

2007-2008

**Student-Athlete
Handbook
&
Day Planner**



Monmouth University

This Planner Belongs To:

Name:

Address:

City, State, Zip:

Phone:

E-mail:

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

LETTER FROM THE DIRECTOR

Dear Student-Athlete,

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

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

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

Welcome!

Sincerely,
Marilyn McNeil, Ed.D.
Director of Athletics.

INTRODUCTION

University Mission Statement

Monmouth University is an independent, comprehensive, teaching-oriented institution of higher learning, committed to service in the public interest, lifelong learning, and the enhancement of the quality of life. Monmouth University promotes creativity, intellectual inquiry, research, and scholarship as integral components of the teaching and learning process. This is accomplished through a dynamic, interactive, interdisciplinary, and personalized education that integrates theory and practice with traditional and progressive pedagogical approaches. Cognizant of cultural diversity and the dynamics of scientific, social, and technological change, faculty and staff engage in ongoing assessment and improvement of the curriculum and other university programs to meet the needs of students and the community. Monmouth University enables undergraduate and graduate students to pursue their educational goals, determine the direction of their lives, and contribute significantly to their profession, community, and society.

Athletics Department Mission Statement

It is the role of the Monmouth University Athletics Department to provide student-athletes with the opportunity to develop their full potential while safeguarding their physical welfare in an environment that promotes both high academic standards, development of leadership capabilities and sportsmanship. These objectives are best achieved through a broad-based program, which provides equal opportunity for all its student-athletes and staff regardless of race, color, age, sex, disability, religion, ethnic or national origin, or sexual orientation and which is administered in accordance with the highest principles of intercollegiate athletics competition.

Student-Athlete Code of Conduct

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

- **Make progress towards a degree and graduate from Monmouth University**
Being referred to as a student-athlete, your goals are inherent to your title. Student preceding athlete. Which means your main goal is to advance yourself towards obtaining an academic degree. Academics precede sport. As a student-athlete you are expected to attend class, complete all assignments, and act in an appropriate manner inside the classroom. As a student-athlete you are required to meet all Monmouth University, Northeast Conference, and National Collegiate Athletic Association eligibility policies. Academic integrity is vital to accomplishing your goal of getting a degree and staying eligible to participate in your sport. It isn't just by chance that this component is first in your Code of Conduct; academics are THE most important aspect of your college career.
- **Actively participate in both the campus and surrounding community**
As a member of Monmouth University, and its athletic program you are expected to uphold the tradition of integrity and courtesy on campus and in the community. This means participating and doing what may be asked of you on campus, as well as within the surrounding community. You will be expected to participate in service programs that benefit those in need.
- **Maintain good sportsmanship by respecting opponents, teammates, fans, and officials**
Student-athletes are ambassadors of Monmouth University and will present themselves in a professional manner at all times. Behavior should reflect positively on the reputation of Monmouth University both on and off the "field of play." Disrespecting opponents, teammates, fans, and officials will not be tolerated by the University or the athletic department.

- **Abide by Team, NEC, and NCAA rules**
 There are special responsibilities and requirements that accompany the privilege of being a student-athlete and representing Monmouth University. Thus, as a student-athlete it is your responsibility and obligation to abide by all governing rules, whether they are team, Northeast Conference, or National Collegiate Athletic Association in origin. Monmouth University is proud of its student-athletes and is pleased to have you represent the university in athletic competition. The university expects you to respect these rules regardless of the obligation and accept full responsibility if you fail to follow them and present the university and the athletic department in a negative light.
- **Agree to the MUAOD Education Policy**
 Adherence to the Monmouth University Alcohol and Other Drug Education Policy can be achieved by avoiding the abuse of alcohol and the unauthorized use of controlled substances and performance enhancing drugs. Monmouth University student-athletes are expected to give a signature in agreement to the rules and regulations set forth for their safety and success. All student-athletes will take responsibility for their actions and follow any and all sanctions coinciding with their decisions. Student-athletes who are committed to the policy will contribute to a healthy and safe environment for Monmouth University, the athletic department, and the community.
- **Have an open mind toward other's cultural beliefs and backgrounds**
 Although they may sometimes conflict with your own beliefs or contrast your own background, tolerance of the differences of others is essential to the peaceful functioning of any environment. Be open to understanding, and slow to make judgments on others. Always keep in mind the importance of respecting the beliefs, cultures, and sexual orientation of others because like your own, they are often held with high regard by those who possess them.
- **Adhere to the law and respect the rights and property of others**
 Everyone is entitled to their own rights and property. You will respect these as you would want others to

respect you. Thus, any violation of criminal law is deplorable and will not be tolerated. In addition, any behavior that is unbecoming to Monmouth University, including hazing is intolerable. The University community takes pride in our appearance; you are not to diminish it in any way. Any indication of vandalism towards the athletic facilities, main campus, or an opponent's campus will also not be tolerated.

- **Respect Myself**
- **Respect the Game**
- **Conduct myself like a Champion...**

A violation of the Code of Conduct will be reviewed by your Head Coach and the Director of Athletics and when applicable may be subject to disciplinary action.

Statement of Compliance

It is the intent of Monmouth University to comply with all applicable rules and regulations of the NCAA. Monitoring will be provided to assure compliance and to identify and report to the NCAA instances in which compliance was not achieved. Members of the staff, student-athletes and other individuals and groups representing the institution's athletics interest shall comply with all applicable rules and regulations.

Coaches and staff members are required to report any and all violations. Additionally, coaches and staff members shall provide assistance and encouragement to any student-athlete who wishes to report potential violations. Coaches are instructed to direct student-athletes who have rules questions or compliance concerns to the Associate Athletics Director in charge of compliance.

Coaches will affirm their compliance with these policies by annually signing the NCAA Certificate of Compliance.

Athletics Department Statement of Sportsmanship

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

ADMINISTRATION/STAFF

Dr. Marilyn McNeil - Director of Athletics	263-5189
Jeff Stapleton – Senior Associate Athletics Director/Internal Operations	571-3673
Jennifer Thomas - Associate Athletics Director/Student Development	
Senior Women's Administrator	571-3668
Karen Edson - Associate Athletics Director/Business Affairs	571-3670
Patti Adorna – Associate Athletics Director	571-3604
Tina Sevastakis - Coordinator of the Academic Center	571-7572
Clint Wulfkotte - Associate Athletics Director/Major Gifts	571-5750
Chris Tobin – Assistant Athletics Director for Communications	263-5180
Greg Viscomi- Assistant Director of Athletics Communications	571-4447
Ed Occhipinti – Athletics Communications Assistant	263-5834
Doug Pardon – Associate Athletics Director/Sports Medicine	571-3672
Simon Rosenblum- Associate Athletic Trainer	263-5249
Adam Smith –Assistant Athletic Trainer	263-5252
Rebecca McClelland – Assistant Athletic Trainer	263-5252
Vanessa Christensen	263-5252
Tracie Thomson – Assistant Athletic Trainer	263-5252
TBA – Assistant Athletic Trainer	263-5252
Victoria Pirher – Study Hall Director	263-5734
Greg Decos - Equipment and Laundry Manager	263-5552
Jim Matsutani – Assistant Equipment & Laundry Manager	263-5553
Richard Carragher - Assistant Athletics Director/Events Mgmt.	571-3675
Tom Battaglia- Coordinator Strength/Conditioning & Fitness Center	263-5276
Marta Neumann – Exercise Physiologist	263-5790
Jim Renae – Assistant Strength & Conditioning Coordinator	263-5276
Jon Jackman – Assistant Director of Fitness Center	263-5350
Jon Cascone - Intramural & Recreation Director	263-5187
Keith Olenik – Assistant Intramural & Recreation Director	263-5387
Cliff Rowley- Assistant Director for Promotions, Marketing & Spirit	263-5833
Dr. David Paul - Faculty Athletics Representative	263-5336
Maureen Worth - Assistant to the Director	263-5189
Charlene Siciliano – Secretary	263-5188
Nancy Benanti – Secretary	263-5190

COACHING STAFF

BASEBALL

Dean Ehehalt - Head Baseball Coach	263-5186
Michael Campagna - Assistant Coach	263-5524
Charles Ristano –Assistant Coach	263-5347

MEN'S BASKETBALL

Dave Calloway - Head Coach	571-7584
Mark Calzonetti - Assistant Coach	571-4420
Chris Kenny - Assistant Coach	263-5184
Ron Krayl - Assistant Coach	263-5184

