2019-20
STUDENT-ATHLETE
HANDBOOK
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WELCOME BACK

I want to personally welcome each of you back for another exciting season of UAlbany athletics and in advance thank you for all you do in representing UAlbany through both your athletic and academic endeavors.

The 2018-2019 academic year was another successful year for Great Dane Athletics. Through your hard work and commitment, eight Great Dane teams won conference championships, taking our total championships to 115. Congratulations to all of our student-athletes in all of our sports for an outstanding athletic year of competition.

In addition 2018-19 was another excellent year academically. Women’s golf had the highest overall GPA of 3.62. Sixteen teams achieved a 3.0 GPA or better and all nine of our women’s teams had team GPA’s over 3.00 for both semesters. We had eleven AE Presidential Scholar-Athletes, those student-athletes graduating with a 3.75 or better.

Tara Belinsky, women’s track & field, was selected as the America East Woman of Year and Melissa Nealon from field hockey was named America East Scholar-Athlete of the Year for their outstanding achievements on the field, in the classroom and in the community. Congratulations to Tara and Melissa for this wonderful accomplishment.

The Student-Athlete Handbook is your daily guide for all athletic and campus resources. The Handbook is revised annually by UAlbany Athletics Administration so if there is any information or other types of resources that you would like to see incorporated in this Handbook, please contact Vic Cegles, Deputy Director of Athletics.

In closing, I want to welcome all of our first year student-athletes to the Great Dane family and to all returning student-athletes, again, thank you for a great 2018-19 year and the prospects for an even better 2019-20.

Go Danes!

Mark Benson
Director of Athletics
HOME OF CHAMPIONS – 107 TOTAL CONFERENCE CHAMPIONSHIPS

AMERICA EAST CONFERENCE (106)
NORTHEAST CONFERENCE (6)
METRO ATLANTIC ATHLETIC CONFERENCE (3)

BASEBALL (1)
2007 America East Champions
   ~ NCAA Tournament, Fayetteville, AR

MEN’S BASKETBALL (5)
2005-06 America East Champions
   ~ NCAA Tournament, Philadelphia, PA
2006-07 America East Champions
   ~ NCAA Tournament, Columbus, OH
2012-13 America East Champions
   ~ NCAA Tournament, Philadelphia, PA
2013-14 America East Champions
   ~ NCAA Tournament, Dayton, OH
   ~ NCAA Tournament, Orlando, FL
2014-15 America East Champions
   ~ NCAA Tournament, Columbus, OH

WOMEN’S BASKETBALL (6)
2011-12 America East Champions
   ~ NCAA Tournament, College Station, TX
2012-13 America East Champions
   ~ NCAA Tournament, Newark, DE
2013-14 America East Champions
   ~ NCAA Tournament, Baton Rouge, LA
2014-15 America East Champions
   ~ NCAA Tournament, Durham, NC
2015-16 America East Champions
   ~ NCAA Tournament, Syracuse, NY
2016-17 America East Champions
   ~ NCAA Tournament, Storrs, CT

MEN’S CROSS COUNTRY (1)
2011 America East Champions

FIELD HOCKEY (6)
2008 America East Champions
   ~ NCAA Tournament, College Park, MD
2010 America East Champions
   ~ NCAA Tournament, State College, PA
2012 America East Champions
~ NCAA Tournament, State College, PA

2014 America East Champions
~ NCAA Tournament, College Park, MD
- Semifinals

2015 America East Champions
~ NCAA Tournament, Storrs, CT

2018 America East Champions
~ NCAA Tournament, College Park, MD

FOOTBALL (6)
2002 Northeast Conference Champions
2003 Northeast Conference Champions
2007 Northeast Conference Champions
2008 Northeast Conference Champions
2011 Northeast Conference Champions
~ NCAA FCS Playoffs, Stony Brook, NY
2012 Northeast Conference Champions

GOLF (6)
2004 America East Conference Champions
2008 America East Conference Champions
2009 America East Conference Champions
2015 Metro Atlantic Athletic Conference Champions
~ NCAA Tournament, St. George, UT
2018 Metro Atlantic Athletic Conference Champions
~ NCAA Tournament, Tallahassee, FL
2019 Metro Atlantic Athletic Conference Champions
~ NCAA Tournament, Opelika, AL

MEN’S LACROSSE (9)
2003 America East Champions (1st Division I team to earn NCAA berth)
~ NCAA Tournament, Princeton, NJ
2004 America East Champions
~ NCAA Tournament, Syracuse, NY
2005 America East Champions
~ NCAA Tournament, Charlottesville, VA
2007 America East Champions
~ NCAA Tournament
  - First Round, Albany, NY
  - Quarterfinals, Princeton, NJ
2013 America East Champions
~ NCAA Tournament
  - First Round, Denver, CO
2014 America East Champions
~ NCAA Tournament
  - First Round, Baltimore, MD
2015 America East Champions
~ NCAA Tournament
2016 NCAA Tournament At-Large Bid
2017 America East Champions
~ NCAA Tournament, Albany NY
~ Quarter Finals, Newark, DE
2018 America East Champions
~ NCAA Tournament, Albany NY
~ Quarter Finals, Hempstead, NY
~ Semi-Finals - Foxboro, MA

WOMEN’S LACROSSE (2)
2011 America East Champions
~ NCAA Tournament
  - First Round, Hanover, NH
  - Quarterfinals, Chicago, IL
2012 America East Champions
~ NCAA Tournament, Gainesville, FL
2015 NCAA Tournament At-Large Bid, Stony Brook, NY
2016 NCAA Tournament At-Large Bid, Stony Brook, NY

MEN’S SOCCER (2)
2016 America East Champions
~ NCAA Tournament, Albany, NY
~ NCAA Tournament, Clemson, SC
2017 America East Champions
~ NCAA Tournament, College Park, MD
~ NCAA Tournament, Kalamazoo, MI

WOMEN’S SOCCER (3)
2015 America East Champions
~ NCAA Tournament, First Round, State College, PA
2016 America East Champions
~ NCAA Tournament, First Round, Storrs, CT
2018 America East Champions
~ NCAA Tournament, Frist Round, Tampa, FL

SOFTBALL (7)
2005 America East Champions
~ NCAA Tournament, South Bend, IN
2006 America East Champions
~ NCAA Tournament, Amherst, MA
2007 America East Champions
~ NCAA Tournament, Hempstead, NY
2011 America East Champions
~ NCAA Tournament, State College, PA
2014 America East Champions
~ NCAA Tournament, Eugene, OR
2017 America East Champions (100th Conference Championship)
~ NCAA Tournament, Tuscaloosa, AL
2018 America East Champions
~ NCAA Tournament, Eugene, OR

WOMEN’S TENNIS (1)
2016 America East Champions
~ NCAA Tournament, Stillwater, OK

MEN’S TRACK & FIELD (30)

WOMEN’S TRACK & FIELD (21)

VOLLEYBALL (6)
2004 America East Champions
~ NCAA Tournament, New Haven, CT
2006 America East Champions
UALBANY INTERCOLLEGIATE ATHLETICS MISSION STATEMENT

The University at Albany Department of Athletics will provide a NCAA Division I athletics program for men and women committed to supporting the educational mission of the University. The department will strive to achieve excellence within intercollegiate competition at the highest level with deference to a continued commitment to fairness and integrity.

The Department of Athletics will accomplish this mission through its commitment to the following endeavors:

➢ Provide an equitable, balanced and broad-based athletics program for all student-athlete participants and the University at Albany community.

➢ Recruit a diverse group of student-athletes who represent the institution, the department and themselves in an outstanding manner as they pursue a high level of academic and athletic achievement.

➢ Identify, pursue and hire a diverse and qualified staff of coaches and administrators to ensure achievement, individual physical and emotional health as well as lifelong welfare of student-athletes.

➢ Operate a fiscally sound, equitable and responsible budget.

➢ Comply with the rules and regulations of the NCAA, America East Conference, Colonial Athletic Association, Metro Atlantic Athletic Conference and the University at Albany.

➢ Pursue the development, construction, and maintenance of facilities that are functional, aesthetically consistent with other University facilities, safe and comfortable for student-athlete participants, staff, spectators and community users.

➢ Create revenue streams through the expansion of philanthropic giving, broadcast properties, corporate sponsorships, merchandising and a competitively priced ticketing structure.

➢ Provide entertainment options to the Capital Region and the University Community.

➢ Utilize modes of electronic media and technology to enhance the position of the University and the department to include more local, regional, national and global exposure.

➢ Support the educational component of the University by providing practicums, internships and graduate assistantships.

➢ Extend optimum efforts by fostering and rewarding vision, creativity and innovation.
Understand the value of teamwork and acknowledge our respect of and commitment to each other. We understand the importance of timely, complete and accurate communication.

**DIVERSITY, EQUITY AND INCLUSION**

The Department of Athletics values multiculturalism and diversity amongst its staff and student-athletes and strives to provide a comfortable environment that demonstrates a respect for individual difference and a commitment to equity and free expression. The Department of Athletics will continue to cultivate and promote an inclusive culture through the recruitment and retention of administrators, staff, coaches and student-athletes of traditionally underrepresented populations. The foundation of a diverse and inclusive culture across dimensions of diversity include, but are not limited to age, race, sex, gender, class, national origin, creed, educational background, disability, geographical location, income, marital status, parental status, sexual orientation and work experiences. UAlbany Athletics is committed to sustaining a successful athletic program where equitable participation and services are provided to its student-athletes.

**DEPARTMENT OF ATHLETICS TITLE IX - GENDER EQUITY ACTION PLAN**

The most significant and urgent issue facing intercollegiate athletics programs are Title IX. Title IX is a federal civil rights statute enacted as part of the Education Amendments of 1972. In simple terms, Title IX prohibits sex-based discrimination within educational institutions receiving federal financial assistance. An institution’s failure to comply with Title IX may result in an Office of Civil Rights (OCR) directive to suspend or terminate financial assistance to the entire institution. Or, in the case of a Title IX lawsuit, the court may order the institution to pay compensatory and punitive damages. The University at Albany and its Athletic Department are committed to the principles of Title IX and achieving full compliance.

There are three basic parts to the Title IX regulation as it pertains to intercollegiate athletics: Effective accommodation of interests and abilities (participation opportunities), athletic financial assistance (scholarships), and athletic program components.

I. Effective accommodation of interests and abilities involves an analysis of participation opportunities for the number of male and female student-athletes on each team and/or overall. Additionally, levels of compliance are reviewed to further assess compliance with accommodation of interests and abilities.

   A. Compliance with participation opportunities is determined by meeting one of the three tests:
      1. Proportionality (i.e., Athletic participation rates of men and women students substantially equal the full-time undergraduate enrollment rates of men and women students).
      2. History and continuing practice of program expansion.
      3. Accommodation of interests and abilities (i.e., the current sports offerings for women fully meet their interests).

   B. A two-part test to review levels of competition is applied to determine whether female athletes are afforded proportionally similar advanced competition opportunities as male athletes.

II. Athletic financial assistance (scholarships) must be awarded in substantial proportion to the participation rates (using a head count) of men and women student-athletes (if 50% of the student-athletes are female, then roughly 50% of the total athletic financial assistance should be awarded to females). A ‘Z’ and a ‘T’ statistical analysis test are used to determine whether any difference is substantial.

III. Equal opportunity and the equivalent standard can be evaluated by looking at various program components. There are currently eleven program components:

   1. Provision of Equipment and Supplies
   2. Scheduling of Games and Practice Times
   3. Travel and Per Diem Allowances
4. The Opportunity to receive Academic Tutoring and the Assignment and Compensation of Tutors.
5. The Opportunity to receive Coaching and the Assignment of Compensation of Coaches.
6. Provision of Locker Rooms, Practice and Competitive Facilities
7. Provision of Medical and Training Facilities and Services
8. Provision of Housing and Dining Facilities and Services
9. Publicity
10. Provision of Support Services
11. Recruitment of Student-Athletes

Comparing the availability, quality and types of benefits, opportunities and treatment of both sexes assesses compliance with respect to the program components. If the components are found to be equivalent, then the institution will be in compliance. Equivalence means equal or equal in effect. Under this equivalence standard, identical benefits, opportunities or treatment are not required, provided the overall effort of any difference does not have a disparate impact on one sex.

UAlbany Department of Athletics is committed to achieving the following goals:
● Provide both men and women student-athletes with participation opportunities in substantial proportion to their representation in the student body.
● Provide athletic financial assistance in substantial proportion to the representation of women student-athletes in the athletic program.
● Provide equivalent benefits, opportunity, and treatment throughout the athletic program for both men and women student-athletes.

To this end the UAlbany Athletic Department will engage in specific actions to bring about full and continuing compliance with Title IX within a period of five academic years. The Gender Equity Compliance Action Plan is intended to serve as a working document for the next five academic years (2015-2020). The action plan will assist the University in its efforts to achieve compliance with the athletic provisions of the regulations implementing Title IX of the Education Amendments of 1972.

DEPARTMENT OF ATHLETICS MINORITY OPPORTUNITIES ACTION PLAN

GOAL – UAlbany will increase the awareness of and appreciation for diversity among student-athletes, coaches, staff, and administrators.

UAlbany Athletics will be characterized by a civil, inclusive campus climate that demonstrates a respect for individual differences and a commitment to equity and free expression. UAlbany Athletics is committed to providing an environment that values diversity for its student-athletes, coaches, and staff. UAlbany will encourage the recruitment and retention of ethnic minority student-athletes, coaches, professional staff and senior level administrators for sports where they have been traditionally underrepresented.

The UAlbany Athletics will increase leadership opportunities for ethnic minority coaches, professional staff, and administrators.
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<tr>
<th>Name, Position</th>
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<tr>
<td>Athletics Administration</td>
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<td>Athletic Development</td>
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<td>Mary Johnson, Athletics Development</td>
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<td>Jay Geiger, Head Athletic Trainer</td>
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<td>Mary Kate Hedderman, Assistant Athletic Trainer</td>
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<td>Matt Barber</td>
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<tr>
<td>Rachel Jones</td>
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<td>Rich Irving</td>
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<td><strong>Student-Athlete Academic Services</strong></td>
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<tr>
<td>Lori Friel</td>
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<tr>
<td>Suzette Garnett</td>
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<td>Matt Hargadon</td>
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<tr>
<td>Nate Mason</td>
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<td>Jordan Tabakman</td>
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<td>Donnie Bassett</td>
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<tr>
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<td>Megan Methven</td>
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<tr>
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CONFERENCE AFFILIATION - AMERICA EAST CONFERENCE, COLONIAL ATHLETIC ASSOCIATION AND METRO ATLANTIC ATHLETIC CONFERENCE

In January 2000, the University at Albany accepted an invitation to become a full member of the America East Conference, effective with the 2001-2002 academic year. Seventeen of the school’s nineteen varsity teams (Baseball, Men’s and Women’s Basketball, Men’s and Women’s Cross-Country, Field Hockey, Men’s and Women’s Indoor Track, Men’s and Women’s Lacrosse, Men’s and Women’s Outdoor Track, Men’s and Women’s Soccer, Softball, Women’s Tennis and Women’s Volleyball) compete for conference championships. The Women’s Golf team has competed in the Metro Atlantic Conference (MAAC) since the 2009-2010 season. Football, a Division I FCS program, is entering its 7th year as a member of the Colonial Athletic Association (CAA).

America East History - The Tradition

Now in its fourth decade of operation, the America East Conference has evolved into one of the most comprehensive NCAA Division I conferences in the country with a commitment to broad-based, competitive athletics programs, complementing the academic integrity and missions of the member institutions.

Progressive in its approach to its more than 3,400 student-athletes, America East recognizes champions in each of its 20 sports: baseball, men's and women's basketball, men's and women's cross country, field hockey, men's and women's indoor track and field, men's and women's lacrosse, men's and women's outdoor track and field, men's and women's soccer, softball, men's and women's swimming and diving, men's and women's tennis, and women's volleyball. America East also conducts the nation’s most comprehensive academic recognition program for student-athletes and collaborates on several community service initiatives throughout its geographic footprint each year.

