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# SECTION I - Introduction

## A WELCOME FROM THE DIRECTOR

Welcome back to our returning athletes, and a welcome arrival to the newest members of the Binghamton University athletic family. I hope that everyone had an enjoyable summer and that you are rested and eager to commence with your academic and athletic programs during the coming year.

Firstly, I want to clearly state the philosophy of the Binghamton University athletic program. Your academic success is our number one priority! We will do everything that we can to help create an environment that allows you to succeed in the classroom as well as on the fields of play. If you need help, our Educational Enhancement Program (EEP) is ready to assist you. Ultimately, it is up to you to find the right balance between your studies, athletic commitments, and your social life. Good time management skills are essential, and if you need help in developing these, I urge you to see your coach, or the Student Services or Life Skills coordinator before a small problem becomes a big one.

Intercollegiate athletics are tending to come under ever increasing scrutiny by the public. I urge you to remember that you are representing the institution and your teammates, not just yourselves, with regard to how you conduct yourself throughout your athletic career at BU. What might be deemed as incidental behavior by the typical college student tends to get far more attention when athletes might be involved. Take pride in yourself and your team, and conduct yourself with dignity! Please try to remember that both positive and negative stereotyping tend to be abundant where intercollegiate athletics are concerned.

We pride ourselves in the athletic prowess of our teams. We strive to win and to achieve within the capabilities of our athletes and coaches. However, while winning is one of our competitive goals, competing safely, honestly, and with self-respect are even higher goals. All of our teams set expectations for themselves. You can reach these goals through hard work. The use of performance enhancing drugs is simply not tolerated by our department! Violation of these policies can have profound consequences for both the individual athlete, as well as for an entire team.

Every school has its athletic traditions, and Binghamton is no exception. Many of the friendships that you make, with both your teammates and with students from the general population, during your years of athletic competition at BU will last you a lifetime. Remember that underage consumption of alcohol, or if you are over twenty-one, excessive consumption of alcohol, can cause a variety of problems and consequences for you that you would be better off avoiding. With regard to team "traditions", hazing of underclass student athletes is expressly forbidden! Alcohol abuse or violation of our hazing policy can lead to team expulsion, loss of athletic related financial aid, and/or any other penalties that the University Judicial Review process might choose to levy. These consequences are REAL. DON'T TAKE FOOLISH RISKS. Remember, if you use alcohol or drugs you are not only cheating yourself, but your teammates as well.

In athletic competition as in life, sometimes we realize our goals, and sometimes we don't. What's important is that we make a legitimate effort to try to achieve up to the limits of our potential. When we reach the point where we "leave it all on the field", we truly achieve the highest plane of athletic competition.

To successfully compete in Division I and the America East Conference, requires you to be focused, and to elevate your personal standards and athletic performance goals. We will be facing stronger competition than ever before, and there will be greater attention paid to all aspects of our programs. Resting on the successes of last year will not prepare us for this year's challenges. Continued hard work by our athletes and staff will lead to success on the fields of competition. Remember the cliché that if you're not working and training to your maximum capability, somewhere someone else is, and when you meet them, they will win!

One final word, our athletic administration, as well as our coaches, are all here to help you in any way that we can. Please don't hesitate to approach us, or to make an appointment to see any of us if you think that we might be able to offer you some advice or assistance. Best of luck to all of you in the year ahead. I'm sure that it will be an exciting and fulfilling one for all of us.

Sincerely,

Jim Norris, Director  
Health, Physical Education, and Athletics



# MISSION STATEMENT AND PHILOSOPHY

Binghamton University is a major comprehensive research and teaching university that serves as a center for learning, scholarship, and creative endeavor. Among its values, the University is committed to excellence. It fosters a multicultural environment in which the dignity and rights of the individual are respected.

The Department of Intercollegiate Athletics is a legitimate part of the academic program of the University. It exists to provide all student-athletes an opportunity to achieve excellence in their academic, athletic, and personal pursuits. In this pursuit for excellence, the Department supports equitable opportunity for all student-athletes and staff and embraces the NCAA principles of sportsmanship and ethical conduct, amateurism, compliance, and institutional control. While we pride ourselves in the athletic prowess and academic achievements of our teams, competing safely, honestly, and with dignity are greater sources of pride.

The student-athletes and staff of the Department embrace certain core values important to its mission. The Department values:

- Sportsmanship:
  - Respect - acknowledging good efforts by opponents, officials, and teammates
  - Courage - having the heart to do the right thing
  - Civility - being gracious in victory
  - Fairness - observing the spirit and letter of the rules
  - Responsibility - taking charge of your acts and words
- Treating each individual with dignity and respect
- The existence of an environment for all student-athletes and staff that is free from any form of harassment or intimidation.
- The diversity and equality of all student-athletes and staff and providing an athletics program representative of the needs and interests of an increasingly diverse student body and staff.
- The importance of teamwork, respect for confidentiality, and honesty in communication with others
- The right and responsibility for individuals to make decisions
- Accountability for decisions that staff and student-athletes make
- Providing student-athletes with the opportunity to achieve their highest level of excellence, both academically and athletically, and to help student-athletes make satisfactory progress towards graduation.
- The promotion of the general health, fitness, and wellness of all the participants.
- Serving as a vehicle for the development of school spirit and pride in the University.
- Aiding in the promotion and publicizing of Binghamton University at the state, regional, and national levels.
- Providing a program which all members of the University and the community may enjoy.

# SECTION II – Procedures and Policies

## ORIENTATION MEETING SUMMARY

### Game Conduct:

All student-athletes are expected to display the utmost respect to game officials, coaches, and their opponents. Sportsmanship is an essential ingredient to the successful image of Binghamton University Athletics.

### Division I Competition:

All Division I eligibility requirements including initial, transfer, and continuing eligibility are in effect presently.

### Scheduling:

All scheduling of competition and practice is done at the discretion of the coach and the department administrators. We recognize the sensitivity necessary in scheduling when it comes to class times and personal issues such as religious holidays. All scheduling considerations are made with sensitivity to these and other issues; however, some conflicts may arise. Please make coaches and professors aware of any potential conflicts as soon as possible.

### Missed Class Policy:

Each student-athlete who will be missing class because of a competition must notify her/his instructor at the beginning of the semester and is responsible for all tests, papers, homework, and materials that are covered while he/she is absent. Student athletes are not permitted to miss class due to practice times or team meetings. This is considered an NCAA violation. University policy states that "instructors are encouraged, but not required" to allow for make-ups, etc. Therefore, it is critical to make arrangements and open lines of communication well in advance of any required absence.

### Physicals and Insurance:

All student-athletes are required to be cleared physically for practice or competition through our Sports Medicine/Athletic Training Program. Any test or consultations needed to gain approval for participation are the responsibility of the student-athlete. All injuries and subsequent insurance issues must be coordinated through Sports Medicine/Athletic Training and proceed under the guidance of the Head Athletic Trainer.

### SAAC:

This student-athlete group serves as Binghamton University's Student-Athlete Advisory Committee and as our student-athlete welfare program. The committee is comprised of members from all varsity teams. Its purpose is to communicate openly with administrators about issues and concerns of student-athletes at Binghamton University.

Peer: PRIDE is a program which helps to promote healthy life choices and community outreach programs. All student-athletes are strongly encouraged to participate in some way in any programs that involve community outreach.

#### Promotions and Marketing:

The marketing and promotion of your team begins with you. Please be sure to encourage friends, family, faculty, and campus groups to come to your events. Also, if you would like others to attend your contests, it is helpful for you to make an effort to attend the contests of other sports.

#### Media and Sports Information:

Our goals are to effectively communicate to the media and public (including the campus community) information about our teams and programs. Please contact the Sports Information Office any time that you have been contacted/approached by the media prior to commenting or conducting an interview. All interviews will be set up through the Sports Information Office. Also, please treat all members of the Pipe Dream staff with the same courtesy that you would afford any other media outlet.

#### Special Events:

Each year the department will sponsor three events which all student-athletes are required to attend. The department takes great care in scheduling these events to ensure that there will be no conflicts.

Orientation- Individually scheduled by team

Student-Athlete Wellness Program – September 14<sup>th</sup> at 7:30pm

Athletic Awards Ceremony – May, 2010

#### Alcohol, Tobacco, and Other Drug Policy and Education Program (ATOD):

All student-athletes are responsible for the materials provided in the student-athlete handbook relating to substance abuse. The ATOD program is based on the understanding that alcohol, tobacco, and other drug use is detrimental to the student and can be a violation of department rules. Specifically: ALCOHOL consumption by a student-athlete under 21 years of age is illegal. The use of DRUGS (recreational or performance enhancing) is illegal. The use of any tobacco products at an NCAA sponsored event is a violation and will affect eligibility. Any of these violations will warrant disciplinary action from the department.

#### Harassment and Hazing:

You are a part of a community that supports individual integrity and celebrates its diversity. Binghamton University does not condone harassment directed toward any individual. Behaviors that denigrate a person(s) because of race, religion, sexual orientation, gender, age, or physical/mental disability will be dealt with quickly and severely. HAZING is against the law and will not be tolerated. Our department is actively involved with the Binghamton University Anti-Hazing Committee and is fully supportive of the policies and consequences established by this committee.

### Disciplinary Action:

Disciplinary action applied to any student-athlete may come from various sources based upon the significance of the violation of policy. All head coaches have the support of the department when it comes to administering a team discipline program with the understanding that programs may differ from team to team. There are, however, violations of the department policies that will also require departmental intervention. If any student-athlete is arrested on or off campus or is involved in a hazing incident, he/she is immediately suspended from any athletic activities. Any other violations of departmental policies will be directed to the Review Board, whose policy is highlighted in this handbook.

### Team Travel Policies:

Student-athletes are not permitted to travel to or from events and/or competitions independent of the travel party. Exceptions are strongly discouraged, but may be made for extenuating circumstances, at the discretion of the Senior Associate Director/Sport Programs and/or Head Coach. Under no circumstances will student-athletes be allowed to travel on team trips with anyone other than university staff members, and/or their parent/legal guardian.

### Drug Testing:

The Department of Intercollegiate Athletics at Binghamton University believes that the use of controlled substances and performance enhancing drugs represents a danger to the health and careers of student-athletes and constitutes a threat to the integrity of intercollegiate athletics. Therefore, the department has implemented a mandatory program of drug education, screening and treatment (counseling/rehabilitation) to assist and benefit athletes at BU.

### Other Items Covered:

- Budgets...
- Rosters (Cuts – Scholarship Renewals/Non-Renewals)
- Parental Meetings/Conferences
- Team Room Security/Responsibility for Valuables
- Unauthorized and/or Unsupervised Individual Workouts
- Administrative Support

## CODE OF CONDUCT/DEPARTMENT DISCIPLINE POLICY

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

As a student-athlete at Binghamton University, team members will be treated like adults and will be held directly responsible for their actions. Any action that may bring negative attention to their team or the BU athletic department must be avoided. Specifically the Athletic Department will not tolerate hazing, fighting, stealing, cheating, lying, physical or verbal abuse, violations of the ATOD Policy and any other act punishable by law. Should any of these acts take place, you are subject to University regulations, which apply to all students, as well as NCAA rules and state and federal laws, as they apply.

