COLORS. PLEASE USE PMS CHART AT THE BOTTOM OF THIS PAGE FOR ACCURATE COLOR INFORMATION

FULL COLOR VERSION

TWO COLOR VERSIONS

ONE COLOR VERSION

SECONDARY LOGOS

FULL COLOR VERSIONS

TWO COLOR VERSIONS

ONE COLOR VERSIONS

WORD MARKS

FULL COLOR VERSIONS

TWO COLOR VERSION

ONE COLOR VERSION

COLOR INFORMATION

<table>
<thead>
<tr>
<th></th>
<th>CYAN</th>
<th>MAGENTA</th>
<th>YELLOW</th>
<th>BLACK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utica Blue</td>
<td>100%</td>
<td>66%</td>
<td>0%</td>
<td>60%</td>
</tr>
<tr>
<td>Utica Orange</td>
<td>0%</td>
<td>79%</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>Utica Dark Orange</td>
<td>0%</td>
<td>79%</td>
<td>100%</td>
<td>11%</td>
</tr>
<tr>
<td>Utica Gray</td>
<td>6%</td>
<td>0%</td>
<td>0%</td>
<td>34%</td>
</tr>
</tbody>
</table>
You will create a new expense report using a multi-step wizard on Centresuite. As you complete the tasks in one step, click Next to move to the next step. At any time, you can click Save to save the expense report in progress. The unfinished expense report will be listed as “Unsubmitted” in the In Progress section of your Manage Expense Reports page.


2. Enter your User ID and Password and click on “Log On” to proceed. Please remember that your login and password are case sensitive. You should be directed to your homepage where it will display a snapshot of your account. On the right side of page under “My Tasks” click the Create Expense Report link and follow the steps below:

**Step 1: Update General Report Information** - Create the expense report by assigning an Expense Report Name.

For Travel please enter: *Last Name - Travel Dates*

For all other expenses not related to travel please enter: *Last name, Month/Year*

a. Define a date range for the expense report

b. Type a description in the Description Field *(Required)*

c. Type a destination in the Destination Field *(Required)*

**Tip:** You have the option to Auto-attach transactions. If you select this option and move to the next step of the wizard, all transactions in the defined date range are automatically attached to the expense report.

**Step 2: Attach Additional Transactions** - All unattached transactions in the date range specified in step 1 are displayed here. If the auto-attach option was not selected, choose which transactions to attach to the report.

**Step 3: Create Out-of-Pocket Transactions** - Out-of-pocket transactions are transactions you paid for yourself and are now submitting for reimbursement (i.e. Lodging, Transportation, Personal Mileage, and Meals). You define out-of-pocket transactions by defining fields specific for the type of transaction. You are able to create as many out-of-pocket transactions as required and attach them to the report.

**Step 4: Receipts** – Scan and Upload receipts associated with all the charges related to the Expense Report.

**Step 5: Finalize Report** - In the final step of the wizard you can split, allocate, attach notes, or delete these any of the transactions. **Enter the description and FOAP for each transaction on the Expense Report.** When the report is complete, submit the report to your approver.

**Step 6: Print Expense Report, attach original receipts and send to General Accounting**

*Please visit the One Card page for more detailed instructions. If you need additional CentreSuite assistance, contact Colleen Bentley-Ciccone at 792-3018 or by email at cmbentle@utica.edu.*
HUMAN RESOURCES

HUMAN RESOURCES (HR) CLEARANCE

- Prior to and during your employment with UC, the HR staff will conduct a full background check. This background check will also be necessary for paid and unpaid/volunteer assistants and will be required before they engage in any role with UC.

CLEAN DRIVING RECORD

- Upon the start of your employment with UC, your driving record will be checked for validity. Any suspensions, holds, revocations, license points, etc. may inhibit your employment. A valid driver’s license will be required to actively recruit student-athletes and/or on occasion drive a college vehicle. Failure to present or maintain a clean driving record may result in the inability to effectively carry out the responsibility of the job and lead to dismissal.

KEY DISTRIBUTION

- The Director of Athletics will order and provide you with your own set of keys to gain access to the Harold T. Clark, Jr. Athletic Center. The keys are non-transferrable. Lost keys must be reported to the Director of Athletics and may be replaced at a charge of $35.00 per key. Keys are to be handed in to HR at the completion of your UC employment.

UC ID

- The college will issue you a UC ID card with your name, photo, and identification number. This card will be issued through the Campus Safety Office. A valid ID card is for your personal use only to gain access into campus buildings and to show proof of employment. The card is to not be transferred to any other individual and must be handed in to HR at the completion of your UC employment.

COLLEGE E-MAIL ACCOUNT AND PASSWORDS

- The IITS office will provide you with a college e-mail address and password. The password is for your possession only and should not be shared. The use of Utica College computers and college e-mail are to be used to receive professional and occupational-related messages. All other e-mail messages that are not related to your job as a coach/employee at UC should be sent toward your personal e-mail account. Please note that your UC e-mail is monitored by the IITS department. Misuse of this account can lead to disciplinary action up to and including dismissal. This includes but is not limited to accessing pornographic websites, gambling websites and other inappropriate websites.

PHONE NUMBER ASSIGNMENT

- All coaches will be assigned an office phone number, college directory and list of all Athletic Department staff phone numbers. It is best to keep this list accessible in your respective office. Contact a network specialist in IITS at extension 3777 to change the caller ID setting on your office phone.