With members spanning from the Mid-Atlantic to Northeast regions of the United States, America East strives to develop champions in academics, athletics and leadership at its nine member institutions: University at Albany, Binghamton University, University of Hartford, University of Maine, UMBC, University of New Hampshire, Stony Brook University, University of Vermont and UMass Lowell.

As America East enters a new era under the leadership of Commissioner Amy Huchthausen, the league and its member institutions are well positioned to experience even more success in the years ahead.

Athletic Success

America East’s proven record of success in its sports will enable the conference to earn admission to 12 NCAA Championships in 2014-2015. Student-athletes in baseball, men’s basketball, women’s basketball, field hockey, men’s lacrosse, women’s lacrosse, men’s soccer, women’s soccer, softball, men’s tennis, women’s tennis, and volleyball receive access to NCAA Championships via the conference’s automatic qualifiers. Individual champions at the America East Outdoor Track and Field Championship receive bids to that NCAA Championship. In addition,
several America East athletes in sports such as cross country, indoor track and field, golf, and swimming and diving will compete in those NCAA Championships.

Colonial Athletic Conference (CAA) Football

CAA Football has raised the profile of what was once the Yankee Conference, and later the Atlantic 10 Conference, since the league came under the CAA banner in 2007. Over the past eight years, CAA Football has established itself as one of the nation’s premier FCS power conferences with regard to on-field success, television exposure, marketability and the achievements of its student-athletes in the classroom, in the community and at the next level.

A banner 2014 season saw four CAA Football programs earn spots in the FCS Championship, with New Hampshire becoming the 21st team in conference history to reach the national semifinal round. The CAA also produced two of the nation’s top individual award winners, as Villanova quarterback John Robertson claimed the Walter Payton Award and New Hampshire coach Sean McDonnell received the Eddie Robinson Award.

2014 also watched CAA Football’s membership reach 12 schools with the addition of Elon University. The Phoenix captured its first victory as a league member on Sept. 20 by defeating Charlotte, and played its inaugural conference game on Oct. 4 against New Hampshire.

CAA Football Membership History

Current Membership
University at Albany (2013-present)
University of Delaware (1986-present)
Elon University (2014-present)
James Madison University (1993-present)
University of Maine (1947-present)
University of New Hampshire (1947-present)
University of Rhode Island (1947-present)
University of Richmond (1986-present)
Stony Brook University (2013-present)
Towson University (2004-present)
Villanova University (1988-present)
College of William and Mary (1993-present)

The Metro Atlantic Athletic Conference (MAAC)

With 11 institutions strongly bound by the sound principles of quality and integrity in academics and excellence in athletics, the Metro Atlantic Athletic Conference is in its 34th year of competition during the 2014-2015 academic year.

The MAAC was founded in 1980 by six charter members: the U.S. Military Academy, Fairfield University, Fordham University, Iona College, Manhattan College and Saint Peter's College. Competition followed one year later in the fall of 1981 with members competing in the sports of men's cross country and men's soccer. On January 2, 1982, Army traveled to Iona for the first MAAC men's basketball game and the MAAC story had begun.

Current Conference members include: Canisius College, Fairfield University, Iona College, Manhattan College, Marist College, Monmouth University, Niagara University, Quinnipiac University, Rider University, Saint Peter's University, and Siena College. In addition, associate members include the University of Detroit Mercy in men's lacrosse and Jacksonville University in men’s rowing; St. Francis (N.Y.) College, Villanova University, Virginia Military Institute and Wagner College are all associate members in Women's Water Polo. Drake University, Jacksonville University, Robert Morris University, Sacred Heart University, and Stetson University compete in women's rowing, while the University at Albany, University of Dayton and the University of Hartford take part in women’s golf competition. Bryant University, and Sacred Heart University compete in field hockey, while
Bryant University is a member in men’s swimming & diving. The MAAC will support 25 sports and championships during the 2014-2015 academic year; in addition, the MAAC champion earns automatic qualification to the NCAA Championship in 16 sports.

UNIVERSITY AT ALBANY DEPARTMENT OF ATHLETICS
CODE OF CONDUCT

THE GREAT DANE CODE

As Great Dane Student-Athletes, we agree to:

● Pursue excellence in the classroom and competition;
● Conduct ourselves in a responsible and respectful manner at all times;
● Hold ourselves to the highest standards of sportsmanship and will encourage our teammates to do the same;
● Demonstrate strong character and responsibility for our conduct;
● Take pride in our university;
● Appreciate the privilege of wearing purple and gold;
● Support our fellow student-athletes in their pursuit of excellence;
● Be positive role models for our community;
● Lead with integrity in all of our actions; and
● Adhere to the policies and regulations of the Department of Athletics, the University at Albany, the Conference, and the NCAA.

Sportsmanship, Honesty and Integrity

All members of the University at Albany Athletic Department, including administrators, coaches, student-athletes and fans, are expected to conduct themselves in a manner which is conducive to upholding good sports-like behavior at all times while involved or attending intercollegiate athletic events.

As a student-athlete, you are bound by NCAA and conference affiliate (America East, CAA, MAAC) code of conduct requirements and may face eligibility ramifications if found to be in violation of these policies.

NCAA Constitution 2.4 Principle of Sportmanship and Ethical Conduct

For intercollegiate athletics to promote the character development of participants to enhance the integrity of higher education and to promote civility in society, student-athletes, coaches, and all others associated with these athletics programs and events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifest not only in athletics participation but also in the broad spectrum of activities affecting the athletics program.

NCAA Bylaw 10.01.1- Honesty and Sportmanship
Individuals employed by (or associated with) a member institution to administer, conduct or coach intercollegiate athletics and all participating student-athletes, shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions, and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

NCAA Bylaw 10.1 – Unethical Conduct

10.1 Unethical Conduct. Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member, which includes any individual who performs work for the institution or the athletics department even if he or she does not receive compensation for such work, may include, but is not limited to, the following:

a) Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual's institution;

b) Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;

c) Knowingly furnishing or knowingly influencing others to furnish the NCAA or the individual's institution false or misleading information concerning an individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation;

d) Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., "runner");

e) Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state and federal law. This provision shall not apply to banned substances for which the student-athlete has received a medical exception per Bylaw 31.2.3.2; however, the substance must be provided in accordance with medical licensure, commonly accepted standards of care and state or federal law;

f) Engaging in any athletics competition under an assumed name or with intent to otherwise deceive; or

g) Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or the institution's athletics department regarding an individual's amateur status.

America East Conference Bylaw 10 - Conduct

The America East Conference has its own code of conduct for its student-athletes, coaches, administrators, spirit groups and fans, which is reproduced below.

Ethical Conduct

a) Individuals employed by (or associated with) a member institution that administer, conduct or coach intercollegiate athletics and all participating student-athletes shall act with honesty, professionalism and sportsmanship at all times. The Commissioner shall be empowered to take disciplinary action against Conference member institutions or institutional personnel when derogatory comments, unprofessional behavior, acts of misconduct, failure to meet Conference obligations, failure to maintain confidentiality or violations of Conference and/or NCAA rules or policies occur.

b) A representative of an institution who commits an act of unethical (including but not limited to derogatory comments, unprofessional behavior, failure to maintain confidentiality, etc.) shall be subject to disciplinary action as deemed appropriate by the Commissioner. Such disciplinary action may also include the institution whose representative committed the violation of ethical conduct. The penalties shall include, but are not limited to: private reprimand; public reprimand; a suspension of at least one, and possibly more, games (if applicable); and a monetary fine.

Principles. The America East Conference is committed to maintaining proper sportsmanship and to providing a healthy environment for competition. It is the responsibility of each America East member institution to insure that all individuals associated with its athletics program conduct themselves in a sporting manner when representing the institution.
Expectations. Coaches, administrators, student-athletes, spirit groups and fans shall conduct themselves in a dignified manner. America East and its institutions shall strive to create hospitable environments for sporting competition at all venues.

Code of Ethics. America East has adopted the following Code of Ethics for competition:

a) Show respect to teammates, opposing players, coaches, referees and spectators.
b) Oppose cheating, intimidation, vulgar language.
c) Defend the game against racism and violence.
d) Play by the rules of the NCAA and America East (Fair Play).
e) Be gracious in victory; Demonstrate dignity in defeat.
f) Accept responsibility for our actions.
g) Be aware of consequences of foul language and poor behavior.
h) Share knowledge for the good of the conference.
i) Promote the game in a way that is passionate, competitive, safe and honest.

Student-Athlete Responsibility. America East student-athletes must understand they are often the most visible representatives of their institutions. In addition, America East student-athletes are often emulated by many who are younger. America East student-athletes must understand and honor those responsibilities and recognize the privilege of representing their institution with dignity in and away from the athletic arena. America East student-athletes are to treat opponents, coaches, referees and spectators with respect.

Unsporting Conduct – Institutional Representatives. “Representatives” of an institution shall be defined as coaches, student-athletes, staff, and any other individuals taking an official role in the conduct of any athletics event. Acts of unsporting conduct by an institutional representative include, but are not limited to:

a) A representative of an institution striking or physically abusing an official, coach, student-athlete, or other person in attendance.
b) A representative of an institution inciting an official, opposing coach or player or other person in attendance to violent or abusive action.
c) A representative of an institution using obscene gestures or profane, discriminatory (i.e. racial, gender, or any other hate speech, etc.), or unduly provocative language toward an official, coach, player or other person in attendance.
d) A representative of an institution engaging in negative recruiting by making unduly derogatory statements regarding other America East institutions, personnel, or student-athletes to a prospective student-athlete, parents or coaches of a prospective student-athlete, or to any other person associated with a prospective student-athlete.
e) A representative of an institution publicly criticizing a game official.

Guidelines on Penalties for Unsporting Conduct. A representative of an institution who commits an act of unsporting conduct (including but not limited to public criticism of officials, Conference Officials or another institution) shall be subject to disciplinary action as deemed appropriate by the Commissioner. Such disciplinary action may also include the institution whose representative committed the violation of sporting conduct. The penalties shall include, but are not limited to: private reprimand; public reprimand; a suspension of at least one, and possibly more, games; and a monetary fine.

The University at Albany is committed to achieving excellence within intercollegiate competition which includes promoting those values that respect the dignity of the sport, athlete and the athletics community. To that end, the athletics department will not tolerate the following:

Colonial Athletic Conference (CAA) Sportsmanship

CAA Student-Athlete Sportsmanship Pledge:

I am a CAA Student-Athlete. I respect myself.
Through respecting myself, I respect my opponent.
Through respecting my opponent, I respect the game.
Through respecting the game, I respect the officials.
Through respecting the officials, I respect the outcome.
My example, in victory or defeat, nurtures respect in others.
Will you follow my lead?
Colonial Academic Alliance Web Address: http://www.caa-academics.org/

Metro Atlantic Athletic Conference (MAAC) Sportsmanship Policy

The NCAA and Metro Atlantic Athletic Conference promote good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial, sexist or abusive comments or intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the venue. The Metro Atlantic Athletic Conference thanks you for your cooperation and invite you to enjoy the game.

STUDENT-ATHLETE AGREEMENT CONCERNING HAZING

The Department of Athletics at the University at Albany supports only those activities which are constructive, educational, and that contribute to the academic and personal development of students. UAlbany Athletics opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule.

Hazing is interpreted as any act whether physical, mental, emotional, or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him/her. In addition, any requirement by a member that compels another member to participate in any activity which is against University policy or State/Federal law will be defined as hazing.

Actions and activities which are prohibited include, but are not limited to, the following:

➢ Any type of initiation or other activity where there is an expectation of individuals joining a particular team to participate in behavior designed to humiliate, degrade, or abuse them regardless of the person's willingness to participate.
➢ Forcing, requiring, or pressuring any individual to consume alcohol or any other substance.
➢ Forcing, requiring, or pressuring any individual to shave any part of their body, including the hair on their head.
➢ Any requirement or pressure put on an individual to participate in any activity which is illegal, perverse, and publicly indecent, contrary to his/her genuine morals and/or beliefs, e.g., public profanity, indecent or lewd conduct, or sexual gestures in public.
➢ Required eating of anything an individual would refuse to eat otherwise.
➢ Any activity or action that creates a risk to the health, safety, or property of the University or any member of its community.
➢ Forcing or requiring calisthenics, such as push-ups, sit-ups, and runs.
➢ Assigning or endorsing "pranks" such as stealing or harassment of another organization.
➢ Awakening or disturbing individuals during normal sleeping hours.
➢ Expecting or pressuring individuals to participate in an activity in which the full membership is not willing to participate.
➢ Physical abuse of any kind.
➢ Forcing, encouraging, or pressuring someone to wear in public apparel, which is conspicuous and not within the norm of what is considered to be in good taste.
➢ Nudity at any time, or forced reading of pornographic material.
➢ Paddling, beating or otherwise permitting a member to hit other members.
➢ Morally degrading, humiliating games or other activity that makes a member the object of amusement, ridicule or intimidation.
➢ Subjecting a member to cruel and unusual psychological conditions.

I have been given an opportunity to read this policy and understand the following:

➢ The policy and regulations of the Athletic Department pertaining to hazing.
➢ I agree and promise not to participate in any activity deemed to be hazing. I have read the examples of hazing as described in the University at Albany Hazing Policy (above).
➢ I understand that if I am in violation of this policy I will be subject to discipline that may include, but is not limited to, departmental or University probation, suspension from the team and/or the University;
expulsion from the team and or/University. In addition, I am aware that the team may be subject to group discipline that can include, but is not limited to, team probation, cancellation of individual contests, and/or cancellation of the **entire season**.

**Hazing**. Section IV of the University at Albany's Community Rights and Responsibilities states:

> Respect for the dignity and rights of other students is a basic tenet of the academic community. Hazing has no place in the academic community. Hazing is defined as conduct intended to cause psychological, emotional or physical harm to any person as a part as a part of initiation into or affiliation with any organization.

**SEXUAL HARASSMENT POLICY**

**Policy Statement and Nondiscrimination Notice:**

The University at Albany (“University”) is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, gender expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Employees, students, applicants or other members of the University community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic.

The electronic version of the Nondiscrimination Notice may be found at: http://www.albany.edu/general-counsel/48741.php.

**Definitions:**

**Sex discrimination includes, but is not limited to, sexual harassment, sexual violence, sexual assault, domestic violence, dating violence, stalking and cyber-stalking.**

**Sexual Harassment in the Employment Setting is defined as:**

Unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature when any of the following occurs:

- Submission to such conduct is made a term or condition of an individual’s continued employment, promotion, or other condition of employment.
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting an employee or job applicant.
- Such conduct is intended to interfere, or results in interference, with an employee’s work performance, or creates an intimidating, hostile, or offensive work environment.

**Sexual Harassment in the Educational Setting is defined as:**

Unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of denies or limits, on the basis of sex, the person’s ability to participate in or to receive benefits, services, or opportunities in the educational program and/or employment.

**Harassment on the Basis of Protected Characteristic(s) other than Sex/Gender**

Harassment based on race, color, age, religion, national origin, disability, sexual orientation, genetics, veteran status or other protected characteristics is oral, written, graphic or physical conduct relating to an individual's protected characteristics that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the educational institution’s programs or activities.

**Sexual Misconduct**

Sexual misconduct encompasses a wide range of behavior for sexual purposes against another person’s will and/or at the expense of another. Sexual misconduct includes, but is not limited to sexual harassment, sexual violence, sexual assault, intimate partner violence, stalking of a sexual nature, cyber-stalking of a sexual nature, and/or any conduct of a sexual nature that is non-consensual, or has the effect of threatening or intimidating another person.
Dating Violence (relationship violence, domestic violence, or intimate partner abuse.) A pattern of coercive behaviors that serve to exercise control and power in an intimate relationship. The coercive and abusive behaviors can be physical, sexual, psychological, verbal and/or emotional in nature. Intimate partner abuse can occur in relationships of the same or different genders; between current or former intimate partners who have dated, lived together, or been married.

Stalking
A course of conduct by a stranger or acquaintance directed at a specific person that directly or indirectly distresses, intimidates or threatens and places a reasonable person in fear. Stalking also includes incidents where electronic media such as the internet, pagers, cell phones, or other similar devices are used to pursue, intimidate or threaten and place a reasonable person in fear.

