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## FOREWORD

This handbook has been developed to provide the staff with a clear and precise document that outlines operational policies and procedures within our Athletic Department. This handbook also contains basic information that should be helpful in assisting you in the organization and administration of your program. It is not, however a all-inclusive guide so questions will arise which are not addressed, which should be addressed to the appropriate athletic department areas.

## ORGANIZATIONAL MEMBERSHIPS

Salem State University is a member institution of the following organizations:

Massachusetts State Collegiate Athletic Conference (MASCAC)

Eastern Collegiate Athletic Conference (ECAC)

National Collegiate Athletic Conference (NCAA)

Affiliate of Little East Conference (LEC) (Tennis, Field Hockey, Men's Lacrosse)

All coaches, paid or volunteer, need to be cognizant of, and responsible for, adhering to all rules and regulations promulgated by Salem State University the MASCAC, the NCAA and other organizations with which the College is affiliated that are responsible for governing Intercollegiate Athletics. All head coaches must pass NCAA Division 3 Rules Test each year. Deliberate or serious violations of any of the aforementioned rules or regulations by any coach may lead to suspension without pay for a period of time and/or termination.

Mission Statement: As a member of NCAA Division III, the athletic program at Salem State University adheres and subscribes to the philosophy of placing primary emphasis of the individual participant. Additionally, it is our belief that participants in intercollegiate athletics should receive the same treatment as other students should be given no unique privileges and should not be denied the rights and opportunities available to non-athletes.

By strengthening the integration of athletic objectives with academic and developmental objectives, athletics contributes to the mission of the University through its development of a broad based program that creates an environment that offers opportunities for the development of character, citizenship, leadership, social and economic values, and athletic skills.

Athletic Department Code of Conduct For Coaches

Coaches are the front line people of the athletic department and most visible to the public and our student-athletes. You are expected to present yourself in a professional and ethical manner in all aspects of your job duties at all times. If there is any non-compliance of the NCAA, MASCAC, or Salem State Rules, poor sportsmanship or unethical conduct situations you will be called in immediately to have a meeting with the Athletic Director to discuss the situation. The Athletic Director may suspend or dismiss any coach or staff member found in violations of this Code of Conduct. The Coach will have the right to appeal to the Vice President of Student Life within seven days of the meeting with the Athletic Director  
All head coaches must take NCAA Coaches test each year. All Head Coaches must be CPR/First Aid Certified.

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## ACADEMIC POLICIES AND PROCEDURES

### A. Minimum Standards

1. Must carry a minimum of 12.0 credits per semester including between semesters in order to practice or compete.
2. Must pass a minimum of 24.0 credits per calendar year (September through August or January through December).
3. Must earn a grade point average of at least 2.00 for the semester and have a minimum of 2.00 cumulative grade point average for the year. Also must have successfully passed 66% of credits attempted.
4. \*Learning disabled students may request an appeal of the 24-credit rule, if there is appropriate documentation through the Salem State College Learning Disabled Office.

### B. Transfer Athletes

The name of any potential transfers should be submitted to the Compliance Director as soon as possible to ensure adherence with all NCAA and Conference regulations. Each transfer student-athlete must meet with the Compliance Director prior to being declared: eligible to compete.

### C. Eligibility Report

Each athlete's academic eligibility will be checked prior to his/her first date of competition. No athlete may participate in practice (including non-traditional seasons), until after his/her name is submitted to the Academic Advisor. Each head coach will receive a report from the Academic Advisor prior to the first date of competition. This report will state each team member's academic status - eligible or ineligible.

TEN DAYS PRIOR TO THE FIRST CONTEST (i.e. scrimmage or game) the head coach must submit an updated active roster to the Academic Advisor.

A student who has never participated in intercollegiate athletics at a MASCAC institution shall be exempt from the 24-credit rule and will immediately be declared eligible in their initial season of participation;

Each head coach will receive a final report once second semester grades are available. This report will suggest corrective action for any athletes that are in potential academic difficulty. Note Summer Session I is often under way prior to this report being issued thus athletes in difficulty may need to enroll without knowing their actual status.

All academic reports are confidential and for use by the coaching staff only. Reports should not be posted on bulletin boards, walls, etc.

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### D. Athletic Department Academic Support Services

A comprehensive list of support services may be found in Appendix A. Services that are of special significance to our student-athletes include:

1. Mid-semester progress reports (blue cards)
2. Identification of high-risk student athletes
3. Facilitating tutorial assistance
4. One on one academic planning sessions
5. Referrals to reading & writing skills center
6. Athletic Department Excused Absence Form (Appendix B)
7. Early registration for freshman and sophomores

### E. Athletic Department Academic Timetable

August- September: • \*Required meeting with Compliance Director and Trainer.

- Head Coach and all players must attend.
- Academic planning sessions, one on one with Academic Advisor.
- Eligibility report prepared and distributed to fall coaches.

October: • Eligibility report prepared and distributed to winter coaches.

- Mid October to November: • Progress reports (Blue Cards) distributed
- \*Coaches contact Compliance Director to coordinate distribution.

End November: • \*Final Rosters of Fall Sports due in Compliance Office signed & dated.

December-January: • Mid-season eligibility report pre-pared and distributed to winter coaches.

January: • Academic sessions for entering and returning high-risk student-athletes.

February: • Eligibility report prepared and distributed to spring coaches.

End February • \*Progress reports (Blue Cards) distributed.

March: • \*Final Rosters of Winter Sports due in Compliance Office.

May: • \*Final rosters of spring sports due in Compliance Office.

- Report of incoming students who are interested in Varsity Athletics prepared and distributed to Head Coaches.

