# TABLE OF CONTENTS

**Letter from the Director of Athletics**
3-4

**INTRODUCTION**
4-11
- University Mission Statement
- Athletics Department Mission Statement
- Student-Athlete Code of Conduct
- Athletics Department Statement of Sportsmanship
- Administration/Staff Roster
- Where to Go For . . .
10-11

**Athletics Academic Resource Center**
11-19
- Mission Statement
- Philosophy & Purpose
- Student-Athlete Responsibilities
- Academic Calendar
- Study Hall Policy
- Missed Class Attendance Policy
- Class Scheduling Policy
- Tutoring
- Injury/Concussion Protocol for Academics
- Summer School
- Course Registration
- Quick Guide for Staying Eligible and Graduating
18-19

**COMPLIANCE**
19-30
- Philosophy and Purpose
- Eligibility
- Roster Delete Policy
- Athletic Scholarship (Financial Aid)
- Textbook Loan Policy
- Transferring
- Extra Benefits
- Representative of Athletics Interest
- Agent
- Student-Athlete Employment
- Complimentary Tickets
- Countable Athletic Related Activity (C.A.R.A.)
- Gambling
29-30

**STUDENT DEVELOPMENT**
30-33
- Monmouth Student-Athlete Advisory Committee (MSAAC)
- Life Skills Programming
- Academic Achievement Awards
31-32

**SUPPORT SERVICES**
32-34
- Counseling and Psychological Services
- Department of Disability Services
32-33
Administrative Support for the Student-Athlete 33
Grievance Procedures 33
Sport Supervisors 33

POLICIES 34-37
Team Travel Policy 34
Equipment Room Policy 34-35
Monitoring Student-Athlete Welfare 35
Inclusivity 35
Hazing Policy 35-36
Student-Athlete Exit Interview 37

SPORTS MEDICINE 37-54
Purpose 37
Personnel and Duties 37
Athletics Department Responsibility 37-38
Physicals/Participation Approval 38
Health Insurance Coverage 38-40
Injury Prevention 40
Policies and Procedures 40-41
Drug Statement 41
Nutritional Supplements 41
Alcohol/Other Drug Education Program 41-53

STRENGTH AND CONDITIONING 54-56
Overview 54
Personnel and Duties 54-55
Policies and Procedures 55-56

ATHLETICS COMMUNICATIONS 56-60
Media Rules 57
Interviews 57-59
Interviewing Tips 59-60
Monmouth Social Media Policy/Guidelines 59-60

NOTE: The Student-Athlete Handbook pertains to all policies that directly affect student-athletes. Please be advised that all policies within the Monmouth University Handbook also pertain to all student-athletes.

LETTER FROM THE DIRECTOR

Dear Student-Athlete,

I bring to each of you a warm welcome, on behalf of the Monmouth Athletics staff and coaches. We look forward to sharing with each of you an athletically competitive, academically challenging and a socially nurturing year. The University and the Athletics Department have put in place all the
appropriate pieces to help you accomplish these stated ambitions. We are at your service, but we cannot help, if you do not ask. You must communicate with us and we with you. This handbook is one of our ways of communicating about our available services.

Take advantage of these services. Take from us what you can, and then give all you have plus more! The distinguishing feature of a successful athlete, student, or careerist is their willingness to move beyond their comfort level, to try the zone just above their own perceived level of performance expectations.

We are here to help you move into that zone: to push, prod, congratulate, and expect. However, only you can be the doer. You have the power to take both the first and last steps. We ask that you try, and in trying, become a better person, academician, and athlete. Your time at Monmouth will be exciting and fulfilling if you are willing to take the chance.

Welcome!

Sincerely,

Marilyn McNeil, Ed.D.
Vice President & Director of Athletics

INTRODUCTION

UNIVERSITY MISSION STATEMENT

Monmouth University is an independent, comprehensive institution of higher education committed to excellence and integrity in teaching, scholarship and service. Through its offerings in liberal arts, science, and professional programs, Monmouth University educates and prepares students to realize their potential as leaders and become engaged citizens in a diverse and increasingly independent world.

Athletics Department Mission Statement

Monmouth University is committed to Athletics as an integral part of higher education. Athletics must provide student-athletes with the opportunity to develop their highest level of athletics ability, while safeguarding their welfare, on and off the field of competition, in a diverse environment that promotes high academic standards and personal development.

Student-Athlete Code of Conduct

As Hawks we will protect the integrity of the University, others, and ourselves. To accomplish this mission I WILL:

- Make progress towards a degree and graduate from Monmouth University
  Being referred to as a student-athlete, your goals are inherent to your title. Student preceding athlete. Which means your main goal is to advance yourself towards obtaining an academic degree. Academics precede sport. As a student-athlete you are expected to attend class, complete all assignments, and act in an appropriate manner inside the classroom. As a student-athlete you are required to meet all Monmouth University, Big South Conference (BS), Mid-
Eastern American Conference (MEAC), Metro Atlantic Athletic Conference (MAAC), and National Collegiate Athletic Association (NCAA) eligibility policies. Academic integrity is vital to accomplishing your goal of getting a degree and staying eligible to participate in your sport. It isn't just by chance that this component is first in your Code of Conduct; academics is THE most important aspect of your college career.

- **Actively participate in both the campus and surrounding community**
  As a member of Monmouth University, and its athletic program you are expected to uphold the tradition of integrity and courtesy on campus and in the community. This means participating and doing what may be asked of you on campus, as well as within the surrounding community. You will be expected to participate in service programs that benefit those in need.

- **Maintain good sportsmanship by respecting opponents, teammates, fans, and officials**
  Student-athletes are ambassadors of Monmouth University and will present themselves in a professional manner at all times. Behavior should reflect positively on the reputation of Monmouth University both on and off the "field of play." Disrespecting opponents, teammates, fans, and officials will not be tolerated by the University or the athletic department.

- **Abide by Team, BS, MEAC, MAAC, and NCAA rules**
  There are special responsibilities and requirements that accompany the privilege of being a student-athlete and representing Monmouth University. Thus, as a student-athlete it is your responsibility and obligation to abide by all governing rules, whether they are team, BS, MEAC, MAAC, or NCAA in origin. Monmouth University is proud of its student-athletes and is pleased to have you represent the university in athletic competition. The university expects you to respect the rules and accept full responsibility if you fail to follow them and present the university and the athletic department in a negative light.

- **Agree to the MUAOD Education Policy**
  Adherence to the Monmouth University Alcohol and Other Drug Education Policy can be achieved by avoiding the abuse of alcohol and the unauthorized use of controlled substances and performance enhancing drugs. All student-athletes will take responsibility for their actions and follow any and all sanctions coinciding with their decisions. Student-athletes who are committed to the policy will contribute to a healthy and safe environment for Monmouth University, the athletic department, and the community.

- **Have an open mind toward other's cultural beliefs and backgrounds**
  Although they may sometimes conflict with your own beliefs or contrast your own background, tolerance of the differences of others is essential to the peaceful functioning of any environment. Be open to understanding, and slow to make judgments on others. Always keep in mind the importance of respecting the beliefs, cultures, and sexual orientation of others because like your own, they are often held with high regard by those who possess them.

- **Adhere to the law and respect the rights and property of others**
  Everyone is entitled to their own rights and property. You will respect these as you would want others to respect you. Thus, any violation of criminal law is deplorable and will not be tolerated. In addition, any behavior that is unbefitting to Monmouth University, including hazing is intolerable. The University community takes pride in our appearance; you are not to diminish it in any way. Any indication of vandalism towards the athletic facilities, main campus, or an opponent's campus will also not be tolerated.

- **Respect Myself**
- **Respect the Game**
- **Conduct myself like a Champion...**
Any violation of the Code of Conduct will be reviewed by your Head Coach and the Director of Athletics and when applicable may be subject to disciplinary action.

**Athletics Department**

**Statement of Sportsmanship**

At Monmouth University, we define sportsmanship as respect for oneself, opponents, coaches, teammates, officials and property. This is characterized by accepting victory or defeat graciously while being courteous and fair.

**ADMINISTRATION/STAFF**

Dr. Marilyn McNeil – Vice President/Director of Athletics
Jeff Stapleton – Deputy Director of Athletics
Jennifer Lawlor – Sr Associate AD for Student Develop/SWA
Jon Roos – Sr Associate AD for External Affairs
Nancy Benanti – Assistant to the VP & Director of Athletics
Charlene Siciliano – Secretary

**Athletics Academic Resource Center**

Tom Bieber – Associate AD for Academic Support
Emily Howard – Assistant AD for Academic Support
Meghan Casey – Athletics Academic Coordinator
Staci Drewson – Athletics Professor in Residence

**Athletic Communication & New Media**

Greg Viscomi – Associate AD for New Media/Communications
Gary Kowal – Assistant AD for New Media/Communication
Mark Mohrman – Assistant AD for Communications
Chuck Marvel – Assistant AD for Communications
Andrew Kurtz – Multimedia Coordinator
Suzi Mellano – Digital Media Correspondent
TBA – Communications Assistant

**Business**

Karen Edson – Associate AD/Business Affairs
Jarred Weiss – Assistant AD for Business/Communication

**Compliance**

Jennifer Lawlor – Sr. Associate Athletics Director/SWA
AJ Schaufler – Assistant AD for Compliance
Kelsey Ellis – Compliance Assistant

**Development/Marketing/Ticketing**

Eddy Occhipinti – Associate AD for Marketing & Sponsorships
Ken Taylor - Associate AD for Development
Stacy Holand Santoro – Dir of Athletics Engagement & Donor
Jessica Kavanagh – Assistant AD for Ticketing & Development
Kelly Valentine – Marketing & Promotions Assistant
Equipment
Mike Iuliucci – Associate AD for Equipment & Laundry 263-5553
Greg Decos – Assistant AD Equipment & Laundry Manager 263-5552

Event Management
Richard Carragher – Associate AD for Event Management 571-3675
Dan Wojtaszek – Associate AD for Facilities & Operations 263-5564

Faculty Athletics Representative (F.A.R.)
Dr. Jennifer McGovern – Faculty Athletics Representative 923-4658

Fitness & Wellness
John Jackman – Assistant AD for the Fitness Center 263-5350
Nicole Alsobrooks – Aquatic Director 263-5568

Intramurals & Clubs
Jon Cascone – Associate AD for Rec, Intramural & Clubs 263-5187
Robert Panasuk – Club Sport Coordinator 571-4692
Evan Najimian – Intramural Sports Coordinator 263-5527

Sports Medicine
Simon Rosenblum – Associate AD for Sports Medicine 263-5249
Vanessa Sweeney – Associate Director of Sports Medicine 263-5252
Aaron Bottinick – Assistant Athletic Trainer/Men’s Soccer & Baseball 571-3672
Siobhan Huggins-Sullivan – Associate Athletics Trainer 263-5249
Ken Marsaglia – Associate Athletic Trainer/Football 263-5252
Nick Aguiler – Assistant Athletic Trainer 571-4473
Maikee Migallos – Athletic Trainer Intern 571-4473
Kylie Hubeny – Graduate Assistant Athletic Trainer 571-4473
Jamie Hand – Graduate Assistant Athletic Trainer 571-4473

Strength & Conditioning
Tim Rehm – Director of Strength & Conditioning 263-5288
Brianna Rubino – Strength & Conditioning Coach 263-5684
Hardu Virks-Lee – Strength & Conditioning Coach 263-5684

COACHING STAFF

BASEBALL
Dean Ehehalt – Head Baseball Coach 263-5186
Chris Collazo – Assistant Coach/Recruiting Coordinator 571-5347
Josh Epstein – Assistant Coach 263-5524

MEN’S BASKETBALL
King Rice – Head Coach 571-7584
Rick Callahan – Assistant Coach 571-5184  
Jamal Meeks – Assistant Coach 571-4420  
RJ Reid, Jr – Assistant Coach 571-5444  
Josh James – Director of Basketball Operations 263-5799  
Dan Murphy – Special Assistant to Head Coach 571-4420  

**WOMEN’S BASKETBALL**
- Jody Craig – Head Coach 263-3565  
- James Young– First Assistant Coach 263-5343  
- Kira Mowen – Assistant Coach 263-5183  
- Kamiko Williams – Assistant Coach 263-5178  
- Kelsey Funderburgh – Director of Basketball Operations 263-5386  

**WOMEN’S BOWLING**
- Karen Grygiel – Head Coach 263-5853  
- Cara Kukosius – Assistant Coach  

**FIELD HOCKEY**
- Carli Figlio – Head Coach 263-5322  
- Alyssa Ercolino – Assistant Coach 263-5348  
- David Williamson – Assistant Coach 263-5348  

**MEN’S & WOMEN’S CROSS COUNTRY**
- Joe Compagni – Director of T&F & CC/Head Coach 571-3676  
- Chris Tarello – Associate Head M&W Cross Country Coach 263-5881  

**FOOTBALL**
- Kevin Callahan – Head Coach 571-7582  
- Andy Bobik – Associate Head Coach/Defensive Coordinator 263-5179  
- Brian Gabriel – Assistant Coach 263-5182  
- Jeff Gallo – Assistant Coach 263-5495  
- Andrew Kirkland – Assistant Coach 263-5836  
- Lewis Walker– Assistant Coach 263-5496  
- Sam Dorsett – Assistant Coach 263-5181  
- Kevin Callahan, Jr – Assistant Coach 263-5497  
- Thomas Dimuzio – Assistant Coach 263-5485  
- David Kunyz– Video Coordinator 263-5185  

**MEN’S GOLF**
- Bill Britton – Director of Golf/Head Coach 263-5177  

**WOMEN’S GOLF**
- Michelle Melia – Head Coach 571-4426  

**MEN’S LACROSSE**
- Brian Fisher – Head Coach 263-5310
Andrew Geison – Assistant Coach 263-5309
Dan Lawrence – Assistant Coach 263-5888
Marc Zolchonock – Assistant Coach

WOMEN'S LACROSSE
Jordan Trautman – Head Coach 263-5840
Christie Kaestner – Assistant Coach 263-5840
Megan Schneck – Assistant Coach 571-3415

MEN'S SOCCER
Robert McCourt – Head Coach 263-5150
Hugh MacDonald – Assistant Coach 263-5837
Alex Blackburn – Assistant Coach

WOMEN'S SOCCER
Krissy Turner – Head Coach 571-4410
Kylee Rossi – Associate Head Coach 263-5210

SOFTBALL
Shannon Salsburg – Head Coach 263-3648
Marisa Destasio – Assistant Coach 263-5841
Lauren Fischer – Assistant Coach

MEN'S & WOMEN'S SWIMMING
Matt Nunnally – Head Coach 263-5175
Nicole Alsobrooks – Assistant Coach & Director of Aquatics 263-5175
Steve Levine – Assistant Coach

MEN'S TENNIS
Chris Leicht – Head Coach 263-5832
Michael Schwartz – Assistant Coach

WOMEN'S TENNIS
Patrice Murray – Head Coach 263-5175
Bob Taylor – Assistant Coach

MEN'S & WOMEN'S TRACK & FIELD
Joe Compagni – Director of T&F & CC/Head Coach 571-3676
TBA – Assistant Coach 263-5842
Christian Spaulding – Assistant Coach 263-5176
Devin Barry – Assistant Coach 263-5782
Elissa Ingram – Dir. of T & F Operations/Assistant Coach 571-5779
Chris Tarello – Associate Head M&W Coach 263-5881
WHERE TO GO FOR...

Academic Support  
Tom Bieber – University Library – 263-5734

Life Skills Programming  
Emily Howard – University Library – 571-3668

Business Affairs, Team Travel  
Karen Edson – Athletics Department – 571-3670

Career Services  
William Hill – Student Center (Lower Level) – 571-3580

Communications, Media Relations, Publications, Athletics Website, Awards. Digital Media, ESPN & Communications  
Greg Viscomi – Athletics Department – 571-4447

Disability Services  
Skip Carey – Student Center – 571-3460

Eligibility/Financial Aid (Athletic Scholarships only)  
AJ Schaufler – Athletics Department – 263-5833

Equipment/Laundry  
Mike Iluliucci – OceanFirst Bank Center – 263-5553

Facilities, Event Management  
Jeff Stapleton – Athletics Department – 571-3673  
Rich Carragher – OceanFirst Bank Center – 571-3675  
Dan Wojtaszek – OceanFirst Bank Center – 263-5564

Financial Aid  
Claire Alasio – Wilson Hall – 571-3463  
Rob Hennessey – Wilson Hall – 571-7552

First Year Advising  
Danielle Schrama – Student Center (Lower Level) – 263-5281

Fitness Center  
John Jackman - OceanFirst Bank Center – 571-3674

Housing/Residential Life/Health Center  
Megan Jones – Pinewood Hall – 571-3565

International Student-Athletes (Global Education Office)  
Corey Inzana – Student Center 28 - 923-4768

Intramurals/Recreation Hours  
Jon Cascone – Boylan Gym – 263-5187
ATHLETICS ACADEMIC RESOURCE CENTER
*LOCATED IN THE LOWER LEVEL OF THE LIBRARY

MISSION STATEMENT
The Athletics Academic Resource Center (AARC) exists to help develop and enhance the academic experience for student-athletes through a variety of academic support relationships and life skills programming. The AARC, located in the lower level of the University Library, promotes an environment of both individual and collaborative learning styles to achieve academic success that will lead to success in athletic competition, and ultimately, to a successful career in their concentration of choice.