Rape, Sexual Violence, Sexual Assault and Sexual Exploitation
Sexual Assault I—By a stranger or acquaintance, sexual intercourse or any sexual penetration, however slight, of another person’s oral, anal, or genital opening with any object (an object includes but is not limited to parts of a person’s body) where active consent was not established. Where the victim purported to give consent, but the accused used force, threat, intimidation, or the victim’s mental or physical helplessness, the charge of Sexual Assault I also applies. Mental or physical helplessness would include, but not be limited to, sleep, as well as the inability to consent due to excessive alcohol or drug use or consumption.

Sexual Assault II—By a stranger or acquaintance, touching a person’s intimate parts (defined as genitalia, groin, breast, or buttocks), whether directly or through clothing, where active consent was not established. Sexual Assault II also includes forcing an unwilling person to touch another’s intimate parts. Where the victim purported to give consent, but the accused used force, threat, intimidation, or the victim’s mental or physical helplessness, the charge of Sexual Assault II also applies. Mental or physical helplessness would include, but not be limited to, sleep, as well as the inability to consent due to excessive alcohol or drug use or consumption.

Sexual Exploitation—Non Consensual, abusive sexual behavior that does not otherwise constitute Sexual Assault I, Sexual Assault II or Sexual Harassment. Examples include but are not limited to: intentional, non-consensual tampering with or removal of condoms or other methods of birth control and STI prevention prior to or during sexual contact in a manner that significantly increases the likelihood of STI contraction and/or pregnancy by the non-consenting party; non-consensual video or audio taping of sexual activity; allowing others to watch consensual or non-consensual sexual activity without the consent of a sexual partner; observing others engaged in dressing/undressing or in sexual acts without their knowledge or consent; trafficking people to be sold for sex; and inducing incapacitation with the intent to sexually assault another person.

Confidentiality:
The University is committed to protecting the confidentiality of the victims, and will work closely with victims to obtain confidential assistance regarding any incident of sexual harassment. Given this commitment to confidentiality, during any portion of the complaint procedures, the parties shall not either record, either by audio or video, the meetings, interviews, interrogations or any portion of the process?

Retaliation:
University policy and state law prohibit retaliation against any individual who opposes sexual harassment, files a complaint, or assists or participates in any manner in an investigation or proceeding conducted by the University or an external agency. Violation of this policy is subject to disciplinary action, up to and including dismissal. Sexual harassment, in any form, will not be tolerated. If you have any questions about UAlbany's policy against sexual harassment, or the procedure for filing a complaint, you may contact the ODI at (518) 956-8110.

Sexual Harassment Statement & Policy:
http://www.albany.edu/diversityandinclusion/sexual_harassment_policy.php

If you have experienced sexual violence the following are campus resources available:

You have the right to report to the police or local law enforcement to initiate a criminal process.

University Police 518-442-3131
Albany Police 911
NY Police 24 hr. hotline 1-844-845-7269
Title IX Coordinator 518-956-8168

The Advocacy Center for Sexual Violence, located Indian Quad, bottom of the exterior staircase between Seneca and Onondaga Halls, (518) 442-CARE (2273)

The University Counseling and Psychological Services, 400 Patroon Creek Blvd. (518) 442-5454
Title IX Coordinator, University Hall 301 (518) 956-8168; Albany.edu/titleIX.

University Police, University Police Building between Indian Quad and Liberty Terrace, (518) 442-3131.

Community Resources:
Albany County Crime Victim and Sexual Violence Center 24 hr. hotline: 518-447-7716
Equinox, Inc. 24-hr. Domestic Violence Hotline: 518-432-7865
Albany Medical Center, 47 New Scotland Road: 518-262-3125
Albany Memorial Hospital, 600 Northern Blvd: 518-471-322

TEAM AND INTERCOLLEGIATE DEPARTMENT SANCTIONS
STANDARDS OF CONDUCT

It is unlawful to possess, use or distribute any illicit drug or alcohol within the athletic department or campus community. A Student Events policy regulating the use of alcohol within the campus community is available through the office of the Student Activities Director.

LEGAL SANCTIONS POLICY AND PROCEDURE

The UAlbany Department of Intercollegiate Athletics fully complies with and supports all legal sanctions as stipulated in federal, state, county and city regulations. It is the responsibility of each student-athlete and department personnel to know and understand these regulations. A complete listing of all regulations is available for review at the office of Public Safety.

In the event of any violation of state laws, regulations applicable to unlawful possession or distribution of illicit drugs or alcohol, disciplinary action will be initiated.

Any student-athlete arrested due to alcohol or illicit drug behavior problems or violation of laws while he/she is affiliated with the UAlbany intercollegiate athletic department during the academic year, including semester breaks, will be referred to the UAlbany Community Standards Office.

Being present during any violation in such a way as to condone, support, or encourage such violation will be constructively treated as a positive drug test with an indefinite suspension. Students who anticipate or observe a violation of University policy are expected to remove themselves from participation and are encouraged to report the violation.

PROCEDURE:

Coaches, athletic trainers, support staff, or any other athletic department person with knowledge of the arrest should notify the Director of Athletics or designated senior level administrator.

An assessment will occur where it will be determined if the student-athlete will continue to participate while the charges are adjudicated.

The final decision will be made and a public press release will be prepared (if necessary) and delivered by the Director of Athletics ONLY.

UALBANY CONDUCT CODE VIOLATIONS
The Drug Program Coordinator and the Team Physician will be notified of all student-athletes that violate the UAlbany Conduct Code for drug and or alcohol related issues.

All coaches and athletic department staff with knowledge of a student-athlete that violates the UAlbany Conduct Code for drug and or alcohol related issues must notify the Drug Program Coordinator and Team Physician.

FELONY AND MISDEMEANOR CHARGES AND CONVICTIONS

Because of the unique nature of being a student-athlete, there are many issues that arise as a result of any student-athlete being charged with a misdemeanor, felony and/or a student conduct code violation. In the event of such charges and/or violations, the following policy will be enforced until the matter is resolved.

In the event the charges also include a student conduct code policy violation, sanctions may also be imposed by the UAlbany Vice President for Student Affairs. Please refer to the UAlbany Community Rights and Responsibilities – Student Code of Conduct: https://www.albany.edu/studentconduct/community_rights_and_responsibilities.php

In all cases, the student-athlete will be required to complete all sanctions imposed by the Athletics Department and the University. Failure to do so will result in further sanctions and may result in dismissal from the student-athlete’s respective team.

Felony Arrest or Charge

Any student-athlete who is arrested and charged with a felony in any location will be immediately suspended from all competition until the Director of Athletics and/or his designee has the opportunity to review all of the information. The Director of Athletics will determine what immediate sanctions are appropriate before the student-athlete is reinstated for competition.

The student-athlete may be permitted to continue practicing or working out with his/her respective team and shall retain all grants-in-aid pending resolution of the charges as long provided the student-athlete remains academically eligible for continued enrollment at the University.

At the discretion of the Director of Athletics, after reviewing all related information and charges, may immediately suspend the student-athlete from all practices and competition depending on the gravity of the charges imposed.

Felony Conviction

Any student-athlete convicted of or pleading guilty or no contest to a felony charge under New York State law or any other jurisdictional equivalent shall permanently be dismissed from the team. The student-athlete shall retain his/her grant-in-aid for the remainder of the academic semester.

At the conclusion of the academic semester, the Intercollegiate Athletics Department shall recommend to the Office of Student Financial Services that the grant-in-aid shall not be renewed for any succeeding academic years.

Felony Charge involving gambling or game fixing

Any student-athlete who is arrested and charged with a felony involving gambling or game fixing in any location will be immediately suspended from all practice and competition until the Director of Athletics and/or his designee has the opportunity to review all of the information and determine what initial sanctions are appropriate before the student-athlete is reinstated for competition.

The student-athlete shall retain all grants-in-aid pending resolution of the charges as long as the student-athlete remains academically eligible for continued enrollment at the University.

At the conclusion of the academic semester, the Intercollegiate Athletics Department shall recommend to the Office of Student Financial Services that the grant-in-aid shall not be renewed for any succeeding academic years.

Written Notification of University and/or Athletic Department Sanctions

The Director of Athletics will notify, in writing, the student-athlete of any departmental or University sanctions imposed as a result of a felony charge and/or conviction and for charges involving gambling or game fixing.

Appeal Process
If a student-athlete is sanctioned under this policy, the student-athlete may appeal the sanction(s) as follows:

1. The student-athlete shall be notified of any sanction under this policy in writing, will be sent by return receipt requested to the student-athlete’s last known address.
2. The student-athlete shall file any appeal in writing with the senior Athletic Department official in charge of the particular sports within 10 college working days of receipt of the notice of the sanction. It is the burden of the student-athlete to file a timely appeal in this matter. The student-athlete shall file all necessary documentation for the appeal at the same time the notice of appeal is filed. The sanction(s) imposed shall remain in effect during the pending of the appeal. The student-athlete shall also be referred to the university student judicial officer for investigation of possible violation(s) of the UAlbany Code of Student Conduct.

The sole issue on appeal shall be:
1. The sanction imposed was not in keeping with the gravity of the violation.
2. In the event of an appeal, a duly constituted Review Committee shall hear the appeal. The Review Committee shall be composed of: The President or designee; Faculty Athletics Representative; Department of Athletics Senior Athletic Administrator; IAAB member and the Office of Community Standards employee.
3. The Review Committee shall consider all relevant material, including witness statements. The Review Committee may permit the student-athlete and/or other witnesses to appear to make a statement before the committee. Any hearing may be tape recorded.
4. The Review Committee shall not determine if the underlying criminal conviction(s) is valid. It shall be assumed, for purposes of the appeal, that the student-athlete was properly convicted of and/or properly plead guilty/no contest to the underlying criminal charges.
5. The student-athlete may have an advisor present whose role is limited strictly to advising the student-athlete and who shall not participate in any other manner.
6. The Athletic Director shall issue a written decision on the Review Committee’s recommendation within a reasonable time. The decision of the Athletic Director is final.

**Misdemeanor Charge and/or Conviction:**
Any student-athlete who is arrested, charged and/or convicted of a misdemeanor charge will be subject to a review process. The Director of Athletics and/or his designee will review the charges and all of the surrounding circumstances. The Director of Athletics and/or his designee will impose sanctions based upon, but not limited to, the following factors:
1. Nature of charge (violence or non-violent)
2. Prior behavior
3. Self-disclosure of the act
4. Cooperation during the investigation
5. Alcohol and/or drug use
6. Consistency with regard to handling of other cases.

Sanctions imposed by the Director of Athletic can include, but shall not be limited to, and may be imposed in no particular order:
- Warning
- Probation
- Restricted use of athletic services or facilities
- Suspension from play and/or practice for a stated period of time
- Dismissal from the team (only available for a conviction or if the student-athlete pleads guilty or no contest to a misdemeanor).

In the event of dismissal from the team, the student-athlete shall retain her/his grant-in-aid for the remainder of the academic year. The Athletic Department shall recommend to the UAlbany Office of Student Financial Services that the grant-in-aid not be renewed for any succeeding academic years.

This review process will be used when Athletic Department employees first learn of the charge and/or arrest. This review process will also be utilized again, in its entirety, if there is then a conviction resulting from the charge and/or arrest. The student-athlete may appeal any decision made pursuant to this review process by following the appeals procedure found below.
The student-athlete shall also be referred to the Office of Community Standards for investigation of possible violation(s) of the UAlbany Code of Student Conduct. UAlbany Code of Student Conduct: At the discretion of the Director of Athletics, the process which is followed for a misdemeanor charge and/or conviction may be used in the event that a student-athlete is found guilty of a violation of the UAlbany Code of Student Conduct contained in the University Policies for Student Affairs.

Privacy Concerns: In recognition of each student-athletes right to privacy, sanctions imposed under these procedures will be kept confidential to the extent authorized by law.

Appeals for Student-Athletes Sanctioned for a Misdemeanor Charge and/or Conviction:

If a student-athlete is sanctioned under this policy, the student-athlete may appeal the sanction(s) as follows:
1. The student-athlete shall be notified of any sanction under this policy in writing sent by return receipt requested to the student-athlete’s last known address.
2. The student-athlete shall file any appeal in writing with the senior Athletic Department official in charge of the particular sports within 10 college working days of receipt of the notice of the sanctions. It is the burden of the student-athlete to file a timely appeal in this matter and, if necessary, to prove a timely appeal was filed. The student-athlete shall file all necessary documentation for the appeal at the same time the notice of appeal is filed. The sanction(s) imposed shall remain in effect during the pendency of the appeal. The student-athlete shall also be referred to the University student judicial officer for investigation of possible violations(s) of the UAlbany Code of Student Conduct.

The sole issue on appeal shall be:
1. The sanction imposed was not in keeping with the gravity of the violation.
2. In the event of an appeal, a duly constituted Review Committee shall hear the appeal.
3. The Review Committee shall be composed of: The President or designee; Faculty Athletics Representative; Department of Athletics Senior Athletic Administrator; IAAB member and the Office of Community Standards employee.
4. The Review Committee shall consider all relevant material, including witness statements. The Review Committee may permit, but is not obligated to do so, the Student-athlete and/or other witnesses to appear to make a statement before the committee. Any hearing may be tape recorded.
5. The Review Committee shall not determine if the underlying criminal conviction(s) is valid. It shall be assumed, for purposes of the appeal, which the student-athlete was properly convicted of and/or properly plead guilty/ no contest to the underlying criminal charges.
6. The student-athlete may have an advisor present whose role is limited strictly to advising the student-athlete and who shall not participate in any other manner. The Review Committee shall make a written recommendation to the Athletic Director within 10 college working days of the conclusion of the appeal hearing, if any, or receipt of the appeal if there is not hearing.
7. The Athletic Director shall issue a written decision on the Review Committee’s recommendation within a reasonable time. The decision of the Athletic Director.

NCAA COMPLIANCE RULES AND REGULATIONS

As a Division I student-athlete, you must be aware of NCAA rules and regulations. Violations of many NCAA rules will affect your eligibility to compete for the University at Albany. As a result, it is important for you to ask questions about NCAA and Conference Affiliate rules and to immediately report any suspected violations to your coach, the Office of Compliance Services, your sport administrator, or the Faculty Athletics Representative (all phone numbers are provided in the handbook). The following is a summary of some NCAA rules that affect you every day.

ARMS Software

The University at Albany Department of Athletics uses ARMS Software, a cloud-based system, as a student-athlete database and for many athletic-related forms and processes. This includes but is not limited to student-athlete employment forms, outside competition forms, and reviewing and approving countable athletically related activity logs (CARA Logs).
Student-athletes are encouraged to download the ARMS mobile app for free through the App Store or Google Play Store.

If you are experiencing difficulties with using ARMS, please contact the Office of Compliance Services or email help@armssoftware.com.

**Academic Eligibility**

**Full-Time Enrollment**
All student-athletes must meet the following requirements in order to participate in regular-season competition:

**Undergraduate Students**
- Be registered for 12 credits
  - All courses must be taken for a letter grade or pass/fail.
**Graduate Students**
- Be registered for 9 credits, except for doctoral dissertation enrollees or graduate students engaged in program required full-time field work.

To be eligible to practice, you must meet the criteria listed above at all times except during the first five days of classes.

*Do not DROP/ADD a class without first consulting with the Office of Academic Services.*

**Satisfactory Progress**
In sports other than baseball, if a student-athlete does not meet these standards, he/she is ineligible for competition until he/she meets the appropriate standards at the start of the following semester or at the start of the following academic year.

In baseball, student-athletes are required to meet all academic standards at the start of the fall semester in order to be eligible for the entire academic year. They cannot start the year ineligible and become eligible after the fall semester.