LEAVE REPORTS (FULL TIME EMPLOYEES ONLY)

- Monthly leave reports are expected to be submitted accurately on the first of each month for the previous month. All days that are college holidays should be coded appropriately. In addition, any time that you are not in the office and not spending legitimate time working, there needs to be proper documentation and coding (i.e. vacation, sick time, bereavement, FMLA, maternity leave etc.) If you are working during a college holiday, it needs to be noted in the comments section of the Leave Report.

Steps to Follow to Code Your Leave Report

- Go to the Utica homepage at www.utica.edu
- Choose STUDENT LIFE dropdown
- Go down to ONLINE: and choose LOGINS
- Under important logins – Choose BannerWeb
- Click enter secure area
- Put in your Username and Password
- Choose employee
- Choose leave report
- While in Leave Report make sure to choose the correct time period to code your time.
  1. There is a dropdown box on the right labeled My Choice Leave Report & Status.
  2. Make sure you choose the right leave report to code your time.
  3. Then click Leave Report.
- Once in your correct leave report; click on enter hours
- Make sure you enter the correct days and the correct earning for time off
- Click submit for approval

Employee Evaluations

- Evaluations of head coaches will be completed by the Athletic Director. They will be reviewed in a confidential setting and completed every 12 months.
- Employee evaluations are confidential discussions and reports between you and the Athletic Director.
- Head coaches will be responsible for evaluating assistants that directly report to them.

Volunteers/Assistants

- All volunteer and assistant coaches must have HR clearance. Once cleared, he/she will receive a key and UC ID card if necessary.
- All assistants, paid or unpaid are responsible for following all guidelines set forth by Utica College, the Empire 8, ECAC, CWPA, UCHC and NCAA Division III. It is the responsibility of the respective head coach to ensure full compliance.
- Prior to and during your employment with UC, the HR staff will conduct a full background check. This background check will also be necessary for paid and unpaid/volunteer assistants and will be required before they engage in any role with UC.
ATHLETIC ASSISTANTS

Athletic Assistant Position

Athletic Assistant Package:
3.5-year position/contract, stipend, room and meals, and graduate hours. (The position may be extended beyond 3.5 years at the discretion of the athletic director on a case by case basis. On occasion, pre-requisite undergraduate credits may be allowed. These credits will count toward the allowable 12 credit hours per year.)

Work Stipend: $670.00 per month.

Housing:
On-campus or college-owned housing will be provided. If on-campus or college-owned housing is not available, a $400.00 per month housing stipend (less applicable taxes and withholdings) will be granted. On-campus or college-owned housing will be provided for the length of the athletic assistant’s contract, which includes summers and breaks. Housing stipend will be provided for 10 months. This agreement may be extended at the discretion of the athletic director. Voluntarily leaving on-campus or college-owned housing disqualifies the athletic assistant from the housing stipend. As on-campus or college-owned housing becomes available, individual athletic assistants will be placed. Failure to accept the provided housing results in forfeiture of the $400.00 housing stipend.

The housing stipend is available to athletic assistants only, and not payable to spouses, domestic partners or family members. If an athletic assistant has a spouse or child that are part of his or her household and plan to live with them, the athletic assistant would automatically qualify for the housing stipend and not be placed in on-campus or college-owned housing.

Length of Athletic Assistant Contract:
The athletic assistant contract is 10 months in length unless otherwise noted. It shall run from August 1 through May 31. All athletic assistants will have on-campus or college-owned housing or a $400.00 stipend (for 10 months) for the entire length of their contract (see Housing above for details). However, they will only have the “meals” portion of their contract when the campus dining hall is open.

Credits Received:
Athletic assistants will receive 12 graduate credit hours per year. On occasion, pre-requisite undergraduate credits may be allowed. These credits will count toward the allowable 12 credit hours per year.

Is it mandatory that all Athletic Assistants take classes?
All athletic assistants will be expected to take graduate classes and work toward their master’s degree. Athletic assistant’s tenure concludes upon earning a master’s degree or the conclusion of the agreement.

Additional:
- All athletic assistants are encouraged to purchase renter’s insurance if they are living in College-owned housing.
- Utica College reserves the right to change or adjust this agreement as needed.
RESERVING A UTICA COLLEGE VAN

- Call Facilities at (315) 792-3191 to check availability
- Go to Utica home page at www.utica.edu
- Select the ABOUT link drop down
- Select OFFICES/DIRECTORIES
- Go down to College Offices
- Select Administrative - Choose from List –
- Choose FACILITIES MANAGEMENT
- Scroll down to VEHICLE REQUEST (directly under screwdriver/wrench)
- SELECT click here
- Complete the Vehicle Request Form

**ONLY Certified Staff and Faculty members are allowed to drive the vans**

Contact the Director of Environmental Health & Conservation at: (315) 792-3743 for CERTIFICATION.

**IMPORTANT OFFICES/CAMPUS TOUR**

- Welcome Center
- Student Success/Academic Support Services/ Learning Services and Opportunity Programs
- Student Financial Services
- Campus Safety
- Health Center
- Dining Commons
- Book Store
- Student Activities
- Residence Life

**UTICA COLLEGE RESIDENCE HALLS**

- North Hall
- South Hall
- Tower Hall
- Alumni Hall
- Boehlert Hall
- Bell Hall
- Burrstone Hall
- Ramada Inn

*Consult with Student Activities for the most current “Posting Policy” prior to posting flyers and/or posters around campus.*

*Please refer to the campus map on page 3.*
PLACES OF INTEREST

Restaurants

- Applebee's
  4755 Commercial Drive, New Hartford, NY 13413
  (315) 768-3300

- Uno Chicago Grill
  8645 Clinton St., New Hartford, NY 13413
  (315) 736-8323

- Outback Steakhouse
  8655 Clinton St., New Hartford, NY 13413
  (315) 736-0010

- 99 Restaurant
  8675 Clinton St., New Hartford, NY 13413
  (315) 736-9699

- Tom Cavallo's Restaurant
  40 Genesee St., New Hartford, NY 13413
  (315) 735-1578