WOMEN'S BASKETBALL

Michele Baxter-Woods - Head Coach	263-5178
Felicia Burroughs – Assistant Coach	571-3565
Jim Baxter - Assistant Coach	263-5183
Jewonda Bright – Assistant Coach	263-5343

FIELD HOCKEY

Carli Figlio - Head Coach	263-5322
Jill DiSanti - Assistant Coach	263-5348

FOOTBALL

Kevin Callahan - Head Coach	571-7582
Andy Bobik - Defensive Coordinator/Linebackers	263-5179
Mark Fabish - Offensive Coordinator/Quarterbacks	263-5181
Scott Van Zile - Running Backs	263-5497
Larry Zdilla - Defensive Backs	263-5836
Brian Gabriel - Offensive Line	263-5182
Brev Creech – Defensive Line	263-5496
Jeff Gallo – Assistant	263-5495
Chris Damian – Assistant	263-5185

MEN'S GOLF

Dennis Shea - Director of Golf/Head Coach	263-5177
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WOMEN'S GOLF

Sherri McDonald - Head Coach	571-4426
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WOMEN'S LACROSSE

Kelly McCardell - Head Coach	263-5556
Erin Riordan - Assistant Coach	263-5655
Cristina Curiale – Assistant Coach	263-5840

MEN'S SOCCER

Robert McCourt - Head Coach	263-5150
Matt Friel - Assistant Coach	263-5210

WOMEN'S SOCCER

Krissy Turner - Head Coach	571-4410
Bonnie Young - Assistant Coach	263-5210
Harvey Meldrum- Assistant Coach	263-5835

SOFTBALL

Carol Sullivan - Head Coach	263-3648
Greg Lamanna - Assistant Coach	263-5341
Michele O'Toole – Assistant Coach	263-5351

MEN'S TENNIS

Michael Cook – Director of Tennis/Head Coach	263-5187
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WOMEN'S TENNIS

Patrice Murray - Head Coach	263-5175
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MEN'S & WOMEN'S TRACK & FIELD and CROSS COUNTRY

Joe Compagni - Director	571-3676
Brian Hirshblond - Assistant Coach	263-5742
Abraham Flores – Assistant Coach	263-5176
TBA - Assistant Coach	263-5782

CHEERLEADING

Amanda Grace- Head Coach	263-5175
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WHERE TO GO FOR . . .

Student Development (Academic Support)

Jennifer Thomas – Athletics Department - 571-3668

Sports Medicine, Drug Testing, Medical Insurance Coverage

Doug Padron - Boylan Gym - 571-3672

Communications, Media Relations, Publications, Internet, Awards

Chris Tobin, Greg Viscomi, Ed Occhipinti- Athletics Department - 571-4447

Eligibility/NCAA Rules/Reporting a Violation

Jennifer Thomas - Athletics Department - 571-3668

NCAA Faculty Athletics Representative

David Paul – Marketing/Bey Hall - 571-5336

Business Affairs, Tickets, Team Travel, Financial Aid

Karen Edson - Athletics Department - 571-3415

Facilities, Event Management

Jeff Stapleton - Athletics Department - 571-3673

Richard Carragher – Athletics Department – 571-3675

Recruiting

Jennifer Thomas - Athletics Department - 571-3673

Intramurals/Recreation Hours

Jon Cascone – 700 Building - 263-5187

Equipment/Laundry

Greg Decos & Jim Matsutani- Boylan Gym - 571-5552

Fitness Center/strength & conditioning

Tom Battaglia and Jim Renae – Boylan Gym - 263-5276

MSAAC (Monmouth Student-Athlete Advisory Committee)

Jennifer Thomas, Ext. 3668, Cliff Rowley, Ext. 5833, Ed Occhipinti, Ext. 5834, Athletics Dept.

Financial Aid

Claire Alasio, Wilson Hall, Ext. 3463

Rob Hennessey, Wilson Hall Ext. 7552

Housing/Residential Life/Health Center

Jim Pillar - 571-3585

ACADEMIC SUPPORT

The Office of Student Development provides the following services to each student-athlete during their career at Monmouth.

- Monitoring of academic progress
- General academic counseling
- Study table
- Tutorial Support
- Assistance with class scheduling & class registration
- Class excuse form distribution
- Laptop loan program

Class Scheduling

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

Coaches are expected to provide their teams with game schedules including anticipated departure and arrival times and dates in order for athletes to avoid conflict prior to registration.

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

It is each student-athlete's responsibility to construct a class schedule with minimal team conflict and missed class time (when feasible). **Remember, academics come first!**

Student-Athlete Academic Responsibilities

- Accept full responsibility for your educational development.
- If you don't know, ask!
- Make satisfactory progress toward graduation each semester.
- Know and understand NCAA eligibility requirements.
- Verify major declaration for accuracy with the registrar's office.
- Maintain academic integrity and never misrepresent your work.

- Register for classes on the first day of priority registration.
- Attend every class and be on time.
- Manage your time effectively.
- Sit in front, be an active learner, participate, ask questions and get involved.
- Get to know your professors and communicate with them early and often.
- Understand and follow class policies. Read your syllabus and know important dates for assignments and tests.
- Hand in assignments on time and study for exams in advance.
- Study 1-hour minimum each day for every class.
- Purchase required course materials the first week of class.
- Honor all academic appointments with all advisors, faculty and staff.
- Seek permission from each professor for missed class time due to competition and travel. Submit necessary excuse forms to professors at the beginning of each semester for both partial and complete class absences.
- Honor and abide by all rules and regulations set forth by your coach, those stated in the University Handbook and this Student-Athlete Handbook.
- Represent yourself, your team and Monmouth University with pride, class and dignity.
- Have fun!

Class Attendance Policy

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

- The first day of class, each student-athlete is required to inform each professor of team commitments and scheduling conflicts. If the professor at this time believes this to be a potential problem that can negatively affect the student-athlete's grade, it may be necessary to drop the course. Prudence should be used.
- Obtain the approved class excuse forms from Academic Support Services the first week of the semester. One

form should be submitted for each missed class (not one for each professor).

- Fill out each form completely, accurately, and legibly. Head coaches must inform their teams of estimated travel departure and arrival times in advance. Student-athletes should not hand in incomplete forms.
- Student-athletes should submit class excuse forms for all missed classes at the same time - within two weeks after the start of the semester...the sooner the better. Then, verbally remind professors during the class before the excused absence.

NOTE: Class cannot be missed for field maintenance, game setups, etc. In the event a competition is rescheduled without sufficient warning (due to weather or other unforeseen circumstances), as much notice as possible should be given to professors.

Summer School

Any student-athlete wishing to take additional classes - either to get ahead academically, catch up, or to restore eligibility for the following school year, may do so over the course of the summer. **All summer courses must be approved by Monmouth University before enrollment.** There are three summer sessions to choose from, with optional four and six week course offerings.

Summer school is not an extension of the previous academic school year so be advised that financial arrangements are the responsibility of each student-athlete. **For those athletes receiving athletic grant money, special permission must be granted before enrolling in the course(s).** Any change in a summer school course(s) must be approved by the Director of Academic Support Services. **If prior approval is not sought and then granted, athletic grant monies will not finance the course.** Please also note that athletic grant monies in the summer are proportionate to the amount received during the academic year.

The summer school request form can be found in the office of Academic Support Services. In the event that summer session funding may be limited, the following priority sequence will be followed:

1. Credits needed for graduation (seniors)
2. Satisfactory progress toward graduation

3. Ineligible student-athletes
4. Keep pace for graduation (avg. 16 credits per/semester)

Other factors to consider:

- grade point average and credit load history (academic history)
- athletic and academic profile (program commitments, is student-athlete meeting obligations & responsibilities, etc.)
- scholarship award

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

Life Skills

To better prepare student-athletes for the challenges of life beyond the playing field, the NCAA has developed the CHAMPS/Life Skills Program. The Life Skills Program at Monmouth was designed not only to bridge the gap from college life to life after graduation, but will also assist student-athletes with meeting daily challenges in their college years. Because athletic involvement often prohibits student-athletes from accessing campus services, Life Skills supplements current programming by way of required classes for freshmen and upperclassmen.

