2020-21
Arcadia Athletics
Student-Athlete Handbook
**Mission Statement**
Arcadia Athletics uses the transformative power of sport to enrich student-athletes and support their academic and athletic achievements. Our programs engage the entire university community.

**Vision**
We aspire to provide a comprehensive and nationally-competitive athletics experience that attracts success-driven individuals and develops high-achieving leaders.

**Core Values**
Arcadia Athletics believes that sports provide a forum for personal development and serve as a means to unify the university community. We look to our core values as shared beliefs and ideals that guide our actions. Ultimately, we strive to create a dynamic department where our members will reflect upon their collective experiences and confidently say "I GREW"

- **Integrity:** We are honest, ethical, and moral in our actions and demonstrate both accountability and responsibility for our commitments. We are stewards of Arcadia that are committed to acting in a professional manner, respecting the rights of others, and supporting the greater good of the university.
- **Growth:** We challenge individuals to grow beyond what they perceive to be possible in an effort to help them reach their full potential.
- **Respect:** We embrace our differences and strive to create a community built upon trust, teamwork, and sportsmanship. Sports provide an opportunity to bring individuals of diverse backgrounds together, to learn from one another, and to utilize our individual and collective strengths for positive action.
- **Excellence:** We may "play for the love of the game", but we are competitors and committed to high standards of success in everything we do.
- **Well-Being:** We are committed to the personal health and safety of our members as well as the overall welfare of our community. We strive to provide a quality personal experience that is balanced and nurturing.

**Program Overview**
Arcadia University has established and supports a broad-based athletics program. The athletics program maximizes participation by offering a variety of athletics opportunities. Equal emphasis is given to men’s and women’s sports, and the quality of competition is similar for all. The university supports student-athletes in their efforts to attain high levels of competitive performance and excellence by providing them with competent coaching, quality facilities, proper and safe protective equipment, and appropriate competitive opportunities with student-athletes from similar institutions.

The university also supports spectator opportunities for the student body. Spectator participation enables the student body to identify with the university and develop pride, a feeling of importance, better morale, and loyalty. The spectators attending athletics events, including student-athletes, are expected to provide an environment of respect, dignity, and civility for the university’s guests. In essence, the university believes in providing a positive, meaningful, and educational atmosphere for the conduct of its athletics events and behavior contrary to this intent will not be tolerated. The university does not accept the use of profane and vulgar language or any form of disrespectful treatment of our guests (visiting teams, officials, visiting fans, etc.). Sportsmanship is everyone’s responsibility so please do your part to keep Arcadia a leader in the development and display of character.
Sport Offerings
Arcadia University currently sponsors 24 varsity sports programs and is a proud member of Division III within the NCAA. Our sport offerings include the following:

- **Men's Sports (11)**
  - Soccer
  - Cross Country
  - Tennis
  - Golf
  - Basketball
  - Swimming
  - Volleyball
  - Baseball
  - Lacrosse
  - Indoor Track & Field
  - Outdoor Track & Field

- **Women's Sports (12)**
  - Soccer
  - Cross Country
  - Tennis
  - Golf
  - Basketball
  - Swimming
  - Volleyball
  - Softball
  - Lacrosse
  - Field Hockey
  - Indoor Track & Field
  - Outdoor Track & Field

- **Co-Ed (1)**
  - Esports

- **Coming in 2021-22 - Will sponsor 26 sports**
  - Men's Ice Hockey
  - Women's Ice Hockey

Middle Atlantic Conferences (MAC)
Founded on December 11, 1912, the Middle Atlantic Conferences, commonly known as the MAC, is one of the oldest intercollegiate athletics associations in the United States. The first conference competition occurred on May 20, 1913 with a track & field meet at Lafayette College.

The MAC has evolved into the only NCAA umbrella organization of three conferences – MAC Commonwealth, MAC Freedom, and Middle Atlantic. Located in Annville, PA, the Middle Atlantic Conference is an NCAA Division III conference comprising the Middle Atlantic Conference (MAC), Middle Atlantic Conference Commonwealth (MAC Commonwealth) and Middle Atlantic Conference Freedom (MAC Freedom). Its 18 member institutions, located across three states, are: Albright College (Reading, Pa.), Alvernia University (Reading, Pa.), Arcadia University (Glenside, Pa.), Delaware Valley University (Doylestown, Pa.), DeSales University (Center Valley, Pa.), Eastern University (St. Davids, Pa.), Fairleigh Dickinson University-Florham Campus (Madison, N.J.), Hood College (Frederick, Md.), King's College (Wilkes-Barre, Pa.), Lebanon Valley College (Annville, Pa.), Lycoming College (Williamsport, Pa.), Messiah University (Mechanicsburg, Pa.), Misericordia University (Dallas, Pa.), Stevens Institute of Technology (Hoboken, N.J.), Stevenson University (Owings Mills, Md.), Widener University (Chester, Pa.) and Wilkes University (Wilkes-Barre, Pa.), and York College of Pennsylvania (York, Pa.).

The MAC currently sponsors 27 intercollegiate sports that compete in the NCAA Division III. More than 7,000 student-athletes participate in baseball, men's and women's basketball, men's and women's cross country, field hockey, football, men's and women's golf, men's and women's ice hockey, men's and women's indoor track & field, men's and...
women's lacrosse, men's and women's outdoor track & field, softball, men's and
women's soccer, men's and women's swimming, men's and women's tennis, men's and
women's volleyball and wrestling.

**NCAA Division III Philosophy**

Colleges and universities in Division III place the highest priority on the overall quality of
the educational experience and on the successful completion of all students’ academic
programs. They seek to establish and maintain an environment in which a
student-athlete’s athletics activities are conducted as an integral part of the
student-athlete’s educational experience, and an environment that values cultural
diversity and gender equity among their student-athletes and athletics staff. To achieve
this end, Division III institutions:

1. Expect that institutional presidents and chancellors have the ultimate
   responsibility and final authority for the conduct of the intercollegiate athletics
   program at the institutional, conference and national governance levels;
2. Place special importance on the impact of athletics on the participants rather than
   on the spectators and place greater emphasis on the internal constituency (e.g.,
   students, alumni, institutional personnel) than on the general public and its
   entertainment needs;
3. Shall not award financial aid to any student on the basis of athletics leadership,
   ability, participation or performance;
4. Primarily focus on intercollegiate athletics as a four-year, undergraduate
   experience;
5. Encourage the development of sportsmanship and positive societal attitudes in
   all constituents, including student-athletes, coaches, administrative personnel
   and spectators;
6. Encourage participation by maximizing the number and variety of sport offerings
   for their students through broad-based athletics programs;
7. Assure that the actions of coaches and administrators exhibit fairness, openness
   and honesty in their relationships with student-athletes;
8. Assure that athletics participants are not treated differently from other members
   of the student body;
9. Assure that student-athletes are supported in their efforts to meaningfully
   participate in nonathletic pursuits to enhance their overall educational
   experience;
10. Assure that athletics programs support the institution’s educational mission by
    financing, staffing and controlling the programs through the same general
    procedures as other departments of the institution. Further, the administration of
    an institution’s athletics program (e.g., hiring, compensation, professional
    development, certification of coaches) should be integrated into the campus
    culture and educational mission;
11. Assure that athletics recruitment complies with established institutional policies
    and procedures applicable to the admission process;
12. Exercise institutional and/or conference autonomy in the establishment of initial
    and continuing eligibility standards for student-athletes;
13. Assure that academic performance of student-athletes is, at a minimum,
    consistent with that of the general student body;
14. Assure that admission policies for student-athletes comply with policies and
    procedures applicable to the general student body;
15. Provide equitable athletics opportunities for males and females and give equal
    emphasis to men’s and women’s sports;
16. Support ethnic and gender diversity for all constituents;
17. Give primary emphasis to regional in-season competition and conference
    championships; and
18. Support student-athletes in their efforts to reach high levels of athletics
    performance, which may include opportunities for participation in national
championships, by providing all teams with adequate facilities, competent coaching and appropriate competitive opportunities.

The purpose of the NCAA is to assist its members in developing the basis for consistent, equitable competition while minimizing infringement on the freedom of individual institutions to determine their own special objectives and programs. The above statement articulates principles that represent a commitment to Division III membership and shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs by institutions and conferences.