- Carmella's Café
  8530 Seneca Turnpike, New Hartford, NY 13413
  (315) 797-3350

- Babe's Macaroni Grill & Bar Restaurant
  80 N Genesee St., Utica, NY 13502
  (315) 735-0777

- Delmonico's Italian Steakhouse
  151 N Genesee St., Utica, NY 13502
  (315) 732-2300

- Michael T's Restaurant
  8390 Seneca Turnpike, New Hartford, NY 13413
  (315) 724-4882

- Zebb's Deluxe Bar & Grill
  8428 Seneca Turnpike, New Hartford, NY 13413
  (315) 735-8547

- Olive Garden
  4636 Commercial Dr, New Hartford, NY 13413
  (315) 736-2005

- Georgio's Village Cafe
  60 Genesee St, New Hartford, NY 13413
  (315) 792-1111

- Bella Regina
  239 Genesee St, Utica, NY 13501
  (315) 732*2426

- Bella Cucina
  4479 Commercial Drive, New Hartford, NY 13413
  (315) 736-4885

- Symeon's Greek Restaurant
  4941 Commercial Dr, Yorkville, NY 13495
  (315) 736-4074
Places of Worship

- Newman Center (On-Campus)
  (315) 792-3284
- Our Lady of the Rosary Roman Catholic Church
  1736 Burrstone Road, New Hartford, NY 13413
  (315) 724-0402
- Our Lady of Lourdes Roman Catholic Church
  2 Barton Ave, Utica, NY 13502
  (315) 724-3155
- Our Saviour Lutheran Church
  1640 Genesee St., Utica, NY 13502
  (315) 732-0134
- Zion Lutheran Church
  630 French Road, New Hartford, NY 13413
  (315) 732-4110
- Trinity Lutheran Church
  2620 Genesee St., Utica, NY 13502
  (315) 732-7869
- Temple Emmanuel
  2710 Genesee St., Utica, NY 13502
  (315) 732-4177
- Buddha Ship Temple
  110 Genesee St. #707, Utica, NY 13502
  (315) 797-2329
- Beit Shalom
  49 Franklin Sq., Utica, NY 13502
  (315) 733-2867
- Grace Church
  6 Elizabeth St., Utica, NY 13501
  (315) 733-7575
- All Saints Episcopal Church
  40 Faxton St., Utica, NY 13501
  (315) 732-3077
- St. Stephen's Episcopal Church
  (315) 732-7462
- Bosnian Islamic Association of Utica
  306 Court Street Utica, NY 13502

Hotels

- Hampton Inn (Utica)
  180 N Genesee St., Utica, NY 13502
  (315) 733-1200
- Hampton Inn (New Hartford)
  201 Woods Park Drive, New Hartford, NY 13413
  (315) 793-1600
- Holiday Inn New Hartford
  1777 Burrstone Road, New Hartford, NY 13413
  (315) 797-2131
- Radisson Hotel Centre
  200 Genesee St., Utica, NY 13501
  (315) 797-8010
o Hotel Utica  
102 Lafayette St., Utica, NY 13501  
(315) 724-7829

o Ramada New Hartford  
141 New Hartford St  New Hartford, NY 13413  
(315) 735-3392

o Holiday Inn Express & Suites  
23 Wells Ave. Utica, NY 13502  
315-724-2726

o Fairfield Inn & Suites  
71 North Genesee Street Utica, NY 13502  
315-798-9600

Emergency Phone Numbers/Hospitals

o Utica College Campus Safety 
On-Campus 
x 3046 or Dial 611  
Off-Campus  
(315) 792-3046

o Utica Police Dept.  
(315) 735-3301

o Utica Fire Dept.  
(315) 731-2000

o Ambulance  
Kunkel Ambulance  
(315) 327-2943  
Edwards Ambulance  
(315) 737-7657

o Hospitals  
Faxton-St. Luke’s HealthCare (MVHS)  
1656 Champlin Ave, Utica, NY 13502  
(315) 624-6000

St. Elizabeth Medical Center (MVHS)  
2209 Genesee Street, Utica, NY 13501  
(315) 798-8100

Slocum-Dickson Medical Group  
1729 Burrstone Road, New Hartford, NY 13413  
(315) 798-1580
SPORTSMANSHIP/CODE OF CONDUCT

- All intercollegiate teams and the student-athletes that the teams are comprised of must always exhibit good sportsmanship and class, whether they win or lose. They must always remember to represent Utica College in a positive and respectful manner. Appropriate and neat attire for away games is expected. All student-athletes are to act as mature adults both on and off the field. Each student-athlete must remember that he/she represents themselves, their families and Utica College.

- Student-athletes are expected to abide by the expectations set forth in Utica College’s Code of Student Conduct. The Code of Student Conduct can be found at: http://www.utica.edu/handbook

SOCIAL MEDIA

- Any inappropriate or distasteful comments, pictures, etc. displayed in social media or electronically, that gets brought to administrators attention will garner at least a one game suspension for the first offense, two game suspension for the second offense and likely dismissal from the team for a third offense. This applies to all student-athletes. Harsher penalties, including dismissal from a team, may be applied if violation warrants. Refer to NCAA Bylaws 13.02.11, 13.10, 13.5, 13.6, 13.7 for appropriate electronic communication between coaches and student-athletes or prospective student-athletes.