Following either the first academic year, or after one season of eligibility has been used in a sport, then you must:
- Satisfactorily complete at least 6 credits in a semester (except football: see below) to be eligible for the next semester, satisfactorily complete 18 credits during the academic year, and satisfactorily complete at least 24 credits before the start of the next academic year.
- Football student-athletes must complete a minimum of 9 credits during the fall semester. Failure to do so will require a four game withholding penalty during the following football season. Football student-athletes may earn back two games by completing 27 credits following the fall, spring, and summer semester/sessions. Hours earned by freshmen during the summer prior to initial enrollment may be applied. One time during a football student-athlete’s eligibility he may earn full eligibility after completing 27 credit hours during the fall, spring, and summer semesters/session.
- Declare a specific major by the start of the 3rd year (or 5th semester) of enrollment.
- The courses you take must lead toward a degree in your declared major. If the declared major is changed after these deadlines, the change must be documented by the appropriate academic official in order to comply with NCAA requirements.
- If you are entering your 2nd year of collegiate enrollment, you must have a cumulative GPA of at least 2.00 and have successfully completed 24 credits.
- If you are entering your 3rd year of collegiate enrollment, you must have a cumulative GPA of at least 2.00.
- For subsequent years, you need to have at least a 2.00.
- Remain in good academic standing, as determined by the University at Albany.

<table>
<thead>
<tr>
<th>Entering Full-Time Semester</th>
<th>Credits Completed During the Prior Academic Year</th>
<th>Percentage of Degree</th>
<th>Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>3rd</td>
<td>24*</td>
<td>N/A</td>
<td>1.80</td>
</tr>
<tr>
<td>5th</td>
<td>18</td>
<td>40%</td>
<td>1.90</td>
</tr>
<tr>
<td>-----</td>
<td>----</td>
<td>-----</td>
<td>------</td>
</tr>
<tr>
<td>7th</td>
<td>18</td>
<td>60%</td>
<td>2.00</td>
</tr>
<tr>
<td>9th</td>
<td>18</td>
<td>80%</td>
<td>2.00</td>
</tr>
</tbody>
</table>

*Up to 6 of the 24 credits may have been completed during the summer before or after your freshman year.

**Academic Standing**
In order to be eligible for competition, a student-athlete must be in good academic standing at the University at Albany. This means, a student-athlete must have a minimum cumulative GPA of 2.00.

**Transfers**

**Incoming Transfers**
Incoming transfer student-athletes are expected to meet the criteria for the semester of collegiate enrollment they are entering UAlbany.

**Outgoing Transfers – Notification of Transfer Policy**

Per NCAA Bylaw 13.1.1.3, an athletics staff member or other representative of the institution's athletics interests shall not make contact with the student-athlete of another NCAA or NAIA four-year collegiate institution, directly or indirectly, without first obtaining authorization through the notification of transfer process.

The following affiliate conferences have intraconference transfer policies:

**CAA Football Intraconference Transfer Rule**
*(Applies to Sport of Football Only)*
Any football student-athlete who transfers from one Conference institution to another is not eligible for athletic financial aid during the year of residency. An appeal of this rule to the Board of Directors for extenuating circumstances may be requested by the Director of Athletics of the institution to which the student-athlete intends to transfer.

**AE Interaconference Transfer Waiver**
All Sports Other Than Men’s and Women’s Basketball. For all sports other than men’s and women’s basketball, a student-athlete who receives athletically related financial aid and who transfers from one conference institution to another must serve one year of residence at the certifying institution before being eligible to compete. The student-athlete would be eligible to receive athletically related financial aid (provided the provisions of NCAA Bylaw 13.1.1.3 have been satisfied) and practice at the second during the year in residence, but would not be eligible for competition.

**Men’s and Women’s Basketball.** A student-athlete who transfers from one conference institution to another must serve one year in residence before being eligible to compete at the second institution. That student-athlete shall be charged two years of their five-year clock and one year of eligibility.

**Waiver.** If the directors of athletics from the two involved institutions mutually agree to a waiver of the above policy, the student-athlete shall not be subject to the conference intraconference transfer policy and all applicable NCAA regulations would still apply.

**Procedures**

1) Prior to a student-athlete initiating the notification of transfer process, the student-athlete must meet with their Head Coach to discuss the potential transfer.

2) Once the student-athlete has met with their Head Coach, they may initiate the notification of transfer process by providing written notification of transfer at any time to the institution. More specifically, to the Office of Compliance Services. This is done by completing the Notification of Transfer Form in ARMS.

3) The Office of Compliance Services shall enter the student-athlete’s general information in to the notification of transfer database within two (2) business days. Immediately following submission, automatic alerts are sent to the student-athlete and selected institutional staff. The student-athlete’s
notification of transfer information is posted with a date stamp record, after which permissible recruiting conversations may begin. The student-athlete’s notification of transfer information becomes searchable by other institutions, to confirm that permissible recruiting contacts may occur.

4) The institution subsequently enters and periodically updates, if necessary, the student-athlete’s typical tracer form information regarding eligibility and participation history.

5) Per NCAA Bylaw 13.1.1.3.1, the Department of Athletics will review and determine, on a case-by-case basis, the services that will continue to be extended to the student-athlete. This includes, but is not limited to: athletic academic services, use of athletic facilities, and access to sports medicine/strength and conditioning staff. The student-athlete will be notified, in writing, on the Notification of Transfer Form.

6) If the student-athlete transfers or remains enrolled at the original institution during the subsequent academic year, the student-athlete’s notification of transfer information will be archived.

Once the student-athlete has made a decision regarding where he or she will transfer, he or she may contact the Office of Compliance Services to request that the database information be updated to indicate that he or she does not or no longer wants to be contacted by other institutions.

One-Time Transfer Exception
The University at Albany and the Department of Athletics are committed to the equitable treatment of student-athletes who decide to transfer to other institutions or who are interested in a possible transfer to another institution, as well as evaluating the overall impact to the University and its athletic programs.

In accordance with NCAA Bylaw 14.5.5.2.10, the University at Albany has the right to certify in writing as to whether it objects to the student being granted an exception to the transfer-residence requirement. If the University at Albany receives a written request for a release from a student-athlete, the University at Albany shall grant or deny the request within seven (7) business days. If the University at Albany fails to respond to the student-athlete's written request within seven (7) business days, the release shall be granted by default and the University at Albany shall provide a written release to the student-athlete. Per NCAA Bylaw 14.5.5.2.10.1, if the University at Albany denies use of the one-time transfer exception, the student-athlete shall be informed in writing that he or she, upon written request, shall be provide a hearing conducted by an institutional entity or committee outside the athletics department.

In most cases, the request to use the one-time transfer exception will come from the other NCAA institution to which the student-athlete has transferred or is considering transferring.

Athletic Eligibility
Prior to arrival on campus, all student-athletes are required to complete annual athletic participation forms through ARMS Software. These forms are mandatory university, conference and NCAA forms.

Upon arrival to campus, all student-athletes are required to attend the mandatory preseason compliance meeting. Student-athletes are introduced to various athletic department staff members and relevant athletics information is reviewed.

A student-athlete who fails to complete their annual participation forms and attend the mandatory preseason compliance meeting will be withheld from athletic participation by the Office of Compliance Services until both items have been completed. In addition, every student-athlete must be medically cleared by Sports Medicine prior to any athletic participation.

Returners:
  ● Returnee Pre-Participation Medical Questionnaire
  ● Sports physical by the UAlbany physician within the last year
  ● Primary Insurance Form
  ● Assignment of Benefits, Designation of Authorized Representative and Appeal Rights
  ● Sports Medicine Letter

Incoming/New/Transfers:
  ● Freshman/Transfer Pre-Participation Medical Questionnaire Form
  ● Sports physical by the UAlbany physician
Five Year Rule/Seasons of Competition

Each Division I student-athlete has 5 calendar years from his/her initial date of full-time enrollment in which he/she may compete for 4 years.

An individual who was deemed an academic redshirt upon graduating from high school may practice and receive athletics aid, but not compete, during his/her first year of full-time attendance. After the first semester is complete, in order to continue to practice for the rest of the year, the student must have successfully completed 9 credit hours. He/she may practice/compete the following 4 years provided he/she meets all appropriate NCAA academic standards.

An individual who was deemed a non-qualifier upon graduating from high school may not practice, compete, or receive athletics aid during his/her first year of full-time attendance. He/she may practice/compete the following 4 years provided he/she meets all appropriate NCAA academic standards.

NCAA Definition of Intercollegiate Competition:
Intercollegiate competition occurs when a student-athlete in either a two-year or a four-year collegiate institution:

- Represents his/her institution in any contest against outside competition, regardless of how the competition is classified (e.g., scrimmage, exhibition or joint practice session with another institution's team, alumni game) or whether the student is enrolled in a minimum full-time program of studies.
- Competes in the uniform of his/her institution or, during the academic year utilizes any apparel (excluding apparel no longer utilized by the institution) received from his/her institution that includes institutional identification.
- Competes and receives expenses (e.g., transportation, meals, lodging, or entry fees) from his/her institution for the competition.

In field hockey, men's soccer, women's soccer, and women's volleyball, a student-athlete may engage in intercollegiate competition during the segment of the playing season that does not conclude with the NCAA championship without using a season of competition, provided the student-athlete was academically eligible during the segment that concludes with the NCAA championship.

In baseball, lacrosse, and softball, a student-athlete may engage in intercollegiate competition during the segment of the playing season that does not conclude with the NCAA championship without using a season of competition, provided the student-athlete remains academically eligible during the segment that concludes with the NCAA championship. This may be applied retroactively to a student-athlete with eligibility remaining in his or her five-year period of eligibility.

Exception-Football
In football, a student-athlete representing a Division I institution may compete in up to four contests in a season without using a season of competition.

Redshirt
Redshirting is not an official NCAA term, but the term is used when a student-athlete does not participate in any competition (as defined above) during a particular academic year. The exceptions for non-championship segment competition and utilization of a season of competition are listed above. A student-athlete may redshirt at any point in his/her athletic career.

Medical Hardship Waiver
If a student-athlete competes during a season and is then injured to the point that he/she will not compete again that season, the student-athlete may regain the season of competition if all of the following conditions are met:

a) The injury or illness suffered is incapacitating (i.e., season-ending);
b) The incapacitating injury or illness occurs in one of the four seasons of intercollegiate competition at any two year or four-year collegiate institution;
c) The injury or illness occurs prior to the completion of the first half of the playing season that concludes with the NCAA championship in that sport and results in an incapacity to compete for the remainder of the playing season; and
d) The injury or illness occurs before the student-athlete has participated in more than three events or 30 percent (whichever number is greater) of the institution's scheduled or completed events in his or her sport.

Nature of Injury/Illness
It is not necessary for the incapacitating injury or illness to be the direct result of the student's participation in the institution's organized practice or game/competition. The student-athlete may qualify for the hardship waiver as a result of any incapacitating injury or illness occurring on or after the student-athlete’s first day of classes for his/her senior year of high school.

Re-Injury in Second Half of Season
A student-athlete who suffers an injury in the first half of the season that concludes with the NCAA championship, attempts to return to competition during the second half of that season and then is unable to participate further as result of aggravating the original injury cannot qualify for the hardship waiver.

Student-athletes should consult with the following individuals if a potential medical hardship waiver may occur:
1) Head Coach;
2) Sports Medicine Staff; and
3) Office of Compliance Services.

Walk-On and Tryout Policy
Each sport program has the option to conduct a maximum 14-day tryout at the beginning of the academic year. All other tryouts are not permitted unless approved by the Office of Compliance Services in consultation with the Sport Supervisor. Any individual who is trying out may not practice until the Walk-On Certification Form has been completed in its entirety and the individual has been medically cleared by the Sports Medicine staff.

At the conclusion of the 14-day period, if the Head Coach would like to add the individual to the official roster, the student-athlete must complete all university, conference, and NCAA forms, be enrolled full-time, meet NCAA eligibility standards and added to the NCAA squad list by the Office of Compliance Services.

Walk-on student-athletes are entitled to participate in regular practices and competitions if (in the opinion of the Head Coach) their skills, attitude, and behavior meet minimum team standards. All walk-ons will be evaluated in a fair and unprejudiced manner in the normal environment of regular team practices.

All walk-on tryouts must be concluded by the last day to drop a semester length course without receiving a "W"/last day of late registration for the fall semester, which is a 14-day time period.

Hosting Recruits
As a student-athlete, you have the opportunity to help your coach recruit prospective student-athletes to UAlbany every year. At some time during your career, you may be asked to host a prospective student-athlete or be involved in the recruiting visit in some other way (e.g., attending a game with your team and the prospect, attending a meal with the prospect, etc.). Your involvement in the recruiting process is intended to help prospects and their families learn more about the student-athlete experience at UAlbany.

Activities During Recruiting Visits
Good judgement is expected of student hosts during recruiting visits. Although policy cannot account for all possible activities, the following are some examples of both appropriate and inappropriate activities for recruiting visits:

Appropriate activities:
- Go for pizza or a snack
- Movies
- On-campus athletic event or on-campus student event
- Recreational activities (e.g., bowling, miniature golf, etc.)

Inappropriate activities:
- Any activity that violates any law, University policy or NCAA rules
- Attend adult entertainment facilities
- Provide alcohol and/or drugs
- Permit a prospect to consume alcohol and/or drugs
- Use of escort services, exotic dancers or other similar services
- Gambling
- Activities at any location that may cause a perception of impropriety

Hazing is not tolerated by UAlbany and the Department of Athletics.

Student Hosts
If you are selected to be the student host for a recruit, you will be expected to read and sign the Student Host Instruction Form prior to receiving student host money.
- Student host money may be used to entertain prospects in line with appropriate activities
- Student hosts must ensure the prospect(s) return safely to their place of lodging by a reasonable hour or by the curfew established by the Head Coach.
- Student hosts may not leave a prospect on their own at any location.
- Unused student host monies must be returned to the Head Coach or Assistant Coach to be returned to the Athletic Business Office.
- Receipts are not required.
- Student hosts must document all activities that took place on the Student Host Activity Log Form in ARMS for submission to the recruiting coach and Office of Compliance Services.

Practice and Playing Seasons
The length of playing seasons, when practices may begin and end for the season, when the first contest can be played and how many hours and days per week student-athletes may participate in athletic activities are all areas governed by NCAA and institutional rules.

The length of playing seasons are sport-specific. What activities and the number of hours that these activities can be conducted are dependent upon whether a sport is considered in-season or out-of-season. This is determined and documented on file in ARMS Software with the Office of Compliance Services and coaching staff annually, in accordance with NCAA rules.

In-Season and Out-of-Season Daily/Weekly Limitations

<table>
<thead>
<tr>
<th>In-Season</th>
<th>Out-of-Season (during academic year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 hours per day</td>
<td>8 hours per week (weight training, conditioning and skill instruction only)</td>
</tr>
<tr>
<td>20 hours per week</td>
<td>4 hours skill instruction (all sports except football)</td>
</tr>
<tr>
<td>1 day off per week</td>
<td>2 hours of film review and walk-throughs (football only)</td>
</tr>
<tr>
<td></td>
<td>2 days off per week</td>
</tr>
</tbody>
</table>

Daily and weekly hour limitations do not apply to the following time periods during the playing season:
- During preseason practice prior to the 1st day of classes or the first scheduled contest, whichever comes first.
- During an institution’s vacation periods as listed on the official academic calendar and during the academic year between terms when classes are not in session.

### Definition of Countable Athletically Related Activity (CARA)

<table>
<thead>
<tr>
<th>COUNTABLE</th>
<th>NONCOUNTABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice</td>
<td>Compliance, SAAC, Nutrition meetings</td>
</tr>
<tr>
<td>Competition (&amp; associated activities count as 3 hours)</td>
<td>Study hall, tutoring or academic meetings</td>
</tr>
<tr>
<td>Field, floor or on-court activity</td>
<td>Meetings with a coach initiated by student-athlete as long as no countable activities occur</td>
</tr>
<tr>
<td>Athletic meetings with a coach initiated or required by a coach</td>
<td>Training room/medical treatment/physical rehabilitation</td>
</tr>
<tr>
<td>Setting up offensive or defensive alignments</td>
<td>Travel to/from competition</td>
</tr>
<tr>
<td>Required participation in camps/clinics</td>
<td>Recruiting activities (as student host)</td>
</tr>
<tr>
<td>Required weight-training &amp; conditioning activities</td>
<td>Voluntary sport-related activities (initiated by SA, no attendance taken, no coach present)</td>
</tr>
<tr>
<td>Participation outside of the regular season in individual skill-related instruction with a member of the coaching staff</td>
<td>Voluntary weight training not conducted by a coach/staff member</td>
</tr>
<tr>
<td>Discussion or review of game film</td>
<td>Training table meals, banquets</td>
</tr>
<tr>
<td>Visiting the competition site in cross country &amp; golf</td>
<td>Fundraising, community service, promotional or public relations activities including media activities</td>
</tr>
</tbody>
</table>

Countable athletically-related activities include any required activity with an athletics purpose involving student-athletes and at the direction of, or supervised by, one or more of an institution’s coaching staff (including strength and conditioning coaches) and must be counted within the weekly and daily hour limitations.