NCAA Eligibility
The university encourages student-athletes to graduate within a traditional four-year period; however, a student may represent the institution while enrolled as a graduate student or while enrolled and seeking a second baccalaureate degree at the same institution. Student-athletes may use the NCAA 10-semester rule to complete their four seasons of eligibility. If a student-athlete is planning to miss a season of competition and consequently return to school for a fifth year, he/she should notify, in writing, the head coach and Executive Director of Athletics of this plan prior to missing a season of competition.

According to NCAA rules, a student-athlete has used a season of eligibility if he/she is on the team roster on the first date of competition or at the first opportunity to compete, regardless if the student-athlete competes in that contest (Bylaw 14.2.4.1 Minimum Amount of Participation). A season of intercollegiate participation shall be counted in the student-athlete’s sport when a student-athlete participates (practices or competes) during or after the first contest in the traditional segment following the student-athlete’s initial participation of that academic year at that institution. This provision is applicable to intercollegiate athletics participation (practice or competition) conducted by a Division III collegiate institution at the varsity, junior varsity or freshman team level.

Academic Eligibility
The NCAA has three main elements to determine academic eligibility for Division III student-athletes to be able to participate in intercollegiate athletics. These items are outlined below:

- Full-time enrollment – Undergraduate student-athletes must be enrolled full-time and taking a minimum of 12 credits. Exceptions exist in the case of an education-impacting disability or for those students in their final semester who are taking the required courses to graduate. Graduate student-athletes need to be enrolled for a minimum of nine credits to be eligible. A student-athlete that drops or withdraws from a class must notify his/her head coach and the Executive Director of Athletics.
- Satisfactory progress – Determined by the academic officials at the university. This may involve progress toward graduation, number of dropped/withdrawn courses, GPA within major, and other institutional standards. In addition to GPA, students also must be making adequate progress toward the degree to have satisfactory standing. Therefore, students who have an excessive number of course withdrawals for two consecutive semesters will have their records reviewed by the Committee on Academic Standing and Petition. Excessive number of course withdrawals is defined as 50 percent or greater of the student’s course load. A student may also fail to make satisfactory progress due to a low grade-point average within their major.
- Good academic standing – The NCAA does not dictate GPA requirements. This is done by each school. For Arcadia, freshmen must have a 1.75 GPA to be in good academic standing while sophomores, juniors and seniors need a 2.0. These requirements are for each semester and their cumulative GPA. A junior may have a poor semester (1.3 GPA), but their overall GPA is a 2.2. They would be ineligible because they didn’t meet the semester and cumulative requirement.
Furthermore, student-athletes should be mindful of the following:

- Ineligible student-athletes are notified via university email of their ineligible status for the following semester and are required to meet regularly with their sport head coach during their semester of ineligibility. During the period of time that they are ineligible, the student-athlete should be making every effort to return to good academic standing. Additional guidelines are provided below regarding what level of participation a student-athlete may have when on academic probation.
- If a student-athlete is determined athletically ineligible for the upcoming fall semester, grades achieved for summer coursework will not restore his/her athletics eligibility for the fall. Classes taken at another institution transfer as pass/fail and do not affect the student’s cumulative GPA.
- The academic program at Arcadia is organized mainly around classroom experiences so attendance is important. Student-athletes are charged with the responsibility of communicating with every professor and providing their instructors with their schedule of games during the first week of classes. No student-athlete is to miss class to attend practice. Student-athletes must make arrangements with each professor to make-up work missed as a result of missing a class for a contest. Student-athletes who routinely miss classes outside of athletic contest commitments can be subject to sanctions on athletic participation by their head coach and/or the Executive Director of Athletics.
- GPA is typically the primary determining factor in establishing eligibility. A student-athlete that falls below established GPA requirements will be ineligible unless there is an extenuating circumstance that affected the student-athlete’s academic success. If a student-athlete is determined to be ineligible and an extenuating circumstance exists, they may appeal to be taken off probation. The merits of an appeal should first be discussed in a meeting with the Executive Director of Athletics and head coach. If supported, the student-athlete may then submit an official appeal letter to the Committee on Academic Standing. That committee will evaluate the situation and make a ruling on academic standing. The Executive Director of Athletics is not a standing member of that committee and does not have a vote on student-athlete academic eligibility. Again, GPA requirements are typically the main consideration. Student-athletes should be proactive in seeking the support they need in order to meet all established academic requirements.
- Sport head coaches serve a valuable role in supporting the academic progress of student-athletes. Student-athletes are welcome to develop individualized systems by which their coach works directly with them to monitor their academic progress. Additionally, there are several resources available on campus, including the Learning Resource Network and Writing Center, which can be of value to all students.
- Please consult the Arcadia University Undergraduate and/or Graduate Catalogs for more information.

The following information is being provided as a guideline for student-athletes who are academically ineligible to assist them in understanding the parameters in which they may remain involved with their varsity sport. The primary focus for any student-athlete that is ineligible should be a return to good academic standing. As such, the ineligible student-athlete’s involvement with the program should be limited so that their time and attention is geared toward academic success. Ineligible student-athletes should use all university-offered academic support services. They may also engage the assistance of their head coach or an athletics administrator.

**Change in Eligibility Status**

- In accordance with Bylaw 14.1.10, if a student-athlete’s eligibility changes at the end of a semester, they will become ineligible on the date that their eligibility is officially certified by the appropriate institutional authority but not later than the first day of classes of the following semester.

**Practice/Competition**
● Student-athlete will not be permitted to practice or compete with the team while academically ineligible. Any exceptions must be reviewed and approved by the Executive Director of Athletics. Student-athletes are not permitted to miss class for any team activities.

**Team Manager**

● Student-athlete may be permitted to serve as a student manager. This position will be offered on a voluntary, unpaid basis and is at the discretion of the head coach. In accordance with Bylaw 14.2.4.1.3, the student manager’s role must be limited to performing traditional coaching or managerial duties. These duties must be clearly outlined by the head coach, and the student-athlete must be actively performing these duties. Participation in practice or other physical activities will trigger use of a season of participation. Student-athletes may sit in the team bench area if they are performing actual managerial duties. Student-athletes are not permitted to miss class to perform any managerial duties. When performing managerial duties, student-athletes may not receive travel expenses (transportation, lodging, or meals); therefore, the student-athlete may not travel to away-from-campus competitions to perform managerial functions unless they provide their own transportation, lodging, and meals.

**Team Travel**

● Per Bylaw 16.8.1.2, an institution may provide actual and necessary travel expenses (e.g. transportation, lodging, or meals) for a student-athlete to represent the institution in competition, provided the student-athlete is eligible for intercollegiate competition. As such, ineligible student-athletes may not travel with the team or receive meals. The student may provide their own transportation, lodging, and meals to the away-from-campus competition.

**Athletic Training Services**

● If a student-athlete is injured while eligible for competition and is receiving medical services from the athletic training staff, they may continue to receive treatment from the staff if they then become academically ineligible. Furthermore, injuries associated with sport activities that are suffered while the student is eligible will continue to be covered by applicable athletic medical insurance.

● If a student-athlete is injured while performing voluntary activities or when academically ineligible, those injuries will not be covered by athletic medical insurance. Furthermore, the student-athlete may not receive treatment directly from the athletic training staff. The student may access the athletic training room to receive ice or use basic equipment, but they will be responsible for performing their own rehabilitative exercises.

**Strength & Conditioning Services**

● All strength and conditioning activities that a student-athlete takes part in while academically ineligible are strictly voluntary in nature. Furthermore, any injuries sustained as part of these voluntary workouts will not be covered by athletic medical insurance because they are not required or directly associated with participation in the sport.

**Priority Registration for Student-Athletes**

Starting with registration for Spring 2019 classes, student-athletes were permitted to use a registration process that allows them to register earlier during the 10-day registration process than they have in the past. It is paramount that student-athletes follow the newly-established procedures and be respectful of school officials throughout the process. The following Q&A is provided as a means of clarifying the registration process for student-athletes:
How many credits will be used to determine the early registration date for student-athletes?

- Student-athletes will be able to register on the day that corresponds to their actual number of completed credits at the time of registration plus 32 credits.
  - i.e. If a student-athlete has 0 completed credits at the time of registration, they can now register on the day that corresponds to 32 credits.
  - i.e. If a student-athlete has 32 completed credits at the time of registration, they can now register on the day that corresponds to 64 credits.
- Completed credits only includes courses with final grades and doesn’t include courses in progress.
- If a student-athlete uses the 32-credit acceleration process, they must use the paper registration forms in order to register.
- Any student-athlete that is on academic probation is not eligible to register early.

Do student-athletes have to register early? Do they register online or in person?