Within the Athletic Department, disciplinary action taken with any student-athlete may come from various sources based upon the significance of the violation of policy. There are three levels of violations warranting gradation in disciplinary procedure - A student athlete may violate team policy, violate a departmental policy, or be involved in a legal violation or hazing incident that involves law enforcement and possible arrest. The following is an outline of the policy regarding each of these three types of violations.

**TEAM VIOLATION:** All head coaches may establish their own team policies and appropriate disciplinary procedures as long as they fall within the guidelines of departmental objectives and student welfare. Coaches have the support of the department when it comes to administering a team discipline program with the understanding that programs may differ from team to team. Team policies should be communicated to the Athletic Director (or designee), the Senior Associate Athletic Director/Sport Programs and to the student-athletes.

**DEPARTMENT VIOLATION:** Any violations of departmental policy, Code of Conduct, or the Alcohol, Tobacco, and Other Drug policy will be directed to the Athletic Department Review Board (see Review Board procedures below). The Code of Conduct identifies acts of fighting, stealing, cheating, lying, physical/verbal abuse, hazing, and any other acts punishable by law as unacceptable and subject to disciplinary action from the department. (For more information on department violations, please see the Code of Conduct and the ATOD policy in the Student-Athlete Handbook).

**VIOLATION OF LAW OR ALLEGED HAZING:** Violations involving law enforcement or potential hazing will also require departmental intervention. If any student-athlete is arrested on or off campus, that student athlete is immediately suspended from the athletic program. In addition, alleged hazing incidents will be turned over to the University Police Department, once the athletic department determines the claim to be reasonably legitimate.

Once this happens, any student-athlete involved in alleged hazing will be immediately suspended from the athletic program. For both arrests and hazing incidents, after legal matters have been resolved, the student-athlete can make a formal request for reinstatement. This request should be made to his/her respective head coach in writing. If the head coach is willing to move towards reinstatement, the student can then arrange for a meeting to take place between his/her head coach, the student-athlete and the Athletic Director, or the Senior Associate Athletic Director/Sport Programs. Reinstatement, if any, will be determined at that time. If the University's Judicial Affairs Office has been involved, the Athletic Department reserves the right to postpone a reinstatement meeting until after Judicial Affairs' matters have been completed. After reinstatement, the Athletic Director or Senior Associate Athletic Director/Sport Programs will notify all concerned.

#### REVIEW BOARD PROCEDURES:

The Review Board will consist of the student-athlete's Head Coach, and the Chair (Sr. Assoc. AD/Sport Programs or designee) and possibly one other departmental administrator and/or staff member. When an incident occurs in violation the following procedures must be adhered to:

1. The head coach or other staff member will notify the Athletic Director, and/or the Senior Associate Athletic Director/Sport Programs, in writing, that a violation has occurred. A detailed report of the incident is included.
2. The Athletic Director (or designee) will notify the Chair of the Review Board.
3. The Review Board is convened and a hearing should take place as soon as schedules can be arranged. The Board, in finding the student-athlete's behavior resulted in a violation, will determine if the circumstances warrant a penalty.
4. The Review Board's decision is documented in a final report. This report will be kept on file until the student-athlete's departure from Binghamton University Athletics.
5. The Athletic Director and/or Senior Associate Athletic Director will then review any disciplinary action and notify both the student-athlete and the head coach of such action. The student-athlete is required to follow all disciplinary or educational sanctions within the specified time frame.

If the University's Judicial Affairs Office or the Academic Dishonesty Committee (ADC) has been involved in any student-athlete discipline matter, the Athletic Department reserves the right to postpone a reinstatement meeting or a Review Board hearing until after Judicial Affairs' matters or the ADC matters have been completed.

# ALCOHOL, TOBACCO AND OTHER DRUG (ATOD) POLICY AND EDUCATION PROGRAM

## INTRODUCTION

The Athletic Department at Binghamton University recognizes that student-athletes hold a unique place in society and that they are under considerable pressure to perform not only in the classroom, but in athletics as well. Student-athletes need to realize that due to their high visibility, they also occupy a unique status in the University and surrounding communities. Student-athletes are often looked upon as public role models. They must strive to develop and maintain outstanding levels of achievement in their academic and athletic endeavors and adhere fervently to the highest standards of ethical behavior and sportsmanship. The way a student-athlete conducts her or himself is a direct reflection not only on her or himself but on Binghamton University as well. The athletic department understands the pressures associated with attending college and that the use, misuse, and abuse of alcohol, tobacco, and other drugs (ATOD) can be prevalent in today's society. Thus, the athletic department at Binghamton University has committed itself to providing its student-athletes with a program that stresses education, discipline and prevention. Therefore, policies have been set in place in the event that a student-athlete does encounter problems associated with substance abuse.

## GOAL OF THE PROGRAM

The purpose of Binghamton University's Intercollegiate Athletics Alcohol, Tobacco and Other Drug (ATOD) Policy and Education Program is to inform and assist the student-athlete at the University. This program is based on the athletic department's policy that alcohol, tobacco and other drug use are detrimental to the student-athlete and a violation of departmental rules. The Athletic Department reserves the right to impose both educational and disciplinary sanctions as they relate to the policy.

Specific objectives of this program are:

- To educate Binghamton University student-athletes concerning the problems associated with alcohol, tobacco and other drug use and abuse;
- To discourage the use and abuse of alcohol, tobacco and other drugs and to encourage healthy lifestyle habits;
- To identify any athlete who may be abusing alcohol, tobacco and/or other drugs and to identify which substance she or he is abusing;
- To educate any student-athlete as to how such usage may affect the student-athlete and her or his team;
- To see that any student-athlete with chronic dependency is given the opportunity to be treated and to address the dependency properly;
- To provide reasonable safeguards that every student-athlete is physically able to participate in athletic competition;
- To encourage discussion, either specifically or generally, about the use of alcohol, tobacco and/or other drugs.
- To encourage behavior that favorably represents Binghamton University and the athletic department family.

## VIOLATIONS OF THE BINGHAMTON UNIVERSITY ATHLETIC DEPARTMENT'S ATOD POLICY

For a complete description of the department discipline procedures, please see the Code of Conduct/Department Discipline Policy section of this handbook.

### ALCOHOL POLICY

It is the responsibility of every member of the University athletic community to know the personal and legal risks associated with alcohol use and abuse. In accordance with this responsibility, beyond department policy, student-athletes, coaches, staff and administrators must know relevant University policies, federal, state, and local laws and must conduct themselves in accordance with these policies and laws.

The Athletic Department's policy is as follows:

- The consumption of alcohol by student-athletes and any other Binghamton University Athletics student personnel (i.e. student-trainers, managers, scorekeepers, etc.) is prohibited in connection with any official intercollegiate team function or Athletic Department activity. An official team function, for purposes of this policy, is defined as any activity that is held at the direction of, or under the supervision of athletic department personnel.
- Student-athletes are prohibited from consuming alcohol 48 hours prior to a competition. The Athletic Department also strongly recommends that student-athletes abstain completely from consuming alcohol during his/her competitive season.
- Student athletes that are not of legal age to drink alcohol are prohibited from drinking at all times.
- In addition, any member of the Athletic Department staff shall not be permitted at any time to consume alcohol in the presence of student-athletes.
- A student-athlete who consumes alcohol at any time will be accountable for any alcohol-related incident in which she or he is involved.

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

- Violation of the "No alcohol 48 hours prior to competition" rule,
- Underage drinking,
- Drunken and disorderly conduct,
- Public intoxication,
- Destruction of property while under the influence,
- Assault while under the influence,
- Use of alcohol in hotel rooms/university vehicles while on an athletics department sponsored trip,
- Alcohol poisoning,
- As a student host, drinking in the presence of a prospective student-athlete, and
- Encouraging any consumption of alcohol or other drugs by fellow student-athletes.

Student-athletes are encouraged to seek help through counseling if they think they may have a problem associated with alcohol. Because of the confidential nature of the University Counseling Center, the athletic department and/or coach will not be notified if a student-athlete seeks counseling. However, the Athletic Department strongly encourages the student-athlete to communicate with the head coach, assistant coaches, or other athletic personnel if she or he has concerns, and would like to seek professional assistance. The University Counseling Center can be reached by calling x7-2772. Also available to students is the High Hopes Crisis Hotline at x7-DRUG or x7-HELP.

#### TOBACCO POLICY

Binghamton University does not condone the use of tobacco. Tobacco use may result in a physical dependency on nicotine. The negative effects of tobacco use are well documented in the high incidents of oral, lung and other forms of cancer, as well as heart problems. Smokeless tobacco is included in this policy.

The use of tobacco is prohibited in connection with any intercollegiate team function. A team function is defined as any activity which is held as a team whether it be meetings, practices, games or informal workouts on and off the grounds of Binghamton University. As of August 1994, the NCAA banned the use of tobacco by athletes, coaches, officials, and staff during intercollegiate competition and practice. Any student-athlete who uses tobacco at a game or during practice will be immediately suspended for the remainder of that game or practice, and will face a Review Board hearing (described herein).

Binghamton University also strongly encourages its student-athletes to abstain from tobacco use in their personal lives. The University Health Services has a tobacco use cessation program. They can be reached at x7-2221.

#### OTHER DRUG POLICY

Illegal or banned drugs are prohibited on Binghamton University's campus. Student-athletes are subject to disciplinary action and legal prosecution under federal, state and University laws, as well as department discipline procedures.

#### NCAA DRUG TESTING POLICY

Binghamton University abides by any and all legislation proscribed by the NCAA with regard to the use of illegal or banned substances. Anyone testing positive for such substances under testing administered by the NCAA during post-season or championship competition (or throughout the year for track and field participants) is subject to severe penalties as designed by the NCAA, as outlined in their publication titled "Drug Testing Program, 2004-05". This publication can be found in its entirety on the NCAA web site at [www.ncaa.org](http://www.ncaa.org). In addition, the Binghamton University Athletic Department administers its own drug screening and substance abuse program, details of which can be found later in this handbook.

If a student-athlete is taking any over the counter or prescription drugs, their use should be cleared with the athletic training staff. For more information on banned drugs or on restricted doses, please see Appendix B or reference the NCAA Manual. Each Head Coach at Binghamton University has a copy of NCAA Manual, as does the Head Athletic Trainer.

## CONCLUSION

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

## PREAMBLE

Binghamton University abides by any and all legislation proscribed by the NCAA with regard to the use of illegal or banned substances. Anyone testing positive for such substances under testing administered by the NCAA during post-season or championship competition (or throughout the year for track and field participants) is subject to severe penalties as designed by the NCAA, as outlined in their publication titled " Drug Testing Program, 2004-05".