May - June: • Final eligibility report prepared and distributed to all Head Coaches - next year's starting dates are

issued.

\*Contact Academic Advisor for details

#### F. Academic Dismissal

Students on Academic Probation who fail to achieve a semester GPA of 2.00 in the semester they are on Probation or who fail to successfully complete 66% of the credits they have attempted in that semester will be dismissed from the College.

Academic Dismissal will be noted on the transcript. A letter is sent informing the student of his or her dismissal.

Students who have been dismissed will be removed from any courses in which they are enrolled for future semesters.

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#### G. Academic Probation

Any Student who was on Academic Warning for a semester and whose cumulative average after that semester does not meet the required 2.00 or who fails to successfully complete at least 66% of cumulative credits attempted is placed on Probation. A letter is sent informing the student of his or her probationary status. Students on academic probation may not enroll for more than 13 credits hours and are required to meet with their faculty advisor. While on probation, a student shall not be eligible to hold office in any recognized student organization, to represent the college in any sense, or to participate on any intercollegiate athletic team. The student is required to participate in academic support activities as prescribed by the Academic Advising Office. Prescribed activities may include, but are not limited to, study skills workshops, tutorial support, and exploration of educational goals.

Students who are probation whose cumulative GPA does not meet the 2.00 minimum, but whose semester GPA is 2.00 or better shall remain on Probation. Likewise, students who are on Probation whose progress has not met the standard of successful completion of 66% of overall credits attempted but who successfully complete at least 66% of the credits attempted in that semester shall remain on Probation.

Students on Probation for one semester will remain eligible for financial aid. However, if a student is on Probation for a second consecutive semester, they will not be eligible for financial aid. Financial aid eligibility appeals should be addressed to the Director of Financial Aid, and will only be considered for one semester. Students who remain on Probation beyond two semesters will not be eligible for financial aid.

Academic Probation will be noted on the transcript.

#### H. Academic Warning

A student in good standing whose semester or cumulative averages falls below 2.00, or who fails to successfully complete at least 66% of the credits attempted in that semester receives a notice of Academic Warning. Students placed on Academic Warning are urged to meet with their faculty advisor to discuss their academic problems and to plan a course of corrective action. They are encouraged to meet with a member of the staff in the Academic Advising Office to obtain particular assistance in making use of the University's many academic support services. These services include, but are not limited to, tutorial support, supplementary instruction, and instructional labs in Accounting, Mathematics, Writing, Reading and Study Skills Workshops. Students on academic warning remain eligible for financial aid.

Academic Warning will be noted on the transcript.

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#### Student - Athlete NCAA Rules Summary

1. A student-athlete cannot accept anything from an employee of Salem State University or a Salem State University Friends of the Program member (e.g. use of a car, clothing, gifts,

money, tickets for any kind of entertainment, payment of long distance telephone calls).

2. A student-athlete cannot use a Department of Athletics or Coaches copy machine, fax machine or make any long distance phone calls. Also, cannot use the long distance access code of an employee of Salem State University or Salem State University Friends of the Program member.

3. Members of the Department of Athletics staff or a Salem State University Friends of the Program member are not permitted to type reports, papers, or letters for a Salem State Student-Athlete.

4. A Salem State University employee or a Salem State University Friends of the Program Member cannot provide a student-athlete with a loan of money, a guarantee of bond, the use of an automobile or the signing or co-signing of a note to arrange a loan.

## BUDGET PROCEDURES

A. Format (see Appendix C for sample format)

The line item budget should be prepared and include the following needs:

1. Equipment & supplies
2. Personnel costs specific to program
3. Special requests

Equipment specifications should be included, i.e. vendor, catalogue number, etc. in order to facilitate the eventual ordering of equipment

B. Deadline

Your budget is due in the Associate Athletic Director's office by February 1st.

## FUNDRAISING

All fundraising must be cleared through the Athletic Director. Part time coaches should consult with the Compliance Director first.

See (Appendix F)

This form must be turned in the Athletic Director for all Fundraising ideas.

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## FISCAL POLICIES

A. Purchasing

All purchases must be submitted to the Budget Manager for review before being presented to the Director of Athletics for final approval.

1. The Director of Athletics will notify the head coach once the sport's budget has been finalized and approved. At this time, the Head Coach will meet with the Budget Manager to review his sports needs for the upcoming season.

2. When submitting requests be specific; (i.e. Bats-Easton -34 oz.). The more specific, the better the chance of getting exactly what you want.

3. It is the responsibility of the Budget Manager to research vendors when determining costs for materials. Once the bid process is completed, the Budget Manager will order all equipment.

4. The Budget Manager or designee will do all purchasing.

5. Computerized payment requisition forms must be completed for each item that is to be purchased. These forms will be completed and signed by the Budget Manager.

#### B. Team Travel Expenses

1. Travel itinerary is issued by the Schedule Coordinator prior to the season outlining the form of transportation and expense allowances.

2. Within two (2) working days an expense form must be turned in to the Budget Manager. It should be completed in full with the signatures of all travelers on the reverse side of the form.

3. Receipts for gas, tolls, and emergency repairs must be attached to the expense report.

#### C. Individual Travel

1. Attendance at a clinic, seminar, convention, etc. requires a "permission to travel" form to be completed and submitted at least 15 days prior to departure date.

2. While staff members are expected to grow professionally, there are budget limitations and each request will be handled on an individual basis.

3. For all individual travel a "Travel Expense Voucher" must be submitted to the Athletic Director within two (2) working days of return.

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#### PRACTICE PHILOSOPHY

Our Athletic Department believes Athletes are suppose to be students first and athletes second. Towards that end:

Practice (including video sessions, classroom instruction or any other time constraint placed on student-athletes) should be limited to no more than two (2) hours daily. Exceptions to this might include pre-season practice and vacation periods, but must be cleared with the Athletic Director.