- Student-athletes don’t have to register early and can opt to follow their normally assigned registration date. If they have 56 or less actual completed credits at the time of registration, they must register in person at the Registrar’s Office. If they have more than 57 or more actual completed credits, they can register online.
- Any student-athlete that opts to register early using the 32-credit acceleration process must use a paper form that is signed by an advisor. The student-athlete must register in person at the Registrar’s Office during normal business hours on their revised registration date.
- If a student-athlete believes they are able to register early on a specific day and is told otherwise by a staff member in the Registrar’s Office, they should ask to speak to the Registrar.

Are there other early registration provisions that exist?

- Yes, early registration procedures do exist for Honors students, veterans, and students in the engineering and art education programs.
- If a student-athlete belongs to one of those groups, they should follow the established early registration process as outlined for those groups because it may result in them being able to register earlier than the 32-credit model for student-athletes.

### Student-Athlete Participation Checklist

The Department of Athletics will host several NCAA compliance sessions at the beginning of the academic year to certify all student-athletes for participation in intercollegiate athletics. Student-athletes will not be cleared to participate in any practice/games or conditioning sessions until they have successfully completed all required steps outlined on the Participation Checklist & Forms portion of www.arcadiaknights.com

### Transferring from Arcadia

Current Arcadia University student-athletes interested in transferring to another Division III institution can grant their own Permission to Contact using the NCAA Division III Permission to Contact: Self-Release or arrange a meeting with the Executive Director of Athletics to be placed into the NCAA Transfer Portal. Student-athletes interested in transferring to a Division I or Division II institution must arrange a meeting with the Executive Director of Athletics or designee in order to obtain permission to contact or be placed into the NCAA Transfer Portal.
Student-Athlete Conduct Expectations

Student-athletes attend Arcadia for the primary purpose of education. Nothing should interfere with this purpose. Athletics are a part of education, requiring student-athletes to develop self-discipline in organizing a study schedule and work habits that will contribute to educational success.

A student’s grades should not suffer because of athletics; however, this can occur because of the student’s inability to organize properly or cope with both disciplines. At times, this organization requires a great deal of personal commitment and time management. Consequently, the university expects student-athletes to organize and discipline themselves with personal commitment so that their educational endeavors and athletics pursuits do not suffer.

Requisite to being an athlete is accepting the full responsibility of being a student. In order to have a smoothly functioning athletics program, strict adherence to the following is of vital concern:

● Attendance at all academic classes is expected. Failure to attend classes invariably has always reflected back on the team and its purpose. Away and home contests can result in a loss of classroom time. Consequently, unnecessary skipping of class should not be the decision of choice.

● At times, because of other commitments, your academic progress can be impacted. Whenever this occurs, your coaches expect to be notified and you are expected to accept the responsibility for seeking extra individual attention from your professors or the Learning Resource Network.

● The Department of Athletics expects student-athletes to notify their professors of the dates of expected absences due to competition. This should be conducted during the first week of classes using the team schedule and competition letter provided by the Executive Director of Athletics. Students should send a reminder to the professor well in advance so that it does not interfere with the professor’s organized scheduled exams. As soon as you are notified in reference to a scheduled exam, you should report immediately to your professor any conflict that may exist so that proper procedure can be taken to rectify the matter. In the past, professors have been very cooperative; however, this cooperation depends upon your acceptance of the responsibilities as a student-athlete. [See Attendance at Classes in the Arcadia University Undergraduate Catalog]

Furthermore, student-athletes are expected to uphold the highest standards of conduct/behavior throughout their time at Arcadia. Student-athletes are student leaders and ambassadors for the Department of Athletics. To this end, student-athletes are expected to:

● Exemplify high principles of honor, respect, integrity, and morality, and to help others fulfill their obligations under this code;

● Present themselves in an appropriate manner and, at all times, exhibit good taste, decency, and refrain from disorderly conduct or indecent, profane, or obscene expressions. Appropriate conduct extends to practice and competition (home or away), team travel, strength/conditioning programming, athletic training rehabilitation, work-study jobs, being a spectator at home or away contests, on- or off-campus activities, community service activities, non-athletically related events, and more. It also includes actions directed at coaches, faculty, staff, university officials, teammates, students, and individuals directly or indirectly associated with Arcadia University or its athletics program’s activities;

● Not engage in any actions or situations which recklessly or intentionally endangers mental or physical health of others or involves the forced consumption of liquor or drugs for the purpose of initiation onto an athletic team;

● Abide by university policies and the Student Code of Conduct.

In the event that a student-athlete or student manager violates team, department, or university rules, disciplinary measures may be taken. The student-athlete will be
informed of team sanctions by their sport head coach and/or the Executive Director of Athletics (or sport administrator).

In addition to facing university sanctions (which includes but is not limited to fines, mandatory counseling sessions, housing restrictions, etc.), the student-athlete or manager may face additional discipline from the sport head coach and/or Director of Athletics. Head coaches are authorized to set team rules, regulations, or expectations beyond those implemented by the Athletics Department and have the discretion to handle disciplinary measures that are in violation of those standards. All disciplinary matters will be reviewed on an individual basis and sanctions will be determined by the severity of the incident. Individuals found to be in violation of team or department rules may face sanctions, including, but not limited to:

- Verbal or written warning;
- Assignment of verbal or written apology;
- Counseling;
- Community service;
- Suspension from practice/competition or removal from the team;
- Limitations on access to athletic facilities;
- Termination of athletics eligibility;
- Additional penalties imposed by Student Affairs for violations of the Student Code of Conduct;
- Additional penalties imposed by the sport head coach or athletics administrator; and
- Additional penalties imposed by the NCAA or MAC.

Though it is oftentimes most convenient to implement sanctions immediately after an incident occurs, circumstances may dictate that the university, team, and/or department collects additional information and completes a comprehensive review of the events before deciding on potential sanctions. In the event that a student-athlete faces team and department sanctions for their role in an incident, it is preferred that both sanctions are handed down together at one time to avoid separate sanctions. In some situations, it may be necessary for the team and/or department to implement an immediate and interim sanction until additional facts are gathered and the matter fully reviewed. In this case, the student-athlete will be informed by the AD and/or head coach if they will face additional sanctions beyond what is initially implemented. Student-athletes are to be held to a higher standard than the general student population based on their visibility and role as campus leaders and representatives. As such, student-athletes may face team or departmental disciplinary action if they fail to uphold team and department expectations even if such conduct doesn’t violate the Student Code of Conduct or trigger a student conduct review process. Coaches are required to discuss potential disciplinary measures for violation of team or university standards with the AD before proceeding with initiating those sanctions.

Student-athletes are expected to be open and honest with university officials, coaches, and athletics administrators when questioned about potential involvement with rules violations on or off-campus. The department reserves the right to add sanctions above and beyond any set by the university. Student-athletes are expected to comply with university officials during any investigation and to fulfill any disciplinary measures set by university officials. Discipline imposed by the Athletics Department will be handled through a joint effort between the Executive Director of Athletics, sport administrator, and sport head coach. In the event that a situation necessitates the recusal of a head coach from decisions involving student-athlete discipline, the matter will be referred to the sport administrator or Executive Director of Athletics. In the event that the situation necessitates the recusal of the Executive Director of Athletics, the matter will be referred to the Dean of Students (or designee).
Student-athlete conduct matters are to be handled strictly between the student-athlete, head coach, sport administrator, Executive Director of Athletics, or any other assigned athletics administrator. Athletics staff will not discuss disciplinary matters or sanctions with parents/guardians. We expect that student-athletes will be honest and forthcoming with parents/guardians when a disciplinary matter arises. Additionally, we expect that student-athletes immediately inform head coaches of any on-campus disciplinary infraction or off-campus arrest/citation.

Acts which result in arrest may cause the student-athlete(s) involved to be placed on immediate suspension until review by the senior athletics staff and other university officials. Misdemeanor arrests may result in immediate team suspension and possible suspension from the Athletics Department pending investigation. Felony arrests may result in immediate suspension from Athletics. All cases involving arrest will be reviewed when the outcome of a hearing is known. The Executive Director of Athletics or senior athletics staff may dismiss a student-athlete for acts that are in violation of university or departmental expectations.

Racism
During the summer of 2020, Arcadia Athletics issued two statements around systemic racism and the Black Lives Matters movement. Those messages are posted below and remain an important part of our focus.

Statement from June 5, 2020:
As an athletics community, we are outraged, disappointed, and disgusted regarding systemic anti-Black racism and violence. We cannot support the oppressive systems that continue to impact our local, national, and global communities and threaten to silence underrepresented and marginalized groups.