# **SUBSTANCE ABUSE SCREENING AND EDUCATION PROGRAM**

## INTRODUCTION

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

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

The goals of the Screening and Education Program include enhancing the health and well being of all student-athletes while educating and safeguarding all participants in BU programs. In that BU believes that substance abuse can be both physically and emotionally destructive to athletes at any time during their careers, substance screening is randomly performed throughout the year regardless of whether athletes are in or out of season.

## ATHLETIC DRUG ADVISORY COMMITTEE

The Athletic Drug Advisory Committee supervises the Substance Abuse Screening and Education Program. The committee is comprised of: The Athletic Director (or designee), Associate Director for Athletics for Non-revenue Programs, Assoc. Dir. of Athletics: Student Services/ SWA, Dir. of Sports Medicine, Associate Athletic Trainer, BU's Coordinator of Strength and Conditioning, and representative(s) of the BU coaching staff.

A designee from BU's Sports Medicine Area serves as the Substance Abuse Screening and Education Program coordinator and works closely with the Athletic Drug Advisory Committee. The Sports Medicine staff will collect and maintain the Substance Abuse Screening and Education Program Consent Form. The program coordinator will serve as the clearinghouse for all communications between the contracted laboratory and the Advisory Committee.

#### PROHIBITED SUBSTANCES

The use of the following substances are prohibited before, during, and after the sport season, except as prescribed by a physician qualified to treat the medical condition for which the prescription is made: Amphetamines, Barbiturates, Phencyclidine, Benzodiazepines, Cannabinoid, Anabolic Steroids, Methaqualone, Cocaine, and Opiates.

#### PROCEDURES

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

#### Selection for Screening:

1) Institutional Random

Randomized individual and team screening will be performed throughout the year. Official team rosters will be maintained in the Athletic Compliance Office. The rosters will be provided to the contracted laboratory for the purpose of composing a list of student-athletes eligible to be randomly computer selected for screening. This random computerized list will be generated at various times throughout the year.

2) Institutional Reasonable Cause

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

3) Team Testing

In addition to randomized testing, Head coaches have the option of drug testing all members of their teams at their discretion. All expenses from team testing will be at the expense of that team's budget. The Head coach has the option to impose additional sanctions, including, but not limited to, indefinite suspension, revoking team privileges, travel, and/or termination of some or all future athletics financial aid as the result of a positive drug testing result.

Members of the Sports Medicine Staff will collect urine samples and provide them to the contracted laboratory for analysis.

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

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

## RESULTS

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

First Positive Result: If an individual's sample tests positive, the contracted laboratory will retest the sample immediately to assure there is no error in the result. If a positive result is verified, a Drug Advisory Committee representative from BU's Sports Medicine Area will be notified by the laboratory. The Director of Sports Medicine will hand deliver a letter to the student-athlete notifying them of their positive result. A copy of this letter will be forwarded to the Assoc. Dir. of Athletics: Student Services/ SWA, Director of Athletics (or designee), the student-athletes Head Coach and to the designee for the BU Health Services Division. The student will be directed to arrange a meeting with the Assoc. Dir. of Athletics: Student Services/ SWA within 3 days of notification. The student-athlete will begin attending intervention and education programming at the direction of the Assoc. Dir. of Athletics: Student Services/ SWA. Any positive test will automatically result in a retest during the next round of testing.

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

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

Second Positive Result: If an individual's sample tests positive, the contracted laboratory will retest the sample immediately to assure there is no error in the result. If a positive result is verified, a Drug Advisory Committee representative from BU's Sports Medicine Area will be notified by the laboratory. The Director of Sports Medicine will hand deliver a letter to the student-athlete notifying them of their positive result. A copy of this letter will be forwarded to the Assoc. Dir. of Athletics: Student Services/ SWA, Director of Athletics (or designee), the student-athletes Head Coach and to the designee for the BU Health Services Division. The student-athlete will be served notice that he/she has not conformed to the athletic department's policy with regard to drug and substance abuse for a second consecutive testing period, and will be directed to arrange a meeting with the Assoc. Dir. of Athletics: Student Services/ SWA within 3 days of notification. The student-athlete will be further informed that he/she is placing their continued participation in the intercollegiate athletic program in jeopardy as a third positive test will result in severe consequences which can include indefinite suspension or loss of all athletically administered financial aid. The student-athlete will again attend intervention and education programming at the direction of the Assoc. Dir. of Athletics: Student Services/ SWA. The student-athlete will be required to participate in the next round of testing.

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

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

Third Positive Result: If an individual's sample tests positive, the contracted laboratory will retest the sample immediately to assure there is no error in the result. If a positive result is verified, a Drug Advisory Committee representative from BU's Sports Medicine Area will be notified by the laboratory. The Director of Sports Medicine will hand deliver a letter to the student-athlete notifying them of their positive result. A copy of that letter will also be forwarded to all members of the Drug Advisory Committee.

A meeting of the student-athlete, Head Coach, and Director of Athletics (or designee) will be arranged. At this meeting the athlete will be advised that he/she will be suspended from any further participation, effective immediately, and this suspension shall continue through the next academic semester. The continuance of any athletically related financial aid during the period of suspension shall be at the discretion of the Drug Advisory Committee and the Director of Athletics (or his designee). The student-athlete will be referred for appropriate rehabilitation. In order to be considered for reinstatement, the student-athlete will have to undergo a fourth drug screening at the conclusion of the suspension period. If the results are positive, the student-athlete will no longer be eligible for participation in the Binghamton University Athletic Program. If the results are negative, the athletics eligibility shall be restored at the recommendation of the Drug Advisory Committee and the Director of Athletics (or his designee).

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

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

#### CONVICTIONS

Any conviction of a drug related incident, whether on or off campus, will be considered a first violation of the Department of Intercollegiate Athletics Substance Abuse Screening and Education Program. Any subsequent incidents or involvements will be considered a second and/or third violation as outlined in the above mentioned policy.

#### APPEALS AND REINSTATEMENT

Student-athletes who test positive will be entitled to appeal the results of the findings before the Director of Athletics (or designee) prior to the imposition of any sanction. Request for such a hearing must be made within 48 hours of notification of the positive drug test result. The hearing will be held no later than 96 hours after the request. An extension may be granted upon showing of good cause. No sanctions shall be imposed until such time that a hearing is complete. The student-athlete will be informed of a decision within 24 hours of the hearing.

# DISORDERED EATING PROTOCOL

The following protocol is a version of the University protocol that has been adapted for the needs of the athletic department and the needs of our student-athletes.

## PROTOCOL FOR STUDENT-ATHLETES WITH DISORDERED EATING

It is recommended that primary consultations and assessments be provided by the University Counseling Center (UCC) and/or the University Health Service (UHS). Each of these offices will designate staff people who will act as consultants regarding eating disorders and requests for assessments as outlined below.

## PROTOCOL PROCEDURE

Based on who makes the initial contact to the University Counseling Center or the University Health Service, the student-athlete, a teammate, or an athletics staff member, the following will occur:

If the student-athlete self-refers to UCC or UHS, such office will then proceed with an assessment and coordination of a treatment plan. This treatment plan will be based on The Hierarchy of Services (attached) to determine level of treatment needed and if coordination with other services is recommended. A team approach will be taken in treatment as long as a release of information is signed by the student-athlete to allow communication among the various services involved (see attached Outline for Individual Protocol). When appropriate, a case conference will be called to coordinate services for the student-athlete. A facilitator, from either the University Counseling Center or the University Health Service, will be selected to act as the coordinator of the case.

If the student-athlete is referred by an athletics staff member (i.e. coach, administrator, athletic trainer) or teammate:

- A. The individual referring the student-athlete shall be called the referral person.
- B. The referral person will discuss with the designated staff people in either the UCC or the UHS what has been observed or discussed regarding the behavior of concern. Any information provided by the referral person will be documented in appropriate confidential files.
- C. If communication with the student-athlete has already been made by the referral person, and the student-athlete is willing to receive assistance on campus, then the referral person shall provide the appropriate referral information to one of the above offices and the treatment team will proceed with # 1 above. The referral person should then advise the student-athlete whom to contact.
- D. If no contact has already been made or the student-athlete has resisted seeking assistance, the referral person shall receive consultation from UCC or UHS on addressing the student-athlete with direct contact if he/she desires to approach the student-athlete. However, the referral person is not required to directly address the student-athlete. If the referral person does not wish to directly contact the student-athlete, then UCC or UHS will provide consultation regarding who should contact the student (DCP) and how to request their assistance. At this point, a designated contact person (DCP) can be named. The designated contact becomes part of the treatment team.

## ASSESSMENTS

If the behavior of concern persists, and the student-athlete in question has not sought help from UCC or UHS, even after being approached by the DCP or the referral person, then UCC or UHS should be contacted again. At this point, if a DCP has not yet been determined (see definition of DCP), then one will be assigned. The referral person, with consultation from UCC or UHS, will be asked to contact a DCP in the athletic department. Therefore, coaches, athletic trainers, and administrators may be approached and asked to be the designated contact person for a student-athlete.

- A. Requests for an assessment can be made by the DCP in consultation with UCC or UHS, who will then determine if the situation calls for an assessment. This determination will be based on the information provided by the referral person, the DCP, and any other of information already obtained, (i.e.: friends who may have called UCC or UHS).
- B. The student will be contacted by the DCP regarding the reason why an assessment is being requested with the offer for the student-athlete to pursue the assessment voluntarily.
- C. It is then the student-athlete's responsibility to verify with the DCP that an appointment for an assessment has been made. The student-athlete will sign a release of information so that the office conducting the assessment can verify that the appointment has been kept. If a student-athlete requests that an assessment be made by an off-campus health professional, the student-athlete must forward the results of that assessment to the University Health Service Medical Director or the Director of the University Counseling Center for review and recommendations.
- D. In the event that the student-athlete does not respond voluntarily to the request for an assessment, the DCP will discuss with the facilitator if the case requires a mandatory assessment. Requests for mandatory assessments will be reviewed by the facilitator, in consultation with their Director. A case conference will then be convened which will include the facilitator, the DCP, the Associate Vice President for Student Affairs, the Dean of Students, and any other members of the treatment team if one has already started to form. If the mandatory assessment is approved, the DCP (after consultation from the case conference) will inform the student-athlete how a mandatory assessment functions within the university policy for involuntary medical/psychological withdrawals.
- E. If the student-athlete refuses to comply with the request for a mandatory assessment, the student-athlete will be contacted by the Office of the Associate Vice President for Student Affairs and the Dean of Students and informed that failure to comply with the request may result in an involuntary withdrawal from the university. The Assistant Athletic Director for NCAA Compliance will be notified by the DCP to consider any NCAA issues that may eventually need to be addressed should the student-athlete be withdrawn.