Practice and Contest Schedule (Appendix G) must be on file in the Compliance Office one week prior to your first practice.

Missed class time should be kept to a minimum and limited to days of competition. Excused absence forms (Appendix B) will be distributed to all head coaches. It is the head coach's responsibility to provide them to team members. These forms should be delivered to the professors early in the semester.

No class time shall be missed for practice activities except when a team is traveling to an away-from-home contest (except golf). The amount of class time to be missed should be an important consideration when scheduling future contests or rescheduling postponed contests.

Out of Season Contact with your team is different for each sport. In most cases it is either prohibited or restricted to a "non-traditional" season. No coach should participate in any out of season activities without first gaining permission

from Chris Harvey, Compliance Coordinator at ext. 6564.

## SUMMER HOUSING

Housing may be available on a limited basis to fall teams. Requests should be submitted to the Athletic Director by the end of June.

## PROSPECT INFORMATION

All coaches receiving information from the prospective athlete form, high school transcripts, college transcripts, or any other source of personal information are required to keep that information confidential. All coaches must abide by the regulations set forth by FERPA and other provisions of the MA State Law on confidentiality. Any coach in violation is subject to suspension or possible termination.

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## RECRUITING

In order to build a strong Division III program it is necessary to recruit top student-athletes. Our Athletic Department wants you to bring in quality student-athletes that will enhance the reputation of our college in every aspect. Whether on or off campus recruiting for the College all head coaches must have passed the NCAA D-3 Rules Test and have a firm understanding of the rules regarding athletes in their respective sports. Our Department also expects you to represent the college in a professional manner when recruiting off campus always keeping in mind our goal of bringing in the best possible student-athletes. You are also in charge of the staff you hire and should inform them of how we want to be represented while recruiting. All Coaches; Volunteer, Paid Assistants or Head Coaches are responsible to abide by all the rules of the NCAA & MASCAC in his/her sport.

Each coach may utilize the following services as he/she sees fit:

A. Bulk Mailing – Coaches need to get approval from the Athletic Director for any bulk mailings

B. Telephone Utilization

1. Recruits may be contacted via phones in the various athletic offices.
2. Calls to local area: 9 + area code + number Other calls: 9 + 1 + area code + number

C. Visitation Policy (Official & Unofficial)

1. Food Service - coaches may pick up a food service pass from the Athletic Office. This pass will allow visiting recruits to eat on campus during their stay.

2. Housing - NCAA Legislation allows housing during "official" visits only. A coach may make the necessary arrangements for a recruit to stay with a qualified student-athlete in the dormitories. The Student Host must meet with the Compliance Director or Head Coach to go over the rules about Official Visits. Sort of the can Do's and Don'ts! These Official Visits must be documented and keep on file if giving Student Host money. There are forms in the Compliance Directors office you can get for the visit. Without this form filled out you cannot get reimbursed for the Visit.

3. Class Visits & Tours- Professors should be contacted prior to recruits sitting in on their classes. Admission Tours should also be set up before hand if possible.

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D. Admissions

1. The admissions office holds several open houses during the academic year. This schedule may be found in the Admission's office.

2. Admissions brochures, applications and other printed materials are available in the Athletic office. This material will be mailed to recruits upon your request.

3. May 1 Option - a recruit who has been accepted to Salem State University has 30 days to accept or not accept. Often this is not enough time. The May 1 Option extends their acceptance (and if allotted, dorm space) until May 1st.

#### E. Reporting Violations of NCAA Rules

Coaches and any other athletics staff members should contact the Director Of Athletics or the Compliance Director immediately if they have any questions regarding Salem State & NCAA rules.

All staff members are required to report all violations of NCAA rules, whether inadvertent, secondary, or major, to the Director of Athletics. Staff members are also required to report rumors or allegations of NCAA violations to the Director of Athletics or Compliance Director.

Athletics staff members must sign the NCAA Certification of Compliance Form. By signing the Form, staff members certify that they have reported through the appropriate individuals on campus any knowledge of violations of NCAA legislation involving Salem State University.

#### INTERNATIONAL STUDENTS

The NCAA requires additional paperwork for incoming international student-athletes; provide names to the Compliance Director as early as possible in order to facilitate the eligibility process.

#### VOLUNTEER COACHES

Prior to anyone becoming involved in a coaching capacity with any program at Salem State University they must be approved by the Director of Athletics and Vice President of Student Life. Complete the appropriate form (Appendix G) when requesting the authorization.

#### SPORTS INFORMATION OFFICE

##### A. Media Relations

To achieve the best coverage available by local and Boston based media, it is necessary to go out of your way to accommodate the media in terms of interviews, photos, reporting of scores, etc. The more accommodating and consistent you are with the media the better the quality and quantity of coverage.

The Sports Information Director will meet with you prior to the start of your season to set up a team photo session and discuss ways of getting positive results from the media. The photo session will last about 30 minutes and team uniforms must be worn.

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##### B. Reporting of Scores

All scores must be reported to the designated media outlets and the Sports Information Director's Office. You should meet with the Sports Information Director to decide the best way to handle this. The reporting of scores must be done accurately and consistently.

##### C. Salem State University Sports Information Media Outlets

The following media outlets (local and Boston area) are called with the results of all Salem State University athletic events. The best time to call the local dailies (Salem Evening News and Lynn Item) is after 7:00 pm, the evening of a

day game and immediately following the conclusion of a night game. The two local dailies will take the final score along with a brief summary and quotes (in most cases) from the head coach. The Boston Globe and Boston Herald will take primarily a final score and in some cases a line or box score. The Lynn Sunday Post will take results of games played on Saturday with the paper's deadline being 7:30 pm Saturday.