**Voluntary Athletically Related Activities (VARA)**

There are no limits on the amount of voluntary athletically related activities a student-athlete may engage in. In order for any athletically related activity to be considered “voluntary,” all of the following conditions must be met:
● No student-athlete is required to report back to a coach or other athletics department staff member any information related to the activity.
● No institutional staff member who observes the activity (e.g., strength coach, trainer) may report back to the student-athlete’s coach any information related to the activity.
● The activity must be initiated and requested by the student-athlete.
● The student-athlete’s attendance and participation in the activity (or lack thereof) may not be recorded for the purposes of reporting such information to coaching staff members or other student-athletes.
● The student-athlete may not be subject to penalty if he or she elects not to participate.
● Recognition awards and incentives may not be provided to a student-athlete based on his/her attendance or performance in the activity.

In-Season
● No athletic activities may occur between midnight and 5am.
● All competition and associated athletically related activities on the day of competition count as 3 hours regardless of the actual length of these activities.
● A travel day when no required athletic activities occur can be considered a day off.
● In all sports, your coach may opt not to give you a day off in a week in which you have three games. If this occurs, you must have two days off during either the week before or the week after the week in which you did not receive a day off.
● Final Exams
  ○ Daily and weekly hour limitations apply until the last day of finals each semester.
● Golf Student-Athletes
  ○ A team practice round of golf may exceed the four hour per day limitation, but the weekly limit of 20 hours shall remain in effect. Other countable athletically related activities may occur on the same day as a practice round, provided the total countable athletically related activities that occur on that day do not exceed five hours. A practice round played on the day prior to the start of an intercollegiate golf tournament at the tournament site shall count as three hours, regardless of the actual duration of the round.
● Practice After Competition
  ○ Practice, including viewing game tapes, may not be held following competition (on the same calendar day as the competition), except between contests, rounds or events during a multi-day or multi-event competition.
● Vacation Periods
  ○ Daily and weekly hour limitations do not apply to countable athletically related activities occurring during any official vacation period, as listed in UAlbany's official academic calendar.
  ○ If such vacation periods occur during any part of a week in which classes are in session (e.g., Thanksgiving break), the daily and weekly hour limitations apply during the portion of the week when classes are in session, you must be given a day off during that week and the 20 hour weekly limit still applies.

Out-of-Season
● No athletic activities may occur between midnight and 5am
● Final Exams
  ○ All athletically related activities are prohibited 1 week prior to the beginning of the institution’s final examination period for the applicable term through the conclusion of the institution’s academic term.
● Vacation Periods
  ○ All athletically related activities are prohibited during institutional vacation period, as listed in UAlbany’s official academic calendar.

Missed Classes
NCAA rules permit you to miss class for a competition as well as activities related to competition (e.g., travel, shoot-around, pre-game activities, etc.). You may never miss class for a practice or strength/conditioning session (even if you would rather attend practice/workouts than attend class). Additionally, you may not miss class in conjunction with a competition conducted in a non-championship segment (e.g. softball fall season, volleyball spring season, soccer spring season).
Mandatory Two-Week Dead Period
Beginning with the day after your team’s NCAA championship playing season has concluded, the entire team is in a 14-day “dead period”. During that time, no countable athletically related activities may take place. Any activities a student-athlete takes place in must strictly meet the definition of a voluntary activity. This 14-day window permits student-athletes to have additional focus on academics, career development, and further integrating with the general student body. Once the 15th day, teams may commence out-of-season countable athletically related activities, in conjunction with NCAA rules. A wrap-up meeting is permitted during this time.

Voluntary Summer Workouts
Summer workouts may not be required in any sport. Voluntary summer workouts are allowed as follows:

In individual sports, a coach may participate in individual workout sessions with student-athletes during the summer, provided the request is initiated by the student-athlete.

In team sports, a coach may not supervise, direct, observe or otherwise participate in workout sessions or physical activities with their student-athletes during the summer.

Student-athletes may workout voluntarily with the university’s strength and conditioning staff provided the conditions listed under “Voluntary Athletically Related Activities” listed above are met.

In football, a student-athlete who is enrolled in summer school may engage in required weight training, conditioning and film review for up to eight weeks (not required to be consecutive weeks). Participation in such activities shall be limited to a maximum of eight hours per week with not more than two hours per week spent on film review with member(s) of the coaching staff. An individual who is not eligible to use the exception to summer school enrollment may participate only during the period of the institution’s summer term or terms (opening day of classes through last day of final exams) in which he is enrolled.

In basketball, a student-athlete who is enrolled in summer school may engage in required weight training, conditioning and skill-related instruction for up to eight weeks (not required to be consecutive weeks). Participation in such activities shall be limited to a maximum of eight hours per week with not more than four hours per week spent on skill-related instruction. An individual who is not eligible to use the exception to summer school enrollment may participate only during the period of the institution’s summer term or terms (opening day of classes through last day of final exams) in which he is enrolled.

Countable Athletically Related Activity Logs (CARA Logs)
Coaches are required to submit monthly logs of their team’s and individual student-athletes’ activities, recorded on a daily basis. This system serves as a checks and balances. The logs are reviewed by the Office of Compliance Services for all NCAA countable athletically related rules.

This process is done through ARMS Software and student-athletes are randomly selected by the system to review the CARA Logs. If a student-athlete receives a notification email, they should promptly log in and review the assigned CARA Log(s). Any questions or concerns student-athletes may have concerning athletically related activities should be brought to the attention of the Office of Compliance Services.

Participation in Outside Competition
A student-athlete in any sport who participates as a member of any outside team in any non-collegiate, amateur competition during the academic year becomes ineligible for intercollegiate competition in that sport for the remainder of the year and for the next academic year.

Student-athletes may compete on an outside team during any official vacation period provided such competition is during a period outside of UAlbany’s declared playing season in that sport and the student-athlete has completed an Outside Competition Form in ARMS with the Office of Compliance Services prior to engaging in outside competition. The number of currently enrolled student-athletes from any one school participation on the same outside team is limited by sport as follows:

- Baseball (4)
- Lacrosse (5)
- Cross Country (2) *
- Soccer (5)
- Field Hockey (5)
**Football (5)**
**Softball (4)**
**Golf (2)***
**Volleyball (2)**
**Basketball (2 in summer only) #**

*In individual sports, there are no limits on the number of student-athletes from the same school who may participate on the same outside team during the summer.

#Basketball players may compete only in NCAA-sanctioned leagues or events (Permission to participate in leagues or events must be granted in writing by the Head Coach and the Office of Compliance Services) by completing the Basketball Summer League Statement and Permission Form in ARMS.

There are certain types of elite outside competition that are permitted during the academic year. Student-athletes are advised to contact the Office of Compliance Services to discuss such competition before committing to and participating in it.

**Always check with the Office of Compliance Services BEFORE participating on any outside team.**

**Extra Benefits**

An extra benefit is considered to be anything provided to a student-athlete which is not afforded to the general student body of the university. It should be assumed that the following benefits would not be permissible to provide to student-athletes:

- Special discounts, payment arrangements or credit on purchases or services (i.e., airline tickets, dry cleaning, clothing)
- Free or reduced cost of professional services
- Arrangement for employment for family members or friends
- Cash or loan for money
- Use of personal properties (i.e., iPad, boat, apartment, summer home)
- Birthday, Christmas, or other holiday gifts
- Use of an automobile
- Guarantee of bond or bail
- Loan or arrangement for a loan by departmental staff member by signing or cosigning for a loan
- Free or reduced rates for services from a business owned by a department staff member or booster (i.e., movie tickets, accounting services, dinner, or other entertainment)
- Use of telephone without charge for long-distance call
- Use of a departmental copy machine or fax machine

Accepting impermissible benefits is a serious NCAA violation. Regardless of the circumstances or motivation, student-athletes are held accountable for such violations which may jeopardize your eligibility and/or financial aid.

If you are unsure of what may constitute an extra benefit, please consult with your coach and/or the Office of Compliance Services.

**Involvement with Boosters**

The Department of Athletics is proud to have loyal support from its alumni, fans and friends. These individuals are also referred to as “boosters” or “representatives of athletic interests” by the NCAA. Alumni, friends and boosters are a very important part of our athletics program. They provide necessary moral and financial support for all of UAlbany’s teams. We expect everyone associated with UAlbany Athletics, including alumni, friends of the program and boosters to exhibit the highest standards of ethical conduct and sportsmanship in their association with UAlbany, including following the NCAA rules related to interactions with student-athletes. If you have any questions about contact with alumni, fans, friends or the program or boosters, please contact the Office of Compliance Services.

Certain types of involvement may jeopardize the eligibility of a student-athlete. It is a violation of NCAA rules for a booster to be involved in the recruitment of prospects (i.e., making any type of contact with prospects on- or off-campus, via in-person, email, text messaging, Facebook messenger, etc.).

It is permissible for a booster to invite a student-athlete to his/her home for a home-cooked meal if it is a special occasion (i.e., Thanksgiving, Easter, birthday). This is called an occasional meal. However, student-athletes may not
be transported to and from the home by the booster. Boosters may also invite a team for dinner or to meet with a group of alumni in a city where the team is competing. Boosters may not pay for meals at restaurants. You must contact your Head Coach in advance, to ensure they complete an Occasional Meal Form through ARMS on your behalf.

Boosters are permitted to employ currently enrolled student-athletes during the summer and/or official vacation periods during the academic year. All arrangements must be approved by the Office of Compliance Services by completing a Student-Athlete Employment Form in ARMS.

Benefits from UAlbany Staff Members
The NCAA restricts the types of benefits student-athletes may receive from coaches and other institutional staff members. Below is a partial list of benefits that UAlbany and its staff members are permitted to provide you:

- Academic support, counseling and tutoring services
- Use of computers, copy machines and fax machines for course related work, only with the approval of your academic advisor
- Occasional local transportation (i.e., to airport, doctor appointment)
- An occasional meal with a staff member in the UAlbany area (including at a restaurant)
- Credit for frequent flier miles for airplane flights associated with team travel
- Refreshments at educational and business meetings and for celebratory occasions – for you and your family
- Reasonable entertainment (but may not provide cash for such entertainment) during the playing season, outside the playing season during the academic year when classes are in session and for football and basketball, during the period in which you are required to participate in required summer athletic activities per NCAA rules.

Awards
NCAA rules limit the type and number of awards you may receive for participation on teams representing UAlbany, teams not representing UAlbany (i.e., approved outside teams), and awards you receive for participation as an individual. All awards you receive (other than those received from your coach or the athletic department) must be approved by your Head Coach and the Office of Compliance Services before you receive them. Not seeking approval may cause you to jeopardize your eligibility.

Student-Athlete Complimentary Ticket Policy
University at Albany Athletics must abide by NCAA, CAA, AE and MAAC regulations regarding complimentary admissions to athletics events. The future eligibility of student-athletes will be affected by actions contrary to the provisions of NCAA Bylaw 16.2.

Admission to Student-Athlete’s Sport
Each athlete is entitled to four (4) admissions for regularly scheduled home intercollegiate athletic contests in their own sport. The Cheer Squad, Dance Team, student managers and working athletic training students can receive two (2) admissions.

For road games in the athlete’s sport, the number of complimentary admissions provided to student-athletes can vary based on the total number of tickets provided in the game contract. However, the general policy is the same as above, except in football. For road games in football, traveling players are entitled to two (2) admissions. Cheer Squad, Dance Team, student managers and working athletic training students are not entitled to tickets for road games, unless stated.

NCAA rules permit these admissions to be provided to any individuals designated by the student-athlete. Admissions are administered via a “pass” list.

Prospective student-athletes being recruited by UAlbany may be provided complimentary admissions as a separate process (which must be initiated by the coaching staff) from student-athlete complimentary admissions. Current student-athletes should not request complimentary admissions for prospective student-athletes.

A form for designating these individuals will be issued to each student-athlete prior to each home or road event or they will be instructed to sign up for their tickets using ARMS. If a team is not using ARMS, the designated coach will submit a list to the Ticket Office to use as the pass list (usually with help from the respective sport’s Director of Operations). Changes in identified guests can be made until 24 hours prior to the start of competition.
Complimentary admissions for football are admitted through the pass gate located on the South Gate of Tom and Mary Casey Stadium. In basketball, the pass gate is located in the Physical Education Building, next to the SEFCU Arena. In lacrosse and soccer, the pass gate is located in the North Gate of Tom & Mary Casey Stadium, unless noted. For all sports, the person receiving admission will be required to show photo I.D. and sign for their admission.

**Admission to Other Sports**
Student-athletes may be admitted to all UAlbany regularly scheduled home intercollegiate athletic contests in the same manner as other UAlbany students. In football, men’s soccer, men’s and women’s basketball and men’s lacrosse, student tickets are free, on a first-come, first serve basis with a valid SUNY Card.

**Postseason Events**
The UAlbany Department of Athletics must adhere to the complimentary admissions policies established by the conference affiliate or mandated by NCAA rules for postseason tournaments.

**Employment**
NCAA rules do not limit the amount of money student-athletes may earn through legitimate employment during the academic year or summer. However, you must still follow some basic rules related to employment in order to ensure that you retain your eligibility.

- You may not be paid because of the reputation, fame or personal following you have achieved as an athlete
- You may be compensated only for work you actually perform
- You must be compensated at the same pay rate as others employed for similar services
- If you have exhausted your eligibility and will never practice or compete in intercollegiate athletics again, you may be employed without checking with your Head Coach or the Office of Compliance Services
- All employment must be approved by the Office of Compliance Services by completing one of the employment forms in ARMS:
  - Academic Year Employment
  - Continuation of Modeling/Other Non-Athletic Promotional Activities
  - Student-Athlete Camp/Clinic and Fee-For-Lesson Form
  - Student-Athlete Instructional Products Approval
  - Student-Athlete Regular Employment Form
  - Student-Athlete Self-Employment Form

**Agents**
The NCAA establishes a “clear line of demarcation” when defining college athletics and professional sports. An institution’s athletics program, is designed to be an integral part of the student-athlete’s educational experience. In addition, the NCAA defines a professional athlete as one who receives any kind of payment, directly or indirectly, for athletics participation except as permitted by the governing legislation of the NCAA.

The UAlbany Department of Athletics maintains a policy on agents (as defined by NCAA Bylaws) and other representatives involved in the professional sports market. The Agent Policy is designed to monitor outside organizations and individuals who would like to contact UAlbany student-athletes for the purpose of representation with a professional sports organization and/or in the professional sports market. The full policy can be located on the Office of Compliance Services website.

The Agent Policy seeks to ensure that communication and interaction by individuals seeking to contact, represent and promote UAlbany student-athletes in the professional sports market is consistent with NCAA regulations, any applicable federal or state laws, and that such individuals are registered with the Office of Compliance Services and have accepted the stipulations of the Agent Policy.

All individuals who wish to speak to a UAlbany student-athlete must make their intentions known to the Associate Athletic Director for Compliance. All agents must register with the state of New York. All requirements may be found on the New York State website. [http://www.dos.ny.gov/licensing/athleteagent/athleteagent.html](http://www.dos.ny.gov/licensing/athleteagent/athleteagent.html)
Also, the individual must complete the Athlete Agent Registration form located on the Office of Compliance Services website. Any individual contacted by a student-athlete with respect to the professional sports market or related industry representation must also complete the Athlete Agent Registration Form and be registered with New York State.