We stand for personal responsibility, citizenship, and sportsmanship. Arcadia's athletics administrators, coaches, and staff support our student-athletes and reject the injustice, discrimination, and inequality that plague society. The voices of our student-athletes need to be heard; it is our responsibility to listen. We must show courageous leadership and effective, accountable action in these troubling times.

We share President Ajay Nair's sentiments, it is time for radical change: no justice, no peace. It is time to reimagine our university and department. Now, more than ever, we need to show that we are indeed #ArcadiaStrong and truly demonstrate that Black Lives Matter.

Arcadia Athletics leverages the transformative power of sport to enrich the lives of our student-athletes. Our core values of integrity, growth, respect, excellence, and well-being guide our daily actions and shape our personal development.

To begin to make change, we must first be willing to listen, to actually hear what is being said, and to show empathy. We don’t pretend to have all the answers at this time. Instead, our plan starts with actively engaging coaches, staff, Student-Athlete Advisory Committee (SAAC) representatives, individual student-athletes, teams, and other athletics constituents in open and honest discussions about how best to support our student-athlete experience moving forward.

Through these conversations, we expect to identify various programmatic and systematic ways as well as internal and external partner organizations that will aid us in advancing our work into the next phase. Our discussions must lead to action. We will rely on what we learn from our athletics community to determine multi-pronged approaches to best support our various constituents in meaningful ways, especially our
black community that has held the weight of societal injustice on their shoulders for far too long.

Additionally, in March 2020, Arcadia Athletics received notification that it was selected as a recipient of the NCAA Division III Ethnic Minorities and Women’s Internship Grant. This marks the third time since 2013 that Arcadia has received this prestigious grant that is designed to enhance ethnic minority and gender representation in athletics administration. The department will conduct a search in the spring of 2021 to hire a Coordinator of Student-Athlete Success and Leadership with an intended start date of June 1, 2021. The individual selected for this position will provide direct support in several key areas, including student-athlete success and academic support, leadership development, and justice/equity/diversity/inclusion programming for student-athletes and coaches. Undoubtedly, the more immediate conversations around systematic racism will help shape the future work of the Coordinator of Student-Athlete Success and Leadership.

Arcadia Athletics stands with President Nair and echoes what he said in his June 1 communication to the campus community. It is, in fact, time “to shine a light on the serious challenges facing the Black community and take effective action to ensure that Black Lives Matters.”

Statement from June 5, 2020 from Athletics Director Brian Granata:

I want to thank community members who have expressed concern and their desire for the Department of Athletics and Recreation to live up to the values of Arcadia University. The Department reaffirms our commitment to take action against systemic anti-Black racism and to improve the lives of our Black students on campus, as articulated in our statement on June 5. We echo President Nair’s call for long-overdue radical change at Arcadia, and that the time is now.

I, as Director of this department, and with the support of coaches and staff from Baseball, Lacrosse, Basketball, Soccer, Softball, Swimming, Tennis, Track and Field, Cross Country, Field Hockey, Ice Hockey, Volleyball, Golf, and Esports, immediately commit to the following as an Athletics Department:

- Advancing a University reporting initiative for allegations of discrimination, harassment, and sexual misconduct, in conjunction with other offices.
- Prioritizing and investing in training and education for staff, coaches, and student-athletes regarding sexual harassment, sexual assault prevention, gender violence, implicit bias, microaggressions, and systemic racism.
- Hiring a Coordinator of Student-Athlete Success and Leadership in summer 2021. A recent NCAA Division III Ethnic Minorities and Women’s Internship Grant awarded to Athletics for next year will advance departmental efforts around justice, equity, diversity, and inclusion while focusing on developing leadership skills in our diverse population of student-athletes.
- Maximizing the usage of existing and emerging NCAA diversity and inclusion resources, including the Division III LGBTQ OneTeam Program that focuses on best practices in creating an athletics climate built on respect and inclusion around sexual orientation, gender identity, or gender expressions.
- Fortifying our partnership with the Arcadia’s Office for Sexual and Gender-Based Violence Prevention and Education to offer a bystander intervention workshop series for all teams that focuses on identifying realistic pro-social behaviors, becoming more confident intervening as a bystander, and identifying warning signs of sexual assault, dating/domestic violence, and stalking behaviors.
- Creating a working group within our Student-Athlete Advisory Committee that focuses on diversity and inclusion efforts and offers recommendations to positively shape the experiences of our student-athletes and university community.
● Reimagining the existing framework of our community service efforts to focus on making meaningful contributions and connections with underserved communities in Glenside and surrounding areas.
● Creating advisory committees for Black student-athletes and athletic alumni to deepen our understanding of their experiences and identify additional action steps to promote an inclusive and supportive community.
● Making intentional efforts to create partnerships with student organizations and leaders across campus to more fully immerse student-athletes and promote honest dialogue about Athletics within the backdrop of the greater Arcadia community.
● Enhancing efforts to hire a diverse staff of athletics administrators and coaches.
● Working with University officials to examine the recruitment of student-athletes from diverse populations.

We owe it to our teams, athletic groups, and the entire University community to advance sexual violence prevention and address the racism that plagues the system. In response to those students who have expressed frustrations with reporting and ethical behavior outside of a specific office, here is the link to the phone number and website to file a Whistleblower report. Reporting actions help us be better informed to effect change.

We are committed to accountability and will hold all members of the department up to our codes of conduct, policies, and expectations. We continue to strive for meaningful ways to engage student-athletes in personal conduct and leadership development, and to be contributing members of the Arcadia community.

**Alcohol & Other Drug Usage**
The Athletics Department does not condone the use of alcohol, tobacco, or other drugs by any student-athlete. Consumption of alcohol or other drugs by student-athletes is prohibited in connection with any team function. An official team function is defined as any activity which is held at the discretion of or under the supervision of the team’s coaching staff or the Department of Athletics.

Student-athletes, regardless of age, are not permitted to drink alcohol while traveling in an official capacity for Arcadia. This includes, but is not limited to:
● Away trips or at competitions;
● Semester break or spring/summer break trips;
● Attendance at banquets or functions while representing Arcadia University;
● Prior to or during performance of University work-study duties.

In addition, each team may have its own, more restrictive rules related to alcohol that its student-athletes must abide by. Student-athletes should consult with their coaches concerning additional team expectations. Finally, it is illegal and impermissible for any student-athletes under the age of 21 to drink alcohol at any time.

The Athletics Department prohibits the purchase of alcohol or other drugs to be used by any prospective student-athletes or their hosts while they are visiting the University. Regardless of whether the student host has reached the legal drinking age, the purchase of alcohol for consumption by a person under the legal drinking age is a violation of state law and university policy. Any violation of university policy may affect the athlete’s eligibility and standing on their team.

**Use of Banned Drugs**
In accordance with NCAA rules, the following bylaws apply:

18.4.1.5 Ineligibility for Use of Banned Drugs
A student-athlete who, as a result of a drug test administered by the NCAA, tests positive for use of a substance in a banned drug class, as set forth in Bylaw 31.2.3.1, shall be declared ineligible for further participation in postseason and regular-season competition in accordance with the ineligibility provisions in this bylaw.
18.4.1.5.1 Penalty - Banned Drug Classes Other Than Cannabinoids and Narcotics. 
A student-athlete who, as a result of a drug test administered by the NCAA, tests positive for use of a substance in a banned drug class other than cannabinoids and narcotics (in accordance with the testing methods authorized by the Board of Governors), shall be charged with the loss of one season of participation in all sports, in addition to the use of a season of participation, pursuant to Bylaw 14.2.4.1, during the same academic year. The student-athlete shall remain ineligible for all regular-season and postseason competition during the time period ending one calendar year (i.e., 365 days) after the collection of the student-athlete’s positive drug-test specimen and until he or she tests negative (in accordance with the testing methods authorized by the Board of Governors).

18.4.1.5.1.1 Second Positive Test. 
If a student-athlete who previously tested positive for the use of a substance in a banned drug class other than cannabinoids and narcotics tests positive a second time for the use of a substance in a banned drug class other than cannabinoids and narcotics, he or she shall lose all remaining regular-season and postseason eligibility in all sports. If a student-athlete who previously tested positive for the use of a substance in a banned drug class other than cannabinoids and narcotics tests positive for the use of a substance in the banned drug classes cannabinoids or narcotics, he or she shall be ineligible for competition for 50 percent of a season in all sports (i.e., 50 percent of the Bylaw 17 maximum regular-season contests or dates of competition). The student-athlete shall remain ineligible from the time the institution is notified of the test result until the prescribed penalty is fulfilled and he or she tests negative (in accordance with the testing methods authorized by the Board of Governors).