#### D. Salem State University Website

Student-athletes will have the opportunity to add their personal information to the roster section of the website. Coaches need to verify the information and make sure information is appropriate.

All of the media outlets are on the Salem State University Sports Information mailing list and receive all press releases and other information sent out by the office.

Publication Days Publication Sports Phone Editor  
Salem Evening News Monday-Saturday (978) 338-2650 Phil Stacey  
Daily Evening Item Monday-Saturday (781)-593-7700 Steve Krause  
Globe North Weekly Sunday (617)-929-2860 Craig Larson  
Boston Globe Monday-Saturday (617)-929-2860 Joe Sullivan  
Boston Herald Monday-Saturday (617)-426-3000 Hank Hryniewicz  
Salem State Log Wednesday (978)-542-6448 T.B.A.

#### E. Roster

A Team Roster must be supplied to the Sports Information Director & Compliance Director as soon as one is available in order to facilitate the printing of game programs & Checking Eligibility. The Sports Information Director & Compliance Director should be notified immediately of any roster changes occurring during the season. A roster should include the following:

Uniform Number (H/A) Hometown Class  
High School Position Height

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#### E. Individual Award Nominations

The Sports Information Director's Office will assist in the nominations of athletes for All-Conference, All- New England and All-American Awards. Often paperwork for such nominations is sent directly to the coach. Whenever this occurs, it is imperative that the Sports Information Director be immediately notified to insure that the appropriate biographical data is compiled prior to established deadlines. Additionally, if any coach has an athlete that they feel should receive a nomination, contact the Sports Information Director's Office for assistance.

#### ATHLETIC TRAINING ROOM PROCEDURES

##### A. Insurance

All Athletes must have some form of health insurance. The name and policy number of each athlete's Insurance coverage must be turned into the Head or Assistant Athletic Trainer prior to the first practice.

##### B. Pre-Season Physicals

Athletes must have a physical prior to the first day of practice. Entering freshmen will have had a physical as a condition of their acceptance to the college. All others must see their own doctor or schedule an appointment with the athletic training department. Only the head or assistant athletic trainer may schedule appointments with Health Services. Note: A copy of all physicals must be filed with the head or assistant athletic trainer prior to the first practice.

\* Coaches may not allow anyone to practice unless the Head Athletic Trainers have cleared them.

#### C. Hours of Operation

The training room is open from 10:00 am to 3:00 pm for therapy and rehabilitation. 3:00 pm to 4:00 pm for taping only, (no therapy during taping hour), and 4:00 pm to 6:00 pm for rehabilitation.

#### D. Injuries

1. All injuries, no matter how small, are to be checked by the head or assistant athletic trainer.
2. An athlete who has sustained an injury that requires removal from practice or game is referred to the head trainer and not allowed to practice until cleared by the team physician and/or head or assistant athletic trainer.
3. All athletes who are injured must report to the training room during the therapy and rehabilitation time to be checked by the head or assistant athletic trainer before being allowed to practice.
4. The head trainer does all athletic injury referrals. A coach or athlete who refers or goes to another physician without notification to the head or assistant athletic trainer may be responsible for all bills incurred.
5. The student trainer assigned to your team after consultation with a certified trainee onsite has the final say as to an athlete being able to play after incurring an injury during practice or game play. A coach may not overrule the assigned trainer.

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#### E. Medication

NCAA drug policy has made it necessary to document any and all non-prescription and prescription drugs that an athlete may be using. This information should be filed with the head trainer.

### ATHLETICS EQUIPMENT POLICY & PROCEDURES

#### A. Equipment Room Procedures

Only Equipment Room Staff Members are allowed in the equipment room. All others must have approval from the Associate Athletic Director. There are to be no exceptions to this.

1. Storage: The proper storage, maintenance, issuance, and security of equipment are the responsibility of the Equipment Manager.
2. Distribution/Return of Athletic Equipment: At the beginning of the season each head coach will arrange a team meeting with the Equipment Manager to distribute equipment. No later than seven days following the final contest, the head coach will arrange a team meeting with the Equipment Manager in order to return the equipment.
3. Failure to Return Equipment: It is the responsibility of each head coach to contact his or her student-athletes concerning the return of equipment. If after being notified by the head coach, an athlete still fails to return their equipment, the Associate AD will place the student-athlete on a "Hold List." All student-athletes are notified that de-registering will begin two weeks after the conclusion of their season.
4. Inventories: Complete inventories will be done for each sport prior to each sports season and no later than three weeks following the completion of the sports season.
5. Laundering of Uniforms and Practice Gear: The laundry facility will be in full operation and staffed a specified hours to launder athletic clothing. After practices and games, the laundry will be open to receive dirty clothing. Clean

clothing will be available after 1:00 pm the next day. If a team is traveling, the clean clothing will be ready as needed.

## ATHLETIC DEPARTMENT TRANSPORTATION PROCEDURES

### A. Personnel

Coaches are required to travel with the team. At least one coach must be with the team at all times. Clearance to not accompany a team must be received from the Director of Athletics. In the case of an emergency resulting in a player needing to stay behind for medical reasons it is required that a coach stay behind as well.

Traveling Squads - only authorized personnel are allowed to travel on institutional transportation approved for away contests. Authorized personnel is defined to include team members, paid coaching staff, approved volunteer coaches, team manager(s), athletic trainer(s), and full-time athletic staff members. If a Head Coach wants any other individual to travel with the team, a written request must be submitted to the Director of Athletics.