PHILOSOPHY & PURPOSE
The Athletics Academic Resource Center provides the following services to each student-athlete during their career at Monmouth:

MSAAC [Monmouth Student-Athlete Advisory Committee]
Emily Howard – University Library – 571-3668
Meghan Casey – University Library – 923-4761

Monmouth Mob – Athletic Spirit Club
Kelly Valentine – Athletics Department – 263-5498

NCAA Faculty Athletics Representative
Jennifer McGovern – Political Science & Sociology 923-4658

NCAA Rules
Jennifer Lawlor – Athletics Department – 571-3604
AJ Schaufler – Athletics Department – 263-5833

Psych Services
Andrew Lee – Student Center (3rd Floor) – 571-7517
Katherine Rizman – Student Center (3rd Floor) – 571-7517

Tickets
Jessica Kavanagh – Athletics Department – 263-5735

Reporting a Violation
Jennifer Lawlor – Athletics Department – 571-3604
AJ Schaufler – Athletics Department – 263-5833

Sports Medicine, Drug Testing, Medical Insurance Coverage
Simon Rosenblum – Boylan Gym – 263-5249

Tutoring Center & Writing Services
Dorothy Clearly – Student Center (Lower Level) – 571-3542

Varsity Weight Room - Strength & Conditioning
Simon Rosenblum – Boylan Gym – 263-5249
Monitoring of academic progress
General academic counseling
Study Hall
Tutorial Support
Assistance with class scheduling & class registration
Travel and Competition Verification Form distribution
Guidance and information on the various Departments on campus and where they are located
Life Skills Development

Our role in the academic and career advising process:

♦ Serve as supplemental academic and career advisors
♦ Develop and maintain relationships with coaching staffs to improve advising services
♦ Develop and maintain relationships with faculty, academic advisors, and all other academic support service departments to improve advising services
♦ Develop and maintain relationships with the student-athlete to improve advising services

STUDENT-ATHLETE ACADEMIC RESPONSIBILITIES

♦ Accept full responsibility for your educational development.
♦ If you don't know, ask!
♦ Make satisfactory progress toward graduation each semester.
♦ Know and understand NCAA eligibility requirements.
♦ Verify major declaration with the Registrar's Office.
♦ Maintain academic integrity and never misrepresent your work!
♦ Register for classes on the first day of priority registration.
♦ Attend every class and be on time.
♦ Manage your time effectively.
♦ Sit in front, be an active learner, participate, ask questions, and get involved.
♦ Get to know your Professors and communicate with them early and often.
♦ Understand and follow class policies. Read your syllabus and know important dates for assignments and exams.
♦ Hand in assignments on time and study for exams in advance.
♦ Purchase required course materials the first week of class.
♦ Honor all academic appointments with all advisors, faculty and staff.
♦ Hand in travel and competition verification forms to Professors the first week of each semester, as well as remind Professors as competitions near.
♦ Honor and abide by all rules and regulations set forth by your Coach, those stated in the University Catalog, and this Student-Athlete Handbook.
♦ Represent yourself, your team, and Monmouth University with pride, class and dignity.
## MONMOUTH UNIVERSITY ACADEMIC CALENDAR FALL SEMESTER 2019

### August 2019

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of Continuing Registration</td>
<td>Thursday</td>
<td>August 29, 2019</td>
</tr>
<tr>
<td>Preliminary Classlists Available Online</td>
<td>Friday</td>
<td>August 30, 2019</td>
</tr>
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### September 2019

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASSES BEGIN (8:30 AM)</td>
<td>Tuesday</td>
<td>September 3, 2019</td>
</tr>
<tr>
<td>Late Registration or Program Changes</td>
<td>Tuesday to Tuesday</td>
<td>September 3, 2019 to September 10, 2019</td>
</tr>
<tr>
<td>Leave of Absence Deadline</td>
<td>Tuesday</td>
<td>September 10, 2019</td>
</tr>
<tr>
<td>&quot;W&quot;ithdrawal Deadline for Pattern &quot;A&quot; Classes</td>
<td>Friday</td>
<td>September 27, 2019</td>
</tr>
</tbody>
</table>

### October 2019

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Holiday (for non-weekend students)</td>
<td>Saturday to Tuesday</td>
<td>October 5, 2019 to October 8, 2019</td>
</tr>
<tr>
<td>Classes in session (for weekend students)</td>
<td>Saturday and Sunday</td>
<td>October 5, 2019 to October 6, 2019</td>
</tr>
<tr>
<td>Pattern &quot;A&quot; Sessions End</td>
<td>Monday</td>
<td>October 21, 2019</td>
</tr>
<tr>
<td>Pattern &quot;B&quot; Sessions Begin</td>
<td>Tuesday</td>
<td>October 22, 2019</td>
</tr>
<tr>
<td>Undergraduate Midterm Grades Due in Office of the Registrar by 9:00 am</td>
<td>Tuesday</td>
<td>October 22, 2019</td>
</tr>
<tr>
<td>Last Day to Withdraw with &quot;W&quot; Grade</td>
<td>Thursday</td>
<td>October 31, 2019</td>
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### November 2019

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Deadline to submit graduation applications for January 2020 Graduation</td>
<td>Friday</td>
<td>November 1, 2019</td>
</tr>
<tr>
<td>Deadline to submit substitutions and waivers for January 2020 Graduation</td>
<td>Friday</td>
<td>November 15, 2019</td>
</tr>
<tr>
<td>Last Day to Withdraw from Pattern &quot;B&quot; Classes</td>
<td>Friday</td>
<td>November 15, 2019</td>
</tr>
<tr>
<td>Thanksgiving Recess</td>
<td>Wednesday to Sunday</td>
<td>November 27, 2019 to December 1, 2019</td>
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### December 2019

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASSES END</td>
<td>Monday</td>
<td>December 9, 2019</td>
</tr>
<tr>
<td>Reading Day</td>
<td>Tuesday</td>
<td>December 10, 2019</td>
</tr>
<tr>
<td>Fourteenth Week Adjusted Schedule</td>
<td>Wednesday to Tuesday</td>
<td>December 11, 2019 to December 17, 2019</td>
</tr>
<tr>
<td>Final Grades Due 9 AM</td>
<td>Friday</td>
<td>December 20, 2019</td>
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Approved by Faculty Council 11/14/2018
## MONMOUTH UNIVERSITY ACADEMIC CALENDAR SPRING SEMESTER 2020

### January 2020

<table>
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<tr>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>End of Continuing Registration</td>
<td>Thursday</td>
</tr>
<tr>
<td>Preliminary Classlists</td>
<td>Friday</td>
</tr>
<tr>
<td>Available Online</td>
<td></td>
</tr>
<tr>
<td>CLASSES BEGIN 8:30 AM</td>
<td>Tuesday</td>
</tr>
<tr>
<td>Late Registration or Program Changes</td>
<td>Tuesday to Tuesday</td>
</tr>
<tr>
<td>Leave of Absence Deadline</td>
<td>Tuesday</td>
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</table>

### February 2020

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Day to Withdraw from Pattern &quot;A&quot; Classes</td>
<td>Friday</td>
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### March 2020

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation Applications Due for May 2020</td>
<td>Sunday</td>
</tr>
<tr>
<td>Advanced Summer Registration</td>
<td>Monday</td>
</tr>
<tr>
<td>Pattern &quot;A&quot; Classes End</td>
<td>Monday</td>
</tr>
<tr>
<td>Undergraduate Midterm Grades Due in Office of the Registrar</td>
<td>Tuesday</td>
</tr>
<tr>
<td>Pattern &quot;B&quot; Sessions Begin</td>
<td>Tuesday</td>
</tr>
<tr>
<td>Spring Break</td>
<td>Saturday to Friday</td>
</tr>
<tr>
<td>&quot;W&quot;ithdrawal Deadline (semester long classes)</td>
<td>Monday</td>
</tr>
</tbody>
</table>

### April 2020

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Academic Advising and Priority/Early Registration for Fall and Spring</td>
<td>Thursday to Friday</td>
</tr>
<tr>
<td>Last Day to Withdraw from Pattern &quot;B&quot; Classes</td>
<td>Thursday</td>
</tr>
<tr>
<td>Deadline to submit substitutions and waivers for May, 2020 Graduation</td>
<td>Tuesday</td>
</tr>
<tr>
<td>Thirteenth Week Ends</td>
<td>Monday</td>
</tr>
<tr>
<td>Reading Day</td>
<td>Tuesday</td>
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### May 2020

<table>
<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td>Fourteenth Week Adjusted Schedule</td>
<td>Wednesday to Tuesday</td>
</tr>
<tr>
<td>Grades Due 10 PM</td>
<td>Thursday</td>
</tr>
<tr>
<td>UNDERGRADUATE COMMENCEMENT</td>
<td>Wednesday</td>
</tr>
<tr>
<td>GRADUATE COMMENCEMENT</td>
<td>Thursday</td>
</tr>
</tbody>
</table>

*last updated 10/05/18*
STUDY HALL POLICY

Located in the lower level of the University Library, all first year student-athletes are institutionally required to attend study hall for a minimum of 5 hours per week and hour requirements can be made higher by the Head Coach or the AARC. Those first year student-athletes with a term GPA of less than a 2.50 after their first semester will remain in study hall the following semester. All other student-athletes who fail to achieve a cumulative GPA of 2.40 must remain in study hall until their GPA rises above the required threshold. **Again, individual teams may have higher GPA and academic performance standards.**

Study hall hours may be substituted through tutoring at the Math, Writing or Tutoring Centers, as well as through Supplemental Instruction (SI) and meetings with Professors during office hours.

Sanctions for not fulfilling hourly requirements are provided below:

- **0 hours completed in any given week will result in a suspension from one competition.**
- **Missed hour’s penalties- for those that fail to adjust hours or communicate explanations:**
  
  - 1st miss- warning via email
  - 2nd miss- meeting with AARC staff member
  - 3rd miss- meeting with AARC staff member, coach, and a missed practice
  - 4th miss- meeting with AARC staff, sport supervisor and a missed competition
  - 5th miss- missed week of practice and any competitions during that week.
  - 6th miss- suspension from the team

Questions regarding the study hall policy should be directed to Meghan Casey, Athletics Academic Coordinator, at 732-923-4761 or mcasey@monmouth.edu.

Missed Class Attendance Policy

Student-athletes are required to attend all classes. **Classes cannot be missed due to practice.** The only permissible time to miss class is due to team competition or travel. If class is missed, student-athletes remain responsible for all work and exams covered in their absence. Should this occur, the following guidelines must be met:

- During the first week of class, each student-athlete is required to inform their Professor (s) of team commitments and scheduling conflicts. If the Professor at this time believes this to be a potential problem that can negatively affect the student-athlete’s grade, it may be necessary to drop the course before the add/drop deadline.

- Obtain the approved travel and competition verification form from the Athletics Academic Resource Center during the first week of the semester. The verification form should be submitted to each Professor during the first week class, then, verbally remind Professors of the competition as it nears.

**NOTE:** Class cannot be missed for field maintenance, game setups, etc. In the event a competition is rescheduled without sufficient warning (due to weather or other unforeseen circumstances), as much notice as possible should be given to your Professors either in person or via e-mail.

***In addition, all sports outside of their playing season must conclude all countable***
athletically related activities (CARA) one week prior to the start of final exams. And for sports that are in-season, final exams cannot be missed for practice, and competitions during the final exam period should be avoided.

Class Scheduling Policy

Student-athletes will benefit from priority registration and will receive a specific date and time indicating their first opportunity to register. The assignment of times for undergraduate students is based on the number of completed credits.

Students within the same category of completed credits will be randomly selected and assigned to their timeframe. Individual date and time information will be e-mailed to each student's Monmouth University e-mail account and will be displayed on their Monmouth University Portal and WebAdvisor account. Priority registration is a privilege as a student-athlete, therefore take advantage of it by making sure you register on time, and clear all administrative and academic blocks prior to your designated registration time. This would include making sure that you schedule a meeting with your academic advisor within your major prior to registration, as the Athletics Academic Resource Center cannot serve as a substitute to your academic advisor if an advisor block is in place.

Tutoring

Peer tutors are available and free for student-athletes in many subject areas in the lower level of the Student Center as well as in the Athletics Academic Resource Center upon request. Student-athletes in need of tutoring will be matched with a student who has excelled in the requested subject area. Each student who requests a tutor will be scheduled with either a peer tutor, Academic Coach, or Professional Content Specialist. Both individual and group tutoring sessions are available as well.

Students who make an appointment using Accudemia will be able to choose a convenient time and location to be tutored. For all other requests, a tutor can usually be selected within 48-72 hours. Your first tutoring session can take place as quickly as you feel necessary. It is best to communicate your urgency to your assigned tutor. It should not be expected that help will be available the same day that a tutor is requested. We highly recommend that you request tutoring as early in the semester as possible. And it should be noted that if you miss a tutoring appointment three times throughout the course of a semester, then tutoring privileges for that semester will be revoked. In addition, the University’s definition of academic honesty must be understood and respected within the tutor-tutee relationship by both parties.

In addition to the Tutoring and Writing Center is the Math Center located in Howard Hall room 203. The Math Center is a walk-in service that can be utilized for all math subjects. And lastly, University Supplemental Instruction is a free, peer-facilitated academic assistance program designed to help students succeed in traditionally difficult courses. SI sessions are regularly-scheduled, informal review sessions that involve collaborative learning activities through which students can clarify course concepts and practice the types of study strategies that will help you master the information and skills required by the course in question.

Injury/Concussion Protocol for Academics
Student-athletes are required to attend all classes. However, in the event of a significant injury or concussion sustained from athletics participation, the AARC will assist in notifying faculty of any absences that result from this type of injury. It is the responsibility of the Sports Medicine Department to notify the Associate Athletics Director of Academic Support of any such injuries sustained and the timetable for return. The Associate AD of Academic Support is to then contact the Professors of the courses affected to confirm the injury sustained. The Associate AD of Academic Support is to also inform the student-athlete with a concussion or significant injury about the temporary accommodations that can be provided by the Department of Disability Services (DDS). Lastly, it is the responsibility of the student-athlete to contact the Professors as soon as possible regarding any make up work, in addition to providing a doctor’s note should one be requested. *also refer to the “Return to Learn” policy under the Sports Medicine section

SUMMER SCHOOL

Any student-athlete wishing to take additional classes, either to get ahead academically or to restore eligibility for the following academic year, may do so over the course of the summer. There are five summer sessions to choose from, with courses ranging from four, six, and twelve weeks in length.

Summer school is not an extension of the previous academic school year, so be advised that financial arrangements are the responsibility of each student-athlete. For those athletes receiving athletic grant money, permission for summer funding through Athletics must be granted via the summer aid application form and the following requirements must be met:

- Register for no more than 6 degree-applicable summer credits (any requests of over 6 credits will be reviewed)
- Must have received an Athletic Grant the previous academic year, or be awarded an Athletic Grant in the upcoming academic year
- The percentage of tuition covered by athletics will be the amount that was covered in the previous academic year.
- Must have been enrolled full time during the previous academic year [unless new to Monmouth]
- Credits must be degree-applicable, and cannot request graduate credits if eligibility is exhausted
- Complete Application and Return it to Athletics Academic Support (lower level of library) by set deadline

As per NCAA regulations, summer grant money is proportionate to the amount received during the previous academic year. Any change in a summer course(s) must be approved by the Associate Athletics Director of Academic Support. If prior approval is not requested, then athletic grant monies will not finance the course. Athletes will be limited to a maximum of 6 credits for summer school funding. The summer school request forms will be e-mailed to all athletes in the spring semester and will also be located in the Athletics Academic Resource Center. In the event that summer session funding is limited, the following priority sequence will be followed:

1. Seniors (Credits needed for Graduation)
2. GPA for Athletic Eligibility
3. Progress toward Degree for Athletic Eligibility

   The following factors will also be considered:

   □ Grade point average and credit load history
   □ Type of course(s) registered i.e. online, hybrid, etc.

   *Please note that requests can be denied at the discretion of the Monmouth University Athletics Department.*

   **COURSE REGISTRATION GUIDE**

   It is recommended that each student-athlete take into account team commitments (including practice time and game time/travel schedules) when scheduling classes for the following semester.

   Coaches are expected to provide game schedules, including anticipated departure and arrival times and dates, in order for student-athletes to avoid conflicts prior to registration. The Athletics Academic Resource Center then provides practice and competition times to advising staffs across campus to help ensure that schedules are made accordingly.

   Because class attendance is essential for academic success, it is not recommended to take a course that requires more than three absences due to team commitments.

   It is each student-athlete’s responsibility to construct a class schedule with minimal team conflicts and missed class time. **Remember, academics come first!**

   □ Prior to registration, make an appointment with your designated Academic Advisor.
   □ Inform the Advisor that you are a student-athlete.
   □ Be prepared for the meeting by having a:
     □ Course schedule worksheet
     □ Curriculum and sequence chart for both your Major and Minor
     □ Copy of your audit
     □ Game, practice and travel schedule (if available)
     □ Tentative, thought out schedule
     □ Choices for alternate courses as a backup
   □ Clear all blocks (financial, advisor’s, etc.) before the first day of registration.
   □ Double check your schedule the day before priority registration for conflicts, how many seats are available, etc.
   □ If there are any problems or conflicts outstanding after you register, see either your Academic Advisor or any member of the Athletics Academic Resource Center.