- F. The office performing the assessment will inform the student-athlete how the assessment will be used and in what form any results will be made available to the treatment team. The student-athlete will sign a release of information specifying the limitations in which such information will be released. If information is released, only general results will be released focusing on the student-athlete's fitness to continue participating in athletics and on their ability to focus on academics. Recommendations will be made to the DCP regarding what further assistance he/she may be able to offer the student-athlete.
- G. All assessments should offer the student-athlete any appropriate follow-up services and resources available on or off-campus. If the student-athlete does not choose to use such services, he/she is notified by the DCP, based on recommendations from the facilitator, that in order to remain in good standing in the athletic department (both athletically and academically), he/she must address this behavior of concern to satisfy the concerns of the athletic department. A time frame may be offered to the student-athlete in which to comply with these guidelines. Failure to do so will result in removal or suspension from participation in athletics and/or withdrawal from the University. In such a case, a case conference will be called which will include the treatment team, the Associate Vice President for Student Affairs, The Dean of Students, the Assistant Athletic Director for NCAA Compliance, and any other athletic department administrators.
- H. Student-athletes may appeal this procedure to the Vice President for Student Affairs as provided in the university policy on involuntary medical or psychological withdrawal.

Parents will be contacted on an as-needed basis at the discretion of the offices performing the assessments and the athletic department (contact person).

Athletic department personnel are advised to seek advice from the treatment team on this matter on a case-by-case basis. In most cases, confidentiality will be preserved and protected, but if it is determined that the student-athlete's behavior or condition presents a clear and present danger to the student-athlete, a decision may be made to notify the parents of the student-athlete to assist in pursuing treatment for the student-athlete and, if necessary, the withdrawal of the student-athlete from the university.

#### OUTLINE FOR INDIVIDUAL PROTOCOL

1. Clinical Services - include name of individual and/or group therapist, location, (include Counseling Center staff contact person if home or off-campus therapist is being used), frequency of meetings and focus of treatment:  
e.g. "To address issues related but not limited to those concerning attitudes towards eating, weight and body image as well as any issues that may arise in implementing this protocol"
2. Medical Services - include name of treating physician, location, (include campus Medical Director if home physician is being used), frequency of schedule of contact recommended and focus of monitoring/treatment. Medication assessment, treatment and monitoring should be included as appropriate.

e.g. "Maintain monitoring by physician regarding weight range, bone density, electrolytes, menstruation, and any other vital signs pertinent to assessing overall health and fitness."

3. Nutritional Services - include name of dietician/nutritionist and location where service is being provided, frequency of contact and focus of counseling.

e.g. "Coach and Athletic Trainer will monitor physical signs to assess level of fitness to continue training or playing":

- a. Weight within normal limits
- b. Body fat composition within acceptable training/playing limits
- c. Maintenance of exercise training schedule within limits specified

"COACH AND ATHLETIC TRAINER RESERVE THE RIGHT TO SUSPEND STUDENT FROM PRACTICE OR PLAYING FOR A DESIGNATED PERIOD OF TIME UNTIL THEY DETERMINE STUDENT IS ABLE TO RESUME."

4. If any difficulties arise in following this protocol, student can discuss it with any of the identified people implementing the protocol. Changes can be made to the protocol to reflect progress or difficulties encountered in implementing the protocol.

5. Protocol is signed by all parties involved including student. Student signs a release of information so that all parties involved can communicate regarding progress of treatment.

6. An assessment will be made by treatment team to determine if parents, home therapists or physicians, and/or other university staff should be included in this protocol.

#### Referral Sources and Treatment Options

University Counseling Center	LN 1202	x7-2772
University Health Service	Infirmery	x7-2221
Sodexo Wellness Dietician	Newing DH	x7-2716
Wellness Office	GE 137	x7-2919

# CAMPUS SEXUAL HARASSMENT POLICY AND GUIDELINES

## WHAT IS SEXUAL HARASSMENT?

### GENERAL DESCRIPTION

Sexual Harassment is a form of sex discrimination. It is illegal, unethical, and it will not be tolerated at Binghamton University. Sexual harassment can be overt or implied, it may occur in a variety of circumstances, and it may take forms, including:

- Visual images such as sexually explicit pictures, posters, pinups or graffiti.
- Verbal remarks such as unwelcome sexual banter, advances or propositions, comments about someone's body or demands for sexual favors.
- Physical conduct such as unwelcome hugging or touching, intentionally brushing up against someone's body or physical assault.

In determining whether conduct constitutes sexual harassment, consideration must include the record of the incident or incidents as a whole, the nature of the relationships of the individuals involved and the context in which the conduct occurred.

A victim may be a man or a woman, and of the same gender as that of the harasser. A harasser may be a supervisor; a colleague; peer; a member of the staff or faculty; or a vendor, contractor or visitor to the University. Sexual harassment may take place on University property or off campus. Even seemingly consensual relationships may constitute sexual harassment if such relationships allow inequitable treatment or create a hostile environment.

### LEGAL AUTHORITY AND DEFINITION

As a form of sex discrimination, sexual harassment is illegal under Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and the Human Rights Laws of New York State.

The Equal Employment Opportunity Commission (EEOC) has issued guidelines describing sexual harassment in employment and educational settings as "unwelcome sexual advances or requests for sexual favors and other physical and expressive behavior of a sexual nature" when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment/ education, or
- Submission to or rejection of such conduct by an individual is used as the basis for employment/educational decisions affecting that individual, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work/academic performance or creating an intimidating, hostile or offensive working/ educational environment.

### BINGHAMTON UNIVERSITY'S POLICY

Binghamton University's statement on sexual harassment and consensual relationships, adopted by the Faculty Senate in May 1990 and as University policy in August 1993, incorporates the EEOC's tripartite definition cited above and states:

- Respect for the dignity and worth of individual students, faculty, staff and the academic community as a whole, is essential to the mission of our University. Sexual harassment subverts this mission, is unlawful and can not be tolerated.
- The University regards any form of sexual harassment as a violation of the standards of conduct required of all persons associated with the institution. Accordingly, those inflicting such behavior on others are subject to the full range of internal institutional disciplinary actions.
- Because the faculty makes critical decisions about a student's advancement, inappropriate faculty-student interactions assume exceptional significance. No non-academic or personal ties should be allowed to interfere with the academic integrity of the teacher-student relation.
- With respect to sexual relations in particular, what might appear consensual, even to the parties involved, may not in fact be so. Any instance of sexual relations between a faculty member and any student, undergraduate or graduate, when the faculty member is in a direct supervisory role with that student, shall normally be deemed unprofessional conduct.

## WHAT SHOULD YOU DO IF YOU THINK YOU HAVE BEEN SEXUALLY HARASSED?

### GENERALLY

If you think you have experienced sexual harassment, you are encouraged to contact the Office of Affirmative Action or the University Ombudsman. The office is located in room 138 of the Couper Administration Building. Confidential advice regarding informal problem-solving approaches, formal complaint procedures on campus, and filing a complaint with an outside agency is available to all members of the Binghamton University community.

Complaints will receive prompt and equitable consideration, and confidentially will be maintained as far as possible. Threats of retaliation against an individual who in good faith reports allegations of sexual harassment, or who serves as a witness in the investigation of a complaint are prohibited, as are frivolous, malicious or false allegations. Individuals involved in such conduct are subject to disciplinary actions.

### INFORMAL PROBLEM SOLVING

The aim of the informal complaint resolution is to stop the offensive behavior and rectify the problem immediately, rather than to determine culpability or intent. There is no prescription for resolving problems informally, and the approach is based on an individualized assessment of the allegations and the content in which they occurred.

In some circumstances, direct action on your part may put an end to harassing behavior. Thus, an initial course of action may be to inform the harasser, orally or in writing, that specific conduct is unwelcome and must stop. Sometimes, however, an individual course of action may not be advisable and you may need direct assistance in resolving the situation. There may be a variety of ways to address a particular concern and those options should be discussed with the director of affirmative action.

You are strongly advised against taking any direct action without first seeking guidance from the Director of Affirmative Action. In addition, you are advised to keep a personal journal of the conduct you find objectionable (including dates, direct quotations, places, witnesses, etc.) in the event that these particulars are needed at a later date. The same is true for notes, cards, gifts or other objects.

#### FORMAL COMPLAINT PROCEDURES

You may seek advice, information and counseling on matters related to sexual harassment without having to lodge a formal complaint. However, if you do wish to file a formal complaint, the Director of Affirmative Action can provide specific guidance on how to do so.

Generally, if the accused is a unionized employee, a formal complaint will be investigated in accordance with the provisions of the governing collective bargaining agreement. Formal complaints against non-unionized employees will be investigated according to the appropriate grievance procedure. For example if the accused is a Research Foundation employee, the complaint will be filed in accordance with the Foundation's "Process for Handling Allegations of Discrimination." If the accused is a student, a formal complaint will be referred to the student judicial process. Every effort is made to protect the rights of the complainant and the accused in the investigative process.

## WHAT SHOULD YOU DO IF SOMEONE TELLS YOU THEY'VE BEEN SEXUALLY HARASSED?

While there are designated channels for reporting instances of sexual harassment, individuals experiencing this form of discrimination often seek support and advice first from people they know and trust, including friends, family, staff or faculty. If someone tells you they have experienced sexual harassment:

#### DO

- Listen. Show understanding and take the report seriously.
- Refer the individual to the Office of Affirmative Action and the University Ombudsman, or contact the office yourself on that individual's behalf. Your conversation can be kept confidential and you may act as a liaison with the office while the individual considers the best course of action.
- Let the individual know that he or she can continue to confide in you.

#### DO NOT

- Attempt to investigate or resolve the situation yourself.
- Tell the individual that he or she has no sense of humor, that he or she is overreacting to the situation or that nothing will be done about it.

## SAFEGUARDING AGAINST SEXUAL HARASSMENT CHARGES

To reduce the risk of being accused of sexual harassment, observe the following guidelines:

- Be aware of what behaviors may constitute sexual harassment and avoid them.
- Be aware of how your behavior may be interpreted by and may impact other people and remember that it is the impact of the behavior, not the intention behind it that is of concern.
- Do not equate silence with consent.
- Whenever appropriate and possible, keep your office door open during one-to-one meetings.
- Keep your behavior professional, regardless of how open or inviting the other person appears to be.
- Make clear through your behavior, conversation and actions that you find sexual harassment offensive and inappropriate.

Office of the University Ombudsman  
Couper Administration Building 138  
Binghamton University  
Binghamton, NY 13902-6000  
Phone: (607) 777-2388 Fax: 777-2556

OR

Please feel free to confide in any athletics department personnel with whom you feel comfortable speaking. This includes any coach or administrator. They can assist you in understanding the above policy and assist in contacting the above office.