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### B. Method of Travel

Prior to the first 'away' contest each head coach will receive a travel itinerary, which will list what form of transportation (van, bus, other) will be used.

### C. Departmental Vehicles

All Team Vans are located in the O'Keefe Van Lot located behind the gym. Pick up keys in the Athletic Director's office and return keys no later than noon the next working day.

1. Coaches must drive whenever possible - All van drivers must have a copy of a valid license on file in the Athletic Department. All van drivers must fill out a driving history questionnaire which will be submitted to campus police for a driving check. All van drivers must watch a van driving safety film. ( See Coach O'Neill for info)

a. It is impermissible for anyone outside of the athletic department to travel on the team bus or van. This includes other university staff, students, friends, etc.

#### 2. Maintenance

a. Van Maintenance Forms are available in the Athletic Office. All repairs or maintenance action taken during the trip must be reported.

b. Emergency Contingencies - if departmental vehicles break down attempt to have repairs completed. If not, get team home by some other method. If not, secure housing and attempt to have vehicle as soon as possible. Save all receipts for any emergency expenditure. In all major emergencies, contact the Director of Athletics immediately.

c. All Trash must be removed from vans prior to drop off.

d. All Athletic Department vans should be returned to the O'Keefe Complex van yard with gas tanks 'full'. Van keys must be returned to the athletic department secretary no later than 12:00 noon of the following day.

#### 4. Van Rentals

All rental van drivers must be at least 25 years old. A copy of your valid license must be on file in the Athletic Office prior to any trip.

Rented vans will be picked up and returned to Thomas Ford on Canal Street. Vans Must be filled up with gas and cleaned upon completion of trip. Van keys should be left in the ashtray and doors left locked. Billy O'Neill (Hockey

Coach) will handle all rentals for athletic teams

#### Athletic Department Van Travel Protocol

- 1) Coaches should drive at all time; driver should be 25 years or older
- 2) Seat belts must be worn by all passengers
- 3) Front seat passenger must be awake at all times
- 4) Driver should be well rested
- 5) Observe speed limit and drive conservatively
- 6) Rest stops must be taken every two (2) hours
- 7) Always keep gas tank as close to full as possible
- 8) Fill seats up front and equally load all equipment; don't ever use roof for storage
- 9) If a team is traveling in 2 vans, they should be together at all times

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#### D. Bus Transportation

Bus pick-up and drop-off will be in the O'Keefe Complex parking lot. The Bus Company is: Cavalier Coach Bus Co. If needed, contact person is Joan Libby at (617) 330-1234.

Coaches are asked to please remove all trash, etc. from the buses after each trip.

#### FACILITIES UTILIZATION

The use of facilities is normally made through the Athletic Department. Changes require approval from the Facilities Director. The Director of Athletics must also approve changes in scheduling within the sports complex and the opening of facilities during holidays and all other "closed times". This procedure will insure proper security coverage and protect against conflicts with other functions or maintenance schedules.

#### SCHEDULING

Schedules will be designed by Athletic Department Scheduling Coordinator:

- a. They will try to arrange the most equitable competition possible.
- b. They will be consistent with the philosophy of the Athletic Department.
- c. They will be constructed in such a manner that class absences are kept to a minimum.
- d. They will be approved by the Director of Athletics.

#### HAZING POLICY

The University strictly prohibits all forms of hazing by any individual, group, or organization. Any infractions of the hazing policy by students, groups of students, or student organizations shall be processed through established campus disciplinary procedures.

#### CHAPTER 536 THE COMMONWEALTH OF MASSACHUSETTS

In the Year One Thousand Nine Hundred and Eighty-Five

#### AN ACT PROHIBITING THE PRACTICE OF HAZING

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows: Adding the following sections hereby amends chapter 269 of the General Laws:

Section 17. Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method

of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. A fine of not more than five hundred dollars shall punish whoever fails to report such crime.

HAZING AND/OR ANY SUCH ACTIVITIES WILL NOT BE TOLERATED AT SALEM STATE University. IT IS YOUR RESPONSIBILITY TO INFORM YOUR TEAM MEMBERS, MANAGERS, AND ESPECIALLY CAPTAINS THAT NO SUCH ACTIVITIES ARE TO TAKE PLACE.

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### Zero Tolerance Policy

The Board of Higher Education in the Commonwealth of Massachusetts has mandated a zero tolerance policy regarding alcohol violations at all public universities, colleges, and community colleges. The mandate requires colleges to suspend any student who violates the alcohol policy three times. Based on this mandate, the following are the minimum sanctions for Salem State University:

#### Resident Student Commuter Student

First offense: Residential Review General Probation  
Referral to ADEPT Program Referral to ADEPT Program  
Educational Program Loss of guest privileges in  
Parental Notification Residential areas  
Parental Notification

Second offense:  
Suspension from the Residence Disciplinary Probation  
Halls for one year Referral to ADEPT Program  
Disciplinary Probation Parental Notification  
Referral to ADEPT Program  
Parental Notification

Third offense: Suspension from the College

Note: Students found in violation of the alcohol policy through report of a sexual assault, psychological or medical emergency will not be automatically subject to the minimum sanction. Such sensitive situations will be handled on a case by case basis.

\* The College alcohol policy can be found on the College website at [www.salemstate.edu](http://www.salemstate.edu). Additional information concerning the use of alcohol in the residential areas can be found in The Guide to Residential Living.

### SANCTIONS

The above Zero Tolerance sanctions are the Colleges minimum requirements. The Athletic Department may also have other additional sanctions imposed as well. For example: If a Head Coach wants to impose a greater sanction he may do so after consulting the Director of Athletics.