18.4.1.5.2 Penalty - Cannabinoids or Narcotics. 
A student-athlete who, as a result of a drug test administered by the NCAA, tests positive for use of a substance in the banned drug classes cannabinoids or narcotics (in accordance with the testing methods authorized by the Board of Governors) shall be ineligible for competition during 50 percent of a season in all sports (i.e., 50 percent of the Bylaw 17 maximum regular-season contests or dates of competition). The student-athlete shall remain ineligible from the time the institution is notified of the test result until the prescribed penalty is fulfilled and he or she tests negative (in accordance with the testing methods authorized by the Board of Governors).

18.4.1.5.2.1 Second Positive Test. 
If a student-athlete who previously tested positive for the use of a substance in the banned drug classes cannabinoids or narcotics tests positive a second time for the use of a substance in the banned drug classes cannabinoids or narcotics, he or she shall be charged with the loss of one additional season of participation in all sports, in addition to the use of a season of participation, pursuant to Bylaw 14.2.4.1, during the same academic year. The student-athlete shall remain ineligible for all regular-season and postseason competition during the time period ending one calendar year (i.e., 365 days) after the collection of his or her second positive drug-test specimen or until the period of ineligibility for any prior positive drug tests has expired, whichever occurs later. If a student-athlete who previously tested positive for the use of a substance in the banned drug classes cannabinoids or narcotics tests positive for use of a substance in a banned drug class other than cannabinoids and narcotics, he or she shall be ineligible for one season of participation in all sports, in addition to the use of a season of participation, pursuant to Bylaw 14.2.4.1, during the same academic year. The student-athlete shall remain ineligible for all regular-season and postseason competition during the time period ending one calendar year (i.e., 365 days) after the collection of the student-athlete’s positive drug test specimen and until he or she tests negative (in accordance with the testing methods authorized by the Board of Governors).
**Hazing**
Arcadia University has an Anti-Hazing Policy. Student-athletes must have a strict adherence to that policy. For a copy of the policy please click here:

**Policy Prohibiting Sexual Misconduct, Relationship Violence, and Stalking**
Arcadia University has a policy prohibiting sexual misconduct and sexual harassment. Student-athletes must have a strict adherence to that policy. For a copy of the policy please click here

**Sports Wagering Activities**
The Athletics Department does not condone the participation of any student-athlete in organized sports wagering activities concerning intercollegiate, amateur or professional athletics competition. NCAA bylaws explicitly state the following:

10.02.1 Sports Wagering
Sports wagering includes placing, accepting or soliciting a wager (on a staff member’s or student-athlete’s own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

10.02.2 Wager
A wager is any agreement in which an individual or entity agrees to give up an item of value (e.g., cash, shirt, dinner) in exchange for the possibility of gaining another item of value.

10.3 Sports Wagering Activities
The following individuals shall not knowingly participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition: (Adopted: 1/8/07 effective 8/1/07)

A. Staff members of an institution’s athletics department;
B. Non-athletics department staff members who have responsibilities within or over the athletics department (e.g., chancellor or president, faculty athletics representative, individual to whom athletics reports);
C. Staff members of a conference office; and
D. Student-athletes.

10.3.1 Scope of Application
The prohibition against sports wagering applies to any institutional practice or any competition (intercollegiate, amateur or professional) in a sport in which the Association conducts championship competition, in bowl subdivision football and in emerging sports for women.

10.3.1.1 Exception
The provisions of Bylaw 10.3 are not applicable to traditional wagers between institutions (e.g., traditional rivalry) or in conjunction with particular contests (e.g., bowl games). Items wagered must be representative of the involved institutions or the states in which they are located.

10.4 Disciplinary Action
Prospective student-athletes and enrolled student-athletes found in violation of the provisions of this regulation shall be ineligible for further intercollegiate competition, subject to appeal to the Committee on Student-Athlete Reinstatement for restoration of
eligibility. Institutional staff members found in violation of the provisions of this regulation shall be subject to disciplinary or corrective action as set forth in Bylaw 19.5.2 of the NCAA enforcement procedures, whether such violations occurred at the certifying institution or during the individual’s previous employment at another member institution.

**Social Media Expectations & Guidelines**
The Arcadia University Department of Athletics has a social media policy that must be strictly adhered to. Student-athletes are required to read the policy, and understand all aspects of it. A copy of the full policy can be found by clicking here.

**Sportsmanship**
The athletics program at Arcadia is committed to good sportsmanship and developing healthy environments for competition. We believe the opportunity to represent Arcadia is a privilege, which is accompanied by the responsibility to behave with dignity and class on and off the field. Student-athletes are expected to conduct themselves in such a manner to represent the highest level of honor and observe the tenets of good sportsmanship, honesty, fairness, dignity, civility, and respect. Arcadia does not condone unsportsmanlike conduct on the part of a student-athlete, coach, administrator or any individual associated with the University.

Good sportsmanship includes, but is not limited to:
- Observing and supporting the rules of the sport;
- Promoting the spirit, as well as the letter of the rules;
- Placing fairness as a goal in all competition;
- Taking personal responsibility for high standards of play;
- Showing civility toward competitors, coaches, officials and spectators;
- Commending good effort by teammates, opponents, and officials;
- Playing cleanly while playing hard;
- Showing maturity and integrity in conduct on and off the field of play; and
- Being a gracious winner and accepting defeat gracefully.

Unsportsmanlike behavior includes, but is not limited to:
- Fighting;
- Ejection;
- Spitting;
- Use of obscene gestures, profanity, or provocative language (including racist, sexual or homophobic or bigoted remarks);
- Taunting and/or intimidating actions;
- Inappropriate celebrations with intent to demean opponents;
- Intentional incitement of others toward abusive or violent action; and
- Disrespectful attitude toward opponents, officials or game administrators.

Individuals or teams displaying poor sportsmanship are subject to disciplinary measures from the NCAA, MAC, Director of Athletics, sport head coach, or other university officials. Student-athletes should familiarize themselves with the MAC’s expectations for sportsmanship as outlined in the MAC Fact Book on the conference’s website.

**Roster Management**
Being a student-athlete at Arcadia is a privilege, not a right. Head coaches are empowered to manage team rosters in the best interest of developing their overall program. To this end, head coaches may remove team members from a roster at their discretion for a number of reasons, including but not limited to, poor academic or athletic performance, conduct issues, failure to meet general expectations, inability to meet minimum performance standards, or when the student negatively impacts the overall team culture. If a student-athlete wishes to discuss a roster decision, they must do so with the head coach. Ultimately, head coaches maintain the right to make all final roster decisions relative to squad membership, travel squads, playing time, positions, strategy, etc.
We recognize that there are times that student-athletes decide to quit a team or take a leave of absence from the team for many reasons. If the student-athlete plans on leaving for an academic reason, including to study abroad, they should discuss this with their coach in advance. The coach and the student-athlete should maintain good written records regarding their absence from the team in order to ensure that both parties are on the same page. In all cases, when a student-athlete quits the team or takes a leave from the team, the head coach maintains sole discretion as to if, how, when, and to what extent the student is able to rejoin the team in the future.

Conflict Resolution
Arcadia strives to provide a quality experience for all student-athletes that is rooted in the beliefs of Division III athletics. Additionally, Arcadia prides itself on challenging student-athletes while aiding in their personal growth. At times, conflicts may arise between student-athletes and athletics staff members. In an effort to assist student-athletes in working through challenging situations with athletics staff members, the athletics administration offers the following recommendations:

- If a student-athlete has a conflict with a staff member, the student should request a meeting with that person. While not required, it is helpful for the student to put their concerns in writing in preparation for the meeting. The in-person meeting should be designed to share personal views as well as to work toward a collective understanding of the issue and a collaborative resolution of the problem.
- If the student-athlete believes that initial attempts to resolve the conflict have not been satisfied through the meeting with the staff member, or if there are appropriate and justifiable reasons for not addressing the matter directly with the staff member in the first place, the student-athlete may request a meeting with the Director of Athletics or his designee. Before the meeting takes place, the student-athlete will be expected to summarize their concerns in writing (via email). When the in-person meeting takes place, the Director of Athletics reserves the right to include the staff member and/or other involved parties if he feels that it will aid in conflict resolution and improve overall efficiency in addressing the matter. The Director of Athletics will not meet with students regarding playing time, play calling, team strategy, roster management, or other matters that fall directly under the auspice of the head coach.
- In the event that the student-athlete and athletics administration can't resolve a matter, the Director of Athletics may refer the situation to other campus offices.