**Don’ts**

If you have remaining eligibility in a sport, you may jeopardize your eligibility in that sport if you engage in any of the following activities:

- You may not agree, either orally or in writing, to be represented by an agent or runner until after your eligibility has ended, including your team’s postseason competition or for the purpose of marketing your athletic ability or reputation.
- You, your relatives or friends may not accept benefits from an agent, runner, or financial advisor. These benefits include (but are not limited to) transportation, money and gifts.
- Once an agreement (oral or written) has been made with an agent or to compete in professional athletics, you are ineligible for participation, regardless of the legal enforceability of the contract.
- You may not receive preferential benefits or treatment because of your reputation, skill or payback potential as a future professional athlete.
- You may not retain professional services (legal advice) for personal reasons at less than the standard rate for such services.
- You may not be awarded institutional financial aid when you are under contract to receive, or are currently receiving, compensation from a professional sports organization.

See your Head Coach and the Office of Compliance Services for more information and before having any interaction with any agent or other individual interested in representing you.

**Gambling**

Per NCAA rules, if a student-athlete or athletic department staff member places a bet of any type on…

- Any college, amateur or professional sporting event;
- Fantasy leagues;
- Sports pools; or
- March Madness brackets

…then that individual has committed an NCAA violation.

Do not share information that can be used to bet on sports. This includes

- Team disciplinary actions;
- New plays;
- Team morale; and
- Injuries.

**Participation in any of these activities will cause you to become immediately ineligible.**

**Reporting NCAA Violations**

It is the obligation of every UAlbany employee and student-athlete to report any and all suspected violations of NCAA or conference rules. Student-athletes should immediately report any and all suspected violations to their coach, a member of the Office of Compliance Services, their sport’s program administrator or the Faculty Athletics Representative.

**International Student-Athletes**

The United States has tax treaties with a number of foreign countries for scholarship income. If a student’s country does not have a tax treaty with the United States, any scholarship funds received in excess of tuition, fees and books are considered taxable income.

In order to be taxed at the standard 14% rate, a student must acquire either a SSN (Social Security Number) or ITIN (Individual Tax Identification Number). Otherwise, the scholarship can be taxed at 30% for any amount in excess of tuition, fees and books. A SSN is recommended because it is generally easier and quicker to obtain.
Students are responsible to pay the 14% tax on scholarship funds received in excess of tuition, fees and books. It is recommended that students and their family consult with the UAlbany Student Financial Services Office located in Campus Center G-26 by phone (518) 442-3202 or email fao@albany.edu to configure payment, payment plan, or loan options.

Around mid-March, a student will receive their 1042-S tax reporting statement from the University at Albany Payroll Office along with a letter which explains how to file a tax return with the IRS (Internal Revenue Service) and potentially recapture a portion of those taxes. If a student has specific questions on filing a return, the University at Albany recommends that a student work with a tax expert to ensure the correct forms are completed and submitted to the IRS.

The SSN process will be initiated during the month of September. Failure to complete this process will withhold a portion of the student-athlete's athletic scholarship from being applied to their student account. This would in turn result in holds on their account, overdue bills, late fees, etc. In addition to the SSN process, the Office of Human Resources will meet with all new international student-athletes in September to complete several required documents (e.g., W-8BEN, Presence Test).

### Obtaining a Social Security Number

The Athletic Facilities Office will assist you in finding a job limited in scope (e.g., a few times per semester), as opposed to a consistent source of income. If you desire to find a longer term employment commitment, please consult further with the Athletic Facilities Office.

1) Stop by the Athletic Facilities Office in SEFCU Arena to schedule a meeting. If hired as a student worker, you will receive a letter from the Athletic Facilities Office indicating that you will be employed by UAlbany Athletics as a game worker. Please note that you will be required to work at least one day during the year to fulfill the requirement to obtain a social security number.

2) With that letter, you need to proceed to the International Student and Scholar Services Office (ISSS), located in Science Library G-40, and speak with an advisor about your eligibility for a SSN. If you are eligible, the ISSS advisor will provide you with a letter certifying that you have the necessary immigration status and work authorization to be eligible for a Social Security Number (SSN). The Social Security Administration requires this letter when you apply for your SSN.

3) Once you have the two letters in hand, you need to put together your visa documents, passport and you will then fill out a SSN application.

4) With all of those pieces in place, someone from your coaching staff will arrange to take you to the Social Security Administration in Downtown Albany to complete the SSN application process. There is no processing fee. It takes roughly two weeks to receive your SSN after filing. You will need to bring all of the aforementioned documentation to complete this application. This includes:

   a) Employment letter
   b) ISSS status letter
   c) Social Security Number application
   d) Visa documents
   e) Passport
   f) Need to know your complete and current mailing address

5) When you receive your Social Security card, immediately take it to the Associate Athletic Director for Compliance. You will need to sign your card. A copy will be made and provided to Human Resources on your behalf.

Albany Social Security Office
Room 430 Federal Building
11A Clinton Avenue
Albany, NY 12207

Social Security Phone (Local): 1-866-253-9183
Social Security Phone (National): 1-800-772-1213
TTY: 1-518-431-4050
Social Security Office Hours:
MON: 9:00 AM - 4:00 PM
TUES: 9:00 AM - 4:00 PM
WED: 9:00 AM - 12:00 PM
THUR: 9:00 AM - 4:00 PM
Local or Campus Mailing Address
It is imperative to maintain a current local or campus mailing address in your MyUAlbany account. UAlbany Human Resources is required by law to mail out Important Tax Information Form 1042-S annually. Please do not indicate your mailing address as the UAlbany generic mailing address of 1400 Washington Avenue, Albany, NY 12222. Below are two examples of an appropriate local or campus mailing address:

EMPIRE EF1 Room 100-1, Box #1234, Albany, NY 12222
123 Western Avenue Apartment A, Albany, NY 12222

International Student and Scholar Services (ISSS)
International Student and Scholar Services (ISSS) advises international students on federal immigration and other laws, and University policies that are relevant to helping international students maintain legal status while studying at the University at Albany. There are regular walk-in advising hours during which a student can talk with an International Student Advisor.

ISSS also provides ongoing counseling on personal, academic, financial and social matters whenever students might need. The ISSS provides a legally required orientation session for new students each semester. This orientation is vital as international student must abide by many rules including: full-time registration, limits to online courses, work restrictions and reporting requirements.

International students need to communicate regularly with the ISSS office and are encouraged to email at isss@albany.edu or come in to talk with an advisor in Science Library G-40 with any questions.

Rules Education
It is the responsibility of Office of Compliance Services to educate all UAlbany student-athletes on NCAA rules. In addition to the annual beginning of the year compliance meeting, student-athletes will occasionally receive educational materials via email. Also, the Office of Compliance Services may conduct brief in-person educational team meetings as necessary. Furthermore, the Office of Compliance Services has a Twitter and an Instagram account, in which educational and relevant information is distributed. The Office of Compliance Services does not follow student-athletes on Twitter or Instagram, but student-athletes are encouraged to follow us @UAlbanyBylaw on both platforms.

Compliance-Related Forms
Below is a list of many of the compliance-related forms you may be required to complete either annually or on a case-by-case basis during your time as a student-athlete at UAlbany (this list may not be all-encompassing and is subject to change):

5th Year Aid Form
Academic Year Employment
America East Student-Athlete Release Form
Amateurism Status after Final Certification
Assignment of Benefits, Designation of Authorized Representative and Appeal Rights
Authorization/Consent for Disclosure
Basketball Summer League Statement & Permission Form
Certification of Recruited Status
Complimentary Admissions Education
Continuation of Modeling/Other Non-Athletic Promotional Activities
General Information
NCAA Consent for Disclosure of Protected Health Information
NCAA Drug Testing Consent
NCAA Student-Athlete Statement
NCAA Summary of Regulations
Financial Aid

Financial aid at the University at Albany is generally awarded on the basis of need and scholastic achievement. In order to be considered for federal financial assistance, all students must file the Free Application for Federal Student Aid (FAFSA).

Athletic Grant-in-Aids

The awarding of athletic grants is based on the recommendation of the respective Head Coach and the Sport Administrator, with final approval by the University Student Financial Services Office. The student-athlete recommended for an athletic award must be accepted to UAlbany and have filed with the NCAA Eligibility Center before a National Letter of Intent and a financial aid agreement may be sent. All student-athletes, regardless of the amount of athletic aid awarded must file the FAFSA, and for TAP if a resident of New York State.

NCAA rules permit athletic financial aid to be awarded for no less than one academic year and not for a period that would exceed the student's five-year period of eligibility. One year grants-in-aid shall be awarded in equal amounts for each term of the academic year. UAlbany may cover no more than tuition, fees, room, board, and course required books. All scholarship recommendations are made by the Head Coach to the Office of Compliance Services and approved by the sport’s administrator. The Office of Compliance Services, in turn, communicates the recommendations to the University Student Financial Services Office. The University Student Financial Services Office administers all scholarship awards and need-based financial aid. Financial aid agreements must be signed and returned by the first day of classes of the academic semester.

Financial Aid Limit

While a student-athlete may receive athletics financial aid to cover tuition, fees, room, board and course required books, he/she may also receive additional financial aid from non-athletically-related sources up to his/her cost of attendance (or up to a full grant-in-aid plus a Pell Grant, whichever is greater).

Student Loans/Grants
Any student may apply for a student loan or need-based financial aid via the Free Application for Federal Student Aid (FAFSA). All financial aid must be administered by the University Student Financial Services Office in accordance with federal, state, university, and NCAA guidelines. If you receive any athletically-related financial aid and/or any other UAlbany financial aid, that award amount may count against your team’s financial aid limit. You must check with your Head Coach before accepting any UAlbany financial aid. Failure to do so could result in loss of scholarships for you and your team.

Outside Scholarships
You must report to the Office of Compliance Services all financial aid and assistance received from sources other than your parents/legal guardians and UAlbany (e.g., high school booster club, church, civic organization, club teams, etc.) prior to accepting any such aid. If not received in accordance with NCAA rules, receipt of such scholarships could affect your eligibility and could result in loss of scholarships for you and your team. This information is reported on the Outside Scholarship Reporting Form through ARMS, which is part of the annual athletic participation forms all student-athletes must complete.

Student-Athlete Responsibility for University Charges
Even if you are receiving an athletic scholarship or other financial aid, you must ensure that all financial obligations and appropriate paperwork are processed so your term bill will be paid. This includes reviewing and acting on your term bill (if necessary) even if you receive an athletics scholarship. Failure to do so will cause you to be automatically deregistered from your courses.

Student-athletes are responsible for all late fees, waiving non-mandatory fees, dorm damage, fire code violations, parking tickets, failure to return keys and other costs related to their negligence. Payment of such fees must be in keeping with normal university policies and procedures. Any special arrangement for payment of such fees that is not normally afforded to other students is considered an extra benefit and an NCAA violation.

Additionally, if a student-athlete fails a course that must be repeated, the Department of Athletics will not provide a new textbook for the same course. Student-athletes are advised NOT to sell back the books from the failed course.

Furthermore, student-athletes who wish to change their housing assignments must contact their coaching staff and the Office of Compliance Services prior to initiating the process with Residential Life. For student-athletes on athletics aid, your athletics scholarship is previously established in writing and may not cover any additional housing charges you accrue.

Renewals
UAlbany is required to annually notify each student-athlete with eligibility remaining whether or not his/her athletically-related financial aid will be renewed at the conclusion of the award period. Notices of athletic aid renewal, reduction, and nonrenewal must be sent out by UAlbany no later than July 1 each year.

Cancellation, Reduction or Nonrenewal
Once an athletic scholarship is awarded, UAlbany is committed to fulfilling its financial responsibilities unless the student-athlete’s eligibility is exhausted, regardless of athletic performance. However, athletic grants are not automatically “four-year scholarships”. An athletic grant may be reduced or canceled immediately if the student-athlete:

● Voluntarily drops off a team;
● Engages in serious misconduct as determined by the University’s regular disciplinary authority;
● Renders him/herself ineligible for intercollegiate competition;
● Fraudulently misrepresented any information on an application, letter of intent of financial aid agreement; or
● Provides written notification of transfer to the institution; however, the student-athlete’s financial aid may not be reduced or canceled until the end of the regular academic term in which written notification of transfer is received. If a student-athlete provides written notification of transfer to the institution between regular academic terms (winter break, summer break) the institution may reduce or cancel the financial aid immediately.

Gradation or cancellation of athletic aid is not permitted on the basis of athletic ability, performance or contribution to the team, an injury that prevents the student-athlete from participating, or for any other athletic reason during the award period.

Hearing Opportunity if Aid is Cancelled/Reduced/Not Renewed
Anytime a student-athlete’s financial aid is cancelled, reduced or not renewed, the student-athlete shall receive written notification of both the cancellation/reduction/nonrenewal and an opportunity to appeal this decision to a committee made up of individuals outside of the Department of Athletics. Included with the written notification will be a copy of the university’s established policies and procedures for conducting the hearing. This hearing, if requested, will be the student-athletes only opportunity to appeal the cancellation/reduction/nonrenewal. All facts pertinent to the student-athlete’s appeal must be presented at the hearing to be considered in the committee’s decision making process.

Summer School Grant-in-Aid Policy
The objective of summer school is to provide student-athletes with opportunities to take courses that will conflict with practice during the academic year, and/or catch up on progress towards degree if needed for eligibility and/or graduation purposes.

Funds for summer school athletic aid are limited. Each request will be reviewed on a case-by-case basis. Student-athletes who receive athletic aid during the academic year may be eligible for athletic aid if enrolled in summer school. University at Albany regulations stipulate summer aid for a student-athlete may not be awarded above the percentage of aid received during the academic year. Student-athletes are responsible for all charges that exceed their awarded scholarship amount.

Any student-athlete requesting summer athletic aid must meet the following guidelines. Priority will be given to the following: conflicts with class and practice schedule, courses not offered during academic year, and progress towards degree requirements for eligibility purposes.

- Specific courses/terms should be indicated on the application, unless otherwise unavailable (such information should be provided by the student-athlete as soon as it is obtained).
- The Athletic Academic Advisor must approve any changes to a student-athlete’s summer schedule. Failure to obtain approval will result in the student-athlete accepting full financial responsibility for any additional costs associated with such changes.
- Student-athletes may only enroll in summer courses that are degree applicable in order to receive summer aid.
- Athletic aid may be provided for a maximum of 1 course, unless otherwise approved.
- A student-athlete must be enrolled in at least 3 credits in order to be eligible for any portion of room and board payment from the Department of Athletics, unless other NCAA exemptions apply.
  - Student-athletes can receive room and board payment while enrolled less than half-time for a maximum of 3 summer terms, per Federal regulations.
- When taking more than one summer course, the courses should be taken during the same session unless approved in advance by the student-athlete’s Athletic Academic Advisor.

Failure to continually meet these guidelines may result in the student-athlete being required to reimburse the Department of Athletics for up to the full amount of athletic aid received.

- Any student-athletes who change their summer schedule without the approval of their Athletic Academic Advisor may be held responsible for additional costs or eligibility consequences.
- Student-athletes who drop a course after the posted deadline will be obligated to repay the Department of Athletics the amount of their summer athletic aid.
- Repayment of summer athletics aid for any course where a D or E is earned will be addressed on a case-by-case basis. For example, a student-athlete who fails to attend class and subsequently does poorly in the course will have to reimburse the Department of Athletics for up to the full amount of athletics aid received.

All requests for summer athletic aid must be submitted to and approved by the Summer School Review Committee. The deadline for applying for summer athletic aid is indicated at the top of the Summer School Grant-in-Aid Application in ARMS. Any requests for summer athletic aid received after the application deadline will be denied and any expenses associated with summer courses will be the responsibility of the student-athlete. The Summer School Review Committee will review each student-athlete who applies for summer athletic aid on an individual basis. All summer athletic aid recommendations will then be forwarded to the Director of Athletics (or Designee) for final approval. Student-athletes should be notified of the Department’s decision no later than one week prior to the start of the first summer term. Student-athletes will receive email notifications as the Summer School Grant-in-Aid Application is being reviewed step-by-step electronically through ARMS. A final email notification will be sent to each student-athlete with a summary detailing summer athletic aid approval.

Fifth Year Aid (Aid Beyond Athletic Eligibility)
Student-athletes who have completed their eligibility and must complete additional coursework towards their undergraduate degree may request financial assistance via their Head Coach. The Head Coach may provide funding via his/her scholarship budget or request assistance via the Special Assistance Fund.