   **Tips for Registration**

   □ If a class will be missed on more than 3 occasions due to athletics, look for an alternative course.
   □ When making a schedule, take into consideration the following: Graduation Date (Do you have the number of credits you need to graduate on time?), Eligibility (Do you have enough credits to meet NCAA credit requirements?), Credit Load (What is a comfortable load in the season of competition vs. the non-traditional season?), Professors, Course Prerequisites/Co-requisites, and Course Offerings (not every course is offered each semester or summer).
ELIGIBILITY QUICK GUIDE

How to Graduate in Four Years
- Maintain a 2.0 overall GPA & at least a 2.10 Major GPA.
- Pass 16 credits per/semester or 32 credits in an academic year (including summer) based on a 128 credit degree program.
- Fulfill the experiential education and writing intensive requirements.
- Be aware of prerequisite courses & when particular courses are offered. Seek advice from department advisors within your major for course combinations & the right course sequence to follow.
- Take into consideration semesters where student teaching, internships, co-ops, or seminar courses (400 level) are required. It is highly recommended not to complete an internship or student teach during a semester in which you are competing.

COMPLIANCE

Philosophy and Purpose
As a member of the National Collegiate Athletic Association (NCAA), Monmouth University must abide by the rules and regulations of the NCAA, Big South Conference, Mid-Eastern Athletic Conference, America East, and Metro Atlantic Conference as they relate to all aspects of its athletics program. It is the responsibility of the student-athletes to be aware of and to follow NCAA, Big South Conference, Mid-Eastern Athletic Conference, America East, and Metro Atlantic Conference and University rules. Failure to abide by the rules outlined below could affect your eligibility to compete.

Eligibility

Athletic Eligibility
The primary purpose of eligibility rules is to ensure that your best interests as a student are being met while you compete in athletics. Basically, eligibility rules set minimum standards, which show that, as a student, you are progressing in a reasonable and timely fashion toward receiving your degree at Monmouth University. Eligibility rules are established by NCAA and Monmouth University.

Years of Eligibility
Under NCAA rules, a student-athlete has five years to complete their four years of collegiate eligibility. The student-athlete’s five-year clock begins with the semester that the student first registered as a full-time student in any collegiate institution. Participation, no matter how brief, in any intercollegiate athletic contest will cause that season to count as one of the allotted seasons of competition in that sport. There are a limited number of exceptions to these rules. If you think you qualify for an exception, compliance will inform your coach.

Cleared for Practice and Competition
A student-athlete must be cleared for practice and competition each year and academically each semester. Below are the steps that need to be taken in order to be cleared by the Compliance Office:
• Academically eligible
• NCAA Eligibility Center – academics & amateurism (first time student-athletes only)
• Sports Medicine clearance
• Completed all Monmouth University & NCAA forms through JumpForward (student-athlete portal)

Academic Eligibility: Initial Eligibility (Freshmen)
In order to participate, compete, and receive an athletic grant-in-aid during their freshman year, student-athletes must have their final high school final transcripts, including proof of graduation, and amateurism certified by NCAA Eligibility Center. In addition, an incoming freshman must be certified as a Final Qualifier, or receive a designation equal to Final Qualifier (i.e. via a waiver) to practice, compete, and receive an athletic grant-in-aid.

Academic Eligibility: Initial Eligibility (Transfers)
In order to participate, compete, and receive an athletic grant-in-aid upon transfer, student-athletes must have all of their college transcripts submitted to Monmouth University and must be certified and cleared by compliance for transfer eligibility. In addition, an incoming transfer must be certified by the Asst. AD for Compliance and Associate AD for Academics as eligible for practice, competition, and receive an athletic grant-in-aid.

Academic Eligibility: Maintaining Eligibility
The NCAA satisfactory progress requirements, Bylaw 14.4, were instituted to ensure student-athletes make progress in an academic program with the intent to complete a baccalaureate degree within a reasonable time period. During the first two years of college enrollment a student-athlete may make progress toward any degree in the University. Beginning with the student-athlete’s fifth semester, progress must be toward a designated degree program.

Academic Eligibility: Eligibility for Continuing Students
Eligibility for competition shall be determined by the student-athlete’s academic record in existence at the conclusion of the first fall term* and at the conclusion of every other regular term, based upon satisfactory completion of at least:

(a) 24 credits before the student-athlete enters their second year of collegiate enrollment;
(b) 18 credits since the beginning of the previous fall term or since the beginning of the certifying institution’s preceding regular two semesters or three quarters, (hours earned during the summer may not be used to fulfill this requirement); and
(c) 6 degree applicable credits the preceding regular academic term (e.g., fall semester, winter quarter) in which the student-athlete has been enrolled at any collegiate institution.

*In baseball, a student-athlete who fails to meet the aforementioned requirements to be eligible for an institution’s fall term shall not be eligible during the remainder of the academic year.
*In football, a student-athlete must pass nine credits in the fall semester. If nine hours are not passed, then the student-athlete must sit out the first four competitions of the next season.

Academic Eligibility: Progress Towards Degree
A student-athlete who is entering their third year of full-time collegiate enrollment shall have completed successfully at least 40 percent of the course requirements in the student’s specific degree program.
A student-athlete who is entering their fourth year of full-time collegiate enrollment shall have completed successfully at least 60 percent of the course requirements in the student's specific degree program.

A student-athlete who is entering their fifth year of full-time collegiate enrollment shall have completed successfully at least 80 percent of the course requirements in the student's specific degree program. The course requirements must be in the student's specific degree program.

Minimum Requirements for Competition
Full Time Status - All student-athletes must be enrolled in a minimum of 12 credits. Falling below 12 credits makes you automatically ineligible for practice, travel, and competition. It is strongly encouraged to speak with AARC prior to dropping or withdrawing from a class.

1. Pass a minimum of 6 credits every semester.
2. All student-athletes entering a term on academic probation are ineligible.
3. A grade of "F" in a 050 course will result in athletic ineligibility for the following semester.
4. A minimum term GPA of 1.50 is required at the conclusion of the first semester.
5. Student-athletes are required to maintain a GPA of 2.0 by the conclusion of the freshman year and all semesters thereafter.
6. Student-athletes who have completed 80 credits must maintain the required major grade point average for their program of study. i.e. 2.10 for most programs
7. 050 Courses (maximum of 6 credits) can be used to satisfy the minimum credits requirement only during the first year of enrollment.
8. Declare a major by the 5th semester.
9. Stay off University disciplinary probation. In particular, do not commit acts of plagiarism or any other form of academic dishonesty. The definitions of plagiarism and academic dishonesty can be found in the University Undergraduate Catalog.

These are some, but not all of the academic requirements! It is imperative that you consult with the Athletics Academic Resource Center before making any changes to your schedule.

Roster Deletion Policy
Being a Monmouth student-athlete is a privilege, not a right. Head coaches reserve the right to determine their team's roster. There is no appeal process under NCAA, conference, or institutional policies for a student-athlete who is removed from a team. The decision is left with the Head Coach in conjunction with the Director of Athletics.

Athletic Scholarship (Financial Aid)

YOUR SCHOLARSHIP

Term and Basis of Award
Monmouth University awards financial aid to student-athletes in accordance with University policy, as well as, the Metro Atlantic Athletic Conferences, Big South, Southland and NCAA rules and regulations governing financial aid. Athletically related financial aid is normally awarded on an
annual basis and cannot be reduced or discontinued during the period of its award for any athletically related reason. However, if a student-athlete fails to adhere to team, University and/or Conference rules, the result may be the Department’s recommendation of a Non-Renewal of Aid – which may result in a loss of scholarship.

Monmouth University follows NCAA Autonomy [A] legislation as it pertains to the Reduction, Cancellation or Nonrenewal Permitted.

15.3.5.1 Reduction, Cancellation or Nonrenewal Permitted. [A] Institutional financial aid based in any degree on athletics ability may be reduced or canceled during the period of the award or reduced or not renewed for the following academic year or years of the student-athlete's five-year period of eligibility if the recipient:

(a) Renders themself ineligible for intercollegiate competition;

(b) Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement (see Bylaw 15.3.5.1.2);

(c) Engages in serious misconduct warranting substantial disciplinary penalty, as determined by the institution's regular student disciplinary authority;

(d) Voluntarily (on their own initiative) withdraws from a sport at any time for personal reasons; however, the recipient's financial aid may not be awarded to another student-athlete in the academic term in which the aid was reduced or canceled. A student-athlete's request for written permission to contact another four-year collegiate institution regarding a possible transfer does not constitute a voluntary withdrawal; or

(e) Violates a nonathletically related condition outlined in the financial aid agreement or violates a documented institutional rule or policy (e.g., academics policies or standards, athletics department or team rules or policies).

(f) Provides written notification of transfer (see Bylaw 13.1.1.3) to the institution; however, the student-athlete's financial aid may not be reduced or canceled until the end of the regular academic term in which written notification of transfer is received. If a student-athlete provides written notification of transfer to the institution between regular academic terms (winter break, summer break) the institution may reduce or cancel the financial aid immediately.

Other reasons that could result in the reduction or cancellation of aid during the period or award or for the following academic year are:

- The student-athlete has withdrawn or has indicated an intent to withdraw from Monmouth University.
- If the student-athlete refuses to participate in practice or competition;
- Fails to comply with the requirements of the drug education, testing and rehabilitation program;
- The student-athlete received aid that causes them to exceed their individual limit;
- The student-athlete signed a professional sports contract for this sport;
- The student-athlete did not meet all the standards of their Scholarship Retention Contract, or
The student failed to continue athletic participation as defined by:
- Attendance and competitive participation at all team or individual practice, meetings and gathering as called by the specific coach and;
- Competitive participation on the field/court as requested by the specific coach.

In the event that a student's athletic scholarship is revoked or reduced during the period of the award, the scholarship will be prorated based upon the number of days in the semester during which the violation occurred and the date the scholarship was revoked by the Department of Athletics. The student-athlete will receive official non-renewal notification from the Office of Financial Aid.

Following notification by the NCAA Financial Aid Appeals Committee, the Office of Financial Aid will calculate the amount of scholarship to which the student is entitled and after the student-athlete has been offered an opportunity to appeal the reduction or revocation of the award, the Office of Financial Aid will adjust the student's record accordingly.

**Voluntarily Withdraw from the team**
If a student-athlete who receives an athletic grant-in-aid voluntarily withdraws from the team/sport (aka quits) prior to the add/drop period of that semester – their scholarship will be prorated based upon the number of days remaining in the semester. The student-athlete will receive a non-renewal informing them so.

If a student-athlete who receives an athletic grant in aid voluntarily withdraws from the team/sport (aka quits) after the add/drop period of that semester – their scholarship will remain intact for the remainder of that semester. The student-athlete will automatically be non-renewed for the following semester.

**Medically Unable to Compete**
In the event the student-athlete is unable to continue competing because of a documented medical condition (career ending injury), the student-athlete has the following options:

A. participate with the team to the extent that has been determined to be medically possible (attend team functions, assist with filming, statistics, office work, for example) and retain their athletic grant in aid or
B. Relinquish the athletics grant-in-aid

Simply stated, when a student-athlete is deemed to be medically unable to compete, there is an expectation of continued team participation, according to what medical staff members determine. A SA who elects not to participate with the team may be required to relinquish their athletic grant.

**Experiential Education Courses and Financial Aid**
Student-Athletes who participate in experiential education opportunities such as Study Abroad and the Washington Center, or similar experiential educational courses that require students to be too far away to athletically participate daily are encouraged to do so during the summer months. If this is not possible, student athletes should elect to participate during their non-traditional season. As a last resort, student-athletes could opt to participate in such coursework in their traditional season.

A request for Experiential Education during the traditional season may be honored by the Director of Athletics, with the knowledge that if approved such a request deems the student has voluntarily
withdrawn from the team for the semester. When the student-athlete’s aid is cancelled for the semester of the Experiential Education course, the student-athlete will have the athletics aid renewed when they return to school in the following semester. However, only aid for the semester they returned will be renewed; aid cannot be awarded retroactively. If a student-athlete’s request is denied, they has the right to appeal this decision.

Non-renewals at the end of the period of award

If it is decided that an athletics grant-in-aid will not be renewed or that a grant will be reduced for the ensuing academic year, the student-athlete will be informed, in writing, by the financial aid office by July 1. NCAA regulations do not require an institution to have a reason for non-renewing aid at the end of the period of award. The decision to renew or not renew upon expiration of the award agreement is left to the discretion of the Department of Athletics, determined in accordance with its normal practices for the general student population and with the terms of the athletics grant-in-aid agreement and the NCAA by-laws. The student-athlete will receive official non-renewal notification from the Office of Financial Aid.

Upon request, the student shall be provided a hearing as set forth in the University’s NCAA Financial Aid Appeals Process as set forth in this handbook. Students that voluntarily withdraw from a team also relinquish their athletic grant-in-aid.

NCAA Financial Aid Appeals Process

The following policies and procedures shall be utilized with regard to hearings conducted for cancellation, reduction or non-renewal of athletics grants:

1. The Department of Athletics notifies the Financial Aid Office, in writing, that the student’s athletic grant is being reduced, canceled or not renewed.

2. The Director of Financial Aid notifies the student, in writing, of the reduction, cancellation or non-renewal of their Athletic Grant, with a copy forwarded to the Office of the General Counsel. The Financial Aid Office will transition the student’s athletic grant to a pending status. The student is, concurrently, advised of their right to appeal the decision of the Department of Athletics. If the student wishes to appeal, the student must submit a written letter of appeal to the Office of the General Counsel within five (5) working days of receipt of the cancellation notice. The written appeal must contain a description of the circumstances that led to the cancellation of the athletic grant, reasons why the student believes the decision of the Department of Athletics to cancel was unjust, any supporting documentation, and the names of any witnesses that the student wishes to have testify on their behalf. (It should be noted that witnesses will be limited to only those individuals who have direct knowledge of the circumstances surrounding the cancellation of the student’s athletic grant.) If the student does not submit a written appeal to the Office of General Counsel within five (5) working days of the receipt of the cancellation notice, the Financial Aid Office will cancel the student’s athletic grant. If the student does submit a written appeal within the specified timeframe, the student athlete’s grant will remain in the pending status until the hearing panel has officially informed the student of the outcome of the hearing, at which time the aid will be transferred to the appropriate status based on the outcome of the hearing.
3. Upon receipt of the student’s request for an appeal hearing, the Office of the General Counsel, through the Vice President and General Counsel or their designee will notify the Department of Athletics. A copy of the student’s statement along with any supporting documentation provided will be forwarded to the Department of Athletics upon receipt. The Department of Athletics will provide a written account of the circumstances that resulted in the student’s athletic grant being cancelled, any supporting documentation, and the names of any witnesses that the Department wishes to have testify on its behalf. (It should be noted that the witnesses will be limited to only those individuals who have direct knowledge of the circumstances surrounding the cancellation of the student’s athletic grant.) The Department of Athletics must provide this statement to the assigned individual within the Office of the General Counsel within five (5) working days. The assigned individual within the Office of the General Counsel will provide a copy of the Department of Athletics’ statement along with any supporting documentation provided to the student upon receipt.

4. The assigned individual within the Office of the General Counsel will contact members of the NCAA Financial Aid Appeals Committee to advise that an NCAA appeal hearing is necessary. The committee shall be comprised of representatives from the following campus offices: Controller’s Office, Student Services, and the Center for Student Success (CSS). The assigned individual within the Office of the General Counsel shall be responsible for the administration of the hearing. A representative from the Financial Aid Office and a representative from the Athletics Department Compliance Office shall attend the hearing as resource individuals to provide guidance to the Committee as needed. None of these three individuals shall serve as members of the Committee or have voting rights at the hearing. Committee members should understand that the scope and purpose of the hearing is to determine simply whether or not the athletic grant should be restored and not whether the student may continue to participate in intercollegiate athletics.

5. Within thirty (30) calendar days of the receipt of the request for an appeal, the assigned individual within the Office of the General Counsel will advise the student and the Department of Athletics of the date, time, and location of the appeal hearing; such notification will be provided to the student and the Department of Athletics no later than five (5) working days prior to the scheduled hearing date.

6. The assigned individual within the Office of the General Counsel will provide to committee members, the student, and the Department of Athletics copies of all statements and names of witnesses. This information shall be provided to same no later than five (5) working days prior to the date of the hearing.

7. The hearing itself will follow the format described below and will be audio taped.
   - Preamble – Assigned Individual Office of the General Counsel
   - Introductory Statements – Department of Athletics, followed by the Student-Athlete
   - Presentation of Witnesses – Department of Athletics, followed by the Student-Athlete
     Note that witnesses will be present during the hearing only to provide testimony, and will be asked to leave the room for the remainder of the proceedings.
   - Questions – Committee, followed by the Department of Athletics, followed by the Student Athlete
   - Closing Remarks – Department of Athletics, followed by the Student Athlete
   - Deliberation – NCAA Financial Aid Appeals Committee
8. It should be noted that, during the hearing, the student may have one University-affiliated representative available to provide supportive counsel; this representative may not be a lawyer. Supportive counsel may advise the student, but may not speak for the student or on the student’s behalf. The student’s parent(s) may not be present during the appeal hearing, except to testify as a witness having direct knowledge of the circumstances surrounding the cancellation of the student’s athletic grant. A member of the Department of Athletics will represent the Department of Athletics.

9. The burden of proof shall be on the Department of Athletics who must establish by a preponderance of the evidence that it is more likely than not that the Department of Athletics was justified in canceling the student-athlete’s grant.

10. The assigned individual within the Office of the General Counsel will provide the student-athlete and the Department of Athletics written confirmation of the appeal hearing’s outcome within five (5) working days of the conclusion of the hearing. Such written confirmation will be submitted to the Vice President and General Counsel for review prior to being released to either the student athlete or the Department of Athletics. Any decision rendered by the committee is final, there being no other avenue of appeal.