STUDENT-ATHLETE ELIGIBILITY

- Eligible student-athletes are full-time, on-ground, matriculated students with the following GPA: end of first semester 1.70, end of second semester 1.85, end of third semester 1.90 and end of fourth semester and each semester thereafter 2.00. A student-athlete with an unsatisfactory GPA will be considered ineligible for competition, according to Utica College academic standards.

- In addition, student-athletes must complete all of the required NCAA forms and be medically cleared before they are deemed eligible to play. There will be designated times that your team will be given to ensure all appropriate paperwork is thoroughly completed. Please consult with the Compliance Director and Head Athletic Trainer to arrange team meeting times.

COMMUNITY SERVICE EXPECTATION/CULTURAL EVENTS

- UC athletics are to provide a positive self-image of the college and its student-athletes. Student-athletes are required to spend time giving back to the surrounding community. Each sport team is to complete a minimum of two community service projects throughout the year and encouraged to attend at least two cultural events sponsored on campus.

ACADEMIC ADVISING/ COUNSELING SERVICES

- It is important that student-athletes receive consistent academic direction. Although coaches are expected to keep an active interest in their players’ academic progress, it is important that they do not cross the line and academically advise them. This is the job of the academic advisor that the student has been assigned to. You are expected to respect the academic direction that advisors are giving, as you would expect them to respect your strategy and roster decisions you implement during games.

- Utica College’s Office of Counseling & Student Development provides a wide range of services for students. A number of factors both personal and academic can get in the way of goals students have established. Counseling services are designed to help students regain a sense of control and further their ability to meet their goals.

The following services are available to all UC students:

- Individual counseling
- Group counseling
- Outreach services - for individuals interested in having the Academic Support Services Center staff provide a presentation or program
- Consultation services - for faculty, staff, and administrators who are concerned about a student or a student-related issue
- Training programs - for individuals who are interested in counseling, communication, and conflict resolution skills

For more information regarding counseling services please call (315) 792-3032.

FINANCIAL AID

- Financial Aid is the responsibility of the Financial Aid Office. In accordance with NCAA Division III bylaws 15.4.2 and 15.4.5 please do not have any involvement in a student-athletes financial aid package. As with Academic Advising, please respect the efforts and responsibilities of the Utica College Student Financial Services (315) 792-3179.
STAYING COMPLIANT WITH DIII FINANCIAL AID REQUIREMENTS

Guidelines to a Consistent Financial Aid Package:
- Financial aid cannot be granted based on a student-athlete's athletics participation. This means institutions should not consider athletics leadership, ability or performance when formulating a financial aid package. [Bylaw 15.4.1-(a)]
- Financial aid procedures should be the same for all students. Student-athletes and non-athletes should be treated the same. [Bylaw 15.4.1-(b)]
- The financial aid packages for student-athletes should resemble similar packages offered to non-athletes. [Bylaw 15.4.1-(c)]
- The total award amount given to student-athletes compared to the total award amount given to the overall student population should be proportionate to the number of student-athletes compared to the overall student population. [Bylaw 15.4.1-(d)]

Athletics Staff Involvement:
Athletics staff members are not allowed to have any role in determining institutional aid and are not permitted to modify or arrange financial aid packages. [Bylaw 15.4.5]

For additional resources:
- Contact your conference office
- File an interpretive request in RSRO
- Call the AMA Interpretations Line at 317-917-6003

RETENTION
- It is expected that coaches create a retention plan that will assist student-athletes in staying fulfilled, eligible and enrolled at Utica College. This may include study hall assignment, team building exercises that are within compliance with NCAA Division III rules, progress reports or weekly individual meetings to monitor progress. Please take the time to create a reasonable and effective plan that will encourage your student-athletes to be successful in the classroom and enjoy their experience at UC.

ILLEGAL DRUG USE
- Student-athletes who violate the College policy regarding illegal drug use will be subject to the College's judicial process.
- Unless prescribed by a physician for any general medical condition, drug use is prohibited.
- Any questions regarding allowable or illegal substances should be directed toward the Head Athletic Trainer for clarification.

EXPECTATION FOR TEAM BEHAVIOR
- The Empire 8, NCAA, ECAC, CWPA, UCHC and Utica College promote good sportsmanship by student-athletes, coaches, and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches, or team representatives, as well as public intoxication, are grounds for removal from the site of competition and other disciplinary actions.

DRIVING WHILE INTOXICATED
- Any student-athlete that is charged with Driving While Intoxicated may be suspended and/or dismissed from a team for a partial amount of time or the complete season. Underage DWI may incur a more severe penalty because of the violation of both underage drinking as well as DWI. The current blood alcohol content for DWI is .08

HAZING
- Hazing, Initiation or Rite of Passage is NOT Permitted and will NOT be tolerated.
- Although hazing, initiation or a rite of passage can be a common thing in athletics, it is not to be tolerated in any way, shape, or form at Utica College. It is expected that coaches and players are to respect one another and act as mature adults at all times. If there is such an incident of hazing, the Athletic Director will work with the college leadership team as well as the UC student conduct system to implement individual and or team sanctions. Coaches and players who are involved in an incident may be suspended/terminated or have their season or part of their season canceled. Any report of an incident will be reported to the college President.
Utica College Department of Athletics

Student-Athlete Agreement Concerning Hazing and Dangerous Initiation Activities

The Athletics Department strictly prohibits hazing of any kind as well as dangerous initiation activities. The Athletics Department defines hazing and/or dangerous initiation activities as

“any action taken, created, or situated which intentionally or recklessly subjects any person to the risk of bodily harm, mental or physical discomfort, embarrassment, harassment, or ridicule; or causing or encouraging any person to commit an act that would be a violation of law or college regulations; for the purpose of initiating, promoting, fostering, or confirming any form of affiliation with a sport team.”