All student-athletes who have exhausted their eligibility and who continue receiving an athletics scholarship must sign the 5th Year Aid Form through ARMS in addition to their scholarship agreement. The 5th Year Aid Form outlines what is expected of student-athletes who continue to receive an athletics scholarship and are no longer an active member of a team. The agreement is binding on the student-athlete and carries financial consequences for not adhering to the agreement. The agreement will be administered to student-athletes by the Office of Compliance Services and must be approved by the Head Coach, Associate Athletic Director for Academic Services, the Office of Compliance Services, the Sport Supervisor and the Financial Aid Office.

Funding for fifth-year student-athletes is at the discretion of the Department of Athletics. It is not guaranteed that once you exhaust eligibility financial assistance will be provided by UAlbany.

**Financial Aid for Student-Athletes with Career-Ending Injuries**

On the occasion that a student-athlete becomes injured or ill to the point that they will never again be able to participate in intercollegiate athletics, it is permissible under NCAA rules for a coach to continue that student-athlete’s scholarship without the amount of scholarship aid provided to that student-athlete being countable in that team’s financial aid limitations. For the scholarship aid to be exempted, the student-athlete’s injury or illness must be certified as career-ending by a physician, usually the team physician. For the medical documentation to be complete, the student-athlete must sign a statement with the team physician indicating that they understand their medical condition and that they cannot participate in intercollegiate athletics again.

All student-athletes who become permanently medically unable to participate and who continue receiving an athletics scholarship must sign the Medical Non-Counter Form through ARMS in addition to their scholarship agreement. The Medical Non-Counter Form outlines what is expected of student-athletes who continue to receive an athletics scholarship and are no longer an active member of a team. The agreement is binding on the student-athlete and carries financial consequences for not adhering to the agreement. The agreement will be administered to student-athletes by the Office of Compliance Services.

**NCAA Special Assistance Fund (SAF)**

The NCAA provides colleges and universities with grant funding each year to provide direct benefits to student-athletes. The funds are to be used to assist student-athletes in meeting financial needs that arise in conjunction with participation in intercollegiate athletics, with enrollment in an academic curriculum or with programs that recognize academic achievement. Specific appropriate uses of the fund are determined by the Office of Compliance Services and the Athletic Business Office and must be approved by the Conference Office.

Prior to the start of each academic year, the UAlbany Department of Athletics determines the permissible uses of the funds for that year. For upcoming academic years, UAlbany will use its SAF funding for the following:

- Fifth year and summer scholarship aid;
- Academic initiatives and supplies;
- Medical/dental needs of student-athletes;
- Emergency travel for student-athletes;
- Leadership and life skills initiatives;
- Payment of select student fees; and
- Other purposes as deemed necessary by the Office of Compliance Services and the Athletic Business Office.

**ACADEMIC SERVICES AND ACADEMIC COMPLIANCE**

**UNIVERSITY ACADEMIC REQUIREMENTS**

**Grading Scale**

- The undergraduate grading scale includes the following grades: A (4.0), A- (3.7), B+ (3.3), B (3.0), B- (2.7), C+ (2.3), C (2.0), C- (1.7), D+ (1.3), D (1.0), D- (.7), E (0.00) (failing)
- For courses below the 300 level, you are able twice in your academic career to receive optional grades of S/U (Satisfactory/Unsatisfactory). S is equivalent to a C or better and U is C- or below and does not fulfill a requirement. S or U does not affect your GPA.
Academic Standing

- The Registrar’s Office categorizes students on completed graduation credits.
  - Freshmen  Fewer than 24 credits
  - Sophomore  24 – 55 credits
  - Junior  56 – 87 credits
  - Senior  88 or more credits

To graduate, every student must have a minimum GPA of 2.00, in his/her major and minor.

Academic Warning

- Semester GPA below 2.0, but above 1.0 = (No further penalties)

Academic Probation

- Cumulative GPA below 2.0
- Cumulative GPA must be above a 2.0 the following semester in order to be removed from Academic Probation
- If cumulative GPA is not raised to a 2.0, the student is placed on TERMINAL PROBATION for the following semester.

Terminal Probation

- Students are placed on Terminal probation for the following reason(s):
  - Semester GPA is below 1.0
  - Student has a cumulative GPA below 2.0 for a second semester.
- Students on terminal probation must complete an “Academic Improvement Plan” and file this plan with their advisors and the Dean of Undergraduate Studies.
- Students achieving a semester and cumulative GPA of at least 2.0 will be removed from Terminal Probation.
- If a student’s semester GPA is at least 2.0 but the cumulative GPA remains below 2.0, the student will remain on Terminal Probation until the cumulative GPA is at least a 2.0.
- Any student earning a semester GPA below 2.0 while on Terminal Probation will be dismissed.

Academic Dismissal

- Will occur only if a student has been on Terminal Probation and fails to earn a semester GPA of at least 2.0.
- “Academic Dismissal” will be noted on the student’s record.
- Students who have been academically dismissed have the right to seek reinstatement to the University by submitting a written petition to the Committee on Academic Standing.

Academic Dismissal for EOP Students

- Students enrolled at the University through EOP will be granted an additional semester on Academic Probation before they are subject to Terminal Probation, even if their cumulative GPA is below a 2.0

UNIVERSITY ACADEMIC POLICIES

Academic Integrity

The Department of Athletics supports the University’s “no tolerance” stance towards academic fraud. Listed below are the most frequent types of academic dishonesty and some of the penalties that have been handed down in the past.

- Plagiarism – submitting someone else’s work and ideas as your own.
- Cheating on Exams – aid from another student’s exam and/or from notes.
- Multiple Submission – handing in a paper more than one time for a grade without receiving prior permission from all professors involved.
- Forgery – imitating another’s signature on an official document.
➢ Sabotage – knowingly destroying, stealing, or damaging another’s work.

➢ Collaboration – working together on a project or assignment without the professor’s permission.

➢ Falsification – submitting false information, incorrect or incomplete citations.

➢ Bribery – offering objects of value or service to another to receive a grade not earned or any other service.

**Penalties**

➢ Warning without further action

➢ Requiring the rewriting of a paper containing plagiarized information

➢ Lowering of an assignment or exam grade

➢ Giving a failing grade to the paper, project or examination

➢ Giving a failing grade in the class

➢ Disciplinary suspension or dismissal from the university

➢ For additional guidelines and regulations regarding Academic Dishonesty, please consult “Undergraduate Academic Regulations” on the University’s website.

[http://www.albany.edu/eltl/academic_integrity.php](http://www.albany.edu/eltl/academic_integrity.php)

**Academic Fraud**

Academic Fraud is an offense that could cause suspension from the University and could potentially be an NCAA violation that will affect your eligibility. Situations constituting academic fraud for purposes of NCAA rules include (but are not limited to):

- Any time an institutional staff member (e.g., coach, professor, tutor, student manager, student trainer, etc.) is knowingly involved in arranging for fraudulent academic credit or false transcripts for a prospective student-athlete or an enrolled student-athlete, regardless of whether the institutional staff member acted alone or in concert with the prospective or enrolled student-athlete.

- Any time a student-athlete, acting alone or in concert with others, knowingly becomes involved in arranging fraudulent academic credit or false transcripts, regardless of whether such conduct results in the student-athlete erroneously being declared eligible.

- When a student-athlete commits an academic offense (e.g., cheating on a test, plagiarism on a term paper, etc.) with no involvement of an institutional staff member, and the academic offense results in the student-athlete being declared eligible erroneously and the student-athlete then competes.

**OFFICE OF ACADEMIC SERVICES**

**Mission Statement**

The Office of Academic Services at the University at Albany recognizes that athletics can serve as a valuable enhancement to the collegiate experience. Additionally, the skills often learned through athletics can ultimately be applied to other areas of life to help amplify the development of those involved. Therefore, the Mission of the Office of Student-Athlete Academic Services is to enhance the collegiate experience of the University at Albany student-athletes by providing an environment that assists them in developing transferable skills so that they may be better prepared to compete in the classroom, the athletic arena, as well as in life after athletics. This mission will be accomplished by:

➢ Fostering an environment designed to maximize the academic potential of student-athletes;

➢ Providing information and guidance to enable student-athletes to develop academically, athletically and personally using department, campus and community resources;
Successfully coordinating the Athletics Department’s Student Affairs Program to develop student-athletes in the five designated areas (academics, athletics, career development, community service and personal development);

Enabling student-athletes to become educated, responsible and self-reliant individuals who are committed to their communities.

Academic Services Center

Three full-time employees staff the University at Albany Academic Services Office located in rooms 314/333/335 of the Physical Education building. The Academic Services Center houses study areas and computers for student-athletes use. In addition, various resource materials are available to assist the student-athletes in their academic endeavors. Use of the Academic Services Center is considered a privilege and therefore all equipment and persons within the center should be treated with respect. Failure to abide by the rules of the Academic Services Center may result in loss of privileges.

Hours of Operation:
Academic Year: Monday - Thursday, 8:30 am - 9:00 pm, Friday, 8:30 am – 5:00 pm
Summer: Monday - Friday, 8:30 am-4:30 pm

Any adjustments to these times will be posted in the Academic Services Center and Coaches and teams will be notified.

ACADEMIC SERVICES CENTER RULES

1. No Food or Drinks in any rooms of the Academic Center, this includes tutor rooms, computer lab and open study area. (Exception: Water)
2. Cell phones, headphones and any other music listening devices are permitted as long as they are used responsibly and do not disrupt others.
   a. Cell phones are not be permitted for dialogue. Please keep cell phones on silent while in the Academic Center.
3. The Academic Center is a quiet study environment; therefore excessive talking is not permitted.
   a. There are group study rooms for use in the academic center where students are permitted to meet with others and discuss classes and/or assignments.
4. Student-athletes must come prepared to study, bringing all necessary books, papers, pens, notebooks, etc.
   a. The Academic Center has wireless capabilities if students choose to use their own laptop.
   b. If a student is not prepared for study hall, he/she will be asked to leave.
5. No accessing non-academic web sites (i.e., Facebook.com, youtube.com, espn.com etc.)
6. Everyone is expected to clean up their study area upon departure.
7. All computer work should be saved to the student-athlete’s personal computer drive. No files are to be stored on lab computers. Any files that are saved will be deleted nightly.
8. No copies can be made, or faxes sent, or scanning in the Academic Center.
9. No sleeping and no feet on chairs and tables in the Academic Center
10. Proper attire is required at all times (e.g., shirts, shoes, etc.).
11. Student-athletes assigned to mandatory study hall are responsible for signing in and out of the study hall tracking system (EAB). Those that forget to sign in or out will lose hours for that session.

Support Services Offered to Student-Athletes

Student-athletes at the University at Albany are offered a multitude of academic support services. The student-athletes are an integral part of the student body in all respects and are subject to all academic and non-academic policies that apply to the entire student body. Student-athletes have full access to academic support services provided by the University, and additionally, the Office of Academic Services offers a variety of programs and services. Below is a partial list of services provided.

Advance Registration: Student-athletes have the privilege to register for courses early in the registration process for all academic semesters. Therefore, this privilege should not be abused; student-athletes are responsible for ensuring they are properly prepared to register for courses (meet with department advisor, obtain AVN, clear account holds, etc.). Additionally, prior to each semester, coaches are required to inform their team members of future practice times so that they may schedule courses around these time periods. These schedules should confirmed.
with the assistance of the Academic Services Office to avoid any potential conflicts between athletic and academic requirements.

**Academic Advising:** All students attending the University at Albany, including student-athletes, are academically advised in the department and/or college of their major. A counselor in the University Advisement Center will advise students who have not declared a major. In addition, the athletic advising staff is available for informal academic advising for all student-athletes. For official advising, students are referred to the advisors in their departments or advisement center.

**Academic Monitoring:** Academic monitoring is provided for all student-athletes, tracking academic progress for NCAA eligibility as well as to assist students who may be experiencing academic difficulties. Progress reports for all student-athletes are distributed to professors twice per semester.

**Summer School:** Student-athletes who receive athletic aid during the academic year may be eligible for athletic aid if enrolled in summer school. Summer courses necessary to keep the student-athlete on track academically must be approved by the Associate Athletic Director for Academic Services. Should a student-athlete wish to apply for summer aid, he/she must complete a summer application through ARMS by the posted deadline and then be approved by the Summer School Committee. Otherwise, any expenses associated with summer courses are the responsibility of the student-athlete.

**Study Sessions:** Study sessions for all freshmen and transfers as well as continuing students with a cumulative GPA below 2.5 are mandatory. At the end of the first semester, freshmen and One-Year Transfers who earn between a 3.0 – 3.49 GPA will have their study hall hours reduced and those who earn a 3.5 – 4.0 GPA will not be required to attend study hall. Two-Year Transfers who earn a 3.0 after their first semester will be excused from study hall. The amount of hours per week to be completed will be determined by the Academic Services staff and coach. Weekly reports will be provided to each coach.

Study hall is conducted in PE 314 & 335 during the following days and times:

Monday-Thursday, 8:30 am - 9:00 pm and Friday, 8:30 am – 3:00 pm

During times of competition, hourly requirements may be adjusted.

**NOTE:** All student-athletes enrolled in study sessions are expected to correctly record the time they arrive and depart in the study hall tracking system, EAB, within the Academic Center. Failure to record the correct time will result in the student-athlete’s hours for the week being nullified.

**Tutoring:**

Free individual tutoring is offered in a variety of subject areas. The Academic Services staff hires, provides training and supervises tutors for student-athletes each semester. Students requesting assistance are required to request a tutor through EAB and must meet with the Tutor Coordinator to review responsibilities and procedures for participating in the tutoring program. Tutors are assigned on a first come first serve basis. Both the student-athlete and the tutor’s availability are reviewed before they are paired. In the case that a tutor may not be available, student-athletes are encouraged to meet with their professors, and visit Advising Plus and other tutoring services across campus.

**Rules for Use of Tutoring Services:**
1) Be on time for your appointments. All appointments take place in the Student-Athlete Academic Services Academic Center. The Library, residence hall rooms, University Apartments, cafes, etc. are off limits.
2) Failure to show or cancel within 24 hours can result in loss of your tutoring privileges for the remainder of the semester.
3) Tutoring sessions will be 60 minutes in length.
4) Students may not sign up for tutoring in courses that are not requested and/or approved by the Student-Athlete Academic Services.
5) Tutoring sessions begin during the second week of the term, and end on the last day of class.
6) There is no tutoring during university holidays or breaks.
7) Be prepared and ready to discuss questions, problems, and issues with your tutor and bring all necessary course materials to the session. This is NOT a time to be taught new information. The tutor is NOT a replacement of the instructor.
Tutor Assignment Procedure:

- Student-Athlete requests a tutor on EAB.
- Tutor Coordinator receives the requests and matches student-athlete and a tutor with similar availabilities.
- Once the session has been scheduled you will receive an email from EAB with the date and time of your session. You will also receive a reminder email the day of your tutoring session.

Procedure for Reporting Study-Hall Credit

- Student-Athletes who are required to complete a designated number of study-hall hours may use tutor sessions to count towards those hours. Use your SUNY card and swipe in at the front desk at the beginning of your tutoring session and when your session is completed, swipe out.

Procedure for Canceling a Tutoring Session

If a tutor or student-athlete needs to cancel a session they must contact the tutor coordinator 24 hours in advance either via email or in person.

Student-Athlete Academic Recovery

This is a program designed for students whose grade point average is below 2.30 or at the discretion of the Associate Athletic Director for Academic Services. Students meet weekly with Academic Services staff members for individual and specified academic development.

Student-athletes in the program must complete the following:

1. Meet at least once a week with an assigned athletic advisor to work on study strategies, skill development and review academic progress.
2. Complete daily planner and semester calendar.
3. Track and record all course grades.
4. Encourage contact with a tutor, Writing Center, professor, etc.

Classroom Attendance Policy:

Research has shown that there is a direct correlation between a student’s class attendance and their academic success. For student-athletes, class attendance is even more important due to the class time that will be missed due to athletic competitions. University at Albany student-athletes are expected to be on time and attend all classes, stay for the duration of the class, exhibit appropriate behavior and complete all assignments on time. Class attendance will be monitored by periodic classroom checks and feedback from professors on the student-athlete progress reports.