Life Skills is a systematic program emphasizing five critical areas of personal growth and development. These five areas encompass academic excellence, athletics excellence, personal development, community service and career development. A committee representative of faculty, staff, coaches and student-athletes, worked diligently to tailor the Life Skills Program to the specific needs of Monmouth University's student-athletes.

Two classes for credit are offered each semester involving NCAA Life Skills curriculum. "Freshman Seminar" and "Career Search" are the courses that freshman and upper class student-athletes are encouraged to take. Classes are predominately taught by athletics department staff members, and taught exclusively to student-athletes.

Freshman Seminar for Athletes

Topics include: Study Strategies, Time Management, Manners & Etiquette, Values, Media Relations, Sexual Responsibility, Diversity, Leadership Training

Career Search Seminar

Topics include: Job Strategies, Resume Writing, Cover Letters, Interviewing Techniques, Financial Planning, Life after Sports.

Achievement Awards

The Marilyn Parker Award

In an effort to recognize team academic excellence, Academic Support Services will honor a men's and a women's team with the highest grade point average at the conclusion of each semester. For their academic achievement, the team's name, the semester, and the semester grade point average will be engraved on a plaque that is displayed in Athletics Department.

Most Improved Team Grade-Point Average Award

Each semester, the team that makes the greatest improvement in the semester grade point average will be so recognized for Academic Achievement.

Kelsey Award

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

Team Community Service Award

Presented annually by MSAAC to the team with the most community service.

Bill Boylan Award

Presented annually to the male and female senior student athlete who best demonstrates the traits of leadership, sportsmanship, scholarship and athletic ability that were so constant in the career of Coach Bill Boylan at Monmouth.

Joan Martin Award

Presented annually to that male and female senior student athlete who has shown dedication to their team while staying the course through adversity.

Student Athlete of the Year

This award is presented annually a male and a female athlete in recognition of outstanding athletic accomplishment.

2007-08 Academic Calendar

2007 Fall Semester

End of Continuing Registration	8/30/2007
CLASSES BEGIN (8: 30 a.m.)	9/4/2007
Late Registration, Add/Drop	9/4/2007-9/11/2007
Leave of Absence Deadline	9/11/2007
January 2008 Graduation Applications due	9/28/2007
Founders Day Convocation	10/10/2007
Last Day to Withdraw with "W" Grade	11/6/2007
Thanksgiving Holiday	11/22-23/2007
CLASSES END	12/12/2007
Reading Day	12/13/2005
Final Exam Period	12/14/06 – 12/20/07

2008 Spring Semester

End of Continuing Registration	1/17/2008
Martin Luther King Holiday	1/21/2008
CLASSES BEGIN 8: 30 AM	1/22/2008
Late Registration, Add/Drop	1/22/08 – 1/29/08

Leave of Absence Deadline	1/29/2008
Application due for May 2008 Graduation	1/31/2008
May Graduates Deadline Waivers & Substitutions	3/3/2008
Graduation Applications Due for July & August	3/1/2008
Spring Break	3/10/08– 3/14/08
Last Day to Withdraw with “W” Grade	3/31/2008
Priority Registration	4/3/08 – 4/18/08
CLASSES END	5/05/2008
Reading Day	5/6/2008
Final Examination Period	5/7/08 – 5/13/08
COMMENCEMENT	5/21/2008

QUICK GUIDE....

How to Graduate In Four Years

- Graduate with a 2.0 overall GPA & at least a 2.1 in your major.
- Sign up for graduation/audit as soon as major is declared.
- Pass 16 credits per/semester or 32 credits in an academic year {including summer}...based on a 128 credit degree program.
- Pass the writing proficiency exam.
- Fulfill the experiential education requirement.
- Plan ahead. Be aware of prerequisite courses & when particular courses are offered. Seek advice from department advisors within your major for course combinations & course sequences to take
- Take into consideration semesters where student teaching, internships, co-ops, or seminar courses {400 level} will be taken. Often in these

semesters, it is recommended & necessary to lessen the credit load

How to Stay Eligible for Competition

- Never drop below 12 credits (full-time status).
- Pass 6 credits every semester.
- Pass 18 credits every academic year.
- Be financially responsible & pay all bills promptly!
- Maintain a **minimum** cumulative grade point average of 2.0.
- Declare a major by the 5th semester.
- Transfer students have a **thorough** transcript evaluation of your intended major prior to enrollment.
- **Never take more free elective credits than allowed within your major.**
- Always pass 24 credits **IN YOUR MAJOR OF RECORD** {MINOR courses do not count} in a given academic year {including summer} however 18 of those credits must be earned in the Fall & Spring semesters.
- Make degree progress each year according to the NCAA guidelines.
- Adhere to all University, athletics department, and team policies & procedures.
- Stay **off** University disciplinary probation.

CLASS PLANNING GUIDE

Advisor Meeting

- Make an early appointment.
- Inform advisor that you are an athlete.
- Be prepared for the meeting by having a:
 - ✓ Course schedule book
 - ✓ Frame sheet
 - ✓ Curriculum chart for both major and minor
 - ✓ Copy of your audit (if you have one)
 - ✓ Game, practice and travel schedule from coach
 - ✓ Tentative, thought out schedule
 - ✓ Choices for alternate courses as a backup.
- Clear all blocks, financial and others, before the first day of registration.

- Double check schedule for mistakes.
- Pull class schedule the day of priority registration for accuracy. If there are problems or conflicts, see advisor.
- If an advisor agrees to input your card into the computer, make certain it gets done.

Advising Tips

- Refer to "How to Stay Eligible as a Student-Athlete" before constructing schedule.
- Eligibility issues must remain a priority.
- You are responsible for your educational progress. If you have questions, don't hesitate to ask them. Do not assume anything.
- If a class will be missed more than 3 times due to athletics, do not take it. Pick another section of the class or check with the professor in advance for approval.
- When making a schedule, take into consideration the following: Graduation Date (Do you have the number of credits you need?), Credit Load (What is a comfortable load in the traditional vs. non-traditional season?), Course Combinations, Professors, Course Prerequisites/ Co-requisites, Course Offerings (Every course is not offered every semester or every summer, so plan ahead.).

FINANCIAL AID

Initial Athletics Grants-in-Aid

The Department of Athletics offers a limited number of grants-in-aid, called athletic scholarships, to those student-athletes who have shown a commitment to achieve academically and possess the desire and ability to compete on a level consistent with the established athletics program at Monmouth University. These grants-in-aid are offered at the discretion of the head coach with the consent and approval of the Director of Athletics and the Director of Financial Aid, within the guidelines prescribed by Monmouth University and the National Collegiate Athletic Association (NCAA).

Procedures for Awarding Athletic Grant-in-Aid

1. The head coach requests the distribution of an initial award to prospective student-athletes.
2. A National Letter of Intent (NLI) is issued to the prospective student-athlete.
3. All grant recipients must comply with both the NLI regulations and the Monmouth University Athletics Grant-In-Aid Agreement. Failure to do so may result in the cancellation of the award.
4. Athletic grants in aid become effective when:
 - A. Incoming freshman have been certified as "qualifier" by the NCAA Initial Eligibility Clearinghouse.
 - B. Recipients of initial grant awards to continuing students or incoming transfer student have been certified as academically eligible to compete by Monmouth University's NCAA Faculty Representative.
 - C. The Free Application of Federal Student Aid (FAFSA) is complete.

Renewals

Athletic grants-in-aid are renewable annually provided the student athlete has the recommendation of the head coach and has complied with the regulations of the Monmouth University Athletic Grant in Aid Agreement. The Director of Financial Aid will notify students before July 1 of the status of their grant. The renewal will be in the amount of the original or initial grant. In very rare and extraordinary circumstances, increases in the amount of the grant may be made in recognition of specific athletic accomplishments.

The following steps will be followed in the renewal of all athletic grants:

1. The head coach approves the renewal of scholarships to returning student-athletes.

2. The student-athlete will be asked to sign the Monmouth University Athletic Grant-In-Aid Agreement on or before May 15th.
3. All student-athlete grant recipients must complete the Free Application for Federal Student Aid (FAFSA) each year.
4. All student-athlete grant recipients must be certified by the NCAA Faculty Representative as eligible to compete.
5. Student-athletes will receive notice of their renewal prior to July 1st, from the Financial Aid office.

Medically Unable to Compete

In the event the student-athlete is unable to continue competing because of a documented medical condition, the student-athlete has the following options:

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

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

Study Abroad and Division I Athletics Financial Aid

Student-Athletes who opt to participate in study abroad opportunities are encouraged to do so during the summer months. If this is not possible, student-athletes should elect to participate during their non-traditional season. As a last resort, student-athletes could opt to study abroad in their traditional season.