Parental/Guardian Involvement
College is a time for students to develop personally and grow as adults. To this end, the athletics administration expects that student-athletes represent themselves appropriately and work directly with staff members to resolve conflicts. If a parent/guardian of a student-athlete contacts the Executive Director of Athletics regarding a concern that they have about a staff member, the parent/guardian will be informed of the expectations of student self-advocacy and methods of appropriate communication.

Should the parent/guardian still believe a meeting with the Executive Director of Athletics is warranted, they must inform their student that they are making a request (unless the meeting requires confidentiality as determined by the AD), request a meeting in writing (via email), and provide an explanation for why the meeting is needed. The AD reserves the right to decline meetings that students are not well-informed about. Parents/guardians should expect the AD to discuss the matter with involved parties, including students and staff members, as appropriate in order to make an informed decision related to the requested meeting.

Based on the information collected, the Executive Director of Athletics will make a determination about whether the student-athlete and/or staff member should be present for the discussion. This determination is at the sole discretion of the Executive Director of
Athletics. The Executive Director of Athletics will not discuss roster decisions, playing time, team strategy, or conduct-related matters/sanctions with parents/guardians of student-athletes. Issues involving the health and safety of any student-athlete will be taken seriously and may require the involvement of additional school officials as determined by the AD.

**Dual-Sport Athletes**

The Department of Athletics allows student-athletes to participate in more than one sport in a single season. Head coaches will work out an arrangement that enables student-athletes to participate in both sports. Student-athletes will not be required to stop participation in one sport in order to start competition or practice in a subsequent sport unless agreed upon by both coaches. A student-athlete may be allowed to participate in a traditional and non-traditional season at the same time while adhering to NCAA Bylaw 17.1.6.1, whereas athletically-related activities are prohibited during one calendar day per week. There may be situations where a student-athlete is permitted to participate in two traditional seasons simultaneously, but again the two coaches and student-athlete must work out a written arrangement ahead of time.

**Mandatory Day Off**

NCAA regulations mandate one day off per week from practice, competition, or any team or athletically-related activity. This includes weightlifting, film study, meetings, conditioning, and practice. The mandatory day must be given to all team members on the same day in all sports with the exception of swimming and track/field, where the day off may be granted on an individual rather than team basis.

**Accommodations for Student-Athletes with Disabilities**

The NCAA encourages participation by student-athletes with disabilities (physical or mental) in intercollegiate athletics and physical activities to the full extent of their interests and abilities. An NCAA member institution will have the right to seek, on behalf of any student-athlete with a disability participating on the member’s team, a reasonable modification or accommodation of a playing rule, provided that the modification or accommodation would not:

- Compromise the safety of, or increase the risk of injury to, any other student-athlete;
- Change an essential element that would fundamentally alter the nature of the game; or
- Provide the student-athlete an unfair advantage over the other competitors.

**Inclusion of Transgender Student-Athletes**

In accordance with the NCAA Inclusion of Transgender Student-Athletes August 2011 publication, Arcadia University supports the NCAA policy and other considerations outlined below and in the August 2011 publication. Additional information can be found by clicking here.

The following policies clarify participation of transgender student-athletes undergoing hormonal treatment for gender transition:

1. A trans male (FTM) student-athlete who has received a medical exception for treatment with testosterone for diagnosed Gender Identity Disorder or gender dysphoria and/or Transsexualism, for purposes of NCAA competition may compete on a men’s team, but is no longer eligible to compete on a women’s team without changing that team status to a mixed team.
2. A trans female (MTF) student-athlete being treated with testosterone suppression medication for Gender Identity Disorder or gender dysphoria and/or Transsexualism, for the purposes of NCAA competition may continue to compete on a men’s team but may not compete on a women’s team without changing it to a mixed team status until completing one calendar year of testosterone suppression treatment.
Any transgender student-athlete who is not taking hormone treatment related to gender transition may participate in sex-separated sports activities in accordance with his or her assigned birth gender.

- A trans male (FTM) student-athlete who is not taking testosterone related to gender transition may participate on a men’s or women’s team.
- A trans female (MTF) transgender student-athlete who is not taking hormone treatments related to gender transition may not compete on a women’s team.

**Additional considerations**

The student’s responsibilities:

- In order to avoid challenges to a transgender student’s participation during a sport season, a student-athlete who has completed, plans to initiate, or is in the process of taking hormones as part of a gender transition should submit the request to participate on a sports team in writing to the AD upon matriculation or when the decision to undergo hormonal treatment is made.

- The request should include a letter from the student’s physician documenting the student-athlete’s intention to transition or the student’s transition status if the process has already been initiated. This letter should identify the prescribed hormonal treatment for the student’s gender transition and documentation of the student’s testosterone levels, if relevant.

The school’s responsibilities:

1. The AD should meet with the student to review eligibility requirements and procedure for approval of transgender participation.
2. If hormone treatment is involved in the student-athlete’s transition, the AD should notify the NCAA of the student’s request to participate with a medical exception request.
3. To assist in educating and in development of institutional policy and practice, a Transgender Participation Committee should be established. Members of the committee should represent a cross section of the institutional staff with student well-being interests, and include representation from the following departments: office of general counsel, health and counseling, faculty/academic affairs, and athletics.
4. All discussions among involved parties and required written supporting documentation should be kept confidential, unless the student-athlete makes a specific request otherwise. All information about an individual student’s transgender identity and medical information, including physician’s information provided pursuant to this policy, shall be maintained confidentially.

**Student-Athlete Advisory Committee**

**Mission Statement**
The Arcadia University Student-Athlete Advisory Committee (SAAC) is dedicated to maintaining the tenants of the Division III philosophy. The group aims to protect the welfare of student-athletes on campus and in the local community. SAAC strives to develop team leaders who work directly with athletics administrators on key topics in an effort to enhance the collegiate experience of all student-athletes at the University.

**Purpose Statement**
SAAC members will engage in several initiatives throughout the year. Specifically, the group aims to:

- Promote a positive student-athlete image on campus and in the surrounding community;
- Promote healthy communication between athletics administrators and student-athletes;
- Provide valuable feedback to athletics administrators regarding key issues affecting Arcadia student-athletes & Division III athletics;
● Provide a voice regarding the formation of department policies or procedures directly impacting student-athletes;
● Solicit student-athlete feedback regarding proposed National Collegiate Athletics Association (NCAA) legislation;
● Organize community service efforts to benefit local and national organizations;
● Assist in building school spirit and support for all student-athletes and teams; and
● Serve as leaders within their team structure and help disseminate key information regarding SAAC events to teammates.

Membership Structure & General Expectations
Head coaches of each varsity sport will select one team member to serve as its SAAC representative. The head coach will also be responsible for selecting an alternate. SAAC representatives and alternates must be enrolled full-time at Arcadia, be in good academic standing, maintain a minimum of a 3.0 cumulative grade-point average, have reached at least sophomore academic standing, and be an active member of their team’s roster.

SAAC reps are expected to be role models and act responsibly at all times. Any SAAC member who is suspended by their team, found to be in violation of the University’s Code of Conduct, or violates rules and regulations set forth by the Department of Athletics may be suspended or removed from SAAC.

SAAC representatives will serve a term of one year, but they must be reappointed by the head coach to continue serving in the group. They must attend all meetings, participate regularly in SAAC events/fundraisers, and are expected to report back to their team members regarding key issues. In the event that the SAAC rep can’t attend a meeting, the alternate will act as a replacement. Repeated absences will be subject to suspension or removal from SAAC.

SAAC members will be responsible for selecting an executive board, which will consist of a President, Vice President, & Secretary, through a silent ballot conducted by the SAAC advisor. Once a student-athlete is elected to the executive board, the alternate will assume the role of team rep. The head coach will then select a new alternate. At all times, SAAC will consist of one rep & one alternate from each varsity team as well as three members of the executive board. The current membership will consist of 43 individuals, including three executive board members, 20 team reps, & 20 alternates. Members of the executive board will serve one-year terms, but they may be re-elected for subsequent years.

SAAC will conduct monthly meetings involving its full membership. In addition, the executive board will meet regularly with the SAAC advisor to ensure adequate planning for meetings and special events. Each SAAC rep and executive board member will have one vote on key issues.