(APPENDIX A)

DIRECTORY OF ACADEMIC SUPPORT SERVICES FOR STUDENT-ATHLETES

CENTER FOR ACADEMIC ADVISING Location: Administrative Bld. 1st Floor  
Contact Person: Alix Gordon, Director Ext. 7049

Description: The Academic Information & Advising Office offers a variety of services designed to support the academic development of students. Students learn to use the resources of the college to meet their unique educational needs and aspirations.

ATHLETICS/ACADEMICS Location: O'Keefe Center, 219  
Contact Person: Nicolle Wood, Staff Assistant Ext. 6991

Description: The Athletic Office will assist student-athletes in fulfilling their degree requirements during their stay at the college. All the resources of the college are available for use by student-athletes. Compliance with NCAA, ECAC, MASCAC and Salem State College rules and regulations will be assured.

SKILL LABORATORIES:

1. COMPUTER LABS

Library: Central Campus Contact: Either Reference or Circulation  
Librarian on duty  
North Campus: Meier Hall 201 Contact: Kristin Gronberg Ext. 7099  
Sullivan Bldg. 111 Contact: Kristin Gronberg Ext. 7099  
Ellison Campus Cntr Contact: Kristin Gronberg Ext. 7099  
First Floor  
South Campus: Harrington 118 Contact: Kristin Gronberg Ext. 7099  
Central Campus: CC 129 Contact: Kristin Gronberg Ext. 7099

Description: The Computer Laboratories help all members of the college community develop skills for becoming "computer literate".

2. MATH SKILLS LAB Location: Sullivan Bldg 306  
Contact Person: Ms. Jane Claffey, Lab Instructor Ext. 6348

Description: The Math Skills Laboratory provides assistance to students having difficulty in freshmen level mathematics courses.

3. READING SKILLS LAB Location: Campus Center Game Room  
Contact Person: Rebecca Dean, Staff Assistant Ext. 6717

Description: The Reading Laboratory is fully prepared to work with students who, as a result of poor reading skills, are having difficulties with assigned reading, writing assignments, or examinations.

4. WRITING CENTER Location: Meier Hall 220

Contact Person(s): Jan Lindholm Ext. 6847 Bill Coyle Ext. 6455

Description: The Writing Skills Center provides tutoring in all aspects of writing. The staff of trained students and English faculty works with student-athletes on a one-to-one basis. This individualized approach allows for tailored instruction at the student-athletes' pace.

5. ACCOUNTING LAB (staffed by students) Location: Off Lobby of Harrington Building 099  
Contact Person: Kathy Dow (Ext.6251) Best to Call for Hours

C. LEARNING CENTER Location: Campus Center Underground  
Contact Person: Nate Bryant Ext. 6213

1. STUDENT SUPPORT SERVICES PROGRAM (SSSP) – provides comprehensive support services to eligible students who would otherwise encounter significant difficulty meeting the demand of a four-year degree program.
2. DEVELOPMENTAL SKILLS PROGRAM (DSP) - provides selected freshmen students with the opportunity to further develop their basic skills while attending college. Students are enrolled in support service activities to improve their academic performance.
3. MINORITY AFFAIRS PROGRAM - provides support and assistance to ethnic minority students through a wide variety of programs and services.
4. TUTORIAL SERVICES - are available to all full and part-time students. Assistance is available in all courses at the college subject to the number of qualified tutors registered with the center.
5. OFFICE OF DISABILITY SERVICES – Lisa Bibeau, Director, and (ext 6217) Location: MH 102 will be coordinated services in order for students with disabilities to be successful in the classroom. Alternative testing and specialized tutoring are examples of such services.

SUPPLEMENTAL INSTRUCTION  
Contact Person: Your Assigned Advisor

Description: Academic support for courses that have proven to be particularly difficult for freshmen and sophomores will be provided by selected group leaders.

INFORMATION ON OTHER SUPPORT SERVICES AT THE UNIVERSITY MAY BE FOUND IN THE COLLEGE CATALOG, 'THE COMPASS' (STUDENT HANDBOOK), OR BY CONTACTING THE COMPLIANCE DIRECTOR (EXT. 6564)

(APPENDIX B)

EXCUSED ABSENCE FORM

SALEM STATE ATHLETICS

Dear Professor \_\_\_\_\_,

\_\_\_\_\_ is a member of your \_\_\_\_\_  
(Player's Name) (Course Name)

\_\_\_\_\_ and will be representing our institution in competition on the dates  
(Course Number + Section)

below. The student-athlete understands he/she is responsible for all missed class work and tests

scheduled for this date and time. Contact Chris Harvey if this arrangement is not suitable.

Thank you for your cooperation in this matter.

\_\_\_\_\_  
Chris Harvey, Staff Assistant  
Athletic Department x6564

DATE \_\_\_\_\_ BUS DEPARTURE TIME \_\_\_\_\_

#### PROCEDURE

1. Athletic Dept. Academic Advisor will provide forms listing all travel dates and departure times for each team to the head coach.
2. Each coach should review all dates and times for accuracy.
3. Each coach should distribute forms to all team members as necessary.
4. Each coach should encourage student-athletes to immediately go to their professors and review the dates if all classes to be missed.