11. If a hearing results in a successful appeal for restoration of athletically related financial aid, the student-athlete will be given a work assignment of 20 hours/week for every semester during which the student-athlete continues to receive athletically related financial aid within the department of athletics, recreation, intramurals, fitness or physical education, where needed. Failure to report to the assignment and/or repeated tardiness will result in immediate cancellation of athletically related financial aid.

*And in the instance where a student-athlete is cut from a team, for athletically related reasons, but remains on an athletic grant for the period of the award, the student-athlete will be given a work assignment of 12 hours/week. The 12 hours/week will immediately go into effect when the student-athlete is removed from the team and would apply for the remaining time period for award. Failure to report to the assignment and/or repeated tardiness will result in immediate cancellation of athletically related financial aid. In cases where a student-athlete does not want to work in order to keep their scholarship for the period of the award, they may sign off on a Voluntary Relinquishment form and forfeit their athletics grant-in-aid for the period of the award. If they are not receiving an athletics grant-in-aid, they are not required to work.

**Grant-In-Aid Types**

- **Full Tuition & Fees**: A full tuition & fees grant represents payment for the cost of tuition of 12 to 18 credits per semester and fees (limited to the comprehensive and lab fees). A student-athlete requesting permission for more than 18 credits per semester must appeal in writing to the Associate Athletics Director for Academic Support Services for approval prior to or before the completion of the first two weeks of class.

- **Tuition Grants**: Tuition grants are monies credited toward the cost of tuition. These grants may be issued in any dollar amount up to the full cost of tuition upon the recommendation of the head coach and with the approval of the Director of Athletics and the Director of Financial Aid.
• **Room & Board:** Room is considered housing and board is considered an on-campus meal plan. If you have an athletic scholarship going towards room and board you are permitted to move off-campus only in these instances:
  - On a full room and board athletic scholarship and has more than 90+ credits prior to the semester you want to move off-campus
  - You have a partial room & board athletic scholarship and have 57+ credits prior to the semester you want to move off-campus

If you do not meet this criteria, an appeal may be made by March 31st in the year preceding moving off campus.

• **Books:** A book grant represents payment for the cost of all course required books and is awarded only to those students receiving a book scholarship. It should be noted that the books are supplied by the Department of Athletics, remain the property of the department and must be returned at the end of the semester.

• **Billing:** Student-athletes must return the bill sent to them to the Bursar’s Office even if there is a zero balance showing. Failure to do so could result in all scheduled classes being dropped.

**Maximum Award**

* NCAA Bylaw 15.3.3.1 If a student’s athletics ability is considered in any degree in awarding financial aid, such aid shall neither be awarded for a period less than one academic year nor for a period that would exceed the student’s five-year period of eligibility.

* NCAA Bylaw 15.1 A student-athlete shall not be eligible to participate in intercollegiate athletics if he or she receives financial aid that exceeds the value of the cost of attendance as defined in Bylaw 15.02.2. A student-athlete may receive institutional financial aid based on athletics ability (per Bylaw 15.02.4.2), outside financial aid for which athletics participation is a major criterion (per Bylaw 15.2.6.4) and educational expenses awarded per Bylaw 15.2.6.5 up to the value of a full grant-in-aid, plus any other financial aid unrelated to athletics ability up to the cost of attendance.

**Textbook Loan Policy**

A book grant represents payment for the cost of all course required books and is awarded only to those students receiving a full athletics grant. It should be noted that the books are supplied by the Department of Athletics, remain the property of the Department, and must be returned at the end of the semester.

In addition, when a book is not made available at the University bookstore, the Athletics Academic Resource Center can make purchases so long as the books are indicated as required on the course syllabus. Also, events such as a theater play, and supplies such as a paint brush, may be covered as well so long as they too are indicated as required on the course syllabus. It must be noted however that coverage of events and supplies outside of textbooks, required or not, will be approved on a case by case basis, meaning coverage of these items can be denied. In addition, ancillary costs, such as transportation to an event such as a play, will not be covered.

**Book Pick-Up Procedure**
• Bring a copy of your current schedule along with your student ID to the bookstore
• Present both to the person working behind the counter
• Indicate that you are a student athlete on Book Scholarship
• Proceed to the cashier and indicate again that you are a student-athlete on Book Scholarship

**Book Return Policy**

_All books are the property of the Department of Athletics._ At the end of every semester, every book purchased on an Athletics Book Scholarship is to be returned to the Assistant Athletics Director for Academic Support. Failure to return books will result in penalties assessed by the Compliance Office. Failure to return books will result in a block on your account, and no further books will be issued until either the books are returned or the penalties have been paid. Book return dates and locations will be sent via email.

**Notification of Transfer**

Student-athletes who wish to transfer to another institution or to have Monmouth University permit another institution to contact the student-athlete about transferring must make a written request (email) to the Office for Athletic Compliance. Any such request shall also be treated as an immediate and voluntarily withdrawal from any sport the student-athlete is participating in for personal reasons. Student-athletes still cannot contact coaches from other institutions without written permission from the Athletics Department and the Office for Compliance adding the student’s name into the transfer database. The following is a summary of the steps to be taken:

1. The student-athlete must send an email as described above to the Office for Compliance and also cc’ the Director of Athletics, Senior Associate AD for Student Development and the Head Coach. The subject of the email should be “NOTIFICATION OF TRANSFER”.

2. Per NCAA rules, the institution has two business days to add the student-athlete’s name to transfer database.

3. Once the student-athlete’s name has been uploaded in the database they are free to discuss transferring with coaches from other institutions.

Any Notification of Transfer shall be treated as an immediate and voluntarily withdrawal from any sport the student-athlete is participating in for personal reasons. Per Metro Atlantic Athletic Conference (MAAC) policy and institutional policy for non-MAAC sports (for football, women’s field hockey, and women’s bowling), the student-athletes’ financial aid will be non-renewed at the end of the academic term that the notification of transfer was submitted. (Example: If a student-athlete emails compliance on October 15th, the student-athlete’s name will be uploaded by October 17th and their financial aid will be non-renewed at the end of that current semester).

**Extra Benefits**

Student-athletes are permitted to receive many benefits as a result of their participation in intercollegiate athletics. They are prohibited from receiving anything considered to be an "extra benefit". An extra benefit is any special arrangement by a Monmouth University employee or a
representative of athletics interests (booster) to provide a student-athlete or the student-athlete's relatives a benefit not expressly authorized by NCAA legislation. **Extra benefits include, but are not limited to:**

- Cash or loans in any amount
- Co-signing or arranging a loan
- Long distance phone calls. Student-athletes are not permitted to use any telephone in the Athletics Department, including phones in the coaches' offices.
- Gifts or free services (e.g., airline tickets, cash, restaurant meals, summer storage space, use of laundry facilities)
- Use of an automobile
- Rent free or reduced cost housing
- Employment of a student-athlete at a higher rate than wages paid for similar work
- Payment to a student-athlete for work not performed
- Transportation (aside from transportation related to an occasional home meal)
- Tickets to athletics, institution or community events
- Financial aid for a post-graduate education
- Promise of employment after college graduation
- Invitation to home or summer home for purpose other than occasional meal

Student-athletes share the responsibility of making sure that they **DO NOT ACCEPT** any of these benefits. **ACCEPTING AN EXTRA BENEFIT AUTOMATICALLY RENDERS A STUDENT-ATHLETE IMMEDIATELY INELIGIBLE.**

When in doubt, consult with your coach and the Compliance Office.

**Representative of Athletics Interest**

A "representative of the institution's athletics interests" also known as a "booster", is an individual, independent agency, corporate entity (e.g., apparel or equipment manufacturer) or other organization who is known (or who should have been known) by a member of the institution's executive or athletics administrations to:

(a) Have participated in or to be a member of an agency or organization promoting the institution's intercollegiate athletics program;
(b) Have made financial contributions to the athletics department or to an athletics booster organization of Monmouth University;
(c) Be assisting or to have been requested (by the athletics department staff) to assist in the recruitment of prospective student-athletes;
(d) Be assisting or to have assisted in providing benefits to enrolled student-athletes or their families; or
(e) Have been involved otherwise in promoting the institution’s athletics program.

Duration of status - Once an individual, independent agency, corporate entity or other organization is identified as such a representative, the person, independent agency, corporate entity or other organization retains that identity indefinitely.

**Agents**

If at any time you have dealings with an agent, you will immediately become ineligible. This means you must not enter into any agreement with or accept any money from such an individual. Your coach can provide you with advice when the appropriate time comes. Consult with them for guidance.
Once an agreement (oral or written) is made with an agent to compete in professional athletics, you are ineligible for participation in that intercollegiate sport, regardless of the legal enforceability of the contract. (An agent contract that is not specifically limited to a particular sport shall be applicable to all sports.)

**Student-Athlete Employment**

Student-athlete employment will be monitored through the Department of Athletics in cooperation with the University's student employment office. This is necessary in order to ensure that employed student-athletes are being hired and paid the same as any student doing similar work (see section on Extra Benefits).

A student-athlete may not receive a financial aid package that exceeds the cost of a full grant in aid (room, board, books, tuition, and fees). Pell grants, loans and employment are not countable money for purposes of this legislation.

**Complimentary Ticket Policy**

A participating student-athlete may receive up to four complimentary admissions at a home contest in the sport in which the individual participates (either practice or competes), regardless of whether the student-athlete competes in the contest. Up to four complimentary admissions shall be provided through a pass list for individuals designated by the student-athlete. These tickets will be available at the "Will Call" window on game day. "Hard" tickets shall never be provided to a student-athlete.

**Countable Athletic Related Activity (C.A.R.A.)**

The NCAA stipulates that during your competition season you shall spend no more than four hours per day on athletically related activities. A day of competition shall count as three hours regardless of how long the competition actually takes. No student-athlete may spend more than twenty hours per week on athletically related activity. Additionally, you must be given one day off per week from all athletically related activities. No practice can be held following a competition. No more than eight hours a week can be spent on weight training and conditioning during the off-season. It is the responsibility of the student-athlete to be aware of this rule and report discrepancies to the Compliance Office.

**Gambling**

You may not bet on any sport with an NCAA championship season at any level - youth to pro. Even though New Jersey has legalized sports betting the NCAA rule stays in place. Failure to comply with this rule may risk your eligibility.

**Off-Campus Housing Policy**

A student-athlete on an athletics scholarship consisting of full room and board is not permitted to move off-campus at the beginning of the academic year until they have completed 90 credits. Student-athletes on a full room and board scholarship who have received less than 90 credits but more than 57 credits may appeal to the VP/Athletic Director prior to March 1 of the spring semester. The 3 Vice Presidents will discuss and vote on the appeal to render a decision.
STUDENT DEVELOPMENT

Life Skills Programming

NCAA Life Skills, a well-known collaboration between the national office, the 1,200 member institutions, and the affiliate organizations and conference offices, is committed to the total development of student-athletes, preparing them with "life skills" that are useful throughout the college experience and after graduation. Life Skills programming is a vital component of the overall student-athletes experience on campus. Each Fall and Spring Semester, the Athletics Academic Resource Center implements mandatory events on various topics of importance for both freshmen and upperclassmen. These programs also include the F.L.I.G.H.T. Academy (peer mentorship program) and the Monmouth Student-Athlete Advisory Committee.

F.L.I.G.H.T. Academy

The F.L.I.G.H.T. Academy (First-Year Leadership Initiative Gathering Hawks Together) is Monmouth University’s student-athlete, peer mentorship program. All incoming freshmen are required to participate in this program. Each freshman is paired with a F.L.I.G.H.T. Academy Mentor. F.L.I.G.H.T. Academy Mentors are caring, responsible, trustworthy individuals that serve as a friend and guide to incoming freshmen or eligible transfer students. Mentors help to ensure that the student develops important academic and life skills, is exposed to new opportunities and a wide array of resources, makes positive life choices, and asks questions where necessary. Mentors will be selected each Spring. If you are interested in being a F.L.I.G.H.T. Mentor, please reach out to the Assistant Athletics Director for Academic Support.

F.L.I.G.H.T. Academy Advisors

Emily Howard, Assistant Athletics Director for Academic Support, ext. 3668
Meghan Casey, Athletics Academic Coordinator, ext. 4761
Kelsey Ellis, Compliance Assistant, ext. 263-5287

2019-2020 F.L.I.G.H.T. Academy Executive Board

Co-Founder: Jessica Johnson (Women’s Soccer)
Co-Founder: Ryan Mitchell (Men’s Track and Field)
Co-Founder: Kurt Aumer (Football)

Monmouth Student-Athlete Advisory Committee [MSAAC]

To enhance the student-athlete experience by facilitating communication between student-athletes, the athletics department, and greater campus community; protecting student-athlete welfare at the university, conference, and national level; and by fostering a positive student-athlete image on campus and in the surrounding community.

The organizational structure of the MSAAC consists of an EXECUTIVE BOARD and GENERAL MEMBERSHIP, made up of at least two student-athletes from every team (with at least one
upperclassmen) who volunteer or are nominated by their respective coaches with help from the advisors.

**MSAAC Advisors**
Emily Howard, Assistant Athletics Director for Academic Support, ext. 3668
Meghan Casey, Athletics Academic Coordinator, ext. 4761

**2019-2020 MSAAC Executive Board**

**President:** Jessica Johnson (Women’s Soccer)
**Co-Vice President:** Frank Nicola (Men’s Swimming) & Ryan Mitchell (Men’s Track and Field)
**Secretary/Records Keeper:** Laura Patterson (Women’s Swimming)
**Director of Finance & Fundraising Committee Chair:** Jimmy Criscione (Men’s Golf)
**Director of Social Media:** Caroline Mattise (Women’s Tennis)
**Director of On-Campus Activities & Activities Committee Chair:** Maddie Riehman (Women’s Track and Field)
**Director of Off-Campus Activities & Community Service Committee Chair:** Sydney Denardo (Women’s Tennis)
**Student Government Representative:** Evan Jerolaman (Men’s Track and Field)
**Life Skills Representative & Mental Health Committee Chair:** Oliver Jervis (Football)
**Student-Athlete Mentor Program Representative:** Kurt Aumer (Football)

**Achievement Awards**

**The Marilyn Parker Award**
In an effort to recognize team academic excellence, the Athletics Academic Resource Center will honor the men’s and a women's team with the highest grade point average at the conclusion of each semester.

**Kelsey Award**
This award is presented annually to the senior student-athlete with the highest GPA.

**MSAAC Community Service Award**
Teams in consideration for the Monmouth Athletics Community Service Award will demonstrate a strong commitment to service both locally and globally. In selecting the winner of the award several compelling aspects will be examined, including but not limited to, the scope of the community service initiatives, the percentage of team members involved in community service initiatives and the impact of the service initiatives on the community.

**Bill Boylan Award**
The Bill Boylan Award is presented annually to the senior student-athlete who demonstrates the traits of leadership, sportsmanship, scholarship and athletic ability that were so constant in the career of Bill Boylan, Athletic Director (1956-1980) and Head Basketball Coach (1956-1977) at Monmouth. Boylan was a standout coach, leading the Hawks to a 367-157 record. He was also widely respected as a true gentleman, winning the Metropolitan Officials Schoenfeld Award for Sportsmanship on five occasions.
Joan Martin Award
The Joan Martin Award is presented annually to the senior student-athlete who has shown dedication to their team while staying the course through adversity. Martin played as integral part in Monmouth Athletics for 33 years as an Associate Athletics Director, Assistant Athletics Director, Senior Woman Administrator and Compliance Director as well as a coach.

Academic Resilience Award
Presented annually to that male and female senior student athlete who has overcome academic challenges or setbacks and has demonstrated superior resilience in doing what was necessary to directly address those academic issues and improve their academic performance overall.

Paul G. Gaffney II Athlete of the Year
This award is presented annually to a male and a female athlete in recognition of outstanding athletic accomplishment.

Team Physicians & Sports Medicine Award
The Team Physicians & Sports Medicine Award is presented annually to the Monmouth Student-Athlete, who, due to injury or illness attempted to or continued to participate in their sport and in turn demonstrated great courage, determination and perseverance. Nominations are made and voted on by the team physicians and athletics training staff.

Strength and Conditioning Awards
The Monmouth University Strength & Conditioning Award recognizes student-athletes whose athletic accomplishments reflect their dedication to physical fitness as administered by the Monmouth University Strength & Conditioning staff. Their dedication to resistance training, anaerobic and aerobic conditioning, flexibility, and sports nutrition is a prominent factor in their competitive success. Recipients serve as outstanding role models for their peers as they demonstrate exemplary perseverance, consistency, and an unwavering commitment to the Monmouth University Athletics mission.

Support Services for Students

Counseling and Psychological Services
Counseling and Psychological Services (CPS) assists students in their personal growth and development through psychological counseling and psychoeducational programming. Free, confidential psychological counseling is available to all Monmouth University students. Psychological services are provided by licensed counseling professionals or graduate-level trainees, supervised by licensed professionals. Through a collaboration with Monmouth Medical Center and other local agencies, 24-hour services are available for mental health crises. The office also collaborates closely with various departments on campus.

Students may call 732-571-7517 to schedule an appointment for personal counseling. For additional information, students may also contact CPS at mucounseling@monmouth.edu. Additional information can also be found on the web at www.monmouth.edu/counseling.