Actions and activities which are prohibited by the Athletics Department include, but are not limited to, the following:

1. Any activity or action that creates a risk to the health or safety of another person.
2. Any type of initiation or other activity where there is an expectation of individuals who are joining a particular team to participate in behavior designed to humiliate, embarrass, degrade, or abuse them, regardless of the person’s willingness to participate.

Examples of prohibited behavior include, but are not limited to:

- forcing, requiring or pressuring the consumption of alcohol or other drugs;
- forcing, requiring or pressuring the ingestion of any substance;
- forcing, requiring or pressuring the shaving of any part of the body, including hair on the head;
- forcing, requiring or pressuring the participation in any activity which is illegal, perverse, publicly indecent, or contrary to the individual genuine moral beliefs, e.g. public profanity, indecent or lewd conduct, or sexual gestures in public;
- forcing, requiring or pressuring an individual to tamper with or damage College property;
- dietary restriction of any kind;
- sleep deprivation;
- creation of excessive fatigue;
- paddling, whipping, beating or physical abuse of any kind;
- forced tattooing or branding;
- physically abusive exercise;
- exposure to the elements;
- compulsory servitude;
- work projects without the participation of the full membership;
-road trips, kidnapping, drop-offs, or any other such activities;
-assigned or endorsed pranks, such as borrowing or stealing items, painting property or objects, or harassing other individuals or groups;
-morally degrading or humiliating games or activities;
-verbal or cruel harassment, including yelling and screaming;
-line-ups, kangaroo courts, or any interrogation not consistent with the legitimate testing for information about the purposes and history of the team;
-any activity which interferes with one’s ability to study or complete one’s course of study;
-forcing, encouraging, or pressuring the wearing of apparel in public which is conspicuous, not normally in good taste, or designed to humiliate or embarrass the individual(s) wearing it;
-participation in sexual rituals or assaults and/or required nudity;
-mentally abusive or demeaning behavior;
-deception or threat contrived to convince the new member that she/he will not be permitted to join;
-requiring the answering of phones or doors with songs, chants, or riddles;
-requiring yelling or screaming upon entering or leaving a facility;
-requiring new members to “greet” initiated members;
-activities that promote or encourage the violation of state law or college policy;
-collective behavior such as marching;
-requiring members to escort each other on campus;
-requiring the carrying of items such as bricks, pumpkins, lunch boxes, items for members, etc.

Name__________________________________________ Team_________________________

I have been given the opportunity to read this policy and understand the following:

(Initial)_______ I understand the policy and regulations of the Athletic Department pertaining to the prohibition of hazing and/or dangerous initiation activities.

(Initial)_______ I understand that if I am found in violation of this policy I will be subjected to the most serious sanction, including suspension from the team. In addition, I am aware that the team may be subject to group discipline that can include team probation, cancellation of individual contests, and/or cancellation of the entire season.

Signature__________________________________________ Date_________________
Utica College Department of Athletics

Student-Athlete Agreement Concerning Public Media, Social Networks, Email and Texts

Utica College Athletics strives to promote a healthy and safe experience for all student-athletes, coaches and staff members. Social media and electronic communication creates a new challenge to accomplish this endeavor.

Although social media can be used in a creative, productive and safe way, there are some concerns that come with its use. Most concerns arise from using social media in inappropriate and irresponsible ways. It is our goal to ask for your assistance and understanding in limiting its’ negative impact, and to make you aware of potential consequences that can arise from misuse. The Athletic Department fully supports the student Code of Conduct in the Utica College Student Handbook.

Student-athletes must remember that everything is visible in emails, texts and on social media networks. Student-athletes will be held responsible for any actions that are deemed inappropriate, that compromise the integrity of the College and or their sport as well as any behaviors that violate federal and state law, NCAA, ECAC, CWPA and or Empire 8 rules and regulations. For example, photos or statements placed on social networks or sent through texts or emails that depict harassment (including sexual harassment), vandalism, underage drinking or consumption of alcohol in violation of Utica College’s alcohol policy, hazing, selling, possessing or using controlled substances can be used by Utica College administrators and Athletic Department in connection with student conduct code proceedings and Athletic Department decisions regarding athletic eligibility. You may not post whatever you want on a social networking site. You may not send whatever you want through email or text message. You may not post or send derogatory, threatening or unsportsmanlike statements whether directed at individuals, teams or programs associated with Utica College or with other colleges. This includes coaches, teams, students, administrators, faculty, staff, fans or athletic officials.

Any inappropriate or distasteful content (i.e. comments, pictures, etc.) displayed in social media or electronically will initially garner at least a one game suspension for first offense, two game suspension for second offense and likely dismissal from the team for third offense. This agreement applies to all players. Harsher penalties may be applied if violation warrants.

The online community is open to all and therefore anyone can access any personal information that you may post. Personal information includes photos, contact information, etc.

Please remember the following:

1.) Even if content is posted for a day or two just to be funny, it remains accessible to everyone on the Internet even if you take it down or change it. You have even less control once you email or text.
2.) Utica College coaches and administrators, faculty, staff, parents, your parents’ neighbors, future employers, potential graduate schools and local law enforcement have access to these social networks and may access information and monitor them as they see fit. You should have no expectation of privacy on social networking sites.
3.) Students should be aware of who they make their “friends” on these sites. These “friends” may try to take advantage of student-athletes or take advantage of a student-athlete’s particular team.
4.) Photographs posted on a social networking site may end up on badjocks.com, ncaahazing.com or similar sites.
5.) Student-athletes could face discipline and even dismissal for violations of team, department or college policy.
6.) False statements made about someone may result in a legal claim.
7.) Posted information can be used as part of a criminal proceeding or a campus judicial proceeding.