(APPENDIX C)

#### BUDGET FORMAT

##### Personnel Costs Project Cost

1. Officials \_\_\_\_\_
2. Manager \_\_\_\_\_
3. Announcer \_\_\_\_\_
4. Scorer \_\_\_\_\_
5. Other \_\_\_\_\_
- Total (a) \_\_\_\_\_

##### Equipment Supplies, Etc.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Total (b) \_\_\_\_\_

Special Requests

1. \_\_\_\_\_

2. \_\_\_\_\_

Total (c) \_\_\_\_\_

Budget Total (a+b+c) \_\_\_\_\_

PROCEDURE

1. Use above format to outline your budget
2. Include any equipment specifications desired
3. Return to Athletic Department by February 1st

(APPENDIX D)

MEMORANDUM

TO: Mr. Timothy P. Shea, Director of Athletics

FROM:

DATE:

RE: Volunteer Coach

I recommend that \_\_\_\_\_, social security number \_\_\_\_\_

(Name of the individual)

be appointed as a volunteer coach in \_\_\_\_\_ starting \_\_\_\_\_

(Name of the sport) (Date)

\_\_\_\_\_ has agreed to volunteer their services to assist in coaching

(Name of the individual)

\_\_\_\_\_ for the \_\_\_\_\_ 2012-2013 season. While it is understood that

(Name of the sport)

there will be no direct compensation for these services, expenses incurred on behalf of the

\_\_\_\_\_, may be compensated with the approval of the head coach and the senior

(Name of the sport)

Associate athletic director.

Approved: \_\_\_\_\_

Timothy P. Shea

Director of Athletics

Disapproved: \_\_\_\_\_

Date

Approved: \_\_\_\_\_

Dr. Stanley P. Cahill

Vice President of Student Life

Disapproved: \_\_\_\_\_

Date

Comments, if any:

Suggested distribution: Mr. Timothy P. Shea

(APPENDIX E)

### FUNDRAISING REQUEST

This form must be filled out completely and returned to the Director of Athletics for approval before any fund raising activities can commence.

SPORT \_\_\_\_\_

COACH \_\_\_\_\_

DESCRIPTION OF FUNDRAISER \_\_\_\_\_

\_\_\_\_\_

PURPOSE AND USE OF PROFITS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPROVED \_\_\_\_\_

Tim Shea, Director of Athletics

DATE \_\_\_\_\_

NOT APPROVED...REASONS \_\_\_\_\_

\_\_\_\_\_

(APPENDIX F)

### ATHLETIC DEPARTMENT STAFF DIRECTORY

Title Name Extension Home Telephone/

Cell Telephone  
Director of Athletics  
Timothy P. Shea 6517 (978) 745-1341  
Associate Director of Athletics Jason Doviak 6569 (518)-369-8599  
Cell  
Staff Associate/Athletic Trainer/  
Carey MacDonald 6563  
Staff Associate/Intercollegiate  
Scheduling Coordinator William O'Neill 6575 (978)-741-4342

Staff Assistant/Sports  
Information Director  
Joe Beitz 6544  
Staff Assistant/Compliance Coordinator Chris Harvey 6564 (617) 548-7856  
Cell  
Staff Assistant/Rink Management John O'Neill 6565 (978) 430-4152  
Cell  
Staff Associate/Assistant Athletic  
Asst. Athletic Trainer Scott Braid 2292  
Staff Assistant/Aquatics Manager Scott Kaufman 6562  
Accountants Cheryl Merritt  
6560

Administrative Assistant Julie Curtis 7260  
O'Keefe Facilities Repairer Carlos Vasquez 7260  
CHAMPS Life Skills Director  
Women's Soccer Coach  
Nicole Wood 6991

(APPENDIX G)

HEAD COACHING STAFF DIRECTORY  
(978)  
Athletic Office 542-7260

Baseball – Head Coach, Mike Ward 542-6622

Men's Basketball – Head Coach, Chris Harvey 542-6564

Women's Basketball – Head Coach, Michelle Cunningham 542-6549

Men's Cross Country– Head Coach, Dennis Floyd 542-6233

Women's Cross Country– Head Coach, Dennis Floyd 542-6233

Field Hockey – Head Coach, Jessica Mirisola 542-7260

Golf – Head Coach, Steve Campbell 542-7260

Ice Hockey – Head Coach, William O'Neill 542-6575

Men's Soccer – Head Coach, Don Goodwin 542-6589

Women's Soccer – Head Coach, Nicole Wood 542-6991

Softball – Head Coach, Leanne Harris 542-7260

Men's Tennis – Head Coach, Dr. Joseph Gallo 542-6585

Women's Tennis – Head Coach, Joe Dunn 542-6537

Volleyball – Head Coach, Bruno Tramontozzi 542-7260

Men's Lacrosse- Head Coach, Trevor Eaton 542-7260

Women's Lacrosse- Head Coach, Tara Kelly 617-512-8272

(Appendix H)

SALEM STATE UNIVERSITY ATHLETIC DEPARTMENT  
Record of Official Visit

Sport: \_\_\_\_\_

Prospect Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

High School senior at: \_\_\_\_\_  
(school) (city & state)

High School graduate at \_\_\_\_\_  
(college or university) (city, state,)

Arrival date: \_\_\_\_\_ Time: \_\_\_\_\_

Departure date: \_\_\_\_\_ Time: \_\_\_\_\_

Others accompanying prospect on visit: \_\_\_\_\_

Parent(s) Name: \_\_\_\_\_

Other:(describe relationship) \_\_\_\_\_

List any cost(s) incurred: \_\_\_\_\_

Student Host: \_\_\_\_\_

Amount given to Host \$ \_\_\_\_\_ (Maximum of \$20 per day)

Signature of prospect: \_\_\_\_\_  
(date)

Signature of student host \_\_\_\_\_  
(date)

Signature of Head Coach \_\_\_\_\_  
(date)

\*Attach itemized receipts to this form.

(Appendix I)

#### CAR WAIVER FORM

I \_\_\_\_\_ (STUDENT ATHLETE), am requesting to use my own mode of transportation on the following date \_\_\_\_\_. I will be using my own mode of transportation to travel TO AND/OR FROM (PLEASE CIRCLE) the competition at \_\_\_\_\_.