# BINGHAMTON UNIVERSITY DEPARTMENT OF SPORTS MEDICINE

## MISSION

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

## INJURY, ILLNESS, AND MEDICAL PROCEDURES

### Intercollegiate Athletic Medical Eligibility

- A. All physical examinations for new athletes will be scheduled through the athletic training staff. Head coaches will provide a current roster of all new and returning athletes to the Sports Medicine Department in the summer. New Student-Athletes must accurately complete all medical forms before the examination will be scheduled. Returning athletes are required to complete a medical update form before being allowed to participate. These forms will be sent to the student-athlete's summer addresses.
- B. All team candidates must pass a physical examination given by the Binghamton University Team Physician or his/her designee before the candidate is permitted to participate in all athletic activity. All team candidates may lose their clearance status if the following are not completed:
  1. Athletes are allowed two weeks from the date of their physical examination to provide any additional medical information requested by the team physician.
  2. Any athlete under the age of 18 must provide a release form signed by his/her parent or guardian within two weeks from the physical examination in order for the Binghamton University Sports Medicine Department (BUSM) to render medical care and services to the athlete.
  3. All team candidates must provide BUSM with requested insurance information. All walk-on team candidates are required to have private health insurance before receiving a physical exam.
  4. Athletes and parents/guardians must sign Assumption of Risk and Release of Medical Information forms provided.
- C. The physical examination is effective for the duration of the student-athlete's athletic career except as indicated in "D" below.
- D. The Team Physician and/or Director of Sports Medicine may re-examine any student-athlete and change the student-athlete's status at any time should the situation warrant.
- E. A complete medical history must be provided to the athletic trainer and team physician before the physical exam. The following conditions must be reported:

1. Injuries to the head, neck, back, upper extremity, lower extremity and internal organs.
  2. Fractures, dislocations, strains, sprains, and muscle tendon tears.
  3. Any serious illnesses.
  4. Allergies, asthma, diabetes, or epilepsy.
  5. Previous counseling of alcohol/substance abuse.
  6. Previous surgeries.
  7. Cardiopulmonary problems.
  8. Family history of sudden death.
  9. Pregnancy
  10. Mental/nervous disorders including eating disorders.
  11. Loss of a paired organ.
- F. Candidates with special conditions may be referred to specialists for examination and recommendation.
- G. Failure to report special conditions listed above will release Binghamton University from any liability in the event of another injury caused by or related to the unreported condition. Binghamton University will not be held financially responsible for any tests (x-rays included) or referral to specialists to complete a student-athlete's physical examination. Any tests or referrals are the responsibility of the student-athlete and his/her family insurance.
- H. Loss of one of the paired organs (e.g. kidney, eye) or any other condition that is determined by the team physician to be detrimental to the student-athlete's health and well-being may disqualify a candidate from participation in intercollegiate athletics.
- I. Female Student-athletes who become pregnant must notify the Sports Medicine Department at the earliest known date. Continued participation will be determined by the consent of the student-athlete's OBGYN and the BU team physician. Athletic scholarship for the current academic year will not be revoked due to the pregnancy. Consideration of future athletic scholarship will be at the discretion of the head coach. Please see the Director of Sports Medicine for further information.

#### Medical Treatment

- A. The student-athlete must report all injuries or illnesses occurring as a result of practice or competition to an athletic trainer within three days from the occurrence. Binghamton University will not be responsible for payment of charges resulting from injuries/illnesses not reported within this designated time frame.
- B. The athletic trainer will screen signs and symptoms and provide care; and refer the student-athlete to a physician as necessary.
- C. In case of an emergency or medical problem outside of the training room hours, contact your athletic trainer for assistance or advice immediately. Contacting your coach for help in reaching an athletic trainer or obtaining proper assistance may be advisable.

If unable to contact your athletic trainer, contact the Binghamton University Health Services for assistance. If there is a true emergency or life-threatening situation, contact local emergency by dialing 911. These problems should be immediately referred to the local hospital.

- D. Treatments will be given under the direction of the team physician and under the supervision of an athletic trainer.
- E. Binghamton University Health Services has the responsibility for health and welfare of the general student population. The Sports Medicine Department works in a cooperative effort with Health Services to assist with the needs of BU intercollegiate student-athletes.
- F. NCAA Rules restricts the Binghamton University Sports Medicine Department to care for only those injuries sustained while participating or playing in your selected intercollegiate sport. BUSM is not permitted to provide outside medical treatment for non-athletically related injuries or illnesses.
- G. All treatments and doctor's appointments will be handled under the direction of the Sports Medicine Department. Only the Team Physician and/or the Director of Sports Medicine may refer an athlete for outside treatment.
- H. Athletes may choose to seek outside treatment or referrals on their own. If this is the case, all costs are the sole responsibility of the athlete and their parents/guardians. Binghamton University will not be held responsible. The Sports Medicine staff must be informed of all referrals and/or second opinions. Payment of medical bills must be pre-approved by the Director of Sports Medicine.

Athletic training room policies are as follows:

- A. The Sports Medicine Staff is here to provide quality care for our student-athletes. Proper conduct is expected.
- B. The athletic training room is a co-educational facility. All athletes are required to wear shorts and a t-shirt. Compression shorts, jogging bras, swim suits, etc. are unacceptable attire.
- C. Report all injuries and illnesses to your team's athletic trainer or to an athletic trainer in the athletic training room.
- D. All treatments must be administered by or under the supervision of an athletic trainer.
- E. It is recommended that all injured student-athletes report for morning and afternoon treatments as directed.

- F. Be on time for all treatments. Being late for treatment or a doctor's appointment is unacceptable. Failure to keep appointments will be interpreted as indifference and lack of desire to return quickly to full activity. Reports of tardiness and such indifference will be reported to your head coach.
- G. All equipment will be turned on and off by the Sports Medicine staff. NO ONE is to self-administer treatment. All equipment and supplies must remain in the training room unless expressly permitted otherwise by an athletic trainer. In addition, please stay out of training room cabinets and storage areas.
- H. Records of treatment attendance are open to all coaches for review.
- I. Athletes may not eat or drink in the training room.
- J. Coats, uniforms, book bags, etc. are to be placed in the storage areas provided just inside the entrance to the athletic training room.
- K. The athletic training room is a medical facility. Please help us in keeping our facility clean. All athletes must shower after practice/workouts before receiving treatment. Do not report for treatment in dirty/sweaty practice/game gear. Also, please keep shoes off treatment tables.
- L. Please do not use rehabilitation equipment (treadmill, elliptical trainer, etc.) without permission of an athletic trainer. This equipment is intended for rehab purposes and not for general conditioning.
- M. The Training Room is not a student-lounge. Please do not loiter while waiting for friends and teammates to finish their rehab/treatment.

#### Dietary Supplement Information

A list of banned-drug classes is provided and updated by the NCAA. This list is subject to change by the NCAA Executive Committee. Contact NCAA education services or [www.ncaa.org/sports\\_sciences/drugtesting](http://www.ncaa.org/sports_sciences/drugtesting) for the current list of banned-drug classes. For further information, student-athletes should contact the BU Sports Medicine and/or Strength and Conditioning Departments.

The following information is provided by the NCAA:

Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration purity and safety of nutritional/dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete's own risk.

### Jewelry Policy

NCAA rules prohibit student-athletes from wearing any visible jewelry for all practices and competition. This includes but is not limited to: earrings, necklaces, watches, finger and toe rings, and navel, nose, eyebrow, and tongue piercings. The use of jewelry during athletic participation can result in serious injury to you, your teammates, and/or your opponents.

## Binghamton University Sports Medicine Department

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Marleen Clark - Sports Medicine Program Asst./Insurance Coordinator

Office: 607-777-5571

Sports Medicine

Fax: 607-777-5577

## WEIGHT ROOM POLICIES

The Weight Room, located in the Events Center is reserved for varsity athletes from 6:00 a.m. - 7:00 p.m. Monday-Friday. The use of the Weight Rooms is a privilege, not a right. Violation of any of the following rules may result in the loss of that privilege.

### Weight Room Rules

- Student-athletes may only work out during their assigned team time, and while the strength coach or their own coach is present, unless otherwise specified,
- Student-athletes will follow the prescribed strength-training program provided by the strength coach,
- All equipment including weights, bars, and dumbbells are to be put back in their place after use,
- Proper attire including shirts, shorts, or sweats and closed toe shoes (no sandals) must be worn at all times. Also, NO HATS are permitted in the weight room,
- No coats or book bags or excess clothes are allowed in the weight room,
- Binghamton University is not responsible for lost or stolen items,
- Please refrain from gum chewing, eating, or drinking (out of cans or glass bottles). Water bottles are permitted,
- All open sores, fungal growth, rashes, etc. must be properly covered,
- Cell phones and headsets are prohibited in the weight room,
- Student-athletes are prohibited from using the phone or computer in the strength coach's office, and
- Student-athletes will show respect towards all strength coaches and other student-athletes.

7/06

## ISSUE ROOM OPERATIONAL PLAN AND POLICY

The Issue Room hours are as follows:

Monday - Friday: 8:00 a.m. - 7:30 p.m.

Saturday/Sunday: 8:00 a.m. – 4:00 p.m.

### Operational Plan for the Issue Room:

Student-athletes have 2 options:

1. IR staff will place all clean laundry and towels in baskets in each teams' locker room during the late morning/early afternoon. After practice student-athletes should place all dirty laundry and towels back into the baskets to be laundered for the next practice.

2. Student-athletes may pick up their clean laundry and towels from the EC-IR for practice. After practice student-athletes should place all their dirty laundry in the baskets in their locker room. The IR staff will come in next morning to pick up and clean the laundry and towels for your next practice.

Uniforms will be issued either out of the Events Center IR or placed in the locker room upon the coaches' request.

### Equipment Room Policies:

- A. Student-athletes must first pass a team physical, complete the health insurance form, and complete all NCAA eligibility forms prior to receiving a locker, laundry belt, and towel.
- B. Student-athletes should only place practice gear in laundry bags/belt and they should not overfill them. Otherwise, the laundry bag will not be washed.
- C. All team uniforms (jersey, shorts, socks, etc.) and travel bags must be turned in to the issue room immediately after you return from away competitions and immediately following all home competitions. Remember that all equipment is assigned to a specific student-athlete. Be sure that you hand in what was assigned to you. The student-athlete is responsible for any missing equipment. Please report all damaged equipment to the equipment room staff.
- D. Locker and laundry service is available for the student-athletes throughout the entire regular academic year (Fall - Spring).
- E. All lockers must be cleaned out prior to the last day of finals in the spring semester. The laundry pin and bag and the towel must also be returned by this same day. Any outstanding equipment not returned will be billed to the student-athlete's account and he/she will be placed on the delinquency list until the equipment is returned, or until the account is paid.
- F. All student athletes should hold their practice gear and/or game uniforms until the next day in the event the issue room is closed. DO NOT LEAVE PRACTICE GEAR OR UNIFORMS ON ISSUE ROOM WINDOW COUNTER OR BESIDE THE DOORS LEADING TO THE ISSUE ROOM.
- G. THE ISSUE ROOM STAFF IS NOT RESPONSIBLE FOR MISSING PERSONAL ITEMS THAT HAVE BEEN PLACED ON LAUNDRY LOOPS PROVIDED BY THE ISSUE ROOM.
- H. THE STUDENT ATHLETE WILL BE CHARGED FOR ALL UNRETURNED PROPERTY THAT IS ISSUED BY BINGHAMTON UNIVERSITY.
- I. FAILURE TO MAKE COMPENSATION FOR MISSING ITEMS WILL RESULT IN STUDENT ATHLETE TO BE PLCED ON THE DELIQUENCY LIST.