Think about your safety, your future, your family, your team and your college.
Use social network sites creatively, appropriately and with caution.

Name____________________________________________________________ _____
Team______________________________

I have been given the opportunity to read this agreement and understand the following:

(Initial)__________ I understand the agreement and regulations of the Athletic Department pertaining to public media and social networking.

(Initial)__________ I understand that if I am found in violation of this agreement I will be subjected to the most serious sanction, including suspension or removal from the team.

Signature_______________________________________________ ________Date____________________
Thank you for participating in an overnight visit at Utica College. We ask that prospective students and guests on the Utica College campus follow all Utica College policies and any policies and/or additional expectations of the program, department and athletic team/s hosting you. To help make your visit successful, the information provided below will be shared with the athletic department, campus safety, residence life and your parent/guardian.

**Prospective Student and Host Overnight Visit Agreement**

- The use of alcohol and/or drugs is prohibited.
- Prospective students should stay in the residence hall and room that has been designated unless there has been consent from the coaching staff and the parent or guardian to switch accommodations.
- Prospective students should remain with their host throughout the visit. Multi-sport athletes may spend time with a host from each team provided arrangements with the coach of each team have been made.
- Prospective students should attend all scheduled programs, activities and practices.
- If there are any problems with housing or any situation of concern arises, please immediately contact the designated person/s listed below.
- Please follow Utica College’s Student Code of Conduct. [utica.edu/student/conduct/utica college code of student conduct.pdf](https://utica.edu/student/conduct/utica college code of student conduct.pdf)
- Remember that you are a guest at Utica College, so please behave accordingly.

As a prospective student, I understand that if I do not follow this agreement, my visit may end early.
To the best of my knowledge, the information on this form is accurate as it relates to the official visit to Utica College.

Prospective Student Name:_____________________________________________
Prospective Student Signature:_________________________________________
    Date:_______________________
Prospective Student Contact Number:___________________________________
Signature of Parent/Guardian:_________________________________________
    Date:_______________________
Parent Guardian Contact Number:_______________________________________
Date of Arrival:__________________________  Date of Departure:___________________________
*Parents are encouraged attend the visit

As a host, I understand that if I do not follow this agreement, I may face team and/or institutional discipline.

Host’s Name:________________________________________________
Host’s Residence Hall:_________________________________________
Room #:____________________
Host’s Phone Number:_________________________________________
Host’s Signature:_____________________________________________
    Date:_______________________
Athletic Team/s:_____________________________________________________
Program/Department Responsible for Hosting:________________________________

Coach/Staff Name:_________________________________________________
Coach/Staff Signature:_____________________________________________
    Date:_______________________
Coach/Staff Phone Number:_________________________________________
    Copy Sent to: Athletics
                Campus Safety
                Residence Life    _______
                Parent/Guardian______
Utica College Athletics
Policy on cutting student-athletes from sport team rosters

- Members of team rosters will be determined by the head coach of that sport. The athletic director may provide input and direction as needed.
- Conversations regarding playing time shall take place between the player and coach.
- Student-athletes that have been actively recruited by a coach shall not be cut from a team roster in their first season on the team provided they remain in good standing.
  - Actively recruited is defined as: the coach has initiated the contact and has had multiple conversations or correspondence with the student-athlete. It is not considered to be actively recruited if the student-athlete has received a letter of interest or an email from UC without consistent correspondence from the coaching staff or they have reached out to the coach to inquire about the athletic program. It is understood that there are no guaranteed roster spots or playing time.
  - Good standing is defined as: academically eligible, has adhered to team rules, is at the appropriate fitness levels or physical condition to compete on the collegiate level as determined by the head coach (barring any documented injury, health condition etc.) and is not involved with the office of student conduct or law enforcement for violations of school policy or law. If a student-athlete does not maintain "good standing", they may be dismissed/cut from the team’s roster immediately. Any cuts will be communicated in a one-on-one conversation between the player and the coach.
- If a student-athlete has been actively recruited and decides not to play on the team in the season immediately following their recruitment, they would be eligible to be cut from the team.
- After completion of a student-athletes’ first season on a team, they are eligible to be cut the following season and each season thereafter based upon the sole discretion and judgment of the head coach.
SUMMER/OUT OF SEASON WORKOUTS

o All Summer/out of season workouts must be voluntary and meet all the requirements of NCAA bylaw 17.02.13 “Voluntary Athletically Related Activities”. NCAA bylaw 17.02.13 listed below.
In order for any athletically related activity to be considered “voluntary,” all of the following conditions must be met:
(a) The student-athlete must not be required to report back to any of his or her sport-specific coaches any information related to the activity. In addition, no athletics department staff member who observes, monitors or conducts the activity (e.g., strength coach, trainer, manager) may report back to the student-athlete’s coach any information related to the activity;
(b) The activity must be initiated solely by the student-athlete. Neither the institution nor any athletics department staff member may require the student-athlete to participate in the activity at any time;
(c) The student-athlete’s attendance and participation in the activity (or lack thereof) may not be recorded for the purposes of reporting such information to coaching staff members or other student-athletes; and
(d) The student-athlete may not be subjected to penalty if he or she elects not to participate in the activity. In addition, neither the institution nor any athletics department staff member may provide recognition or incentives (e.g., awards) to a student-athlete based on his or her attendance or performance in the activity.