The office is located on the 3rd Floor of the Rebecca Stafford Student Center.
Andrew Lee – Director
alee@monmouth.edu
**Department of Disability Services**
Our primary purpose is to provide services that enable students to meet with success at the University, especially in the area of academics. In addition, we must recognize the unique emotional needs of students with disabilities and provide support as appropriate. The staff will strive to develop students’ self-knowledge of strengths and weaknesses, realizing that self-awareness is vital to the empowerment of students with disabilities. Our efforts will foster independence among students, as we are continuously preparing them for transition to the post-University experience.

We will support the University faculty and staff with regard to assisting students with disabilities on campus. We will collaborate with other skills/support centers at Monmouth University so that we can provide optimal service for students.

**Office Location:**
The Department of Disability Services for Students is located on the first floor of the Student Center. Office entrance is off the main patio.

Skip Carey – Director  
jcarey@monmouth.edu  
732-571-3460

**Administrative Support for the Student-Athlete**
It is important for all student-athletes to understand that the athletics administration of Monmouth University is vitally concerned with student-welfare. One issue that is frequently discussed by student-athlete on the national level is the existence of a “trust gap” between student-athletes and athletics administration. Here at Monmouth we are intent on bridging the "gap" that might exist and demonstrating to student athletes that we are indeed, all on the same team. Communication about any policy is encouraged. Communication may happen through your team captain, head or assistant coaches or anyone of the administrative staff listed below.

**Grievance Procedures**
Student-athletes who have concerns, questions, or issues with any policies or actions dealing with their welfare have several options. Welfare issues may include but are not limited to: harassment, hazing, travel, verbal, physical or mental abuse. The formal chain of command should be personal communication (spoken or written) beginning with your team captain, your MSAAC representative and/or your coach (head or assistant). If, however, you feel you cannot address your concerns directly through these avenues, other options are available.

All sports have been assigned an athletics administrator who functions as a sport supervisor. Your sport supervisor could likely be the person best able to deal with your situation. All sport supervisors have their office location and numbers listed in the front of this handbook.

**Sport Supervisors**

<table>
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<tr>
<th>Sport</th>
<th>Sport Supervisor</th>
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<tbody>
<tr>
<td>Baseball</td>
<td>Jeff Stapleton/Gary Kowal</td>
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<tr>
<td>Basketball (Men's)</td>
<td>Jeff Stapleton</td>
</tr>
<tr>
<td>Basketball (Women's)</td>
<td>Jennifer Lawlor</td>
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<tr>
<td>Bowling (Women's)</td>
<td>Jennifer Lawlor</td>
</tr>
<tr>
<td>Cross Country, Track and Field</td>
<td>Jennifer Lawlor/Tom Bieber/</td>
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</tbody>
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Other administrative personnel are available, easily accessible, and prepared to listen to your concerns. Office locations and numbers are listed in the front of this handbook.
If you have exhausted all of the aforementioned avenues, and you are still not satisfied with the resolution of your grievance you have a right to appeal the matter to the Director of Athletics. The decision of the Director of Athletics will be final.

Additionally, any complaint of alleged discrimination may be made directly to the Office of Affirmative Action, Human Relations and Compliance located on the third floor of Wilson Hall. A copy of the university-wide policy on discrimination and sexual harassment, which provides the procedure for resolving such complaints, may be obtained from the Office of Student Services and the Office of Equity and Diversity.

**POLICIES**

**Team Travel Policy**

All travel to and from away contests will be coordinated by the athletics department. As a member of the official travel party, all student athletes are expected to utilize the method of transportation provided for that particular contest. Student-athletes are prohibited from driving their own vehicles or riding to contests as a passenger with friends or family members.

If a student-athlete needs to be released from this travel mandate, they may apply for permission by completing a waiver form. All waiver requests should be made in writing at least 24 hours in advance. These travel waiver forms are available from your coach.

No coach can release a student to his parent(s) or friend unless approval has been obtained. Additionally, no coach can allow a team member to participate at away matches unless they have traveled as a member of the official party or has a copy of the signed release.

No student-athlete is permitted to drive the vans or any other University vehicle. In the event that the student athlete has been granted approval to drive their own vehicle to the contest, they should know that the University's insurance policy will not cover any accident or damage caused during that trip.

Each coach will inform team members of the dress code required for travel.
Athletic Equipment and Laundry Operations Policy

In accordance with Monmouth University and the NCAA rules, the Department of Intercollegiate Athletics will provide athletic equipment and clothing for all student-athletes participating in an athletic program. One of the objectives of the equipment management program is to help the student-athletes learn about personal responsibility.

All athletes are required at the beginning of each athletic season to sign for all University issued equipment. Student-athletes are responsible for all equipment issued to them! Laundry loops will be placed in locker rooms or placed in the equipment room lockers before each practice. Replacement of items will be made when old items are turned in. Items that are lost, stolen, damaged or forgotten will be replaced at a charge. Make sure the laundry loop is closed and placed in the appropriate location after each practice. No personal items are to be placed on the laundry loop. Failure to comply will result in the use of a dirty laundry loop the following practice. If for any reason you are no longer participating with your athletic team, it is the responsibility of the individual to return all issued items (practice gear, career issue items, shoes, etc.) Items that are simply left in the locker room will not be collected by the equipment staff. Failure to return equipment within five (5) days of your departure from your team will result in a bill which will be submitted to the Bursar's Office.

General practice items such as t-shirts, shorts, towels, socks, practice reversible, etc. will be issued to you as a freshman or incoming transfer. These items will be yours for your career at Monmouth. These items will be yours to keep following your senior year of competition. Game day apparel will be placed in your locker room or picked up at the equipment room window the day before, or the day of, a contest. Please check to make sure all uniforms and equipment have been packed. If there is a problem, please see equipment room personnel or call ext 5552 or 5553. Upon your return to Monmouth, return all game day apparel immediately to the designated location. All items packed must be returned immediately. A list of missing items will be submitted via email to the head coach or their designee.

Take care of all equipment. Please report problems with equipment immediately. Do not wait until next practice or Game Day. Call ext. 5552 or 5553. Do not alter or change equipment. Please check with the Equipment Room Staff before making any equipment adjustment.

Lockers must be kept clean and in order. No food or beverage containers should be left in the lockers.

Under NCAA rules, it is not permissible for a student-athlete to accept directly from a manufacturer or commercial enterprise such items as athletic equipment, supplies, shoes or clothing. A student-athlete is required to inform their coach immediately if approached by a manufacturer or commercial enterprise for the above purpose.

Monitoring Student-Athlete Welfare

The Monmouth University Department of Athletics reserves the right to require evaluation by appropriate professionals, with regard to a student-athlete who has manifested patterns of behavior that may be/are affecting both the student-athlete’s or other student-athlete(s) educational, psychological or physical well-being. Referral for evaluation and assessment will be determined on a case-by-case basis in consultation with Student-Athletes Support Services.
Statement of Respect and Inclusivity
As a core value, we believe that our student-athletes, coaches, administrators, staff, and spectators are to show respect to those from all races, ethnicities, religion, national origin, sexual orientation, gender identity and expression, and creed.

Hazing Policy
This policy serves to send a clear anti-hazing message, and to expect responsibility, integrity and civility of all constituent groups of any collegiate athletics program. This document is an educational tool for all collegiate athletic participants, including all coaches, athletes, administrators and staff.

Oftentimes, initiation rites encourage underclass students to 'out-do' or 'top' performances of previous freshman classes. Empowering student-athletes to control their teammates is a poor behavior choice. Upper-class students should position themselves to help and assist their freshmen teammates in the transition to university athletics.

DEFINITION OF HAZING
Hazing: "Any activity expected of someone joining a group that humiliates, degrades, abuses or endangers, regardless of the person's willingness to participate." (Source: Alfred University Study On Athlete's Initiation Rites)

EXAMPLES OF HAZING
The following examples of unacceptable initiation activities are not intended to be inclusive.

- Being forced to wear embarrassing clothing.
- Tattooing, piercing, head shaving or branding.
- Acting as personal servant to players off the field, court.
- Being forced to deprive oneself of food, sleep or hygiene.
- Consuming extremely spicy/disgusting concoctions.
- Destroying or stealing property.
- Engaging in or simulating sexual acts.
- Being tied up, taped or confined to small space.
- Being paddled, whipped, beaten, kicked; beating others.
- Being kidnapped or transported and abandoned.
- Participating in a drinking contest, or being forced to drink.
- Acting towards others in a demeaning and degrading fashion.

Initiation rites are commonplace amongst many societies and groups. Most are designed to foster a sense of belonging. Examples of ACCEPTABLE INITIATION RITES are listed below. All initiation activities, to be acceptable, must be approved and overseen by a member of the coaching staff.

- Attending pre-season training.
- Testing for skill, grade-point average.
- Dressing up for team functions.
- Attending a skit night or team roast.
- Doing volunteer community service.
- Completing a "ropes course" or team trip.
- Other positive activities for the purpose of fostering camaraderie and team spirit.

TEAM BONDING AND HEAD COACH PRESENCE
When planning a team activity with team bonding as a theme, the head coach’s presence is required.
MSAAC representatives should keep in mind and be sensitive to any team activity that may require a coach's presence.

**QUESTIONS ABOUT HAZING**
Student-athletes and coaches who have questions about initiation rites (including possible use or abuse of such) are encouraged to contact:

- Their team captain.
- Their MSAAC representative.
- Their coach.
- Any athletics administrator, including the sports medicine personnel or the strength and conditioning personnel.

**Student-Athlete Exit Interviews**
Student-athletes are asked to participate in electronic exit interviews. Surveying student-athletes begins at the end of their traditional season. The purpose of this interview is to elicit responses from student-athletes about their experiences. Those responses help Monmouth evaluate the programs in order to make changes that will improve the experience for Monmouth's athletes of the future. Therefore, constructive criticism about the student-athlete's experience is encouraged.

**SPORTS MEDICINE**
The Monmouth University Health Center is the main source of general medical attention for student-athletes during the school year. It provides outpatient health services and health education to regularly enrolled students. The Sports Medicine Staff serves as a gate keeper for the sports medical/orthopedics needs and works in a cooperative manner with the Health Center to assist with the medical needs of the student-athlete. Certified/licensed Athletic Trainers, under the supervision of the team Physician, will provide student-athletes with the immediate athletic health care needs and direct them to individual care if warranted.

**Purpose**
The Sports Medicine/Athletic Training Facility is responsible for the prevention, medical care, treatment, and rehabilitation of musculoskeletal injuries and illnesses incurred by all student-athletes while participating in the Monmouth University Intercollegiate Athletics Program.

The philosophy of care is to treat the student-athlete holistically and return them to participation as quickly as possible without jeopardizing their health and welfare. It is the student-athlete's responsibility to maintain good health and to get well after a health or injury incident. This implies that you the student-athlete should be taking care of yourself with regard to nutrition, rest, and conditioning. You must report all injuries and illnesses to the Sports Medicine Staff and keep all appointments for treatment and rehabilitation. All rehabilitation and return to participation protocols must be adhered to before practice or competition may continue.

**Personnel and Duties**
The Sports Medicine Staff is comprised of ten full-time board certified/state licensed athletic trainers and a variety of team physicians whose specialties include orthopedics, internal medicine, emergency
medicine, chiropractic, podiatry, and dentistry. The medical care of each student-athlete is under the supervision of the team physician and consulting specialists. Our staff has extensive backgrounds and experience in the field of sports medicine to meet the daily needs of the student-athlete.

**Athletics Department Responsibility**

The Department of Athletics is responsible for medical service given to student-athletes who are injured in a practice or game that was under the coaches' supervision. An injury applies only to conditions that are caused by the participation in a supervised practice or game.

The removal of tonsils or illnesses such as the flu or other sickness are examples of medical problems for which the Athletics Department cannot be financially responsible.

The athletic training staff is allowed to administer medical aid during the student-athlete's competitive season and the nontraditional season, but only for those conditions that are sports-related and occur in a supervised practice or designated contests.

It is to be understood by the student-athlete that athletics has a risk for injury and they will take all measures necessary to prevent and minimize such injuries.

**Physical Examinations for Participation Approval**

No student-athlete may participate in intercollegiate athletics without a complete physical examination, signed by a licensed physician, on file at the Health Center and additional paperwork on file in the Athletic Training Room.

All decisions regarding medical approval for participation at Monmouth University rest with the team physician and/or associated consultants. Student-athletes are required to report all previous injuries and illnesses to the Sports Medicine Staff on their Initial Health History Questionnaire. The failure to report such injuries will relieve the University of all responsibility and liability to the student-athletes in the event that the student re-injures the affected part and provided the attending physicians determine the original injury contributed to the re-injury. Previous injuries not fully rehabilitated may disqualify a student-athlete from participation until approved by the team physician or consulting physicians. Loss of any paired organ (eye, kidney, etc.) may disqualify a student-athlete from participating.

**Health Insurance Coverage**

The Athletics Department has obtained secondary insurance for the student-athlete in the event the student-athlete is injured during supervised athletic activity.

All student athletes who attend Monmouth University must carry health insurance. For this reason and others, it is very important that we receive complete and accurate information pertaining to each student athlete. This form of insurance will be identified as the student’s primary insurance.

Student athletes who are cleared for participation by the Athletics Administration and Sports Medicine Staff will be eligible to be covered by a secondary insurance policy. This policy is purchased by the Athletic Department to cover any out of pocket expense that might occur in the event that the primary insurance denies payment on a claim. This policy is designed to assist in covering expenses only when the primary coverage does not cover the entire cost of a claim. Furthermore, it only covers
injuries that incurred while the student athlete is engaged in practice or competition of their sport. Illness or sickness will not be covered under this secondary policy.

For a claim to be processed in an efficient and expedient manner, please follow the steps outlined below:

1) The student athlete must report any and all injuries to a member of the Sports Medicine Staff in a timely fashion.

2) A clinical observation will be made by one of the certified athletic trainers and a determination of the need for a medical referral to an appropriate provider will take place.

3) If further medical attention is warranted the student athlete’s primary insurance will first be used and applied to the claim. At this time, the student athlete will complete a claim form for the secondary insurance.
   a) Monmouth University Sports Medicine has developed a vast network of highly respected physicians in many specialties within the surrounding community. This has enabled the department to secure expedient, expert care for all of our student-athletes that results in consistent and seamless communication and patient care.
   b) Should a student-athlete seek medical care or a second opinion outside the Monmouth University network of physicians without a referral from the Monmouth Sports Medicine Department, the student-athlete and/or parents will be financially responsible. These charges will not be submitted to the secondary policy.

4) After the primary insurance receives the claim and processes it, you will receive an Explanation of Benefits (EOB). This document will indicate what service is covered. If there is a balance remaining on the bill (thus the primary will no longer pay), the secondary policy will pick up coverage and pay the remainder of the balance.

5) The EOB and all itemized bills should be sent to the secondary carrier below:
   NAHGA Claim Services
   PO Box 189
   Bridgton, ME 04009
   Phone: 800-952-4320
   Group Name: Monmouth University
   Policy: SRG9145893

6) Most of the time the balance will be paid in full; however, there are limits to this policy. In the event that this takes place, you are financially responsible for the remainder of the balance.

7) This policy will cover a student athlete’s injury through 2 years post initial injury.

A student athlete is welcomed to seek a second opinion from a physician outside the Monmouth Sports Medicine network; but please note, the student athlete will be responsible for all medical expenses associated with a second opinion.
As mentioned previously, all students who enroll at Monmouth University must have health insurance. If you do not have health insurance, you should purchase a plan through the federal exchange: www.healthcare.gov

**Important Addresses and Phone Numbers:**
- Monmouth University Sports Medicine
  
  400 Cedar Avenue
  West Long Branch, NJ  07764-1898
  Ph#: 732-571-4423
  Fax: 732-263-5265

- Monmouth University Health Center
  Ph#: 732-571-3464
  Fax: 732-263-5353

- Monmouth University Student Services
  Ph#: 732-571-3417

**Injury Prevention Measures**
There are several things the student-athlete can do to prevent needless injuries and to enhance their physical and mental preparation. Some of these are:

- Maintain a high level of activities throughout the calendar year.
- Remove all loose dental work and jewelry items during practice or games.
- Wash all scrapes and cuts thoroughly with soap and water.
- Use only ice and elevation for minor aches and pains.
- Do not use any medication or preparations decreasing the symptoms associated with an injury or illness other than those prescribed by a physician. In other words, no self-medication.
- Use your time wisely; eat well and get plenty of sleep.
- Make sure any equipment you are using for your sport is in good condition, fits properly and is being used as it was designed.
- Remove all foreign substances from your mouth during practices and games.

**Sports Medicine Policies and Procedures**
The athletic training facility is located in Boylan Gymnasium. It is available to varsity student-athletes who are medically cleared and are members of the Monmouth University Intercollegiate Athletics program. If student-athletes are dropped from the roster, they are no longer eligible for athletic training/sports medicine services. Policies and procedures of Sports Medicine are designed so you, the student-athlete, can better understand your responsibilities as an injured athlete. We encourage you to communicate with the staff in all areas of the sports medicine operation because education is the foundation of this facility. Keep in mind that the athletic training room is for the privilege of those student-athletes who act in a mature manner. Listed are some of the policies and procedures you need to adhere to in Sports Medicine:

1. Communication. Please report all health-related conditions to the athletic training staff as soon as they happen or soon thereafter.
2. When a student-athlete is injured and/or unable to participate with team activities, the student-athlete is expected to report to the training room for a minimum of two treatments per day. The first treatment session will begin forty minutes to one hour prior to the first class session. The
second treatment will occur prior to practice session. Walk in facility treatment hours are 8am to 6pm, other hours by appointment. The student-athlete is expected to continue with the requirements of the sports medicine staff until they are told otherwise.