However, if either of the last two decisions is made, it is the policy of the Department of Athletics that:

1. all athletics aid for the semester that the study abroad program is in session will be cancelled.
2. student-athletes will have their athletics aid renewed when they return to school in the following

semester. However, only aid for that semester will be renewed.

Non-renewals

If it is decided that an athletics grant-in-aid will not be renewed or that a grant will be reduced for the ensuing academic year, the student athlete will be informed by the financial aid office by July 1.

Grants may be reduced or cancelled for the following reasons:

- A student-athlete renders himself or herself ineligible for intercollegiate competition.
- A student-athlete fails to adhere to the rules and regulations of the Athletics Department or team.
- A student-athlete fails to demonstrate a commitment to his/her sport or to the rehabilitation of any injury or condition.
- A student-athlete fraudulently misrepresents any information on an application, letter of intent or financial aid agreement.
- A student-athlete engages in serious misconduct as found by the university's regular student disciplinary authority (even if the loss-of-aid requirement does not apply to the student body in general).
- A student-athlete voluntarily withdraws from a sport at any time for personal reasons.
- A student-athlete is cut from the program for athletic reasons.
- The student failed to continue athletic participation as defined by:
 1. Attendance and competitive participation at all team or individual practices, meetings and gatherings as called by the specific coach and;
 2. Competitive participation on the field/court as requested by the specific coach.
- The student-athlete has withdrawn from Monmouth University
- The student-athlete will be graduating at the end of this semester.
- The student-athlete signed a professional sports contract for this sport.
- The student-athlete agreed to be represented by an agent and accepted money that causes him/her to exceed the cost of a full grant.

- The student-athlete received aid that causes him/her to exceed their individual limit.

Upon request, the student shall be provided a hearing before the institutional agency making the award. The decision to renew or not renew is left to the discretion of the institution, determined in accordance with its normal practices for the general student population and with the terms of the athletics grant-in-aid agreement and the NCAA by-laws. The following policies and procedures shall be utilized with regard to hearings conducted for cancellation, reduction or non-renewal of athletics grants:

NCAA Financial Aid Appeals Process

1. The Department of Athletics notifies the Financial Aid Office, in writing, that the student's grant is being canceled.
2. The Director of Financial Aid notifies the student, in writing, of the cancellation of his/her Athletic Grant, with a copy forwarded to the Internal Auditor. The student is, concurrently, advised of his/her right to appeal the decision of the Department of Athletics. If the student wishes to appeal, the student must submit a written letter of appeal to the Internal Auditor within five (5) working days of receipt of the cancellation notice. The written appeal must contain a description of the circumstances that led to the cancellation of the athletic grant, reasons why the student believes the decision of the Department of Athletics to cancel was unjust, any supporting documentation, and the names of any witnesses that the student wishes to have testify on his/her behalf. (It should be noted that witnesses will be limited to only those individuals who have direct knowledge of the circumstances surrounding the cancellation of the student's athletic grant.)
3. Upon receipt of the student's request for an appeal hearing, the Internal Auditor will notify the Department of Athletics. A copy of the student's statement along with any supporting documentation provided will be forwarded to the Department of Athletics upon receipt. The Department of Athletics will provide a written account of the circumstances that resulted in the student's athletic grant being cancelled, any supporting documentation, and the names of any witnesses that the

Department wishes to have testify on its behalf. (It should be noted that the witnesses will be limited to only those individuals who have direct knowledge of the circumstances surrounding the cancellation of the student's athletic grant.) The Department of Athletics must provide this statement to the Internal Auditor within five (5) working days. The Internal Auditor will provide a copy of the Department of Athletics' statement along with any supporting documentation provided to the student upon receipt.

4. The Internal Auditor will contact members of the NCAA Financial Aid Appeals Committee to advise that an NCAA appeal hearing is necessary. The committee shall be comprised of representatives from the following campus offices: Academic Affairs, Student Services, and the Life and Career Advising Center (LCAC). The Internal Auditor shall serve as the chair of the committee and will be a non-voting member. Committee members should understand that the scope and purpose of the hearing is to determine simply whether or not the athletic grant should be restored and not whether the student may continue to participate in intercollegiate athletics.
5. Within thirty (30) calendar days of the receipt of the request for an appeal, the Internal Auditor will advise the student and the Department of Athletics of the date, time, and location of the appeal hearing; such notification will be provided to the student and the Department of Athletics no later than five (5) working days prior to the scheduled hearing date.
6. The Internal Auditor will provide to committee members, the student, and the Department of Athletics copies of all statements and names of witnesses. This information shall be provided to same no later than five (5) working days prior to the date of the hearing.
7. The hearing itself will follow the format described below and will be audio taped.
 - Preamble – NCAA Financial Aid Appeals Committee Chair
 - Introductory Statements – Department of Athletics, followed by the Student Athlete
 - Presentation of Witnesses – Department of Athletics, followed by the Student Athlete

Note that witnesses will be present during the hearing only to provide testimony, and will be asked to leave the room for the remainder of the proceedings.

- Questions – Committee, followed by the Department of Athletics, followed by the Student Athlete
 - Closing Remarks – Department of Athletics, followed by the Student Athlete
 - Deliberation – NCAA Financial Aid Appeals Committee
8. It should be noted that, during the hearing, the student may have one University-affiliated representative available to provide supportive counsel; this representative may not be a lawyer. Supportive counsel may advise the student, but may not speak for the student or on the student's behalf. The student's parent(s) may not be present during the appeal hearing, except to testify as a witness having direct knowledge of the circumstances surrounding the cancellation of the student's athletic grant. A member of the Athletics Department will represent the Department of Athletics.
 9. The burden of proof shall be on the Department of Athletics, who must establish by a preponderance of the evidence, or that it is more likely than not, that the Department of Athletics was justified in canceling the student athlete's grant.
 10. The Internal Auditor will provide the student athlete and the Department of Athletics written confirmation of the appeal hearing's outcome within five (5) working days of the conclusion of the hearing. Such written confirmation will be submitted to the Office of the General Counsel for review prior to being released to either the student athlete or the Department of Athletics. Any decision rendered by the committee is final, there being no other avenue of appeal.

Grant-In-Aid Types

- Full Tuition: A full tuition grant represents payment for the cost of tuition of 12 to 18 credits per semester and fees (limited to the comprehensive and lab fees). A student-athlete requesting permission for more than 18 credits per semester must appeal in writing to the Associate Athletics Director for Academic Support Services for approval prior to or before the completion of the first two weeks of class. Failure to do so will result in the student-athlete being billed and responsible for the additional credit costs.
- Tuition Grants: Tuition grants are monies credited toward the cost of tuition. These grants may be issued

in any dollar amount up to the full cost of tuition upon the recommendation of the head coach and with the approval of the Director of Athletics and the Director of Financial Aid.

- **Room:** A student-athlete on a room grant must live on campus. Fifth year and graduate students may live off campus. Student-athletes are expected to follow all rules and regulations concerning residential life and are responsible for any damage they cause in the dorms.
- **Board:** A board grant represents payment of the cost of the 195-meal plus points board.
- **Books:** A book grant represents payment for the cost of all course required books and is awarded only to those students receiving a full athletics grant. It should be noted that the books are supplied by the Athletics Department, remain the property of the Athletics Department and must be returned at the end of the semester.
- **Billing:** Student-athletes should return the bill sent to them to the Bursar's Office even if there is a zero balance showing. Failure to do so could result in all scheduled classes being dropped.

Period of Award & Maximum

The following is quoted directly from the NCAA Manual:

- * NCAA By-law 15.3.3.1 If a student's athletics ability is considered in any degree in awarding financial aid, such aid shall not be awarded in excess of one academic year.
- * NCAA By-law 15.3.3.1.1 A staff member may inform a prospect that the Athletics Department will recommend to the financial authority that the prospect's financial aid be renewed each year for a period of four years and may indicate that the authority always has followed the athletic department's recommendations in the past. However, the prospect must be informed that renewal will not be automatic.
- * NCAA Bylaw 15.1 A student-athlete shall not be eligible to participate in intercollegiate athletics if he or she receives financial aid that exceeds the value of the cost of attendance as defined in Bylaw 15.02.2. A student-athlete may receive institutional financial aid based on athletics ability (per Bylaw 15.02.4.1), outside financial aid for which athletics participation is a major criterion

(per Bylaw 15.2.6.4) and educational expenses awarded per Bylaw 15.2.6.5 up to the value of a full grant-in-aid, plus any other financial aid unrelated to athletics ability up to the cost of attendance.