I understand this request must be made to the Athletic Department 24 hours prior to the above date.  
I understand that taking my own mode of transportation raises the risk of personal injury and by signing this form I agree to not hold Salem State University responsible for any incidents that may occur during my travels.

(APPENDIX J)

PRACTICE AND CONTEST SCHEDULE OFFICE USE: \_\_\_\_\_ # of weeks  
\_\_\_\_\_ total contests and scrimmages

\_\_\_\_\_  
SPORT 2011-2012

PROCEDURE Month SUN MON TUES WED THURS FRI SAT Totals

- 1
1. Must be on file in academic 2  
advising office one week 3  
prior to first practice. 4
- 5
2. Fall sports have 18 weeks 6  
Winter & Spring have 19 weeks 7
- 8
3. Begin count with the first day of 9  
practice and continue until last 10

contest except for NCAA 11  
Championships. Scrimmages 12  
should be noted too. 13

14

4. Clearly label double-headers or 15  
multi-team competitions that 16  
result in head to head scores 17  
rather than a single tournament 18  
score 19

5 Write in the month and dates to  
the right of each calendar block

6. Practice or Competition during  
any part of a week is counted  
as a full week. Including  
Finals & Vacation periods

#### CODE TO USE

P=Practice

C=Contest

\*\*\*\*\* OVER \*\*\*\*\*

(Appendix K)

#### POLICY ON PHYSICAL DISCIPLINE LIMITS FOR COACHES

Physical discipline should not be a regular part of a coach's philosophy but rather an occasional action that is appropriate for the incident in question.

At all times, the health and welfare of the student athlete must be of primary concern. No one should be pushed to the point of injury, vomiting or other serious health risk. Any drill or action used must be pre-approved by our Athletic Training Staff, including the length of time for a particular action.

Reoccurring physical discipline should not occur. Instead, dismissal from the team would seem the more appropriate response.

(Appendix L)

#### CHAMPS/Life Skills Program 2011

“Challenging Athletes’ Minds for Personal Success”

The mission of the SSU CHAMPS/Life Skills program is to enhance the quality of the student-athlete experience and support our student-athletes in the 5 commitment areas of:

Academic Excellence / Athletic Excellence / Personal Development / Career Development  
&Community Service

All SSU student-athletes are required to participate in one CHAMPS/Life Skills workshop each academic semester. Although this minimal involvement is mandatory in order for student-athletes to compete for our athletics’ teams, all

are encouraged to take advantage of the opportunities presented by on-going CHAMPS/Life Skills programs throughout the year. For the fall semester, teams can choose their own topic and workshop. A mandatory workshop for all student-athletes is held second semester, with the topic and speaker chosen by the SSU Student-Athlete Advisory Committee.

Below is a list of the available workshops and presenters for the fall semester that are part of the CHAMPS/Life Skills programs. All workshops and events listed are open to all SSU student-athletes. To set up a workshop for your team, contact Nicolle Wood with the topic and a list of 3 dates. Community time (Mondays, 11 am – 12 pm) seem to work best for most student-athletes. Coaches are encouraged to get input from their student-athletes when choosing a workshop for their team.

#### “One Night” – Acquaintance Rape Prevention and Education

Sunday, September 19th

7 pm – Vets Hall

“One Night” is an interactive play which depicts what happened when four friends get together for a night of celebration in honor of the end of their college careers. This presentation allows for students to see what happens from all four characters’ perspectives and helps provide info on sexual assault prevention and how to respond when it happens to a friend.

#### “Can You Hear Me Now?”

This workshop will focus on the ever-changing world of communication technology, and how the advances made in this area can have long-ranging effects on student-athletes. Cell phone use, email, social networking sites, and other means of communication will be discussed. The goal is to educate student-athletes on proper etiquette when using the various means of communicating, and provide steps to ensuring that on-line interaction is safe and positive.

#### Nutrition and Training Strategies for Increased Performance

This workshop provides student-athletes with nutrition and training guidelines to help them increase performance. Pre and post game tips and eating-on-the-go strategies are highlighted.

Administrator: Nicolle Wood

CHAMPS Director

(978)542-6991

nwood@salemstate.edu

#### Leadership Skills On & Off the Field

Student-athletes will learn what qualities make an effective leader. Leadership styles will be explored and ways to implement change will be discussed. The stress of balancing academic and athletic demands will be highlighted.

#### The Couples Connection: Relating & Dating

Students will learn the characteristics of healthy friendships and relationships. Ways to help a friend you're concerned about will be explored and sexual myths and mysteries will be addressed.

#### Body Talk/Sexual Health

This workshop is for our female student-athletes. Kim Daly our Director of Health Services will give a comprehensive talk on women's health and body image.

Administrator: Karen Hruska, MA LMHC

ADEPT Program

Counseling and Health Services Salem State University

khruska@salemstate.edu

978-542-6148

#### Interview Skills for the Student-Athlete

Given the many demands placed on student-athletes throughout the year, it is often difficult for them to gain much experience in the workforce. This workshop will help student-athletes identify and utilize the skill set they have developed in competition to increase their interview skills with potential employers. Student-athletes can expect to learn how to communicate to potential employers how their experiences as an athlete transfer to the professional setting.

Administrator: Christine Sullivan, Career Services  
Salem State University  
csullivan@salemstate.edu  
978-542-6406

#### Time Management for Student-Athletes

This workshop provides student-athletes with skills needed to juggle the various demands they face each day, week, month, and semester.

Administrator: Jay Carey, Director of Continued Learning  
Salem State University  
jcarey@salemstate.edu  
978-542-6332