3. Upon entering the athletic training facility, the student-athlete MUST sign in for each session. On the sign-in kiosk computer please indicate the appropriate service that you are having done. Make sure to check with an athletic trainer for any changes in your protocol. Signing in will qualify that you were present for treatment should there be any discrepancies.

4. All necessary paperwork required of the student-athlete must be completed and on file in order for the student-athlete to be eligible to participate in any athletic activities.

5. Each sports medicine staff member is to be treated with respect, courtesy and given full cooperation. Remember, the sports medicine staffs priority is the health and well being of the student-athletes.

Additional information regarding further functions of the athletic training room will be discussed at an information session prior to the start of your season.

Concussion Guideline and Management Plan

Purpose
The purpose of Monmouth University Sports Medicine (MUSM) is to provide quality healthcare services and assure the well-being of each student-athlete at Monmouth University. Therefore, the Monmouth University Sports Medicine and Sports Medicine Team recognize that sport-related concussions may pose a significant health risk for those student-athletes participating in athletics at Monmouth University. With this in mind, MUSM has implemented policies and procedures to assess and identify those student-athletes who have suffered a concussion. Under the supervision of the team physician, the Athletic Training staff has administered a risk management plan that follows the current recommendations for best practice by the NCAA Executive Committee based upon the most recent research in concussion management (Consensus statement on concussion in sport: the 4th International Conference on Concussion in Sport held in Zurich, November 2012).

We have discussed our concussion management policy with the coaches and athletic administrators and reviewed educational materials, including an NCAA concussion awareness video and the NCAA concussion fact sheet for coaches, in a formal meeting. All sports medicine staff hold credentials with the National Athletic Trainers Association and the Board of Certification, and state license through the Division of Consumer Affairs, both of which require continuing education credits directly targeting current concussion management policies and strategies.

MUSM also recognizes that baseline neurocognitive testing on student-athletes who participate in sports which have been identified as collision and or contact sports and/or who have had a history of concussions will provide significant data for return to competition decisions. This baseline data, along with physical examination, symptom grading checklist, balance testing and/or further diagnostic testing, will be used in conjunction the Monmouth University Team Physicians to determine safe return to competition.

Medical and Coaching Staff Preparation
The Athletic Trainers on staff have viewed the NCAA concussion awareness video, and have reviewed the NCAA concussion fact sheet. Each is aware of their responsibility to evaluate and record any concussion symptoms displayed by players and follow the concussion management policy as directed by the medical supervisor.

Additionally, all coaches, team physician, ATC’s and the athletic director will view the NCAA concussion awareness video, and will read the NCAA concussion fact sheet for coaches. They will provide a signed acknowledgement of having read and understood the concussion material. Each is aware of their responsibility to report any concussion symptoms displayed by players directly to a member of the sports medicine staff. The Athletic Training Department, and compliance department will keep the signed documents, along with the
established MU Concussion Policy, on file. The MU Concussion Policy will be reviewed and updated annually by the Associate Athletic Director for Sports Medicine or their designee, and made readily accessible to all coaches and service staff.

**Pre-Season Education**
All student athletes will attend an annual pre-season concussion education meeting to include:

- General Information on sport related concussions including signs and symptoms
- Viewing of the NCAA Concussion Education Video
- Review of the NCAA Concussion Fact Sheet
- Q & A with the athletic trainer assigned to their team
- Receipt and signing of Monmouth University Student-Athlete Concussion Statement

**Pre-Participation Assessment**
Monmouth Sports Medicine will record a baseline assessment for all student-athletes as part of their pre-participation physical examination. Additionally, follow up baselines will be recorded at the beginning of any school year following a season in which a student athlete has sustained a concussion. This assessment will consist of:

- Neuropsychological Testing (ImPact software program)
- SCAT 5 to include the BESS (Balance Error Scoring System) for contact sports
- BESS for non-contact sports
- Detailed concussion history
- ***clearance for the athlete to participate in sport is determined solely by the team physician.

**Recognition and Diagnosis of Concussion**

- A medical personnel with training in the diagnosis, treatment and initial management of acute concussions will be present at all NCAA varsity competitions in the following contact/collision sports; basketball, field hockey, football, lacrosse, pole vault and soccer. To be present means to be on site at the campus of arena of the competition. Medical personnel may be from either team, or when necessary independently contracted for the event.
- A medical personnel with training in the diagnosis, treatment and initial management of acute concussions must be available at all NCAA varsity practices in the following contact/collision sports; basketball, field hockey, football, lacrosse, pole vault and soccer. To be available means that, at a minimum, medical personnel can be contacted at that time during practice via telephone, email or other immediate communication means. The case can be discussed through such communication, and immediate arrangements can be made for the athlete to be evaluated.
- Any student-athlete showing signs, symptoms, or behaviors consistent with a concussion will be removed from practice or competition immediately and evaluated by the certified athletic trainer and team physician (if present.)
- On field examination will include
  - History
  - Mechanism of injury
  - Glasgow Coma Scale
  - Vital signs measured and monitored
  - Cervical examination
  - Neurological examination
  - Balance exam
• Subjective symptom scale
• Activation of EMS if warranted
• SCAT 5 if symptoms resolve immediately

- Any student-athlete diagnosed with a concussion will be withheld from activity and not return for the remainder of that day. Additionally, the student-athlete shall receive serial monitoring for deterioration. This will include a review of the symptom checklist at 1 and 3 hours post injury.
- The AT assigned to work the event will evaluate the injured student-athlete with the SCAT5. A complete SCAT5 is not required if the athlete is severely impaired and obviously concussed.
- The Emergency action plan will be activated, including transportation for further medical care, for any of the following:
  * Prolonged loss of consciousness (>1 minute).
  * Focal neurological deficit suggesting intracranial trauma
  * Repetitive emesis
  * Persistently diminished/worsening mental status or other neurological signs/symptoms.
  * Cervical spine. If the cervical spine is injured physical and neurological assessment of the cervical spine will be completed

- Activate Emergency Action Plan
- Call (4444) MU campus police who will then activate EMS
- Stabilize and monitor patient
- Transport patient by EMS
- Notify designated team physicians and administrators

**Post-Concussion Management**

- Student athletes will be observed for warning signs of deteriorating condition including, but not limited to: persistent nausea/vomiting, focal neurologic changes, declining level of consciousness, seizure, witnessed prolonged loss of consciousness, Glasgow Coma Scale <13, or signs of spine injury. If this occurs, the medical professional should activate the EAP and arrange for immediate further medical care.
- All student athletes diagnosed with a concussion will be given written/oral home care instructions for the first evening of sleep to include a phone number so they or their roommate may contact a member of the Sports Medicine Staff. A responsible adult (parent, roommate, etc.) will also receive these instructions.
- The day after initial injury, the student-athlete will undergo a clinical evaluation to include the graded symptom checklist. This checklist will be performed daily until return to full participation.
- While symptomatic, the student-athlete should have limited physical and cognitive activity based on tolerance.
- A complete rest period is recommended at a minimum for 24-48 hours following the injury. Followed by a gradual progression in physical and cognitive activity.
- Sub-symptomatic aerobic exercise and rehabilitation can begin following the complete rest period.
- Athletic Academic Support as well as professors and Disability Services (if indicated) will be notified via the Concussion Awareness letter.
- Follow up care will be coordinated by the athletic trainer and team physician. Transportation to off campus appointments if necessary will be provided by a member of the athletic department staff.
- An evaluation by the team physician will be necessary for any student-athlete with prolonged recovery in order to consider additional diagnosis* and best management options.

*Additional diagnoses include, but are not limited to:
  ➢ Post-concussion syndrome.
Sleep dysfunction.

Migraine or other headache disorders.

Mood disorders such as anxiety and depression.

Ocular or vestibular dysfunction.

Return to Play Guidelines
Once the student-athlete is asymptomatic for, they will be reassessed using the SCAT 5/BESS and ImPact program. If these post-exertion assessments are within normal baseline limits, the team physician will be consulted for clearance to begin the Graduate Return to Play Protocol as outlined below. Each step is a separate session. If any post-concussion symptoms recur, then they will rest for additional 24 hours and attempt to progress again starting at the previous asymptomatic step.
The athletic trainer will encourage cognitive rest, hydration, proper nutrition and good sleep hygiene throughout the protocol.

- Step 1: Aerobic exercise without resistance training
  - Interval bike ride
  - Body weight circuit

- Step 2: Sport specific exercise
  - 60 yard shuttle run x 10 (40 seconds rest)
  - Plyometric workout (10 yard bounding/10 medicine ball throws/10 vertical jumps x 3)
  - Non-contact sport specific drills x 15 minutes

- Step 3: Non-contact training drills/practice

- Step 4: Full contact practice following physician clearance

- Step 5: Return to Play

Final determination on full clearance for return to play will rest solely with the team physician and/or his designee.

Every step of the Return to Play will be full documented in ATS (electronic medical record)

Return-to-Learn

- When an athlete is diagnose with a concussion, the athletic trainer will notify the associate athletic director for academic support.
- The associate athletic director for academic support will assist the student-athlete with communication between disability services and the professors. The student athlete will receive additional support throughout the injury while recovering from concussion symptoms.
- Return to learn will be initiated with cognitive rest. This will include avoiding stressors such as going to class, reading, studying, looking at a computer, playing video games, and texting.
- The student will then begin and individualized return to academic activities based on symptoms. Their return will include:
  - Compliance with ADAAA.
  - No classroom activity on the same day as concussion.
  - Remaining at home/dorm if students cannot tolerate light cognitive activity
  - Gradual return to classroom/studying as tolerated.

A multidisciplinary team of professionals on and off campus will help navigate the more challenging, prolonged cases. The athletic trainer and team physician will be responsible for coordinating care between the
psychologist/counselor, neuropsychologist, faculty athletic representative, academic counselors, instructors, administrators, disability services and coaches.

- Academic modifications up to 2 weeks will be determined by the team physician or athletic trainer. The student athlete will have no classroom activity on the same day as a concussion, and may remain at home/dorm if light cognitive activities are not tolerated.
- Prior to the student athlete being cleared for full participation, feedback from the Associate Athletics Director for Student-Athlete Academic Services should provide verification that the student athlete is participating in normal academic activities.
- The Associate Athletics Director for Student-Athlete Academic Services will engage campus resources for prolonged cases. Such resources may include Counseling and Psychological Services or Disability Services and will be consistent with ADAAA. The team physician will re-evaluate the student athlete if concussion symptoms worsen with academic challenges.

**Reducing Head Trauma Exposure Management Plan**

While exposure to head trauma is inherent in many sports, the Monmouth University Department of Athletics and its coaches are committed to reducing unnecessary exposure to head trauma. Coaches will conform to current best practices and recommendations for their sport in regards to reducing exposure to head traumas. This may include but not be limited to:

- Adherence to the Inter-Association Consensus: Year Round Football Practice Guidelines
- Adherence to the Inter-Association Consensus: Independent Medical Care Guidelines
- Always taking a ‘safety first’ approach to sport.
- Taking the head out of contact
- Coaching and student-athlete education regarding safe play and proper technique.
- Tracking of injury data in regards to injury rates in different activities and equipment types with recommendations annually to reduce injury risk as indicated.

This is reinforced with coaches and athletes through the following actions:

- Coaching and student-athlete education regarding safe player and proper technique
- Beginning of the season education sessions
- Reminders at coaches meetings
- Reducing practice and gratuitous contact sessions.

**Drug Statement**

The NCAA has strict rules concerning the use of drugs by student-athletes. Before practicing in intercollegiate athletics each year, you must sign a form by which you agree to be tested for the use of drugs prohibited by NCAA legislation. Failure to complete the form will result in ineligibility. Beginning with Summer 2006, the NCAA will conduct its drug testing program during the summer months in addition to the academic year.

A positive test result could render you ineligible for an entire season or you could become permanently ineligible depending upon the particular circumstances. *The NCAA provides a list of*...
banned drugs, which is subject to change. The list is available at the NCAA web site (www.ncaa.org). All students and institutions are held accountable for all drug classes on the current list.

**Nutritional Supplements**

Because a product is sold over the counter or is readily available in health stores, does not in any way infer that it is in compliance with NCAA regulations. In fact, those substances pose a significant health risk and may also affect your eligibility. The Food and Drug Administration does not regulate these products, as a result the actual ingredients may not be indicated on the label. This may lead to a positive drug test and far worse are the potential health concerns associated with these products.

Consult with your coach and/or the Director of Sports Medicine before taking any form of dietary supplement.

For information on dietary supplements call the Resource Exchange Center (REC) at (816)474-7321 or (877)202-0769 or go online at www.drugfreesport.com/rec

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**Monmouth University Athletic Department**

**Alcohol and Other Drug Education Program**

**2018-2019**

The following program has been adopted by the Board of Trustees of Monmouth University and is administered by the Department of Athletics. Monmouth University reserves the right to make changes to this program from time to time as needed. This program should not be construed to create a contract between student-athletes and Monmouth University.

**Purpose:**

Monmouth University is committed to developing and maintaining an environment that encourages students participating in intercollegiate athletic competition to avoid the abuse of alcohol and the unauthorized use of controlled substances and performance enhancing drugs, including dietary supplements. The integration of a comprehensive education program with reliable tests and predictable outcomes for student-athletes who test positive will function as an effective deterrent to substance abuse.

To this end, the program has several components. Education and counseling are the cornerstones of this program. The education program is designed to support a healthy lifestyle and alert student-athletes and coaches to the potential harm of substance abuse. The education program is also intended to discourage student-athletes from alcohol abuse and experimentation with drugs and minimize the risk of drug abuse and drug dependency. Education and counseling are supplemented with a banned substance and alcohol-testing component. Studies have shown that education alone is not a sufficient deterrent to drug use. An accurate and reliable drug-screening program will identify users and abusers of controlled substances and performance enhancing drugs, including dietary supplements. Student-athletes who test positive will be evaluated by the Monmouth University Substance Awareness Coordinator and may be referred for counseling. It is the Athletic Department’s expectation that this program will encourage student-athletes to make positive choices regarding their future conduct.
The priority of this program is the student-athlete’s health, welfare and safety. The program is based on a medical perspective, with an emphasis on prevention, education, timely diagnosis, treatment and rehabilitation of all student-athletes participating in intercollegiate athletics at Monmouth University. This is a physician directed program. The Head Team Physician, or designee, has operational authority over this program.

The Monmouth University Alcohol and Other Drug Program and its sanctions are independent of the NCAA Drug Testing Program. All student-athletes must also sign a NCAA Consent Form.

Goals:
1. To provide a safe and healthy environment for our student-athletes.
2. To address, identify and treat student-athlete’s problems and concerns surrounding drug use, alcohol consumption and their abuses.
3. To educate our student-athletes and others associated with athletic teams about the use, abuse and/or misuse of alcohol, illicit substances, prescribed medications, over-the-counter medications and performance enhancing substances including nutritional supplements.
4. To provide support for student-athletes in need of substance abuse counseling.
5. To protect the integrity of the institution and athletic department.

Monmouth University Alcohol and Other Drug Education Committee:
- Dr. Marilyn McNeil, Vice President and Director of Athletics
- Dhimant Balar, Head Team Physician
- Jeff Stapleton, Deputy Athletics Director of Athletics
- John Christopher, Vice President and General Counsel
- Shannon Killeen, Assistant Vice President for Student Life
- Jennifer White Lawlor, Senior Associate AD, Student Development/SWA
- Stacey Drewson, Athletics Professor in Residence
- Simon Rosenblum, Associate Athletic Director for Sports Medicine
- Carli Figlio, Head Field Hockey Coach
- Kevin Callahan, Head Football Coach
- TBA, Senior Student-Athlete
- Junior Student-Athlete

The duties of the committee shall include the following:
1. Maintain the Operational Manual for the Alcohol and Other Drug Education Program.
3. Make recommendations for changes in the program.

Education:
Student-athletes will be counseled on a yearly basis on the health concerns associated with alcohol and drug use, as well as the use of dietary supplements.

These counseling sessions will begin during their first year for Monmouth University student-athlete’s. During these sessions a member of the Sports Medicine Staff will discuss the specifics of the Alcohol and Other Drug Education Program. The student-athletes will be awarded the opportunity to ask any questions regarding the program.
For the remainder of the student-athlete’s participation, follow up presentations, including any change in policy, will occur during preseason team meetings. The Associate Athletic Director for Sports Medicine or a member the athletic training staff will present this information.

**Administration of the Drug Testing Program:**
Prior to participating in any sport, each student-athlete shall acknowledge in writing that he or she has received, read, and understands the copy of the Alcohol and Other Drug Education Program. All student-athletes will be asked to sign a form acknowledging receipt of and understanding of the program, and provide voluntary consent to participate in the Monmouth University program as well as the NCAA drug-testing program. Any student-athlete that does not sign the consent form will be ineligible for participation in Monmouth University intercollegiate athletics. All student-athletes listed on the current roster are eligible for testing.

Sample collection will take place in the MAC or in the Athletic Training Room in Boylan Gymnasium. The Associate Athletic Director for Sports Medicine or a member of the athletic training staff will oversee all testing sessions. Picture identification will be required and checked prior to sample collection.

The collection of specimens will be performed by an outside agency. Their staff will follow all policies outlined in the Monmouth University Drug Testing Operational Manual. Those individuals will be referred to as UrineValidators.