Special Assistance Fund

The NCAA has created a special assistance fund for student-athletes. In order to qualify for this funding a student-athlete must be:

1. A Pell Grant recipient student-athlete (except for non qualifiers in their initial year) or:
2. A student-athlete receives countable athletically related financial aid from the institution and has demonstrated financial need as determined by an analysis conducted consistent with Federal methodology or the methodology used for all students at the institution.

Listed below are some of the uses permitted by the fund:

- Cost of clothing and other essentials. Up to \$250.00 per semester to Pell Grant recipients and student athletes on an athletic grant with need. This funding cannot be used for uniforms or athletic equipment.
- Cost of expendable academic course supplies (e.g., notebooks, pens, pencils, markers, etc). Monmouth has capped this distribution at \$25.00 per semester. Adjustments may be made for extraordinary course related requirements. Funding may also be available for rental of some nonexpendable supplies (i.e., computer equipment and cameras) that are required for all students enrolled in that course. **Books can not be purchased from this fund.**
- Medical and dental costs not covered by another insurance program. This would include vision therapy (contacts and glasses) and off campus psychological counseling.
- Costs associated with student-athlete family emergencies.

To apply, qualified student athletes should obtain the Special Assistance Funding Request Form from the Athletics Department secretarial staff. Completed, signed, and dated forms should be submitted to the Associate Director of Athletics for Business Affairs in the Athletics Department. The Financial Aid Department will evaluate and apply the

approved methodology to determine the permissible amount of funding that can be dispersed. The Athletics Department will accept requests until the funding is exhausted. Once the funding is used, no more disbursements will be made.

OTHER SUPPORT SERVICES

Monmouth Student-Athlete Advisory Committee (MSAAC)

The mission of the Monmouth Student-Athlete Advisory Committee (MSAAC) is to enhance the total student-athlete experience by providing leadership opportunities, protecting student-athlete welfare and fostering a positive student-athlete image on campus in the surrounding community. MSAAC represents Monmouth student-athletes at the local, regional and national levels on issues related to student-athlete welfare.

The organizational structure of MSAAC consists of a four-person EXECUTIVE BOARD and GENERAL MEMBERSHIP, made up of at least three student-athletes from every team who volunteer or are nominated by their respective coaches

2007-2008 MSAAC - Advisors

Dr. Marilyn McNeil, Director of Athletics, Ext. 3414
Jennifer Thomas, Associate Director of Athletics, Ext. 3668
Cliff Rowley, Assistant Director of Athletics, Ext. 5833
Ed Occhipinti, Communications Assistant, Ext. 5834

2007-2008 MSAAC Executive Board

PRESIDENT – Michael York, Track and Field
VICE PRESIDENT – Kate Bubnis, Soccer
SECRETARY – Aubrey Clark, Field Hockey
TREASURER – Matt Losey, Track and Field

NEC REPRESENTATIVE

Jason Letchko, Tennis

Peer Leadership

In conjunction with the creation of the Athletic Department Alcohol and Other Drug Education Program our Peer Leadership Program was developed. Peer Leaders are student-athletes who have been educated with the resources necessary to advise their fellow teammates in a time of need. The Peer Leaders are not always captains, however they are responsible individuals that are trained to make the correct decisions and set an example for appropriate conduct. They know the resources available within the athletic department and on campus to resolve difficult situations. Peer Leaders are typically selected by their head coach or upperclassmen, but volunteers are also welcome. If you are interested in becoming a member of this program, please contact Doug Padron, Associate Athletic Director/Head Athletic Trainer.

Administrative Support for the Student-Athlete

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

Grievance Procedures

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

address your concerns directly through these avenues, other options are available.

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

Sport Supervisors

Baseball	Jeff Stapleton
Basketball (Men's)	Jeff Stapleton
Basketball (Women's)	Jennifer Thomas
Cross Country, Track and Field	Jennifer Thomas
Field Hockey	Patti Adorna
Football	Jeff Stapleton
Golf (Men's and Women's)	Clint Wulfkotte
Lacrosse	Jennifer Thomas
Soccer (Men's and Women's)	Clint Wulfkotte
Softball	Patti Adorna
Tennis (Men's and Women's)	Patti Adorna

Other administrative personnel are available, easily accessible, and prepared to listen to your concerns. Office locations and numbers are listed in the front of this handbook.

If you have exhausted all of the aforementioned avenues, and you are still not satisfied with the resolution of your grievance you have a right to appeal the matter to the Director of Athletics. The decision of the Director of Athletics will be final.

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

Team Travel Policy

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

If a student needs to be released from this travel mandate, he/she may apply for permission by completing a waiver form. All waiver requests should be made in writing at least 24 hours in advance. These waiver forms are available from your coach. No coach can release a student to his parent(s) or friend unless approval has been obtained. Additionally, no coach can allow a team member to participate at away matches unless he/she has traveled as a member of the official party or has a copy of the signed release.

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

Each coach will inform team members of the dress code required for travel.

Equipment Room Policy

All Monmouth University athletes are required at the beginning of each athletic season to sign for all University issued equipment. Student-athletes will be held responsible for all equipment issued to them by either their coach and/or the equipment manager. At the conclusion of the season, which is dictated by the Head Coach, all athletes will be required to return all University issued equipment to the equipment manager. If the athlete fails to do so, he or she will be held financially responsible for all such equipment and subsequently will be charged a replacement cost for all outstanding items. The replacement costs will be dictated by the Monmouth University Athletics Department with advisement from the equipment manager.

Complimentary Ticket Policy

A participating student-athlete may receive four complimentary admissions at a home or away contest in the sport in which the individual participates (either practice or competes), regardless of whether the student-athlete competes in the contest.

Four complimentary admissions shall be provided through a pass list for individuals designated by the student-athlete. These tickets will be available at the "Will Call" window on game day. "Hard" tickets shall never be provided to a student-athlete.

Monitoring Student-Athlete Welfare

The Monmouth University Department of Athletics reserves the right to require evaluation by appropriate professionals, with regard to a student-athlete who has manifested patterns of behavior that may be/are affecting both the student-athlete's or other student-athlete(s)' educational, psychological or physical well-being to require evaluation by appropriate professionals. Referral for evaluation and assessment will be determined on a case-by-case basis in consultation with Student-Athletes Support Services.

Hazing Policy

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

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

DEFINITION OF HAZING

Hazing: "Any activity expected of someone joining a group that humiliates, degrades, abuses or endangers, regardless of the person's willingness to participate."

(Source: Alfred University Study On Athlete's Initiation Rites)

EXAMPLES OF HAZING

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

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

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

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

HAZING SURVEY

Teams interested in learning more about possible initiation rites within their specific teams are encouraged to survey their team members. Survey instruments are

available through the MSAAC representative. Confidentiality will be assured, and results will be collectively reported to the head coach and the MSAAC representative.

TEAM BONDING AND HEAD COACH PRESENCE

When planning a team activity with team bonding as a theme, the head coach's presence is required.

MSAAC representatives should keep in mind and be sensitive to any team activity that may require a coach's presence.

QUESTIONS ABOUT HAZING

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

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

Student-Athlete Exit Interviews

Student-athletes are asked to participate in an exit interview prior to graduating or when eligibility is exhausted. The purpose of this interview is to elicit responses from athletes about their experiences. Those responses help Monmouth evaluate the programs in order to make changes that will improve the experience for Monmouth's athletes of the future. Therefore, constructive criticism about the athlete's experience is encouraged.

ELIGIBILITY

A student-athlete in an NCAA Division I program has four seasons of eligibility for intercollegiate competition and must complete his/her seasons within five calendar years beginning with the semester that the student first registered as a full-time student in any collegiate institution. A year of eligibility is used as soon as an individual takes part in any competition, including scrimmages, at any two or four year institution. All student-athletes must:

- Maintain amateur status in order to compete.