# SECTION III – Compliance & Financial Aid

## GENERAL COMPLIANCE

Student-athletes are responsible for their conduct both on and off of the playing field, court, track or pool. Their responsibilities include adherence to all NCAA, America East Conference and institutional rules and regulations. Binghamton University's Department of Intercollegiate Athletics is committed to strict adherence with these rules and regulations.

The NCAA rules that govern student-athlete conduct may, at times, seem complicated and overwhelming. Binghamton University is committed to educating student-athletes of their responsibilities in accordance with these rules and regulations. This information can be found in either this handbook or in the Summary of NCAA Regulations. Binghamton University's Office of NCAA Compliance also maintains an NCAA "Athletics Compliance" link on the athletic department's web site in order to provide our student-athletes with additional compliance related information. It is imperative that our student-athletes understand these rules and regulations, because failing to do so, may jeopardize one's eligibility.

Questions concerning any NCAA, America East Conference or Binghamton University rule or regulation should be directed to the Office of NCAA Compliance (x72798). Most importantly, student-athletes must always remember to "Ask Before They Act".

## GAMBLING AND ETHICAL CONDUCT

Student-athletes must compete with honesty and sportsmanship at all times so that they represent the University with the honor and dignity of fair play. Student-athletes will not be eligible to compete if they knowingly:

- Provide information to individuals involved in organized gambling activities concerning intercollegiate competition,
- Solicit a bet on any intercollegiate team,
- Accept a bet on any team representing the institution,
- Solicit a bet on any intercollegiate competition for any item that has value, and
- Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, parlay card or any other method employed by organized gambling.

## AMATEURISM

Only an amateur student-athlete is eligible for intercollegiate athletics participation. A student-athlete loses their amateur status if he/she:

- Is paid (in any form) or accepts the promise of pay for participation in an athletic contest,
- Signs a contract with, verbally commits to or accepts benefits or money from an agent or professional sports organization,
- Requests that his/her name be placed on a draft list or otherwise negotiates with a professional sports organization (there is an exception for student-athletes in basketball, but it must be done without an agent),
- Uses his/her athletic skill for pay in any form,

- Plays on a professional sports team (a professional sports team is any team which provides any of its players more than actual and necessary expenses for participation on the team or declares itself to be professional), and
- Allows his/her picture, name or likeness to be used to advertise, recommend or promote the sale or use of any commercial product or service or endorses any such product or service.

## AGENTS

### Use of Agents:

An individual shall be ineligible for participation in an intercollegiate sport:

- If an individual has ever agreed (orally or in writing) to be represented by an agent for the purpose of marketing his or her athletics ability or reputation in that sport,
- If an individual enters into a verbal or written agreement with an agent for representation in future professional sports negotiations that are to take place after the individual has completed his or her eligibility, and
- If an individual (or his or her relative or friends) accepts transportation or other benefits from any person who wishes to represent the individual in the marketing of his or her athletics ability. The receipt of such expenses constitutes compensation based upon athletics skill and is an extra benefit not available to the student body in general.

### Contact by Agents:

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

- Binghamton University's Department of Intercollegiate Athletics instructs student-athletes and their families not to interact with any agent (financial advisor, insurance agents) until the student-athlete has exhausted their eligibility, and
- Advise the agent to call Binghamton University's Office of NCAA Compliance at (607) 777-2798, to inform him of the student-athlete(s) that he/she would like to represent.

## OUTSIDE COMPETITION

### Sports Other than Basketball:

A student-athlete may not participate during the academic year as a member of any outside team (there is an exception for official vacation periods outside of your declared playing/practice season). Student-athletes may participate on an outside amateur team during the summer, but there are limitations in some sports on the number of student-athletes who may participate on the same team.

### Basketball:

A student-athlete in basketball may not participate in any organized outside basketball competition during the academic year. Summer participation is permissible only in those summer events (e.g., leagues, tournaments, state games) that are approved by the NCAA, and the student-athletes must obtain prior written approval from the Athletics Director for Binghamton University to participate.

Student-athletes should always check with the Office of Compliance and/or their coaching staff prior to participating in any outside competition at any time.

#### EXTRA BENEFITS

An extra benefit is any special arrangement by an institutional employee or a representative of the institution's athletics interests (booster) to provide a student-athlete or the student-athlete's relative or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to the institution's students or their relatives or friends or to a particular segment of the student body (e.g., foreign students, minority students) determined on a basis unrelated to athletics ability.

If a benefit, gift or service is offered to you, please check with your coach or the Office of Compliance before accepting it. Remember, any violation of this rule could result in a loss of your eligibility.

#### RECRUITING

Student-athletes may be asked to be involved with the recruitment of prospective student-athletes to Binghamton University. The NCAA has prescribed a very limited role that student-athletes can have in the recruitment of any prospective student-athlete (PSA). Although the student-athlete's role may be limited it is still very important and should be taken very seriously.

Impermissible Recruitment Activities for Enrolled Student-Athletes:

Off-Campus Contacts: Enrolled student-athletes should not participate in off-campus recruiting contacts (face-to-face) at the direction of any Binghamton Staff Member, coach or booster.

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

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

Official Visit/Unofficial Visit Policies:

Binghamton University is committed to the strict adherence of established NCAA rules and regulations regarding the recruitment of prospective student-athletes. As part of the recruitment process, many prospective student-athletes (and frequently parents) will visit our campus. Binghamton University fundamentally believes these visits are designed to be a mutual exploration by the prospective student-athlete and university officials (especially athletic department staff members) of whether Binghamton University and the prospective student-athlete are a good fit for each other. Binghamton University believes a campus visit experience should serve both the academic and athletic missions of the university. The primary purpose of these visits is to help prospective student-athletes make a decision about where to pursue their athletic and academic endeavors.

With that in mind, it is the responsibility of the Athletics Department to ensure that prospective student-athletes are provided with an accurate portrait of Binghamton University, which includes athletic, academic and social aspects. The Athletics Department has established policies which provide a meaningful framework for a prospective student-athlete and Binghamton University to make an informed decision about attendance at Binghamton University and participation in our athletics program. In addition, these policies minimize the focus of the "sense of entitlement" and "celebrity" atmosphere. Binghamton University's Athletics Department has adopted the "Common Sense" approach concerning campus visits.

During any campus visit, the use of any of the following activities will not be tolerated and will result in disciplinary action:

- The use of alcohol and drugs are prohibited.
- The use of sex, strippers or gentlemen's clubs or the equivalent as a recruiting device, or form of entertainment, are prohibited.
- Any activity that violates criminal law is prohibited.
- Gambling/gaming activities are prohibited.

It is the responsibility of our head coaches to ensure the integrity of every visit. Each head coach must conduct visits within the framework established by NCAA rules and Binghamton University's philosophies, policies and procedures. Each head coach must communicate these policies, standards and expectations to their coaching staff, the prospect, the prospect's parents, the student host and any other individuals involved with the visit. This includes providing the prospect and their parents, if applicable, a copy of the visit policies prior to the start of an official visit.

During any campus visit, all forms of entertainment, both on and off campus, will be geared toward what "normal" student life at Binghamton University is like and will be administered in accordance with NCAA legislation. Excessive entertainment which gives the prospect a "sense of entitlement or celebrity" is strictly prohibited. Every head coach is encouraged to utilize both on and off campus establishments for meals, lodging and entertainment. With a large off-campus student population, it is important for prospects to get a sense of both campus life and what the local community has to offer. Every head coach has the discretion to determine the use of a curfew and unstructured time.

When any visit involves the use of a student host, it is the responsibility of each head coach to communicate all expectations and responsibilities associated with this role to the hosting student. While serving as host, the student is responsible for ensuring that all NCAA rules and university policies are strictly adhered to. Failure to adhere to the rules and policies will not be tolerated. Any student host who violates these rules and policies will face disciplinary action, which may include institutional sanctions. These rules, policies and expectations will be communicated both verbally and in writing through both the student-athlete handbook and the "Student Host" form.

Binghamton University and its Athletics Department is committed to the strict adherence of all NCAA rules and University policies regarding official/unofficial visits. Failure to abide by these rules and/or policies will not be tolerated. Any individual (coach, staff member, or student-athlete) who violates these rules and/or policies will face disciplinary action, which could result in institutional sanctions. In addition, all incidents of non-compliance will be reported to the America East Conference Office in accordance with their reporting procedures.

#### Student Host Regulations:

One of the most important roles a student-athlete may play in the recruitment of prospective student-athletes will be acting as a student-host during the visit of a prospect to our campus. While hosting a student-athlete the NCAA and our institution have established certain rules, which must be abided by. Please refer to the following web site for "Student Host Guidelines":

<http://www.bubearcats.com/compliance/compliance-guidelines.html>

If at any time a student-athlete feels his/her coach, athletics staff member or booster asks him/her to assist in the recruitment of a prospect and he/she believes it is contrary to any NCAA or institutional regulation, the student-athlete should report this to the Office of NCAA Compliance.

#### TRANSFERS

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

If a student-athlete wishes to transfer from Binghamton University, he/she should follow this list of steps, before he/she begins contacting other institutions:

- Contact your head coach and inform him/her that you would like to transfer and will be seeking a release,
- Contact the Office of NCAA Compliance to complete the necessary paperwork to request a release. Please be prepared to advise the Office of NCAA Compliance at this time as to which school you would like to receive a copy of a release, if granted, and
- If your request for a release is denied, you will be advised in writing by the Office of Compliance and be given the opportunity to request a hearing to appeal the decision. It is the philosophy of the Athletic Department to assist student-athletes in obtaining an optimal educational setting. As such, most requests for release are approved in the best interest of the student-athlete.

## TIME LIMITS FOR ATHLETICALLY RELATED ACTIVITIES

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

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

The maximum amount of time during the academic year student-athletes are permitted to spend on the above activities is 4 hours per day and student-athletes are required to be given one day off per week. During the declared playing/practice season the student-athlete is limited to 20 hours per week. Outside of the declared playing/practice season the maximum amount of time, during the academic year only, student-athletes are permitted to spend 8 hours per week on the activities listed below:

- Required weight training and conditioning,
- A maximum of two hours of required individual skill instruction training sessions with a member of the coaching staff.
  - From September 15 to April 15
    - More than four student-athletes from the team may be involved in skill-related instruction with their coaches.
  - Prior to September 15 and after April 15
    - No more than four student-athletes from the team may be involved in skill-related instruction with their coaches at any one time in any facility.
- Required to have two days off per week.

Please remember that these limits have been established to protect the student-athlete. If a student-athlete feels that these limits are being exceeded please contact the Office of NCAA Compliance. It is the policy of Binghamton University to have each student-athlete sign a form listing their countable athletic hours each week. If this form does not accurately reflect the hours a student-athlete participated for that week, he/she should not sign the form and bring the situation to the attention of the Office of Compliance.