Upon notification of selection, the student-athlete must present themselves at the testing site at the designated time for testing. Once the student-athlete presents themselves they will have three hours to provide an appropriate sample. Failure to provide an appropriate sample or report to the testing site following notification will result in immediate suspension from athletic activity and referral to the team physician. This student-athlete is in violation of this policy and will be considered positive until proven otherwise. The student-athlete will be provided an opportunity to appeal using procedures outlined in the “Appeals” section of this policy. To be eligible for an appeal, the student-athlete must submit a urine specimen. The specimen will be collected, frozen and stored untested until the Appeals Committee has rendered a decision on the prerequisite of reasonable suspicion.

In a private area, the Urine Validator will inspect the student-athlete. After inspection the student-athlete will proceed into the bathroom, wash their hands, and void into the urine container a minimum of eighty-five milliliters under the direct supervision of the Urine Validator.

Upon completion, the specimen will be tested for temperature, pH, and specific gravity to assure sample reliability. The sample will then be sealed and labeled with a private identification code.

Any attempt to circumvent or tamper with the urine collection process will result in the testing being considered a positive test. The student-athlete will be provided an opportunity to appeal using procedures outlined in the “Appeals” section of this policy.

**Random Selection:**
Student-Athletes will be chosen for administration of testing through random selection. A Third Party Administrator will be responsible for randomly selecting those student-athletes who will be tested. An entire team may be selected at any time or if there is potential for them to qualify for postseason competition.
In most cases student-athletes will receive 24 hours notification prior to testing. A member of the Sports Medicine Staff will notify them through in person or telephone contact and provide them with the appropriate information: date, time and location of the specimen collection. Selected student-athletes will sign a notification form. It will also be communicated that failure to report will result in ineligibility.

If a student-athlete refuses to participate or fails to show up for a drug test, following notification, he or she will be immediately suspended from all athletic activity and will be referred to the team physician for evaluation. This suspension will be lifted only on the full compliance with the terms of the Monmouth University Athletic Department Alcohol and Other Drug Education Program.

**Individualized Reasonable Suspicion:**
Individual Reasonable Suspicion is defined as specific objective facts, which, if taken with rational inferences drawn from those facts, and taken as a whole, strongly suggest that drug and alcohol testing may produce a positive test result.

Athletes who are suspected of using performance enhancing or street drugs can be tested at the discretion of the Monmouth University Team Physician. The information leading to suspicion must be from a reputable source (coach, athletic trainer, academic advisor, administrator, or support staff) and specific factual information should be presented. Example(s): Student struggling academically with no prior history of difficulty, significant poor athletic performance, behavioral issues, arrest in connection with alcohol or drugs. Suspicion must be documented in writing and submitted to the Head Team Physician. The Substance Abuse Reasonable Suspicion Reporting Form will be utilized for documentation. The student-athlete will then be referred to the Associate Athletic Director for Sports Medicine and Head Team Physician for case evaluation. Only at the discretion of the Team Physician will specimen collection be administered. The student-athlete may also be referred to the University Substance Awareness Coordinator for evaluation. The Substance Awareness Coordinator will then report the results of the assessment to the Head Team Physician.

Specimen collection and responsive actions to a positive test result shall be handled the same as those found in random testing.

If the student-athlete wishes to appeal the physician’s decision relative to reasonable suspicion, he or she shall immediately notify the team physician and the specimen will be collected, frozen and stored untested until the Appeals Committee has rendered a decision on the prerequisite of reasonable suspicion.

**Specific Testing:**
The Monmouth University Drug Testing program will test for socially used drugs, as well as performance enhancing dietary supplements such as ephedrine. The test will identify the chemical compounds present in marijuana, cocaine, heroin, and other popular socially used drugs. Additional laboratory procedures will be performed to identify ephedrine and anabolic steroids.

It is important to identify the use of ergogenic aids like ephedrine and other substances found in dietary supplements. The NCAA currently tests for these substances. Most nutritional supplements are not regulated by the Food and Drug Administration and pose significant risk to the health of student-athletes.
Sanctions for Illegal Substance (Socially Used Drugs):
1st Positive Test:
a. Mandatory evaluation with the Monmouth University Head Team Physician
b. Mandatory evaluation with the Monmouth University Substance Awareness Coordinator (possible referral to off-campus site)
c. Mandatory follow up testing until released from program by the Head Team Physician
d. If student-athlete fails to comply with recommendations of the Team Physician and Substance Awareness Coordinator, all penalties of a 2nd positive test will be imposed.

2nd Positive Test
a. Mandatory evaluation with the Monmouth University Substance Awareness Coordinator (possible referral to off-campus site)
b. Notification to Monmouth University Judicial Affairs Department
c. Suspension from the team for a maximum of 25% of championship season
d. Parents are notified

3rd Positive Test
a. Mandatory evaluation with the Monmouth University Substance Awareness Coordinator (possible referral to off-campus site)
b. Notification to Monmouth University Judicial Affairs Department
c. Suspension from team for a maximum of 50% of the championship season
d. Possible loss of scholarship money at the discretion of the Head Coach and Director of Athletics
e. Parents are notified

4th Positive Test
a. Mandatory evaluation with the Monmouth University Substance Awareness Coordinator (possible referral to off-campus site)
b. Notification to Monmouth University Judicial Affairs Department
c. Suspension from the team for a maximum of one year
d. Removal of all scholarship money from the athletic department for one academic year
e. Parents are notified

5th Positive Test
a. Loss of remaining eligibility for all sports at Monmouth University
b. Loss of scholarship money for the remainder of their collegiate career
c. Parents are notified

Sanctions for Performance Enhancing Substance, including Dietary Supplements:
1st Positive Test:
a. Mandatory evaluation with the Monmouth University Head Team Physician
b. Suspension from the team for 10% of championship season
c. Mandatory follow up testing until released from the program by the Head Team Physician

2nd Positive Test
a. Mandatory evaluation with a the Monmouth University Substance Awareness Coordinator
b. Suspension from the team for one year
c. Removal of all scholarship money from the athletic department for one academic year
d. Parents are notified

3rd Positive Test
a. All sanctions listed under 2nd Positive Test
b. Loss of remaining eligibility for all sports at Monmouth University
b. Loss of scholarship money for the remainder of their career
c. Parents are notified

Clarification of Sanctions:
An individual who is suspended for 10% or 50% of the championship season will be able to participate in all other team activities except games. Any and all suspensions will carry over to the following year if there is not adequate time in the existing schedule to complete the sanction.

An individual who is suspended from the team for one year will not be permitted to participate in any team related activity.

The sanctions listed under 2nd, 3rd, 4th, or 5th Positive Test are not limited to a specific drug used. An individual who tests positive for a different substance following the initial 1st or 2nd positive test will be considered in violation of this program and will adhere to all subsequent sanctions.

Positive test results from the NCAA Program will be treated as positive tests obtained under the Monmouth University policy and may result in sanctions under this policy.

Any one-year suspension will begin on the date the positive test results are received or the date an appeal is denied. The student-athlete is precluded from using this one-year suspension as a “red shirt” year or medical hardship. The student-athlete may not regain this year of eligibility.

Student-athletes who have their scholarship revoked will be notified as per NCAA procedure and will have the opportunity to appeal cancellation of their scholarship in accordance with the NCAA requirements. Information regarding the NCAA appeals process is available in the Monmouth University Financial Aid Office.

Medical Staff Response to Test Results:
Any student-athlete who has tested positive for a banned substance will meet with the Head Team Physician & Associate Athletic Director for Sports Medicine to discuss the findings. At this meeting the student-athlete will be informed of the test results and their responsibilities thereafter. The student will sign a Disciplinary Action Contract that will specifically outline these responsibilities. The student-athlete will be given an opportunity to challenge or explain the results prior to imposition of any sanction or required treatment or counseling program. The Director of Sports Medicine will also notify the Director of Athletics, Head Coach, Sports Supervisor, Director of Compliance, and Substance Awareness Coordinator. An individual who tests positive will be referred to the Substance Awareness Coordinator for an evaluation. In some cases a student-athlete may be referred to an off-campus site for evaluation. This will be determined at the discretion of the Head Team Physician. If follow up counseling is determined to be necessary the student-athlete will be financially responsible. At the discretion of the Head Team Physician, the student-athlete may be tested throughout the immediate care program. Any individual who has tested positive will continue to be tested at the discretion of the Team Physician for the remainder of their eligibility.
The Director of Sports Medicine will inform the parents or guardians of the student-athlete who has a second positive test for either an illegal substance or performance enhancing substance. This will be performed through a phone call in which the Student-Athlete and Associate Athletic Director for Sports Medicine are present. A follow-up letter/email will be sent within the week.

Positive test results from the NCAA Program will be treated as positive tests obtained under this policy and may result in sanctions under this policy. This will provide the opportunity for medical evaluation and counseling if necessary.

**Judicial Affairs Response to Test Results:**
The Head Team Physician will notify the Office Judicial Affairs office via the Director of Sports Medicine when a student-athlete has either a 2nd or 3rd positive drug screen for an illegal substance.

Students will then have the opportunity to go through the campus student conduct process as outlined in the Student Code of Conduct.

If found responsible under the Student Code of Conduct, Judicial Affairs will apply the University’s sanctions associated with a 1st offense which include:

- Up to $200 fine.
- Possible service work assignment.
- Disciplinary probation for one full semester.
- Residence hall probation for one full semester
- Possible educational program.
- A mandatory meeting with Monmouth University’s Substance Awareness Coordinator.
- Parental notification.

If a student-athlete has a 3rd positive drug screen and is found responsible under the Student Code of Conduct, the Office of Judicial Affairs will apply the University sanctions associated with a 2nd offense which include:

- Suspension from the University for a minimum of one semester.
- A fine up to $400.
- Reinstatement upon approval of Student Life personnel and Director of Psychological Services and/or a formal alcohol and other drug evaluation at a licensed treatment facility.
- Disciplinary probation upon return to the Institution for a period of two full semesters.
- Permanent loss of on-campus housing privileges.
- Parental notification.

The Assistant Vice President for Student Life or her designee will handle all cases referred to Judicial Affairs.

If a student-athlete has a prior offense(s) with the Judicial Affairs Department, the notification of a positive screen from the athletic department will be considered a sequential offense within the University’s policy.

The education and counseling components of the University policy as well as parental notification will be handled through the Athletic Department’s program in addition to the policies of the Office of Judicial Affairs.
The Judicial Affairs Department will not be notified if the student-athlete has positive drug screen for a performance enhancing substance unless that substance is also illegal.

**Appeals:**
A student-athlete may appeal any sanction as the result of a positive drug test result. A student-athlete desiring to appeal must file a written notice of appeal with the Director of Athletics within two business days of being notified of a positive test result.

A hearing will be conducted by the Monmouth University Alcohol and Other Drug Appeals Committee, which will consist of three Athletic Administrators, who are chosen by the Director of Athletics. The appeals committee will reach a decision within two working days of each individual hearing. The Director of Athletics will maintain a written record of the committee’s decision including all evidence considered by the committee as well as rationale for the committee’s decision. The student-athlete may bring an advisor from within the Mounmouth University community.

A student-athlete may contest the laboratory finding of a positive test. This must be presented in writing to the Director of Athletics within forty-eight hours of being notified of the positive result. Evidence of the inaccuracy of the findings must be indicated. As per normal laboratory procedures the student-athlete’s sample is split into two samples, the A bottle is tested and the B bottle is sealed and stored at the laboratory. A student-athlete who appeals their positive may have the B bottle tested or they may ask have the B bottle sent to another lab for testing at the student-athlete’s expense. Upon request from the student-athlete, the Director of Athletics shall provide them with names of laboratories determined by Monmouth University to be capable of analyzing urine samples for the presence of banned substances. The student-athlete may authorize the transmission of their urine sample from the laboratory retained by Monmouth University to any one of the laboratories identified by the Director of Athletics, and shall further authorize the transmission of test results from the laboratory of the student-athlete’s choice to the Athletic Director. Additional expenses associated with re-testing will be the responsibility of the student-athlete.

If the laboratory selected by the student-athlete presents to the Athletic Director a finding that the student-athlete does not have banned drugs in their urine sample, the Athletic Director must rely upon those test results and shall conclude that the student-athlete’s urine does not contain banned substances.

The Appeals Committee will consist of one staff member from the following departments:

- Health Services
- Sports Medicine
- Strength and Conditioning

The committee may, at their discretion, impose sanctions during the period a student-athlete is contesting a laboratory finding or during the period an appeal is pending.

**Confidentiality:**
The Monmouth University Athletic Department protocol for drug testing is designed to be fair, to achieve reliability of testing results, and to protect the privacy rights of the student-athlete. Test results are confidential and become a part of the student-athlete’s medical record. Test results will not be released to anyone except in accordance with this policy or as required by law.
All documents associated with this program will be kept in a secure area in the Athletic Training Room. Only the Head Team Physician and the Associate Athletic Director for Sports Medicine will have access to these documents.

In the event of a 2nd or 3rd positive drug screen the Head Team Physician will notify the Judicial Affairs Department. Only the Vice President of Student Services and the Office of Judicial Affairs will receive this information. All documentation associated with notification will be maintained as confidential.

**Dietary Supplements:**
The Monmouth University Athletic Department strongly discourages the use of dietary supplements. These substances are not regulated by the Food and Drug Administration and in turn may be harmful to your health. Due to the lack of regulation, use of these products may result in a positive drug test as all the ingredients in the product may not be listed on the label. The NCAA states this is “a buyer beware market” so student-athletes should make responsible choices with regards to dietary supplementation. If a student-athlete is considering taking a supplement they must clear it through the Monmouth University Sports Medicine Staff.

**Prescription Drugs:**
Student-athletes who are taking drugs pursuant to prescription from a physician must register in writing with the Head Team Physician. A copy of the prescription will suffice. This information helps enable the Head Team Physician to determine the medical qualification of a student to participate in the sports program. Further, it is possible that some prescription drugs may result in a positive test in the Alcohol and Other Drug Program. If a student-athlete tests positive because of a medication for a medically diagnosed reason the student-athlete will proceed with a medical exception.

**Alcohol Policy:**
This policy should be viewed in the context that responsible consumption or abstinence is expected from the student-athlete and that consumption and possession of alcohol by anyone under the age of twenty-one, in New Jersey, is illegal.

Therefore, the objectives of the Alcohol Policy are threefold: first, to assist student-athletes with alcohol related problems; second, to specify treatment for student-athletes experiencing alcohol related problems; and third, to provide a uniform policy for all student-athletes.

A student-athlete who self-refers an alcohol related problem to any athletic department staff person will be referred to a staff athletic trainer. The Head Team Physician will then assess the student-athlete. If determined to be necessary, the student-athlete may be referred to the Substance Awareness Coordinator. If it is determined that counseling is necessary the student-athlete will be placed in an appropriate program. The student-athlete will be financially responsible for counseling and follow-up care.

A student-athlete who consumes alcohol forty-eight hours or two days prior to a University scheduled team competition will be in violation of the Alcohol Policy.

Any student-athlete charged with “Driving While Intoxicated” (DWI) may be considered to be in violation of the alcohol policy and will receive an immediate suspension from competition.
A student-athlete is not permitted to provide alcohol to an under-aged recruit who is on campus for an official visit. Specific factual evidence that suggests a student host permitted use or provided alcohol to an under-aged recruit is considered a violation of the Alcohol Policy.

Should a student-athlete be suspected of consuming alcohol prior to practice, competition, or team activity, an athletic trainer will remove them from the activity and they will be seen by the Head Team Physician and referred to the Substance Awareness Coordinator.

If a student-athlete is suspected or caught using alcohol while traveling with their team he or she will be referred to the athletic trainer assigned to that team. If it is determined that use has occurred, the student-athlete will be suspended from all remaining athletic activity for the remainder of that trip. Upon return to the University the student-athlete will be referred to the Head Team Physician for a case evaluation. The student-athlete will be considered in violation of this policy and subject to sanctions.

Any student-athlete who has an alcohol related disciplinary incident on or off-campus will have their police report reviewed by the Senior Woman Administrator and the Associate Athletic Director for Sports Medicine. If the incident is significant, a committee will be called at the request of the Director of Athletics to determine the sanctions necessary for the violation. The committee will consist of the Director of Athletics and two individuals selected from the following: The Head Coach, the Senior Woman Administrator and the Director of Sports Medicine.

**Minimum Sanctions for an Alcohol Violation:**

1st violation: Mandatory evaluation with Substance Awareness coordinator, community service to be determined by the Head Coach

2nd violation: Loss of 10% of championship season, and Mandatory evaluation with Substance Awareness Coordinator, community service to be determined by the Head Coach

3rd violation: Loss of 20% of championship season and an administrative review with possible dismissal from the team

**Additional Sanctions for Specific Alcohol Violations:**

- A charge of “Driving While Intoxicated” will equal a loss of a minimum of 25% of the championship season with additional sanctions to be determined by the Head Coach, Athletic Director and the Associate Athletic Director for Sports Medicine
- Proof of providing alcohol to a recruit will equal a loss of 25% of the championship season for the host student-athlete.
- Second offenses of these violations will equal a loss of 50% of the championship season.
- Third offenses of these violations will lead to immediate permanent dismissal from the team.
- Parents will be notified of either offense.