- Have medical clearance from the Head Trainer in order to practice or compete.
- Maintain full-time enrollment status.
- Be certified as academically eligible.
- Complete and sign all NCAA and Monmouth University certification and compliance forms

No student-athlete may receive financial aid that exceeds the cost of tuition, fees, books, and room and board. It is the responsibility of the student-athlete to contact the Athletics Department for further clarification if he or she is unsure of his/her own personal status, or wishes information on a particular situation.

Initial Eligibility

In order to participate, compete, and receive an athletic grant-in-aid during their freshman year, student-athletes must have their final high school final transcripts, including proof of graduation, and amateurism certified by NCAA Initial Eligibility Clearinghouse.

Maintaining Eligibility

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

Eligibility for Students Enrolling After August 1, 2003

Eligibility for competition shall be determined by the student-athlete's academic record in existence at the beginning of the fall term or at the beginning of any other regular term of that academic year, based upon satisfactory completion of at least:

- (a) Twenty-four semester or 36-quarter hours of academic credit-before the student-athlete enters his or her second year of collegiate enrollment;
- (b) 18-semester or 27-quarter hours of academic credit since the beginning of the previous fall term or since the beginning of the certifying institution's preceding regular two semesters or three quarters. (hours earned during the summer may not be used to fulfill this requirement; and
- (c) Six-semester or -quarter hours of academic credit the preceding regular academic term (e.g., fall semester, winter quarter) in which the student-athlete has been enrolled at any collegiate institution.

Progress Towards Degree

A student-athlete who is entering his or her third year of collegiate enrollment shall have completed successfully at least 40 percent of the course requirements in the student's specific degree program.

A student-athlete who is entering his or her fourth year of collegiate enrollment shall have completed successfully at least 60 percent of the course requirements in the student's specific degree program.

A student-athlete who is entering his or her fifth year of collegiate enrollment shall have completed successfully at least 80 percent of the course requirements in the student's specific degree program. The course requirements must be in the student's specific degree program (as opposed to the student's major).

Transfer Eligibility

Transferring to a Division I school usually requires a one-year residency period prior to granting eligibility for participation in competition. There are waivers available to eliminate this requirement (except in the sports of basketball or football) but proper release and documentation must be on file in the Athletics Department before eligibility can be established.

It is the responsibility of the student-athlete if he/she is unsure of his/her own personal status, or wishes

information on a particular situation to contact the Athletic Department for further clarification.

Minimum Requirements for Competition

1. Full Time Status - All student-athletes must be enrolled in a minimum of 12 credits. Falling below 12 credits makes you automatically ineligible.
2. Pass a minimum of 6 credits every semester.
3. All students placed on probation are immediately ineligible.
4. A grade of "F" in a 050 course may result in athletic ineligibility.
5. A minimum GPA of 1.5 is required **at the end of the first freshman semester.**
6. Student-athletes are required to maintain a GPA of 2.0 at the conclusion of the freshman year and all semesters thereafter.
7. 050 Courses (maximum of 6 credits) can be used to satisfy the minimum credits requirement only during the first year of enrollment.

These are some, but not all of the academic requirements, but are not all! It is imperative that you consult with the Athletics Academics Support Staff before making changes to your schedule.

Extra Benefits

NCAA institutions are penalized for providing extra benefits to student-athletes. Typically, extra benefits are provided to student-athletes by well-intentioned coaches or boosters. Student-athletes share the responsibility of making sure that they **DO NOT ACCEPT** any of these benefits. Following are examples of benefits that represent rules violations:

- Transportation, other than team related travel, for which the student-athlete does not pay.
- Gifts or loans of money. A coach, booster, or team supporter is not permitted to loan a student-athlete money.
- Long distance phone calls. Student-athletes are not permitted to use any telephone in the Athletics Department, including phones in the coaches' offices.
- Gifts of clothing or other personal items. Entertainment tickets, meals at restaurants which are not related to team travel, or other recreational activities.

- The use of an automobile.
- Special favors for siblings or parents.

These are some of the possibilities, but there are many more. When deciding whether or not to accept a benefit the student-athlete should be guided by the premise that if the benefit is not generally available to all students on campus, then it would be considered an extra benefit. **ACCEPTING AN EXTRA BENEFIT AUTOMATICALLY RENDERS AN ATHLETE IMMEDIATELY INELIGIBLE.** When in doubt, consult with your coach, sport supervisor, Associate Director of Athletics for Compliance or the Director of Athletics.

Agents

If at any time you have dealings with an agent, you will immediately become ineligible. This means you must not enter into any agreement with or accept any money from such an individual. Your coach can provide you with advice when the appropriate time comes. Consult with him/her for guidance.

Once an agreement (oral or written) is made with an agent to compete in professional athletics, you are ineligible for participation in that intercollegiate sport, regardless of the legal enforceability of the contract. (An agent contract that is not specifically limited to a particular sport shall be applicable to all sports.)

Play and Practice Weekly Limits

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

Student-Athlete Employment

As of August 1, 2003, earnings from employment on or off-campus will no longer be counted in the value of a student-athlete's financial aid package. Student-athlete employment will be monitored through the Department of Athletics in cooperation with the University's student employment office. This is necessary in order to ensure that employed student-athletes are being hired and paid the same as any student doing similar work (see section on Extra Benefits).

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

SPORTS MEDICINE

The Monmouth University Health Center is the main source of medical attention for student-athletes during the school year. It provides outpatient health services and health education to regularly enrolled students. The Sports Medicine Staff works in a cooperative manner to assist with the medical needs of the student-athlete. Certified athletic trainers will provide student-athletes with the athletic health care needs and direct them to individual care if warranted.

Purpose

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

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

Personnel and Duties

The Sports Medicine Staff is comprised of six full-time NATA certified athletic trainers, one physical therapist, and a variety of team physicians whose specialties include orthopedics, internal medicine, emergency medicine, podiatry, and dentistry. The medical care of each student-athlete is under the supervision of the team physician and consulting specialists. Our staff has extensive backgrounds and experience in the field of sports medicine to meet the daily needs of the student-athlete.

Athletics Department Responsibility

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

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

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

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

Physical Examinations for Participation Approval

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

All decisions regarding medical approval for participation at Monmouth University rest with the team physician and/or associated consultants. Student-athletes

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

Health Insurance Coverage

The Athletics Department has obtained secondary insurance for the student-athlete in the event the student-athlete is injured during supervised athletic activity. All student-athletes must have their own or personal insurance plan and coverage (this is referred to as primary insurance). The Athletics Department's insurance policy requires that the injured student-athlete or parents must first submit the medical bills to their primary medical or hospitalization insurance coverage. Medical expenses not covered under the insurance expenses will be paid under the University's policy subject to its limitations and conditions. All documents of denial or payment from the personal (primary) insurance must be forwarded by the student-athlete or their parents as soon as possible to the Athletic Department's secondary insurer.

An insurance questionnaire and information letter concerning the Athletics Department secondary insurance coverage is sent in the summer to all parents of Monmouth student-athletes. This questionnaire along with a copy of insurance information must be on file before participation. If the primary plan changes, Monmouth must be notified at once. **Failure to notify the Sports Medicine Department of a change in your personal coverage may result in the inability of the Athletic Department to pay your claim.**

The secondary policy covers the student-athlete for injuries directly attributable to participation in intercollegiate athletic activity from the first official team practice and to the end of the season. Any injury that occurs outside of athletics is the responsibility of the student-athlete. Any student-athlete who does not see an

athletic trainer within seven (7) days of an injury or within 24 hours of receiving emergency care will be personally responsible for any and all expenses. The student-athlete is financially responsible for any medical bills not arising from participation in non-intercollegiate athletics. Any illness (cold, flu, etc.) is not considered an athletics injury. The Sports Medicine Staff must be notified of these illnesses in order to assist in their care and to document medicines they may be taking. The student-athlete is financially responsible for all medical bills sustained as a result of non-compliance with University policies, team rules, or the advice of the team physician, attending physicians, or the athletic training staff.

If you belong to a Health Maintenance Organization (HMO), you may be limited to the HMO's physicians and facilities. You must adhere to their guidelines and restrictions. It is your responsibility to notify the Athletic Training Staff of these guidelines. A change in status of insurance must be reported to the sports medicine staff. Insurance information must be in the student-athlete's file at all times.