TITLE IX EQUALITY/TITLE IX & SEXUAL HARASSMENT

o “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

o Although Title IX prohibits sex discrimination campus-wide, it has been defined to apply to intercollegiate athletics in three specific areas: Participation, Scholarships and Treatment of Existing Athletes and Programs. Title IX compliance requires equity as that term has been defined under the law in each of these three areas. Utica College believes that all students have a right to participate in an athletic program free of discrimination, including sexual harassment and retaliation. Utica College believes in the educational value of intercollegiate athletics and as such offers competitive NCAA Division III athletic programs with core conference membership in the Empire 8.
Please refer to the following Title IX website for a more comprehensive review:
http://www.utica.edu/college/tix/gender.cfm

o Complete the NCAA 360 Proof
www.360proof.org/pfi/utica_college to take the Personalized Feedback Index (PFI)

o As of Fall 2015, it is New York State Law that all intercollegiate athletes complete sexual violence training prior to participation.
Complete Haven-Understanding Sexual Assault
www.everfi.com/register
Code: 1c502b2d (you will need your Student ID, it’s the # on your UC picture ID)

o Fill out off campus housing form
Inform your coach when this is complete.

MULTIPLE SPORT ATHLETES

o Multiple sport athletes are encouraged in Division III athletics and at Utica College. Student-athletes shall not be denied the right/opportunity to play multiple sports if they choose to do so. It is expected that all coaches embrace the student-athlete experience and not discourage student-athletes from participating in multiple sports. Multiple sport student-athletes will focus on their traditional sport season. Non-traditional sports seasons will be secondary to traditional seasons with regards to practices, team meetings, games etc.
ABOUT UTICA COLLEGE

UC at a Glance
- Coeducational, private comprehensive college founded by Syracuse University in 1946.
- Became independently accredited in 1995.
- Began offering graduate programs that grant the Utica College master’s degree in 1999 and the Utica College doctoral degree in 2005.

Programs
Utica College offers:
- 38 undergraduate majors
- 31 minors
- 21 graduate programs, including master’s, doctoral, and graduate certificate programs, on-campus and online
- Numerous pre-professional and special programs
- Study abroad opportunities.
- 77% of freshmen live on campus

Degrees
Utica College students earn:
- Utica College bachelor’s degree for undergraduates
- Utica College master’s and doctorate degrees

Diverse Student Body
Utica College is home to:
- 3,084 undergraduate students (full- and part-time)
- 1,379 graduate students (full- and part-time)
- Students from 45 different states
- Students from 39 different countries

Our students represent a broad diversity of ethnicities, backgrounds, perspectives, and experiences.

Typical Class Size
20 students

Student-to-Faculty Ratio
11:1

Average Scores for Incoming Freshmen
SAT: 1414
ACT: 21
PA: 3.02

Faculty
138 full-time faculty
117 have earned their Ph.D. or the highest degree in their field

Residence Halls
- Seven halls
- Variety of living options

Library
- 145,000 volumes
- 657 print journals
- 5,000 electronic journals
- 112 online databases
- Largest collection of 19th and early 20th Welsh-language literature in the U.S.
- Papers / Library of Walter D. Edmonds, author, Drums Along the Mohawk

Alumni
25,000+ worldwide
The Clark Athletic Center is centrally located and houses the following modern facilities:

* Gary M. Kunath Fitness Center
* Clark Athletic Center Gymnasium
* Utica Pool of Champions
* Harold T. Clark Sr. Team Facility
* Dance room for aerobics, modern dance, and exercise
* Racquetball courts
* Men’s and women’s locker rooms and saunas
* Athletic department offices
* Pioneer Hall of Fame

**GARY M. KUNATH FITNESS CENTER**

UC’s newly renovated 6,400 square foot fitness facility is located in the Harold T. Clark Athletic Center and is open to students, faculty, and staff.

**Exercise Equipment**
The Gary M. Kunath Fitness Center offers entirely new equipment, including:

* Hammer Strength free weights, benches, and racks
* Nautilus Nitro Plus circuit training equipment
* Life Fitness cardio treadmills, bikes, and ellipticals.

**Sights and Sounds**
A state-of-the-art PYLE Dryver Pro sound system was recently installed, along with three top-of-the-line, 32-inch, Sony flat-screen televisions.
CLARK ATHLETIC CENTER GYMNASIUM

The gymnasium, with a 2,200 seating capacity, features three full-length basketball courts and six suspended hoops. It is the home to the Utica College basketball program as well as the UC women's volleyball team. Practices for several UC athletic programs are also held in the gymnasium (as well as a variety of intramural activities). Several community events are also housed inside the gymnasium including America's Greatest Heat Run and Walk.

UTICA COLLEGE POOL

The Utica College pool is an 8-lane, 25-yard by 6-lane, 25-meter pool fully equipped with a 1-meter diving facility. It is the home of the Utica College men's and women's swim and diving programs as well as the women's water polo team. The balcony area offers seating for 185 spectators, and it also boasts a golf net practice facility.

The pool is open to all students, faculty, and staff and memberships for community patrons are available. A certified lifeguard must be on staff to use the pool.

*Pool Hours are posted in the main office of the Clark Athletic Center and they may vary for holidays and athletic events.*

HAROLD T. CLARK SR. TEAM FACILITY

The Harold T. Clark Jr. team facility is located on the east end of the Clark Athletic Center. The facility features a state-of-the-art, fully equipped physical training center with hot and cold tubs, multiple training tables, and top-of-the-line rehab equipment. The team facility also boasts additional locker rooms, showers, laundry room, and an all-purpose classroom for meetings.