General Duties of Executive Board Members

President
● Meet biweekly with SAAC advisor;
● Organize and conduct all meetings;
● Provide general oversight of all SAAC-related activities, events, and fundraisers;
● Assign duties and delegate to committee members as needed; and
● Represent the Arcadia SAAC on MAC SAAC conference calls and attend in person MAC SAAC meetings.

Vice President
● Meet with SAAC advisor as needed;
● Assist President with all duties of organization;
Follow up with SAAC representatives to make sure initiatives are being communicated and supported;

- Represent the Arcadia SAAC on MAC SAAC conference calls and attend in person MAC SAAC meetings.

**Secretary**
- Schedule all meetings through Google calendar invitations and submit room reservation requests through university scheduling software;
- Record attendance and minutes at meetings;
- Distribute minutes to advisor and SAAC reps after meetings;
- Support the President, Vice President, & SAAC advisor as needed.

**General Duties of MAC SAAC Representatives:**
There are two Arcadia SAAC representatives that will represent Arcadia on the Middle Atlantic Conference SAAC. They will do the following:
- Attend the committee in-person meetings two times each year in September and February.
- Participate on two annual conference calls in October and April.

**Recruit Hosting**
At different points in the year, a head coach may ask team members to serve as a host for a prospective student-athlete who is staying overnight or visiting for the day. This is a very important responsibility and should be taken seriously. Any student-athlete who is not comfortable serving as a host should discuss this matter with their head coach or an athletics administrator.

Generally, the Department of Athletics expects hosts to:
- Conduct themselves in a responsible manner at all times, keep the recruit on time for all appointments, and attend all functions with the recruit unless excused by the head coach. Do not leave the recruit alone while they are visiting;
- Ensure that the recruit is not put in a situation where they are in the presence of alcohol or other drugs. The use of any illegal substance or engaging in any illegal activity will not be tolerated and may result in disciplinary action;
- Be mindful of the general health and safety of the recruit;
- Contact the head coach or Public Safety (x2999) immediately in the case of emergency; and
- Adhere to all applicable NCAA regulations and team rules.

**Attire & Appearance**
All Arcadia student-athletes and members of the travel party are expected to dress in a manner that represents the university in a positive way. Coaches may have specific dress requirements for their team members. Student-athletes are highly visible representatives of the university, and as such, are responsible for exercising good judgment in overall appearance.

**Travel Waivers**
Student-athletes are expected to travel to and from away contests with the team. In the event that the student-athlete will not be returning to campus with the team or that they need to provide their own transportation to the contest, they should contact their head coach in advance to fill out the Travel Release Form. Coaches do reserve the right to deny such requests if determined they are not in the best interest of the program. Student-athletes that are not 18 years old will need the signature of a parent/guardian. All travel waiver requests should be made in advance of the date of competition to ensure adequate time to complete the necessary forms.
Student Employment

Students who qualify for federal financial aid might also qualify for federal work-study, which can be used to work within the Athletics Department. Positions available within the department include, but aren't limited to, event staff for varsity games, front desk employee, monitoring the fitness center and sports training center, intramurals, team manager, office assistant, lifeguard, and many other opportunities. All students must complete financial paperwork through the One Stop Shop before being approved to work. Once complete, the student will receive approval from their supervisor to begin working. Supervisors may also request a student to work for them, but they must be approved by the One-Stop Shop. Students will not be permitted to work until all required forms are completed with the One-Stop Shop. In addition, students must stop working when their award allocation runs out so they should work directly with their supervisor to monitor hours worked and earned income. Supervisors of student workers do have additional budgetary limitations that impact their ability to hire student workers and approve hours. This may impact the max amount that a student can earn working for Athletics. Students may need to obtain another job across campus to earn their full federal allocation. Questions regarding work-study with Athletics should be directed to Assistant Director of Athletics or the One-Stop Shop.

Identification Cards & Usage of Athletic Facilities

Arcadia issues identification cards to faculty, staff, and students to affirm their affiliation with the university. All patrons (including student-athletes) are required to have an active university ID card to use athletic facilities. When requested by university officials, students (and student-athletes) must present their identification to confirm their affiliation with the university. Individuals or groups of individuals that can't produce a valid university ID will be asked to leave all athletic facilities. Students need ID cards to gain access into the Kuch Center, strength training center, fitness center, Lenox Pool, and locker rooms.

Arcadia students, faculty, staff, alumni members/families, and approved visitors of the university are the only approved users of athletic facilities. Guests are not permitted.

Religious Beliefs

Any student who is unable to attend practice/contests or fulfill work-study requirements because of religious beliefs, shall be excused from any such commitments. No adverse or prejudicial effects shall result.

Student-Athlete Refunds from Team Fundraising Accounts

Practice Gear & Team Apparel

- Student-athletes that purchase practice gear or team apparel will not be reimbursed for those items in the event that they quit or are removed from a team.

Team Training Trips

- Student-athletes that quit or are removed from a team will only be reimbursed for the portion of their payment for a team training trip that the university is able to recoup from the vendor. Due to booking deadlines, not all monies are refundable.

Team Activities/Initiatives

- Coaches and student-athletes are encouraged to use a pay-as-you-go model for team events/initiatives (i.e. banquets, brunches, parties, etc.). Should the student-athlete or team opt to use a pay-in-advance model and the student-athlete not attend a specific event for which they paid, refunds are at the discretion of the coach and subject to any non-refundable costs incurred by the coach for the event.
- If students work a fundraising event (i.e. Lincoln Financial Field, Talen Energy Stadium, or any other similar arrangement), the student is not working as an
individual and thereby is not entitled to be compensated for the work. They would also not be entitled to a refund should they be removed, quit or leave the team. It is not earned money for the individual, but rather for the team to support fundraising efforts for apparel, travel, or anything else related to the team.

**General Fundraising Efforts**
- Student-athletes will not be reimbursed for general fundraising efforts (unearned funds) in the event they quit or are removed from a team
- Unearned funds include, but are not limited to:
  - Letter writing campaigns
  - Crowdfunding campaigns such as My Sports Dreams, Frontrust, or any other external website that promotes donating to the program

**Sport Performance**
In the summer of 2019, the Arcadia Sport Performance unit was formed. Arcadia Sport Performance has been structured to enhance both student-athlete performance as well as their overall experience. An umbrella model of athletic training, strength and conditioning, nutrition counseling, mental health support and general wellness.

**Athletic Training**

- **General Information**
  - Research and experience confirm that participation in intercollegiate athletics places participants at risk of injuries. Arcadia employs an athletic training staff that works closely with the Strength & Conditioning, Student Health Services, and Counseling Services staffs. The athletic training staff assists in:
    - Minimizing athletics injuries;
    - Evaluating and managing athletics injuries; and
    - Rehabilitating injured athletes and establishing readiness to return to participation.
  - Quality athletic health care requires the cooperation and communication among the athletes, coaches, physicians and sport performance staff.

- **Hours**
  - The athletic training room typically opens one hour prior to practice time and two hours before the start of any home event.
  - General evaluation and rehab will take place 9am-noon Monday-Friday or by appointment in the afternoon.
  - Hours are subject to change based on practice and game schedules. With prior notice (via email or phone 215-572-2848), other arrangements can be made.

- **Annual Requirements**
  - All student-athletes must complete a pre-participation physical (completed within a six-month window prior to the sport participation), provide proof of insurance, insurance verification, and complete/sign all forms using Sports Ware Online. First-time student-athletes must complete an ImPACT baseline concussion test.
  - Student-athletes will not be allowed to participate in practice, completion, or conditioning exercises until all paperwork is received and approved by the athletic training staff.
  - An athlete who has been restricted by a physician from participation because of injury or illness must be cleared in writing by a physician before they can return to team activities.

- **Athletic Insurance**
  - All student-athletes are required to have personal health insurance in order to participate in intercollegiate athletics. Their personal insurance will serve as the primary form of coverage in the event of any injury.
Arcadia provides supplemental insurance for those athletic injuries due to accidents that occur while participating in officially-sanctioned intercollegiate athletic events (practices or games).
The athletic training staff will file and submit claims, but it is the responsibility of the student-athlete to submit any and all necessary billing information to the supplemental insurance company.
The NCAA provides a catastrophic injury insurance policy for all of its member institution’s athletes.
Please provide advanced communication of any/all plans to seek outside care to avoid healthcare not approved under the secondary policy.
Changes in medical coverage/plans and an updated copy of insurance cards must be reported the athletic training staff.
If you have any questions regarding these insurance coverages, please contact the head athletic trainer at (215) 572-2848.