Outline of Claims Procedure

1. Student Athlete reports injury to Athletic Trainer.
2. Additional medical assistance is required.
 - a. Policies and Procedures of your insurance plan must be followed.
 - b. Medical bills are generated.
3. All documentation (bills, claim forms) sent to the primary insurance company by the student-athlete.
4. Explanation of benefits received from the primary insurance company.
5. A copy of all explanation of benefits and bills sent to the following address by the student-athlete:

T.L Groseclose Associates, Inc.
190 Tamarack Circle
Skillman, NJ 08558
Policy: # 02-03-G3A 39
Phone: (609) 279-1507

Medical Specialist Referrals

Whenever the team physicians or athletic trainers are of the opinion that a referral or consultation is

necessary regarding a student-athlete, arrangements for such a visit will be made by the athletic training staff. This includes the University Health Center and off campus medical services.

If an athlete consults a physician without the prior knowledge and approval of the athletic trainers, the athlete assumes full financial responsibility for any service of that physician and the student-athlete may be held out of participation until cleared by the team physician.

Injury Prevention Measures

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

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

Sports Medicine Policies and Procedures

The athletic training room is located in Boylan Gymnasium. It is available to varsity student-athletes who are medically cleared and are members of the Monmouth University Intercollegiate Athletics program. Policies and procedures of Sports Medicine are designed so you, the student-athlete, can better understand your responsibilities as an injured athlete. We encourage you to communicate with the staff in all areas of the sports medicine operation because education is the foundation of this facility. Keep in

mind that the athletic training room is for the privilege of those student-athletes who act in a mature manner. Listed are some of the policies and procedures you need to adhere to in Sports Medicine:

1. Communication. Please report all health-related conditions to the athletic training staff as soon as they happen or soon thereafter.
2. When a student-athlete is injured and/or unable to participate with team activities, the student-athlete is expected to report to the training room for a minimum of two treatments per day. The first treatment session will begin forty minutes to one hour prior to the first class session. The second treatment will occur prior to practice session.
The student-athlete is expected to continue with the requirements of the sports medicine staff until they are told otherwise.
3. Upon entering the athletic training room the student-athlete MUST sign in for each session. On the sign-in form please indicate the appropriate service that you are having done. Make sure to check with an athletic trainer for any changes in your protocol. Signing in will qualify that you were present for treatment should there be any discrepancies.
4. All necessary paperwork required of the student-athlete must be completed and on file in order for the student-athlete to be eligible to participate in any athletic activities.
5. Each sports medicine staff member is to be treated with respect, courtesy and given full cooperation. Remember, the sports medicine staff's priority is the health and well being of the student-athletes.

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

Drug Statement

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

conduct its drug testing program during the summer months in addition to the academic year.

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

Nutritional Supplements

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

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

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

Monmouth University Athletic Department Alcohol and Other Drug Education Program

Purpose

Monmouth University is committed to developing and maintaining an environment that encourages students participating in intercollegiate athletic competition to avoid the abuse of alcohol and the unauthorized use of controlled substances and performance enhancing drugs. The

integration of a comprehensive education program with reliable tests and predictable responses to student-athletes who test positive.

To this end, the program has several components. Education and counseling are the cornerstones of this program. The education program is designed to support a healthy lifestyle and alert student-athletes and coaches to the potential harm of substance abuse. The education program is also intended to discourage student-athletes from alcohol abuse and experimentation with drugs and minimize the risk of drug abuse and drug dependency. Education and counseling are supplemented with a banned substance and alcohol-testing component. Studies have shown that education alone is not a sufficient deterrent to drug use. An accurate and reliable drug-screening program will identify users and abusers of controlled substances and performance enhancing drugs. Student-athletes who test positive will be evaluated by the Monmouth University Substance Awareness Coordinator and may be referred for counseling. It is the Athletic Department's expectation that this program will encourage student-athletes to make positive choices regarding his or her future conduct.

The priority of this program is the student-athlete's health, welfare and safety. The program is based on a medical perspective, with an emphasis on prevention, education, timely diagnosis, treatment and rehabilitation of all student-athletes participating in intercollegiate athletics at Monmouth University. This is a physician directed program. The Head Team Physician, or designee, has operational authority over this program.

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

Goals:

1. To provide a safe and healthy environment for our student-athletes.
2. To address, identify and treat student-athlete's problems and concerns surrounding drug use, alcohol consumption, and their abuses.
3. To educate our student-athletes and others associated with athletic teams, about the use,

abuse and/or misuse of alcohol, illicit substances, prescribed medications, over-the-counter medications and performance enhancing substances including nutritional supplements.

4. To provide support for student-athletes in need of substance abuse counseling.
5. To protect the integrity of the institution and athletic department.

Specific Testing:

The Monmouth University Drug Testing program will test for socially used drugs, as well as performance enhancing supplements such as ephedrine. The 5-panel test will identify the chemical compounds present in marijuana, cocaine, heroin, and other popular socially used drugs. Additional laboratory procedures will be performed to identify ephedrine and anabolic steroids.

It is important to identify the use of ergogenic aides like ephedrine and other substances found in nutritional supplements. The NCAA currently tests for these substances. Most nutritional supplements are not regulated by the Food and Drug Administration and pose significant risk to the health of our student-athletes.

Sanctions for Illegal Substance (Socially Used Drugs):

1st Positive Test:

- a. Mandatory evaluation with the Monmouth University Head Team Physician
- b. Mandatory evaluation with the Monmouth University Substance Awareness Coordinator
- c. Parents are notified
- d. Suspension from the team for 25% of the championship season

2nd Positive Test

- a. Mandatory evaluation with a the Monmouth University Substance Awareness Coordinator
- b. Referral to Monmouth University Judicial Affairs Department
- c. Suspension from the team for one year
- d. Removal of all scholarship money for one year
- e. Parents are notified

3rd Positive Test

- a. All sanctions listed under 2nd Positive Test

- b. Loss of remaining eligibility for all sports at Monmouth University
- c. Loss of scholarship money for the remainder of their career
- d. Parents are notified

Sanctions for Performance Enhancing Substance:

1st Positive Test:

- a. Mandatory evaluation with the Monmouth University Head Team Physician
- b. Parents are notified
- c. Suspension from the team for 25% of the championship season

2nd Positive Test

- a. Mandatory evaluation with a the Monmouth University Substance Awareness Coordinator
- b. Suspension from the team for one year
- c. Removal of all scholarship money for one year
- d. Parents are notified

3rd Positive Test

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

Alcohol Policy

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

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

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

athlete will be financially responsible for counseling and follow-up care.

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

Any student-athlete charged with "Driving While Intoxicated" (DWI) will be in violation of the alcohol policy and will receive an immediate suspension from competition.

A student-athlete is not permitted to provide alcohol to an under-aged recruit who is on campus for an official visit. Specific factual evidence that suggests a student host permitted use or provided alcohol to an under-aged recruit is considered a violation of the Alcohol Policy.

Should a student-athlete be suspected of consuming alcohol prior to practice, competition, or team activity, an athletic trainer will transport that individual to the Monmouth University Police Department where a Breathalyzer test will be performed by one of the Monmouth University Police Officers.

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

In the event of a positive Breathalyzer test result, the student-athlete will be referred to the Head Team Physician for an evaluation. The physician may then refer to the Substance Awareness Coordinator if necessary. A positive test is considered to be above the legal driving limit in the state of New Jersey.

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

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

Minimum Sanctions for an Alcohol Violation

1st violation: Loss of 10% of the championship season
2nd violation: Loss of 20% of championship season
3rd violation: Loss of 30% of championship season and an administrative review with possible dismissal from the team

Additional Sanctions for Specific Alcohol Violations

- A charge of "Driving While Intoxicated" will equal a loss of 50% of the championship season.
- Proof of providing alcohol to a recruit will equal a loss of 25% of the championship season for the host student-athlete.
- Second offenses of these violations will equal a review of participation status and possible dismissal from the team.
- Third offenses of these violations will lead to immediate permanent dismissal from the team.
- Parents will be notified of either offense.

Clarification of Sanctions

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

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

Tobacco Policy:

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

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

The objectives of the tobacco policy are:

1. To assist student-athletes with tobacco-related health problems
2. To specify treatment for student-athletes experiencing tobacco-related problems
3. To provide a uniform policy for all student-athletes

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

STRENGTH AND CONDITIONING

Overview

The Monmouth University Strength and Conditioning Department is responsible for the general development of Monmouth University student-athletes. It provides resistance training, conditioning, speed, agility and stretching programs for all of Monmouth University's men's and women's intercollegiate student-athletes.