## COMPLIANCE AND ELIGIBILITY

Compliance with the University and NCAA rules and regulations is critical and necessary for success at the intercollegiate level. Rules and regulations have been established in order to provide a framework for fair competition with an appropriate balance between educational and athletic pursuits.

The University is committed to operating within the established rules and regulations. That commitment is critical to the integrity of this University. With that in mind, you are asked to assist in ensuring that all rules and regulations are followed.

The following is a short review of selected topics that each student-athlete needs to be familiar with in order to maintain his or her eligibility. Keep in mind that this information is only an outline of selected topics and not a complete review of NCAA regulations relating to student-athlete eligibility. Should any questions arise in any area of NCAA Compliance and Eligibility, the student-athlete should contact the head coach or the Office of Compliance in advance of any action so that his/her eligibility is not jeopardized.

**Seasons of Eligibility:** A student-athlete is generally permitted to compete in his/her sport for four college seasons. A season is considered used by competing in any college contest (game, match, scrimmage), which occurs during all or part of an academic year.

**5-Year Rule:** A student-athlete is limited to five calendar years in which to attempt practice and competition. The five-year clock begins on the first day of initial, full-time enrollment in college.

**Satisfactory Progress, Major Declaration:** A student-athlete must designate a program of study (a major) leading toward a specific baccalaureate degree by the beginning of their fifth college semester and, thereafter, make satisfactory progress toward that specific degree.

**SATISFACTORY PROGRESS REQUIREMENTS FOR STUDENT ATHLETES INITIALLY ENROLLED FULL-TIME ON OR AFTER 2005:**

Please refer to the summary of Division I Academic Eligibility Requirements Chart – [Found on the next page.](#)

## SUMMARY OF THE NEW DIVISION I ACADEMIC ELIGIBILITY REQUIREMENTS

Year of Initial Collegiate Enrollment	Initial-Eligibility Standard	Entering Second Year of Collegiate Enrollment <sup>2</sup>	Entering Third Year of Collegiate Enrollment <sup>3</sup>	Entering Fourth Year of Collegiate Enrollment <sup>4</sup>	Entering Fifth Year of Collegiate Enrollment <sup>5</sup>
<b>2005</b>	Partial-Qualifier Status Eliminated	<ul style="list-style-type: none"> <li>• 24 semester/36 quarter credits</li> <li>• 18/27 credits earned during academic year</li> <li>• 90% of GPA for graduation</li> <li>• Six credits/term</li> <li>• A maximum of six semester/nine quarter hours of remedial courses may be used in the first year</li> </ul>	<ul style="list-style-type: none"> <li>• 40% of degree requirements</li> <li>• 18/27 credits earned during academic year</li> <li>• 95% of GPA for graduation</li> <li>• Six credits/term</li> <li>• Declaration of degree program</li> </ul>	<ul style="list-style-type: none"> <li>• 60% of degree requirements</li> <li>• 18/27 credits earned during academic year</li> <li>• 100% of GPA for graduation</li> <li>• Six credits/term</li> </ul>	<ul style="list-style-type: none"> <li>• 80% of degree requirements</li> <li>• 18/27 credits earned during academic year</li> <li>• 100% of GPA for graduation</li> <li>• Six credits/term</li> </ul>
<b>2008</b>	16 core courses	<ul style="list-style-type: none"> <li>• 24 semester/36 quarter credits</li> <li>• 18/27 credits earned during academic year</li> <li>• 90% of GPA for graduation</li> <li>• Six credits/term</li> <li>• A maximum of six semester/nine quarter hours of remedial courses may be used in the first year</li> </ul>	<ul style="list-style-type: none"> <li>• 40% of degree requirements</li> <li>• 18/27 credits earned during academic year</li> <li>• 95% of GPA for graduation</li> <li>• Six credits/term</li> <li>• Declaration of degree program</li> </ul>	<ul style="list-style-type: none"> <li>• 60% of degree requirements</li> <li>• 18/27 credits earned during academic year</li> <li>• 100% of GPA for graduation</li> <li>• Six credits/term</li> </ul>	<ul style="list-style-type: none"> <li>• 80% of degree requirements</li> <li>• 18/27 credits earned during academic year</li> <li>• 100% of GPA for graduation</li> <li>• Six credits/term</li> </ul>

Please Note:

### 14.3.3.1. Fourth Season of Competition – Not a Qualifier

A fourth season of intercollegiate competition shall be granted to a student-athlete who is not a qualifier, provided that at the beginning of the fifth academic year following the student-athlete's initial, full-time collegiate enrollment, the student-athlete has completed at least 80 percent of his or her designated degree program. (Revised: 4/28/05 effective 8/1/05, 1/3/06)

### Continuing Eligibility:

Transfers: A midyear transfer is subject to the above requirements and is able to use any degree credits to satisfy the requirements.

A transfer student-athlete (foreign or domestic) who initially enrolls as a full-time student in any collegiate institution's regular academic term on or after August 1, 2003, will be subject to the academic requirements set forth above.

Part-Time Enrollment: A student-athlete is responsible to earn 18 semester/27 quarter credit hours in any academic year in which the student-athlete was full time during one or more terms. Part-time hours may be used to fulfill this requirement.

Exception: A student-athlete who enrolls in his or her first full-time term of collegiate enrollment following the fall term will not be responsible for earning 18/27 credit hours until he or she has spent a full academic year at the institution.

Summer Credit Hours: Summer credit hours may be used to satisfy the 24-credit-hour requirement when certifying a student-athlete entering his or her second year of collegiate enrollment. Summer hours may also be used to meet the 40/60/80-percent-of-degree requirements.

Remedial, Tutorial or Noncredit Courses: A student-athlete may use remedial, tutorial or noncredit courses earned during his or her first year of collegiate enrollment and when certifying a student-athlete entering his or her second year of collegiate enrollment. These courses may be used to meet the 24-semester/36-quarter credit-hour requirement, but may not exceed six semester/nine quarter total credit hours.

Six Credit Hours: All student-athletes, including those currently enrolled, must successfully complete at least six (6) semester or quarter hours in the previous regular academic term of full-time enrollment to be eligible to participate in the next regular academic term (pursuant to the adoption of Proposal Nos. 2002-66 and 2002-70).

## REPORTING NCAA VIOLATIONS

A student-athlete is responsible and accountable for reporting any violation of NCAA regulations in which he or she may be involved and is responsible for reporting any such action(s) to the Office of Compliance. A student-athlete is required to furnish complete and accurate information relevant to any investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or Binghamton University.

Binghamton University Office of NCAA Compliance

David Eagan

Associate Athletic Director, Compliance

607-777-2798

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Linda Reynolds

Compliance Assistant

607-777-5050

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# FINANCIAL AID AND STUDENT EMPLOYMENT

The mission of the Office of Financial Aid and Student Employment at Binghamton University is to facilitate access to education by providing financial aid services efficiently and effectively. To obtain maximum consideration for financial aid, students must study the information available, follow instructions provided on application forms and other materials, and pay careful attention to deadline dates. Timely submission of application forms and other required documents enable the staff to process requests.

## APPLYING FOR FINANCIAL AID

To apply and be eligible for all types of financial aid one must complete the Free Application for Federal Student Aid (FAFSA) in ONE of the following ways:

- Complete and mail a paper FAFSA to the federal processor;
- Complete an electronic FAFSA on the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov);
- Complete a Renewal FAFSA and mail it to the federal processor or file it electronically on the Internet at <http://www.fafsa.ed.gov>

Be sure to list Binghamton's federal school code = 002836.

To ensure that one is given maximum consideration for financial aid programs, he/she MUST mail or electronically file the FAFSA by February 1 EACH YEAR.

Upon filing the FAFSA, New York State residents attending New York State schools will receive a preprinted Electronic TAP Application (ETA) from Higher Education Services Corporation (HESC). This form must be reviewed, completed, signed and returned to HESC. Be sure to list Binghamton's state code = 0880

NCAA REGULATIONS THAT AFFECT FINANCIAL AID (and possibly your athletic eligibility and athletic grant):

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

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

Employment - NCAA regulations require Binghamton University to track student-athlete employment history both during the summer and academic year. Therefore, student-athletes

must report any employment to the Office of Compliance, and must provide this information on the BU Student-Athlete Clearance and Eligibility Form.

- All compensation received must be consistent with NCAA legislation,
- Compensation may be paid only for 1) work actually performed, and 2) at a rate commensurate with the going rate for similar services in that locality, and
- Compensation may not include any remuneration for value or utility that a student-athlete may have for the employer because of publicity, reputation, or personal following that he/she has obtained because of athletics ability.

Violations of the above Regulations may lead to loss of your athletic eligibility and athletic grant money. DO NOT JEOPARDIZE YOUR FUTURE IN COLLEGIATE ATHLETICS.

#### ATHLETICS GRANTS-IN-AID

Term of Award - Athletic aid cannot be offered or awarded for a period of more than one academic year. However, it can be renewed in subsequent years.

Cancellation/Reduction/Non-renewal of Athletics Scholarship - The NCAA permits an institution to reduce or cancel an athletics' scholarship during the term of the award if student-athletes:

- Intentionally provide fraudulent information on their letter of intent, admission applications and financial aid agreements,
- Render themselves ineligible for intercollegiate competition,
- Engage in serious misconduct,
- Voluntarily withdraw from the sport,
- Student-athletes whose athletics aid is reduced or canceled for any of the reasons listed above will be notified in writing of the cancellation and of their right to a prompt appeals hearing before the institution's regular financial aid authority,
- Athletics aid must be reduced if a student-athlete exceeds the limits established by NCAA regulations. Athletics aid must be canceled if student-athletes are either under contract to a professional sports organization or being paid by a professional sports organization, and
- Athletics aid cannot be increased, reduced or canceled during the period of the award because of the student-athlete's illness, injury, athletics performance, ability or any other athletics reason. An institution may not set forth an athletically related condition (e.g., financial aid contingent upon specified performance or playing a specific position) that would permit the institution to reduce or cancel the student-athlete's financial aid during the period of award if the conditions are not satisfied.

Non-Renewal of Athletics Scholarship in Subsequent Years - The NCAA requires all institutions to notify any student-athlete who received an athletics' scholarship during the academic year and has eligibility remaining in that sport to be notified as to whether their athletics' scholarship will be renewed, canceled or reduced by July 1. If athletics financial aid is to be reduced or is not to be renewed, the student-athlete is entitled to a prompt appeals hearing before the institution's regular financial aid authority.

Appeals Process - Student-athletes have the right to a prompt hearing whenever their athletic grant is reduced, canceled or not renewed. Binghamton University will notify the student-athlete in writing of the opportunity to request an appeals hearing. Student-athletes have the following obligations during the appeal process:

- The student-athlete must request the appeal hearing by the date specified in the notification letter, and
- Upon receiving the request the student-athlete will receive instructions from the Office of Financial Aid and a hearing date will be set.