- **Athletic Injuries**
  - If an injury occurs at an away contest, seek medical treatment from the host athletic trainer.
  - Failure to supply a note from a physician or emergency room will result in the inability to participate until a note is submitted to the athletic training staff.
  - A student-athlete that is injured as part of a general campus activity or intramural event should first seek treatment with Student Health Services and then follow up with the athletic training staff. Only injuries associated with officially-sanctioned sport participation at Arcadia will gain benefit from Arcadia’s athletic insurance.
  - All injuries, regardless of where injury is sustained (practice, home/away competition, outside activities), should be reported to the athletic training staff within 24 hours of the injury.

- **Medical Hardship Waiver**
  - A student-athlete may apply for a medical hardship waiver if they meet specific requirements as determined by NCAA legislation.
  - To apply for a medical hardship waiver, the student must contact the Head Athletic Trainer, who will work with the Director of Athletics.
  - Contemporaneous medical documentation from a medical doctor must be provided.

- **ADD/ADHD**
  - The NCAA is requiring proof from your physician that you have tested positive for ADD/ADHD and that you require medication to treat the condition.

- **Head Injury Awareness**
  - Student-athletes competing on any Arcadia’s varsity sport teams are required to be ImPACT tested.
  - If you suspect a head injury, alert your coach and your athletic trainer.
  - Common symptoms to be aware of include, but are not limited to, headache, nausea, balance, light-headedness, sensitivity to light, vomiting, dizziness.
  - If your symptoms worsen, seek immediate medical attention.
  - Severe or worsening symptoms, like those listed above, may indicate a severe or rapidly deteriorating condition, which could result in serious injury, permanent disability, or death.

- **NCAA Banned Substance List**
  - The list of NCAA banned substances is updated regularly and can be found on the Arcadia Athletics website under “Current Student-Athletes”.
**Strength & Conditioning**

- The strength & conditioning program is designed to maximize athletic performance and minimize injury. The role of the strength & conditioning coach is to implement the highest level of education and resources needed to give our athletes an added advantage during competition. To that end, the following general expectations apply to all student-athletes that engage in strength/conditioning programming:
  - When dealing with a defiant or disrespectful student, an Arcadia staff member reserves the right to suspend or terminate his/her weight room privileges until the student complies with any department or university sanctions.
  - Consult with the S&C Coach regarding any questions, concerns, or suggestions. Failure to observe posted regulations and schedules may result in suspension or termination of weight room privileges at the discretion of the S&C coach.
  - Due to the negative impact of sporadic training, the S&C Coach reserves the right to suspend or terminate programming and scheduling privileges for athletes or teams who fail to demonstrate a continuous commitment. Those who do not participate, or whose attendance or work ethic is unsatisfactory during certain segments of the year will forfeit their privileges.
  - Every athlete can expect to be hurt or otherwise limited at some point, and there are alternatives for every movement. Injuries or other problems mean that we adapt, improvise or modify (not skip) exercises or workouts (unless indicated by the Sports Medicine staff). Rehabilitation and or treatment sessions will be the responsibility of the Athletic Training Staff.
  - NCAA Division III Bylaw 17.02.13 Voluntary Athletically Related Activities: 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: (Revised: 1/15/11 effective 8/1/11).

**Athletic Communications**

**Role of Athletic Communications**

Athletic Communications serves as the public relations branch of the athletic department, overseeing, among other things, the website, official press releases, the department’s social media presence, conference/regional/national award nominations, photography, live streaming/broadcasts of home events, and select game-day operations (music, PA, stats, etc.).

**Media and Interview Policies**

Anytime a member of the media, whether it be newspaper, TV, radio, online, etc., wants to speak with you, please refer them to the athletic communications office. Do not speak to any member of the media unless approval has been granted by the athletic communications office. Should a member of the athletic communications office reach out to you in regards to media availability, make every effort to respond in a timely manner. When speaking with members of the media, assume that everything that you say is “on the record” and can/will be printed and/or published.

**Photography Policies**

As athletic communications oversees the photography of athletic events, photos will be shared with your respective head coach(es). If you would like access to photos, please contact your coach(es) directly.
**Logo Usage**
The Arcadia University Athletics logo and corresponding word marks are the fundamental visual representations of our brand. The Knight logo and official typeface of Arcadia Athletics represent our brand in a distinctive manner and forms our primary mark(s).

Students, college organizations, outside organizations, and all commercial entities must receive written permission from the office of Athletic Communications and/or University Relations before using any of the logos and/or word marks.

Logo guidelines must be adhered to for all issued game and practice gear. Student-athletes must seek their Head Coach’s approval, who will in turn gain approval from the Athletic Communications office for items purchased with College logos for team wear. For complete college logo guidelines, please [click here](#).

**Intramurals & Recreation**
Current student athletes at Arcadia University are eligible to participate in intramural programs, with the understanding that his/her varsity coaches approve of his/her participation. Current student athletes at Arcadia University are eligible to participate in Intramural programs, with the understanding that his/her varsity coaches approve of his/her participation. Only two (2) varsity athletes, per intramural team regardless of gender, are allowed to participate in the corresponding intramural sport. This includes players that are listed on a varsity sport roster any time during the academic year. The only exception is for intramural softball, which allows for four (4) varsity baseball or softball players in total. Additionally, Big 3 Basketball will only allow one (1) varsity basketball player per team. These intramural eligibility restrictions include but are not limited to the intramural sports highlighted above. Prior to participation, student athletes should review the rulebook for that sport, league, tournament, etc. as the addition of new offerings may include separate restrictions.

Furthermore, varsity student-athletes should discuss with their sport head coach regarding additional team limitations or recommendations with regards to participation during their sport season or other times during the academic year. A student-athlete that is injured as part of a general campus activity or intramural event should first seek treatment with Student Health Services and then follow up with the athletic training staff. Only injuries associated with sport participation at Arcadia will gain benefit from the athletic insurance plan.

<table>
<thead>
<tr>
<th>Varsity Sport</th>
<th>Corresponding Intramural Sport</th>
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<tbody>
<tr>
<td>Men &amp; Women’s Basketball</td>
<td>Basketball - 5 v 5 and Big 3</td>
</tr>
<tr>
<td>Men &amp; Women’s Soccer</td>
<td>Indoor/Outdoor Soccer</td>
</tr>
<tr>
<td>Men &amp; Women’s Volleyball</td>
<td>Indoor Volleyball &amp; Outdoor Doubles</td>
</tr>
<tr>
<td>Baseball &amp; Softball</td>
<td>Softball &amp; wiffleball</td>
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**Counseling Services**
The mission of Arcadia University Counseling Services is to assist students through personal challenges that may interfere with their academic success. Counselors provide a safe, confidential place in which students have an opportunity to identify their problem
areas and find creative solutions to them. Counseling Services also provides educational programs, consultation and outreach to the larger campus community regarding prevention and overall emotional health and wellness. We are committed to creating an inclusive environment that is respectful to the diversity of our students.

Our services include:
- Individual counseling
- Crisis intervention
- Psychiatric services
- Group counseling
- Couples counseling
- Alcohol and Other Drug program
- Consultation
- Outreach and programming

Appointments can be made by calling Counseling Services at (215) 572-2967. Requests for counseling services are usually accommodated within one week of the request. Please note that Counseling Services staff is not available or on-call after hours or over weekends. If a student needs off-campus support, she or he will be referred to community-based therapists, support groups, and/or given crisis line phone numbers.

Team Championships
When a team wins a conference or postseason championship, it is a special time for the team, as well as the department. The department will purchase the team a lobby poster, rafter banner (hung in the Alumni Gymnasium), and an apparel gift item for the team members, coach, and support staff. In addition to all of this, the department will host a championship dinner where the team, coaching staff, support staff, and the President's Cabinet will be invited. Depending on the timing of the championship and availability of some, the timing of this dinner may be the following academic year. Teams may also choose to supplement what the department does by having their own gathering or purchasing additional items to commemorate the championship such as rings.

Conclusion
A copy of the student-athlete handbook will be kept on file in the Department of Athletics & Recreation. Student-athletes have access to these guidelines online at http://arcadiaknights.com and are responsible for adhering to all guidelines, which are subject to change. The most current version of the handbook will be posted online. Please direct any questions to your sport head coach or the Executive Director of Athletics.

Updated 8/11/20 *bg*