**Clarification of Sanctions:**

A student-athlete who is suspended for a percentage of the season will be permitted to participate in all team activities other than competitions. A violation which occurs during the championship season will lead to immediate sanctions, if there is not adequate time in the existing schedule all remaining loss of participation will be carried over to the following championship season. All sanctions resulting from off-season violations (illegal substances or performance enhancing substances) will start with
the first game of the upcoming championship season. The Head Coach will determine which games will be utilized when multiple student-athletes are involved.

The Head Coach may have team rules regarding the use of alcohol, which may affect the student athlete's eligibility. Team rules may be more but no less stringent than those listed in this policy. This policy suplements the University policy.

**Medical Staff Response to an Alcohol Violation:**
The Head Team Physician will be informed of all violations which occur within the Alcohol and Other Drug Education Program. The physician will meet with a student-athlete when concerned of a potential problem with alcohol use. If necessary the student-athlete will be referred to the Substance Awareness Coordinator for a case evaluation. If a follow up treatment plan or counseling is necessary, the student-athlete will be referred off-campus for an appropriate level of care. The student-athlete will be financially responsible for all follow up care.

If the student-athlete is not compliant with a treatment plan, he or she will be immediately suspended from all athletic participation until the student-athlete has complied with the course of treatment.

**Tobacco Policy:**
The Monmouth University Athletic Department discourages the use of all tobacco products. Such use is inconsistent with proper nutrition and health, and is contrary to the goals of athletic conditioning and athletic performance.

Use of tobacco products (e.g., cigarettes, cigars, pipes, and smokeless tobacco) pose serious health threats to student-athletes. The US Surgeon General, National Cancer Institute, Center for Disease Control, and the National Institute for Dental Research recommend against the use of any tobacco products. It has been named the single most preventable cause of death in the United States. For NCAA student-athletes, the use of tobacco products is prohibited during practice, competition, and related events (e.g., athletic banquets, team meetings, press conferences, study table sessions, etc.) Any student-athlete who uses tobacco products during these occasions will be disqualified for practice or competition. (See NCAA Bylaw 11.1.7)

The objectives of the tobacco policy are:
1. To assist student-athletes with tobacco-related health problems
2. To specify treatment for student-athletes experiencing tobacco-related problems
3. To provide a uniform policy for all student-athletes

A student-athlete who self-refers with a tobacco product problem to any athletic department staff person will be referred to a staff athletic trainer. The Head Team Physician and Substance Awareness Coordinator will assess the student-athlete, if deemed necessary. The Head Team Physician and Substance Awareness Coordinator will establish a treatment plan.

**Self-Referrals/Safe Harbor:**
A student-athlete who discloses usage of either alcohol or banned substances to a representative of the athletic department, peer leader, or university official will not be sanctioned. This disclosure must be done before the student athlete is notified that they have been selected to be drug tested. This individual will be referred to the Head Team Physician and the Substance Awareness Coordinator for evaluation to determine if counseling is necessary. The student-athlete will be awarded confidentiality. However, if this individual is not compliant with the counseling program they will be
sanctioned as a first offender. This individual will also be tested at the discretion of the Head Team Physician for the remainder of their athletic participation. A student-athlete is permitted one self-referral, without sanction, during their athletic participation. The student-athlete must self-refer prior to being selected for a drug test. Once a student-athlete is selected or notified for a drug test a self-referral will not be accepted. The drug test result must concur with the self-referral. If a student-athlete self-refers for one substance and tests positive for another illegal substance the student-athlete will be subject to sanctions associated with a positive test.

**Student-Athlete Reinstatement from Suspension:**
The student-athlete shall petition for reinstatement from a suspension under the following conditions:

1. The student-athlete must consent to a medical examination including drug testing, and a review of all counseling or treatment records by the team physician.
2. The student-athlete must undergo mandatory, unannounced periodic drug testing with the understanding that he or she will not gain eligibility until he or she has had one negative drug test result.
3. Should a student-athlete test positive at any time subsequent to being reinstated from a second positive drug test, he or she will be permanently banned from intercollegiate athletics participation at Monmouth University.

### How Drug Use May Effect Athletic Performance

<table>
<thead>
<tr>
<th>DRUG</th>
<th>EFFECT</th>
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| Cocaine      | • Over stimulates reflexes  
                • Distorts vision  
                • Hurries muscle movement  
                • Weakens breathing  
                • Long-term use weakens muscles and nerves and makes them prone to injuries  
                • Alters normal appetite |
| Marijuana    | • Slows reflexes  
                • Long-term use weakens muscles and nerves and makes them prone to injury  
                • Slow or non-reactive pupils distort vision  
                • Hearing impairment |
| Amphetamines | • Over stimulates reflexes  
                • Distorts vision  
                • Alters normal appetite |
| Alcohol      | • Reduces mental alertness for approximately 24 hours after a binge of three beers or drinks |
How marijuana and cocaine can cause athletic injuries:

- Depletes energy
- Impairs vision perception
- Alters normal reflexes
- Drives out chemicals at nerve endings
- Worsens normal simple injuries
- Decreases immune and inflammatory mechanisms necessary for healing
- Collects in fatty tissues around muscles, tendons, and ligaments

All the following risks have been linked to steroid use:

- Aggressiveness leading violence
- Psychiatric disorders
- High Blood Pressure
- Kidney Disease
- Enlarged Prostate

In Females:
- Menstrual problems
- Excessive hair growth
- Deepening of voice
- Mood swings
- Hypertension
- Cardiac Arrhythmias
- Liver Damage
- Impotence
- Breast atrophy
- Enlarged clitoris

NCAA and Monmouth University Banned Substances

**Stimulants:**
amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexaneamine, “bath salts” (mephedrone) etc.

*exceptions:* phenylephrine and pseudoephedrine are not banned.

**Anabolic Agents** (sometimes listed as a chemical formula, such as 3,6,17-androstenedione):
boldenone; clenbuterol; DHEA (7-Keto); nandrolone; stanozolol; testosterone;
methasterone; androstenedione; norandrostenedione; methandienone; etiocholanolone; trenbolone; etc.

**Alcohol and Beta Blockers** (banned for rifle only):
alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

**Diuretics (water pills) and Other Masking Agents:**
bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

**Street Drugs:**
heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (eg. spice, K2, JWH-018, JWH-073)
Peptide Hormones and Analogues:
growth hormone(hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.

**Anti-Estrogens:**
anastrozole; tamoxifen; formestane; 3,17-dioxo-etiochol-1,4,6-triene(AND), etc.
Beta-2 Agonists: 
bambuterol; formoterol; salbutamol; salmeterol; etc.

Any substance that is chemically related to the class, even if it is not listed as an example, is also banned!

Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting the Resource Exchange Center, REC, 877-202-0769 or drugfreesport.com/rec

STRENGTH AND CONDITIONING OVERVIEW

Monmouth University Strength & Conditioning is committed to providing a multifaceted sports performance program aimed at developing our student-athletes to achieve maximum competitive potential. Through the implementation of both sport and individualized programming we can enhance strength, power, endurance, and resiliency. Student-athletes will be immersed in a championship culture that develops accountability and leadership skills to endure far beyond their tenure at Monmouth University. Lastly, as educators it is vital that we teach our student-athletes about the techniques and methods behind the program to supplement the first class education they receive at Monmouth University.

Personnel and Duties

The Strength & Conditioning Staff will maintain an environment that safely and effectively provides student-athletes with the opportunity to develop general skills that are necessary for sports performance. Their duties include but are not limited to the following:

- Design and implement strength, conditioning, plyometric and speed development programs for student-athletes.
- Serve as a source of information on fitness-related issues for coaches and student-athletes.
- Conduct testing on parameters related to student-athletes' training regimens.
- Provide input on the design and equipping of student-athlete training facilities.
- Maintain records on training and testing of student-athletes.
- Schedule student-athlete training.

Monmouth University Varsity Weightroom Rules

- Be on time
  - This means fully ready to participate at the time of designated training
  - Be sure to allot sufficient time for treatment prior to training as well as make all necessary contacts for new injuries on the day that they occur
• Wear proper & appropriate Attire
  o Dress of the Day (Shirt, Shorts, Socks, Compression) if appropriate for specific team
  o No other college/university attire
  o No attire with explicit content, profanity, or otherwise deemed inappropriate messages.
  o Athletic shoes are required unless training program otherwise dictates.
• No headphones or cell phones are to be used during training sessions.
  o This applies to student-athletes who are present, but not participating.
• No chewing gum in facility
• No illegal drugs or alcohol
• Store bags, equipment, personal belongings in locker room or somewhere other than the VWR or VWR hallway
• No hats, beanies, skull caps, durags, headwraps, bandanas, headgear or other unnecessary headwear accessories especially those which are loose fitting or contain loose/hanging straps causing a potential unsafe situation.
  o Headwear required for medical, religious, or otherwise absolutely necessary reasons will be accommodated.
• No sitting during workouts unless dictated by the training session
• Music will be managed by S&C staff
  o Explicit music will not be tolerated.
• No self-made adjustments to program without ATC or S&C Coach Prescription
• Be sure all cards are signed by S&C Coach wherever indicated
• No entry into the S&C Office without permission, this includes for sound system.
• Respect the strength and conditioning staff, your fellow peers and the facility
• Do not remove equipment from the VWR without permission from S&C staff
• Be sure room is properly maintained and equipment is returned to designated areas at the conclusion of training.

Objection to and/or failure to comply with VWR rules will result in loss of training privilege’s in facility AND from Monmouth S&C staff.

ATHLETICS COMMUNICATIONS/MEDIA RELATIONS

The purpose of the Monmouth University Athletics Communications office is to facilitate communication between the athletic department and its external constituents, increase the awareness of and interest in Monmouth Athletics, and to publicize the activities and accomplishments of the student-athletes, teams and athletic department as a whole.
Monmouth University student-athletes benefit from solid local, regional and national media exposure. Monmouth has had an outstanding reputation of positive media rapport over the years. Therefore, it is important to understand the media, the value of positive media relations and how best to deal with the media.

The primary way for Monmouth’s fans to find out about you and for you to communicate to the fans is through the media. The stories of Monmouth’s teams, athletes and coaches are told to the fans on a daily basis throughout the years by newspapers, magazines, radio stations, television and social media.

As a Monmouth University student-athlete, one of your responsibilities is to cooperate with the media -- just as giving 100% on the field and in the classroom are your responsibilities. It is all part of the package of being a Monmouth student-athlete. Some of you have probably done media interviews during your high school career. How much you deal with the media at Monmouth will depend on a combination of your personal success and that of your team.

The media's role is not to be a cheerleader for you. However, you will find that the more cooperative you are with the media, the better chance you will have of the media presenting positive stories about you. Seeing the media as the enemy only hurts you, not them. At the very least, a good relationship with the press makes them less inclined to present you in a poor light.

You should view your obligation to cooperate with the media as an opportunity to promote yourself as well as your team, your sport and Monmouth University. Use the media to develop a positive image.

Media attention also means that your conduct both on and off the field will be under intense scrutiny because of your position as a Monmouth athlete. The last thing you want is to receive publicity for an unfortunate off-the-field incident.

The Monmouth Athletics Communications Office (located in the Athletics Department building) serves as a link between Monmouth teams, athletes, coaches and administration and the media. We are part of the Athletics Department, known as the "media office", or the "SIDs." Our office promotes timely and accurate coverage of the Hawks through coordinating interviews, servicing the information needs of reporters, compiling and maintaining Monmouth statistics, photographs and historical records, as well as updates of the Official Website of Monmouth Athletics - MonmouthHawks.com.

The media relations office does not (and cannot) "manage" the news or publicity. We firmly believe it is in the best interest of Monmouth and our athletes to provide optimum service to the media. At the same time, we realize that an athlete's schoolwork, team practice and competition schedule, and social life come first, and we will do our best to coordinate interviews and other requests accordingly.
If you feel overloaded with too many interviews or want advice on how to handle an interview, do not hesitate to talk to a member of the athletics communications staff. That is why we are here - to assist athletes and coaches in dealing with the media.

Please come visit us when you have a free moment, because it is important for us to know all about you. The more we know about you, the better we can tell the media about you, if and when they do stories on you.

We are at your service 24 hours a day, seven days a week. It is OK to call us at the office or at home if a media-related question comes up.

**Media Rules**

- All interviews must be set up by a member of the Athletics Communications Office, preferably through the specific sport’s media contact. This includes requests from newspapers and all other media outlets, including on-campus entities and student requests. Do not participate in an interview without prior knowledge of the Athletics Communications Office. Also, do not conduct an interview over email, as face-to-face interaction, and/or a phone conversation are much easier to manage. Phone interviews will be done in the Athletics Communications Office, unless you are instructed otherwise.
- Do not give out your home phone number or cell phone number to members of the media...ever. You do not want a late-night phone call from a reporter catching you unprepared during a time of crisis.
- If you have an interview scheduled, punctuality and reliability are crucial. Show up at the time you agreed upon. Because of deadlines, the media relies on you to be on time.
- Should you have a problem attending a scheduled appointment, always call or email the Monmouth Athletics Communications Office.

**Interviews**

- The main way you will deal with the media is through interviews. Most interview topics are about your team and you. We encourage you to talk to the media, especially because student-athletes have been tremendous representatives of Monmouth University.
- We ask the media to direct all interview requests through the Athletics Communications office. We will contact you and work around your athletic, academic and social schedules. The interview may take place on the practice field/court, before or after a game, or in the Athletics Communications Office. If the interview is over the phone, we will place the call at our expense.
- If several members of the media want you, we will sit them down with you at the same time to help you save time.
- Interviews take place in various forms: a press conference in front of a group of media, a one-on-one interview with a reporter, or a live interview on radio or television.

**Interviewing Tips:**
• Do not think of the media as the enemy. The media shows you to the public and to Monmouth fans.
• Show up on time for all interviews. Do not stiff the media. If you agree to an interview, be there.
• Look neat and clean for interviews.
• Remember the real audience. You may be speaking to one reporter, but the real audience for your remarks is hundreds, or thousands, of fans who will read or listen or watch your comments.
• Think before you speak. Silence is sometimes the best answer.
• Show personality. Be colorful. Be likable.
• Do not talk too fast.
• Put yourself and Monmouth in the best possible light with the real audience. Deliver a positive message no matter the circumstances.
• When you win, do not be cocky. It is a turnoff to the fans. Praise your teammates and credit your coaches.
• When you lose, do not criticize others. The fans easily forgive mistakes made on the field, but do not easily forgive a bad attitude. Do not blame the officials or judges.
• Avoid "yes and no" answers. The media cannot work with "yes and no" answers, so give them some substance.
• Think about your responses. Always remember that you choose how to answer a question, or whether to answer it at all.
• Anticipate the tough questions and prepare answers beforehand. Do not be caught off guard. Pause and collect your thoughts. If you fell before the finish line or missed a free throw with no time to play, be prepared to talk about it. You will earn more respect.
• Do not talk negatively about others. Speak positively about teammates, coaches and Monmouth... and about opponents. For example, talking negatively about an opponent could come back to haunt you and your team.
• Do not speak for your coaches and teammates.
• Be honest in your replies, but also realize that you have the right to protect your privacy. When possible steer the reporter to topics that you want to talk about.
• If you are asked a question of a sensitive nature, you do not have to answer it. It is okay to say, "I would prefer not to discuss that subject." But do not say, "No comment."
• Talk in short, complete sentences.
• Pauses are OK. Reporters are writing or recording.
• Keep direct eye contact (do not look down). In TV interviews, look at the interviewer, not the camera.
• Do not play favorites. Talk to all reporters equally.
• Always end the interview with a simple, "Thank you."

10 Interview Do's

☐ Be on time.
☐ Be prepared.
☐ Be positive.
☐ Praise your teammates.
☐ Think before you speak.
☐ Keep eye contact.
☐ Smile.
Show personality.
Be available and cooperative.
Be polite in difficult situations.

10 Interview Don’ts

Don’t hide.
Don’t be negative.
Don’t lose your cool.
Don’t blame others.
Don’t use fillers ("um", "you know", etc.)
Don’t forget that you are 'on’.
Don’t be sarcastic.
Don’t cop an attitude.
Don’t use slang.
Don’t say "no comment."

Monmouth Social Media Policy/Guidelines
Student-athletes should be concerned with any behavior that might embarrass themselves, their families, their teams, and/or Monmouth University. This includes any activities conducted online through social networking sites (i.e. Facebook, Twitter, Instagram, YouTube, etc.), podcasting, blogs, or chat rooms. As a student-athlete participating at Monmouth University you are a representative of the University and are always in the public eye. Please keep the following guidelines in mind as you participate in any of the abovementioned public media.
• Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site.
• You should not post information, photos, or other items online that could embarrass your family, your team, the Department of Athletics or Monmouth University. This includes information, photos, and items that may be posted by others on your page.
• You should not post your home address, local address, phone number(s), birth date or other personal information. You could be opening yourself up to predators or stalkers.
• Exercise caution as to what information you post on your website about your whereabouts or plans. This will help prevent stalkers or other criminal minded individuals from access to you.
• Be aware of who you add as a friend to your site – many people are looking to take advantage of student-athletes or to seek connection with student-athletes to give them a sense of membership on a team. Others may use you to gain valuable information about your team or teammates for the purpose of sports gambling.
• Coaches and athletic department administrators can and do monitor these websites.
• Student-athletes could face discipline and even dismissal for violation of team policies, athletic and even dismissal for violation of team policies, athletic department policies, and/or the NCAA.

Be cognizant of the fact that many employers and graduate schools monitor these sites for future employment for internships and postgraduate jobs and admission. You should
be aware that any information posted on these websites may prevent you from obtaining a great job or prevent you from attending a graduate school of your choice.