Athletic Grants for Summer School - The following NCAA regulations apply to summer school athletic funding:

- In Division I, a student-athlete may not receive athletically related aid in order to attend summer school, unless the student-athlete received athletically related financial aid during the previous academic year. A student-athlete may only receive aid in proportion to the amount of athletically related financial aid to the student-athlete received during his or her previous academic year. The proportionality restriction shall not apply to a student-athlete who has exhausted his or her eligibility and is enrolled in a summer program of studies that will permit the student-athlete to complete his or her degree requirements.

Post-eligibility Athletic Aid -The following NCAA regulations apply to Post-eligibility athletic funding:

- The aid must be awarded within six years after initial enrollment in a collegiate institution and may not have received such aid for more than five years during that period;

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

# SECTION IV – Student Athlete Services and Special Programs

## Student-Athlete Success Center (SASC)

The Student-Athlete Success Center is a student-oriented resource center designed with the overall success of the student-athlete in mind. The student services staff is committed to integrating the student-athlete fully into the college environment in order to maximize the educational benefit of the entire collegiate experience. We operate under the central tenet that college is a place for intellectual discourse and that students should engage actively in the academic life of the university.

### LOCATION

Student-Athlete Success Center: West Gym, Room 54

Tutoring & Programming area: West Gym, Room 57 (Monday - Thursday 3pm - 8pm & Friday 3pm - 5pm)

### HOURS

Monday 8am - 8pm

Tuesday 8am - 8pm

Wednesday 8am - 8pm

Thursday 8am - 8pm

Friday 8am - 5pm

### STUDY HALL

Study Hall is determined on a team by team basis. It is monitored on the Artemis Study Hall Tracking System. Study Hall will take place in the Student-Athlete Success Center. Other arrangements can be made if necessary.

### COMPETITION TRAVEL LETTER

Each student-athlete obtains a letter from the Student-Athlete Success Center at the start of their travel season. This letter is to inform faculty of a potential time conflict with their class due to athletic competition. At times, student-athletes participating in Intercollegiate Athletics will be absent from regularly scheduled class session. While we fully understand the importance of classroom attendance, we respectfully request cooperation in accordance with University policy, (Faculty-Staff Handbook, VII.B.2.), to accommodate student-athlete participation in an official University event.

Each student-athlete is responsible for notifying faculty in advance of any potential absence and making the proper arrangements to make up missed work in a reasonable amount of time. The Student-Athlete Success Center staff is willing to assist in the coordination of any missed assignments or exams. We appreciate the assistance of faculty as Binghamton University student-athletes strive to achieve excellence both in the classroom and in their athletic endeavors.

## LAPTOP SIGN-OUT

### 1. SASC Use

- Sign out/in SASC
- Available for use during study hall
- Must remain in SASC

### 2. Team Travel

- Must request 48 hours prior to travel date
- Sign out/in SASC
- Must complete laptop team travel form & return to SASC
- Must save all work on a separate device; no saving personal work
- Laptop must be brought back to SASC upon return to campus

## TUTORING SERVICES

### 1. SASC Tutoring

MATH - Calc courses & higher Monday Evenings at 5:00 PM in Classroom 57

History 103A & History 104A: Monday Evenings from 6:00 to 7:00 PM in Classroom 57

### 2. Center for Academic Excellence Tutoring:

<http://cae.binghamton.edu/Welcome.html> Tutoring services are provided to all BU students at the College-In-the-Woods (CIW) Library

### 3. Group tutoring for specific classes on a semester by semester basis

## LEADERSHIP & CAREER DEVELOPMENT PROGRAMS

### 1. NCAA Life Skills Program

Binghamton University continues its participation in the NCAA CHAMPS Life Skills Program. The CHAMPS/Life Skills Program was created by the NCAA to support the student development initiatives of its member institutions and to enhance the quality of the student-athlete experience within the university setting. In the process of achieving this mission, the CHAMPS/Life Skills Program will:

- Promote student-athletes' ownership of their academic, athletic, career, personal and community responsibilities.
- Meet the changing needs of student-athletes.

- Promote respect for diversity and inclusion among student-athletes.
  - Assist student-athletes in identifying and applying transferable skills.
  - Enhance partnerships between the NCAA, member institutions and their communities for the purpose of education.
  - Foster an environment that encourages student-athletes to effectively access campus resources.
  - Encourage the development of character, integrity and leadership skills.
2. Binghamton's Student-Athlete Advisory Committee (SAAC) provides a forum for communication between Binghamton University's student-athlete population and the athletics administration. The organization serves as a vehicle for education and the dissemination of information in an attempt to develop and maintain positive student-athlete, staff, and faculty relations. SAAC also seeks to promote mutual support for student athletes on campus, to become politically active when needed, and to arrange social events for all student-athletes.
3. Honor Society
- The National College Athlete Honor Society, Chi Alpha Sigma, was founded at DePauw University, Greencastle, IN, on May 17, 1996, as a student-athlete honor society for the recognition of high academic achievers and sport letter winners at the collegiate level.
- The purposes of this organization are as follows:
- To encourage and reward high academic scholarship of college athletes at four year accredited colleges or universities.
  - To recognize outstanding academic achievement by intercollegiate varsity sport letter winners.
  - To encourage good citizenship, moral character, and friendship among the high academic achievers in college athletics.
  - To recognize and honor the individual athlete, his/her team, sport, athletic department, and college or university.
  - To mentor and provide leadership to other athletes.
  - Selection into the National College Athlete Honor Society is dependent upon the fulfillment of certain criteria without regard to sport or gender.
4. Student-Athlete Success Center Internship Opportunity
- You must apply through the Career Development Center's (CDC) Academic Internship and attend an advising session the semester before your internship. See the CDC website for more information: <http://www2.binghamton.edu/career-development-center/>.
5. Binghamton University Career Series Program
- This program is targeted to those who are sophomores - seniors and includes resume writing, how to find an internship and mock interview workshops.

## MEET YOUR ADVISOR

Ed Scott

Associate Director of Athletics for Student Services

Academic Advisor for Men's Basketball

Email: [EScott@binghamton.edu](mailto:EScott@binghamton.edu)

Alicia Goode

Assistant Director of Athletics, Academics/Student Services

Academic Advisor for Women's Basketball, Baseball and Golf

Email: [AGoode@binghamton.edu](mailto:AGoode@binghamton.edu)

Kim King

Assistant Athletic Director for Leadership & Counseling

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Valerie Carnegie

Academic Counselor

Academic advisor for Men's & Women's Cross Country and Track and Field, Volleyball and Women's Lacrosse.

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Jim Grace

Program Assistant

Academic advisor for Men's Soccer, Men's and Women's Tennis, and Men's Lacrosse.

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Felicia Moreira

Academic Counselor

Academic advisor for Women's Soccer, Women's Swimming & Diving, Wrestling and Softball.

Email: [moreira@binghamton.edu](mailto:moreira@binghamton.edu)

Dan McCormack

Math tutor Monday nights

Email: [DMccorma@binghamton.edu](mailto:DMccorma@binghamton.edu)

## SPORTS INFORMATION DEPARTMENT/MEDIA RELATIONS

Don't forget our website at <http://www.bubearcats.com!!>

The Sports Information staff coordinates media relations, publications, statistics and the web page for the University's intercollegiate athletic program. The staff is responsible for promoting the positive achievements of student-athletes, coaches and teams. In this regard, a member of the sports information staff may put you in contact with various members of the print and electronic media during the year.

Binghamton area fans, as well as your hometown communities are interested in you, and during your athletic career you may be called upon to interact with the media. This is an opportunity to develop and refine your communication skills that can be beneficial in the classroom, with your fellow athletes, and in future business and professional careers.

You have a responsibility to the University, your coaches, and your teammates to have a positive relationship with the media. Since this is a learning experience for most of you, the following hints may provide some guidance in developing a successful relationship:

1. Should a member of the media want an official interview with you, members of the Sports Information Office or your coaching staff will always check with you concerning day, time, and location of an interview (personal or via telephone) before it is scheduled. Some reporters may contact you on their own. This is not out of the ordinary, especially for campus newspapers. If you have a problem with this, let the Sports Information Office or your coaching staff know.
2. Be on time for scheduled interviews. If you have a problem with a scheduled appointment, again, notify the Sports Information Office or your coaching staff so appropriate action can be taken.
3. Be courteous with the media. They are professional journalists who have been assigned to cover Binghamton University athletics. They should also treat you with professional courtesy.
4. During an interview, avoid criticism of any type.
5. Do not respond to a question if you do not wish to respond. Simply say, "I'd rather not discuss the subject." Remember, if you don't want to read, see, or hear it in the media, don't say it.
6. If you feel uncomfortable with the questions, answers, or general tone of the interview, politely end the interview and consult with John Hartrick, Associate Athletics Director for Communications.
7. If you are pleased with the results of an interview, take time to let the reporter know by dropping a note or saying hello the next time you meet.

## ANNUAL ATHLETIC AWARDS

### ECAC Merit Medal\*

The Eastern College Athletic Conference medals are presented by the Department to honor the student-athletes with the highest cumulative grade-point averages (minimum junior status and three semesters at Binghamton).

### BUAC Citizenship Awards

The Binghamton University Athletic Club Citizenship Awards are presented to graduating student-athletes who have displayed sportsmanship, leadership, and community service involvement throughout their careers.

### Student Athletic Trainer of the Year

Presented to a graduating senior who has contributed significantly to the athletics program and the care of the athletes at Binghamton. The award is based on dedication, leadership, and willingness to learn about the sports medicine field. Donated by Orthopedic Associates of 65 Pennsylvania Avenue.

### Student Athletic Trainer Scholarship Award

Presented by Orthopedic Associates of 65 Pennsylvania Avenue to a student who has been involved in the student athletic trainers program for at least one year, and who demonstrates integrity, ethics, and an unconditional caring for people. First preference will be given to a student who has achieved a grade point average of 3.0 for at least four semesters.

### John Bilos Alumni Awards

Awarded to a graduating senior man and woman who have shown significant career performance in athletics. The awards are named in honor of 1950 alumnus John Bilos, who participated in athletics and other student activities.

### Jesse Godfrey Award (formerly the Senior Merit Award)

Presented to a graduating senior woman who has contributed significantly to the athletics program at Binghamton. The award is based on career athletic achievement, leadership, and other meaningful contributions to the University. It is not limited to varsity athletes.

### The Jake Pitler Award

Presented to a graduating senior man who has contributed significantly to the athletics program at Binghamton. The award is based on career athletic achievement, leadership, and other meaningful contributions to the University. It is not limited to varsity athletes.

### Director's Award

This award is presented in recognition of outstanding contribution to the athletics program. Recipients may include current and past varsity athletes, coaches, or general supporters of the athletics program.

### Athlete of the Year Award

The award is based on outstanding athletic ability and achievement during the school year. Two recipients are selected, one male and one female.