PIONEER ATHLETIC HALL OF FAME

The Hall of Fame was established in 2008 to celebrate the dedicated student-athletes, coaches, administrators, and benefactors whose extraordinary achievements express the values of Utica College in the spirit of competition within a lifelong learning environment.

The Hall of Fame is located in the main lobby of the Harold T. Clark Athletic Center as you enter the handicap-accessible entrance to the gymnasium.
UTICA MEMORIAL AUDITORIUM

The Utica College men's and women's hockey teams play home games at the Utica Memorial Auditorium. The Pioneers share the space with the Utica Comets of the American Hockey League (AHL).

Located in downtown Utica, just five miles from campus, the “Aud” is a state-of-the-art hockey facility with a seating capacity for more than 4,000 fans. The college built its own annex containing locker rooms, storage, and a training room.

US College Hockey On-line calls the Utica Auditorium one of the top rinks in Division III.

OUTDOOR FACILITIES

CHARLES A. GAETANO STADIUM/CONNIE GAETANO PLAZA

Utica College's multi-purpose stadium has significantly changed the campus landscape since construction began in the fall of 2001. Home to the Pioneers' varsity field hockey, football, soccer and lacrosse teams, the facility also hosts a number of intramural and recreational activities throughout the year. In the Summer of 2014 the College installed the Adirondack Bank Video Board which features a larger than life display with full video capabilities.

Located on the campus's northern edge behind the Clark Athletic Center, the stadium features grandstand seating for 1,200, an elegant brick façade and gateway entrance, modern press facilities, a courtyard adjoining the stadium with the College's soccer field and baseball diamond, and a state-of-the-art synthetic turf playing field. The plaza was renamed the Connie A. Gaetano Plaza in the Fall of 2012.

The stadium also features a synthetic Field Turf playing surface identical to that used by many professional and Division I sports teams.

The stadium bears the name of Charles A. Gaetano, a prominent local business leader and emeritus director of the Utica College Foundation. A formal dedication of the stadium was held in the fall of 2002.
UTICA COLLEGE BASEBALL FIELD
The home of the Utica College baseball team is located adjacent to Charles A. Gaetano Stadium behind the Clark Athletic Center in the northeast end of campus. The fence-enclosed facility features new dug outs, bullpen pitching mounds.

UTICA COLLEGE TENNIS COURTS
The UC tennis courts are located on the north end of campus adjacent to Charles A. Gaetano Stadium. The hard court surface, which is home of the College's men's and women's tennis programs, is fully enclosed with four regulation-size courts. The tennis facilities are available to students, faculty and staff, weather permitting, throughout the entire year.

UTICA COLLEGE SOCCER FIELD
The Utica College soccer field is located on the northeast end of campus next to Charles A. Gaetano Stadium and the Utica College Baseball Field. The all-grass surface is home to the UC men's and women's soccer programs and features European style goals. The soccer facilities are available to students, faculty, and staff, weather permitting, throughout the entire year, and are also used for specific intramural activities.

UTICA COLLEGE THROWING & JUMPING FACILITY
Construction for Utica College's brand new throwing/jumping facility was recently completed. The new space, which has been touted as one of the top throwing facilities in the North East, is adjacent to the Utica College Baseball Field. The facility includes throwing areas for shot put, discus and hammer. It also includes a running pad and landing pit for long jump and triple jump. This pad, which boasts a MONDO surface, will also be able to accommodate javelin competitions. The same MONDO running surface was used in the 2012 Summer Olympics.

GREENMAN SOFTBALL FIELD
Greenman Field, home to the Utica College softball team, is located directly across Burrstone Road, adjacent to White Hall. The fully enclosed lighted field features dugouts and a sandstone infield ideal for northeast weather conditions.

TODD & JEN HUTTON SPORTS & RECREATION CENTER
The Sports & Recreation Dome is one of the largest Domes in North America. The dome features an 8 lane x 200 meter track, an 80 yard x 50 yard Field Turf surface, two jumping pits, two pole vault areas, multiple throwing circles, four multipurpose courts in the infield of the track (basketball/volleyball/tennis), a weight room, track and field locker rooms, track and field offices, equipment check out and a concessions area.
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</tr>
<tr>
<td>Sean Coffey</td>
<td>Men's Basketball</td>
</tr>
<tr>
<td>Blaise Faggiano</td>
<td>Football / Assistant AD</td>
</tr>
<tr>
<td>Gary Heenan</td>
<td>Men's Hockey / Coach Mentor</td>
</tr>
<tr>
<td>Mike Parnell</td>
<td>Men's Lacrosse</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COACHES WITH BOTH MEN'S AND WOMEN'S SPORTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Eric Parker</td>
<td>Cross Country/Track &amp; Field</td>
</tr>
<tr>
<td>Dave Clausen/ Brian Marcantonio</td>
<td>Men's and Women's Golf</td>
</tr>
<tr>
<td>John Nigro</td>
<td>Men's and Women's Tennis</td>
</tr>
<tr>
<td>Erin Knight</td>
<td>Swim and Dive/ Water Polo</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ATHLETIC TRAINERS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Warner</td>
<td>Head Trainer</td>
</tr>
<tr>
<td>Dawn Corbin</td>
<td>Assistant Trainer</td>
</tr>
<tr>
<td>Kristin Garrity</td>
<td>Assistant Trainer</td>
</tr>
<tr>
<td>James Murphy</td>
<td>Assistant Trainer</td>
</tr>
</tbody>
</table>

*Area Code - (315)*