The program has two goals: **1. To aid in the prevention of injury through the use of systematic stimulus of the skeletomuscular system. 2. To aid in the improvement in sport performance through the development of improved muscular strength, speed, agility and conditioning.**

The Monmouth University Strength and Conditioning Department also provides a safe and effective training environment for Monmouth University student-athletes by scheduling training times and providing supervision during student-athlete training.

Personnel and Duties

The coordinator of strength and conditioning is responsible for the development of Monmouth University's intercollegiate student-athletes. They maintain an environment that safely and effectively provides student-athletes with the opportunity to develop general skills that are necessary for sports performance. The coordinator reports to the director of athletics and directly supervises all employees (full-time, part-time, intern or volunteer) involved in operations related to strength and conditioning. Their duties include but are not limited to the following:

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

- Schedule student-athlete training.
- Supervise all strength and conditioning staff.
- Coordinate activities with the Director of Fitness Center.

The assistant strength and conditioning coach serves as support for the coordinator of strength and conditioning. They work directly with student-athletes during training sessions and promote a safe and effective training environment. They also perform daily activities required to maintain records related to the training of student-athletes. Their duties include, but are not limited to the following:

- Design and implement strength, conditioning, plyometric and speed development programs for student-athletes, as assigned by the Coordinator.
- Serve as a source of information on fitness-related issues for coaches and student-athletes.
- Conduct testing on parameters related to student-athletes' training regiments.
- Maintain records on training and testing of student-athletes.
- Cover weight room as a Weight Room Attendant as needed.
- Weight room equipment maintenance as needed.

Policies and Procedures

RESTRICTED USE OF THE FITNESS CENTER WEIGHT ROOM

There are select hours of the day that are designated athlete-only. These times are currently Monday through Friday from 2:30 p.m. to 6 p.m.

CHECK-IN PROCEDURE

All athletes are required to check-in for all scheduled workouts and the procedure is as follows:

- 1) During athlete restricted hours, all athletes must record the time that they enter the facility and the time that they leave the facility for the day corresponding to their scheduled workout.
- 2) During unrestricted hours and unscheduled workouts, student-athletes must present their student ID to the weight room attendant, in addition to recording the times the entered and left the facility on the attendance sheet.

All athletes are required to report scheduling conflicts to the strength and conditioning staff prior to the start of their scheduled training time.

BEING PREPARED TO TRAIN

- All athletes are expected to report for workouts prepared to train. This includes the following:
- Wear the proper Monmouth University gear to train (shorts/sweats, t-shirt/sweatshirt, sneakers).
- Be warmed up and stretched.
- Have a positive and respectful attitude.
- PROPER CONDUCT - All athletes are expected to conduct themselves during workouts in a respectful manner that includes the following:
 - Do not use profanity.
 - Keep social conversation to a minimum.
 - Respect all people using the facility regardless of gender, race, religion, age, sexual orientation or sport affiliation.
- Replace equipment to the proper storage space upon completion of using the equipment.

ATHLETICS COMMUNICATIONS

Monmouth University student-athletes benefit from solid local and regional media exposure. Monmouth has an outstanding reputation of positive media rapport over the years. Therefore, it is important to understand the media, the value of positive media relations and how best to deal with the media.

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

As a Monmouth athlete, one of your responsibilities is to cooperate with the media -- just as giving 100% on the field and in the classroom are your responsibilities. It's all part of the package of being a Monmouth student-athlete.

Some of you have probably done media interviews during your high school career. How much you deal with the media at Monmouth will depend on a combination of your personal success and that of your team.

The media's role is not to be a cheerleader for you. However, you will find that the more cooperative you are with the media, the better chance you will have of the media presenting positive stories about you. Seeing the media as the enemy only hurts you, not them. At the very least, a good relation with the press makes them less inclined to crucify you if you drop the ball or strike out.

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

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

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

The media relations office doesn't (and can't) "manage" the news or publicity.

We firmly believe it is in the best interest of Monmouth and our athletes to provide optimum service to the media. At the same time, we realize that an athlete's schoolwork, team practice and competition schedule, and social life come first, and we will do our best to coordinate interviews and other requests accordingly.

If you feel overloaded with too many interviews or want advice on how to handle an interview, don't hesitate to talk to a member of the athletics communications office. That's why we are here -- to assist athletes and coaches in dealing with the media.

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

We are at your service 24 hours a day, 7 days a week. It's OK to call us at the office or at home if a media-related question comes up.

Media Rules

- ◆ Only participate in interviews that have been set up by a member of the Athletics Communications Office. Never participate in an interview without prior knowledge of the Athletics Communications Office. Phone interviews will be done in the Athletics Communications Office, unless you are instructed otherwise.
- ◆ Do not give out your home phone number to members of the media...ever. You don't want a late-night phone call from a reporter catching you unprepared during a time of crisis.
- ◆ If you have an interview scheduled, punctuality and reliability are crucial. Show up at the time you agreed upon. Because of deadlines, the media relies on you to be on time.
- ◆ Should you have a problem attending a scheduled appointment, always call the Monmouth Athletics Communications Office.

Interviews

The main way you will deal with the media is through interviews. Most interview topics are about your team and you. We encourage you to talk to the media, especially because student-athletes have been tremendous representatives of Monmouth University.

We ask the media to direct all interview requests through the Athletics Communications office. We will contact you and work around your athletic, academic and social schedules. The interview may take place on the practice field/court, before or after a game, or in the Athletic Communications Office. If the interview is over the phone, we will place the call at our expense.

If several members of the media want you, we'll sit them down with you at the same time to help you save time.

Interviews take place in various forms: a press conference in front of a group of media, a one-on-one interview with a reporter, or a live interview on radio or television.

Interviewing Tips

- ❑ Don't think of the media as the enemy. The media shows you to the public and to Monmouth fans.
- ❑ Show up on time for all interviews. Don't stiff the

- media. If you agree to an interview, be there.
- ❑ Look neat and clean for interviews.
 - ❑ Remember the real audience. You may be speaking to one reporter, but the real audience for your remarks is hundreds, or thousands, of fans who will read or listen to your comments.
 - ❑ Think before you speak. Silence is sometimes the best answer.
 - ❑ Show personality. Be colorful. Be likable.
 - ❑ Don't talk too fast.
 - ❑ Put yourself and Monmouth in the best possible light with the real audience. Deliver a positive message no matter the circumstances.
 - ❑ When you win, don't be cocky. It is a turnoff to the fans. Praise your teammates and credit your coaches.
 - ❑ When you lose, don't criticize others. The fans easily forgive mistakes made on the field, but don't easily forgive a bad attitude. Don't blame the officials or judges.
 - ❑ Avoid "yes and no" answers. The media can't work with "yes and no" answers, so give them some substance.
 - ❑ Think about your responses. Always remember that you choose how to answer a question, or whether to answer it at all.
 - ❑ Anticipate the tough questions and prepare answers beforehand. Don't be caught off guard. Pause and collect your thoughts. If you fell before the finish line or missed a free throw with no time to play, be prepared to talk about it. You will earn more respect.
 - ❑ Don't talk negatively about others. Speak positively about teammates, coaches and Monmouth... and about opponents. For example, talking negatively about an opponent could come back to haunt you and your team.
 - ❑ Don't speak for your coaches and teammates.
 - ❑ Be honest in your replies, but also realize that you have the right to protect your privacy. When possible steer the reporter to topics that you want to talk about.
 - ❑ If you are asked a question of a sensitive nature, you don't have to answer it. It's okay to say, "I'd prefer not to discuss that subject." But don't say, "No comment."
 - ❑ Talk in short, complete sentences.

- ❑ Pauses are OK. Reporters are writing or recording.
- ❑ Keep direct eye contact (don't look down). In TV interviews, look at the interviewer, not the camera.
- ❑ Don't play favorites. Talk to all reporters equally.
- ❑ Always end the interview with a simple, "Thank you."

10 Interview Do's

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

10 Interview Don'ts

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

Photo policy

Effective immediately, student-athletes participating in photo shoots conducted by the MU Athletics Communications office (i.e. head shots for media guides and other publicity photos) are required to remove all jewelry prior to the photo shoot. Although Monmouth University respects the Freedom of Speech of student-athletes, the department reserves the right to enforce our Freedom of Speech and withhold the photos from use in media guides and other promotional items. Likewise, student-athletes who wish to have facial hair are required to be neatly groomed at the aforementioned photo shoots.