If a student-athlete accumulates a high number of absences in any of their courses they may be subject to any of the following:

- Written warning to the student-athlete and the sport supervisor and the head coach will be notified.
- Student-athlete may be notified in writing that any further absences could possibly result in missing a practice/competition. The student-athlete may also be required to meet with the Associate Athletic Director for Academic Services.
- May result in a meeting with the student-athlete, the head coach, the Associate AD for Academic Services and the Deputy Director of Athletics to discuss possible suspensions.

The student-athlete should know his/her rights and responsibilities regarding classes missed due to competition. Listed below is the University at Albany’s policy regarding absences due to official University sanctioned competitions. This policy also appears in the Undergraduate Bulletin.

Intercollegiate Athletic Missed Class Policy

- No class time shall be missed at any time (e.g., regular academic term, mini term, summer term) for practice activities except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest.
Notice of Class Absence Due to Competition Letter:

- Letters detailing team travel dates are issued to all student-athletes so that they may provide one copy to each professor. Each student-athlete should distribute these letters the first week of the term and make any arrangements for making up any missed coursework well in advance of the absence. Student-Athlete Academic Services staff members are available to aid in this process (i.e., proctor exams). All student-athletes are expected to be in class unless otherwise excused (with professors' permission) for athletic competition.

Additionally, University Policy Guidelines state:

"If a student-athlete has provided this documentation in a timely manner, the instructor may not penalize the student academically for these absences and is expected to provide reasonable assistance to the student concerning instruction and assignments that were missed. It is the responsibility of the student to notify instructors of changes to such schedules prior to the date of the event; such changes will be supported with appropriate documentation from the Office of Student Athlete Support Services."

Examples of excused absences are listed below. Please be aware that these are for Athletic Department purposes only as some professors may not excuse absences due to illness or extenuating circumstances.

1. Absence due to team travel and competition
2. Absence due to illness or medical emergency. The student-athlete must provide medical documentation to their athletic trainer. The athletic trainer will notify the Associate Athletic Director for Academic Services, who in turn will notify the professor. The professor could also request the medical documentation from the student-athlete.
3. Absence due to extenuating personal circumstances. An example of this would be a death in the family. The student-athlete should notify the professor and the Associate Athletic Director for Academic Services as soon as possible.

The coaching staffs, working with the Business Office, should make every attempt to schedule departure times for away contests that will allow for the least amount of missed class time. For example, every attempt should be made to depart campus as late as possible for the least amount of class conflicts. Coaching staffs should also make every attempt to avoid missed class time when scheduling practices before departing campus for away contests.

Other considerations that are to be kept in mind when scheduling are arranging game times to ensure the least amount of conflict for student-athletes with classes, scheduled University vacations and dorm closings, and maximum weekly athletic related activities hours as sanctioned by the NCAA, and can be found in the Compliance section of the handbook.

NCAA Concussion Management Protocol – Academic Classes (Implemented October 2017)

Student-athletes who have been diagnosed with a concussion are, at a minimum, excused from class and class-related activities on the day they sustain the concussion and will return to class and academic activities gradually as they are medically able to tolerate them.

The Athletic Academic Services will notify the Office of the Vice Provost and Dean for Undergraduate Education that the student-athlete has been injured, and this office will notify the student-athlete’s instructors of the situation and the prognosis for a return to academic activities. As with all excused absences, instructors may not penalize students academically for these absences and are expected to provide reasonable assistance with missed instruction and assignments.

Referral to University Support Services: Athletic liaisons in various offices are available on campus. The Academic Services Office can help with a referral for student-athletes needing campus resources such as the counseling center, career center, academic departments, international student services, residential life, financial aid and other campus offices and departments.

ADDING/DROPPING of a COURSE
NCAA rules state that you must carry a minimum course load of 12 credits every semester to be eligible for practice and competition. If you are carrying more than 12 credits and would like to consider dropping a course, you are required to see your athletic academic advisor. This meeting will evaluate your class progress and possible eligibility concerns. The athletic academic advisor will consult with Compliance and the student-athlete’s Head Coach prior to dropping any course. Deadlines for dropping/adding classes can be found online at http://www.albany.edu/registrar/academic_calendar.php

The athletic advisor should be consulted prior to these deadlines to prevent any possible complications that may result from the dropping, withdrawing or adding of a class.

DO NOT DROP CLASSES WITHOUT CONSULTATION WITH YOUR ATHLETIC ADVISOR.

STUDENT-ATHLETE ADVISORY COMMITTEE

Purpose

The purpose of the Student-Athlete Advisory Committee (SAAC) is to serve as liaisons between the athletic administration, the university and student-athletes. The members of SAAC act as the “voice” of the student-athletes and disseminate information given to them by administrators, to their respective teams, as well as bring student-athlete concerns to the administration. SAAC is the vehicle for student-athletes to improve upon student-athlete welfare, as well as to help coordinate community service, life skills and various other activities for the athletics department.

Representation

Each team must have at least two SAAC representatives. Each team should choose their representatives with consideration given to class status, academic status, and overall leadership characteristics. At least one representative from each sport must be at the monthly SAAC meetings.

Decision Making

All decisions are made on a “majority rules” basis. Only those representatives in attendance may cast a vote. If both the SAAC member and SAAC alternate are unable to attend and have notified the SAAC coordinator, the SAAC member will be given a chance to vote prior to that meeting.

SAAC Officers

SAAC has an Executive Council that is selected by the SAAC members. Members of the Executive Council are selected based on their experience, overall commitment and leadership qualities. The Executive Council is comprised of a President, Vice President, Secretary, Event Coordinator and Social Media Coordinator. The Executive Council convenes after each SAAC meeting to discuss relevant issues and to set the next meeting’s agenda.

Student-Athlete Book Ordering Overview and Process

UAlbany Athletics is undertaking a new book ordering process that began the fall 2016 semester. For those student-athletes who have a book scholarship as part of their overall athletic aid package, the following process and criteria for obtaining and returning your books applies to you.

- All student-athletes who are placed on book scholarship by their head coach will receive notification from Athletics’ Academic Services office as to when their designated time will be to pick up required textbooks for the courses they are enrolled in – and only the courses they are enrolled in.
- A special date(s) and time(s) will be coordinated with the Barnes & Noble bookstore on campus for each/all teams to come in and pick up their books. Student-athletes must bring a current copy of their upcoming schedule with them to the bookstore on that specific day/time.
- Barnes and Noble will inform each student-athlete and the Athletics department which books are available for rental and which are required to be purchased.
Whenever possible, student-athletes will be required to rent their books
Books available only for purchase – i.e. books with online access codes – will be purchased and return dates will be identified

- Some purchased books may be utilized for more than semester, in which case, student-athletes will retain those books for the duration of necessity.

The following rules apply to books for purchase:
- Student-athletes will purchase only those books which are unavailable for rental
- These types of books are generally the ones that have online access codes
- Many books made available for purchase will be used by a student-athlete for more than one semester
  - These books will be identified by the Barnes and Noble staff
  - Upon purchase, Athletics will notify the student-athlete the number of semesters that they will be keeping each particular book and when they will be required to return their books directly to Athletics.

The following rules apply to books available for rental:
- Student-athletes will rent any books that are available through Barnes & Noble
- All books that are rented carry with it a requirement for return at semester’s end
  - All books that are rented will be returned directly to Barnes & Noble by the student-athlete.
- Athletics will work with Barnes & Noble to identify which books have been returned and which have not been by student-athletes on book scholarship
- Books that are not returned will be charged to Athletics accounts in the amount of full retail and a replacement fee will also be applied
  - All charges for books that have gone unreturned will be applied to the student-athletes’ student account and holds will be placed on the student-athletes’ account until restitution is made for the unreturned rental(s)
  - Student-athletes are responsible for the loss or theft of all rented materials. Rented materials not returned by the rental return date or returned on or before that date not in salable condition will be subject to non-return fees equal to 75% of the new book price (at the time of rental) plus a 7.5% processing fee.

Other Items:
- Clickers will be now purchased by the Department of Athletics and will be distributed to student-athletes on a yearly basis
  - Student-athletes will be required to return their clickers to Athletics at the end of each academic year
  - Unreturned clickers will be charged, and appropriately holds will be placed, upon each student-athletes’ account.

STUDENT-ATHLETE SURVEY & INTERVIEWS

FIRST YEAR STUDENT-ATHLETE SURVEY
At the completion of their first year, UAlbany student-athletes will be requested to complete an online First Year Survey. We are interested in hearing about the student-athletes perceptions of and experiences with the services, facilities, and leadership related to both athletics and academics here at the University after their first year. Your responses and those of other student-athletes will be aggregated and compiled, with feedback to the Athletics Department, so that the Department's performance, where needed, can be improved.

SENIOR EXIT INTERVIEWS
Each year, Division I institutions are required by the NCAA to interview student-athletes who have exhausted their eligibility at University at Albany. The purpose of the exit interview is to find out how student-athletes perceive their experience at the institution. Information obtained from both the online and in-person exit interviews will be used to help determine the strengths and weaknesses of the UAlbany athletics program and assist in making changes and improvements that will affect future student-athletes. All student-athletes who have exhausted their eligibility will be randomly assigned to a member of the Athletic Administration for the in-person interview.

The online and in-person Senior Exit Interviews are mandatory. A hold will be placed on the student-athletes account preventing viewing of grades and receiving of official transcripts until the interviews are completed.
CONSORTIUM AGREEMENT FOR DEGREE COMPLETION

Student-athletes who have exhausted their athletic eligibility but have not yet graduated and who wish to request aid must complete the UAlbany Athletics Consortium Agreement. The Consortium Agreement for Degree Completion can provide continuing education funding for the completion of your degree. If endorsed the following terms and conditions will apply:

1) Meeting with athletic advisor to finalize a degree completion plan.
2) UAlbany Athletics will be responsible for in-state tuition & fees and books only.
3) The student-athlete must remain in good academic standing.
4) Community service hours are required equal to 0.5 hours for every credit received (i.e. 30 credits equals 15 hours of community service). Community service is an NCAA requirement for all consortium students. It is the responsibility of the student to provide documented verification of community service hours performed prior to graduation. Failure to provide documentation will result in termination of the financial aid contract and a hold placed on graduation.

For further information see your athletic academic advisor or sport supervisor.

ATHLETIC COMMUNICATIONS AND MEDIA RELATIONS

MEDIA RELATIONS: Working with the Media

Hints for a Good Interview

* Be on time and presentable for the scheduled interview as well as all other appointments and commitments.
* Keep head up and smile.
* Look at the person interviewing you.
* Be courteous (it’s their job). And you are talking to someone who is representing a large number of readers, listeners or viewers.
* Repeat question in answer.
* Avoid “ums, you know, etc.”
* Pause and think before answering questions. Reporters are often in a hurry because of deadlines, but that doesn’t mean you should feel rushed into giving quick answers. Also, remember to speak clearly.
* Find out the name and news source of the person who is interviewing you, before you do the interview.
* Contact your media relations director if you feel you have been misquoted or contacted by media who have not set up the interview through the media relations office.
* Be positive and upbeat whenever possible. Give credit to your teammates and coaches.
* Avoid sarcasm -- you cannot control the tone in which it is written, or the context in which it will be aired.
* If you don’t know or don’t know whether you should answer a question, refer to your coach.
* Remember to control your message and do not get boxed in or baited or provide bulletin board material. You can be asked any question, but you can always respond with the message you want to deliver.
* Remember to say “Thank you”. It’s a final action that will leave a strong impression with a reporter. Make every encounter a memorable one; chances are you’ll get more favorable stories in the future.

MEETING THE MEDIA

Beat Writers: These newspaper writers cover UAlbany, sometimes on a daily basis. Get used to these faces because they are here all season. During the week, they often write player feature stories, which may require more in-depth interviews. Feel free to elaborate with local beat writers when answering their questions, but make sure you remain positive. Humorous anecdotes you have to share will greatly assist their stories. While beat writers may become the most familiar members of the media to you because of the amount of time they spend with us, they still must remain independent and impartial. Game stories are a little different, because they are usually on a strict deadline and only need a few quick quotes to help complete their stories. The three daily papers that cover UAlbany on daily basis are the Daily Gazette, the Troy Record, and The Times Union.
Columnists: Columnists cover all stories and are not assigned a specific sport. Therefore, you will not see them as frequently as beat writers. Unlike beat writers, columnists are assigned articles and are allowed and encouraged to express their opinions. It is a creative form of sports writing. These opinions are often reflective of the team’s performance on the field. If you do well, they are positive. If you play poorly, they tend to be more critical. You might not always agree with what a columnist writes. Don’t take their criticism personally. They are just trying to do their jobs. As with beat writers, take your time and think answers through. Pauses--while you are thinking--will NOT show up in print.

Wire Service Reporters: The AP and UPI wire services are continuous digests of breaking news. Their writers send out short, capsule stories nationwide as soon as an event is over. Many of the nation’s smaller media outlets rely on the wires for most of their sports news.

Television News Crews: More people get their news from television than newspapers. Speak clearly, answer honestly and don’t forget to smile. Remember, they are most likely to only use 30 seconds of sound bites.

Television Game Broadcasters: If a game will be televised either live or tape delayed, during the week count on seeing the announcers -- a play-by-play announcer and analyst. They will come out to view some of your practices and along with the TV producer and director, may want to speak to you informally before the game. Obviously, you should not discuss game strategy in detail, or share confidential team information. But if you make a good impression and share some useful information, they’ll likely talk positively about you and your team. Often, immediately following the game on the field, TV may do a live interview with either players or coaches.

Radio: Much like TV interviews, radio interviews require good sound bites. Remember to take your time and speak clearly. It is the way you pronounce your words, not your expression, that is most important on radio. You might be asked to do a taped pre-game or live post-game interview with one of the announcers.

Photographers: Photographers for newspapers and magazines and TV camera operators tell their stories visually. They will circle the playing field during practice and at games. So while you must be careful in your comments to the media, remember that your actions can be captured on video or film too.

SOCIAL MEDIA

You’re being watched. Football has a lot of visibility. Reporters, coaches, recruits, fans all follow you. Think about what you are posting AND reposting (retweets). REPORTERS CAN AND WILL USE YOUR TWEETS AND POSTS AS A SOURCE OF INFORMATION.

Topics to avoid: Alcohol/Going out, betting, injuries, going or not going to class, smack talk about opposing teams/players.

Your social media posts are a reflection of you, your team, and the University at Albany as a whole. Be a positive representative!

UNIVERSITY AT ALBANY
DEPARTMENT OF ATHLETICS
STUDENT-ATHLETE SOCIAL MEDIA POLICY

As a student-athlete at the University at Albany, you are constantly in the public eye, and it is important to represent University of Albany with honor and integrity. While social networking sites, such as Facebook, Twitter, Instagram, Flickr, and YouTube, provide convenient communication and networking opportunities, they can lead to unintended and harmful consequences. The University at Albany does not prohibit student-athletes from utilizing social networking sites; however, we maintain that our student-athletes must conduct themselves in an appropriate manner on these websites and observe departmental rules and conditions at all times.

Any violation of law or of NCAA, University, or Department of Athletics’ Policy (e.g., the University’s Policy on Prohibited Harassment and Discrimination, Instrument of Student Governance [Honor Code], Student-Athlete Code of Conduct, or Hazing and Initiation Policy) or evidence of such violation in your online content is subject to investigation and sanction by the Department of Athletics, the University, the NCAA, and/or law enforcement agencies. Internal sanctions may range from a notice to remove a post, to dismissal from team, or reduction/cancellation of athletic related financial aid.
If you participate on a social networking site, you must keep the following GUIDELINES in mind:

I. Privatization:
   ● It is important to be aware of and adjust your profile privacy settings accordingly. Set your profile pages to “private” (this only limits access somewhat, not completely). This will limit access of strangers to the information you post to your personal profile. Ensure that access to your photo albums is limited to only those individuals you have chosen as “friends”.
   ● Do not post phone numbers, addresses, birth dates, or other personal information that could be used by online predators. It is a good idea to use a separate email address exclusive to the social media site.
   ● Use caution when adding or inviting someone to be a “friend”. Many individuals are looking to take advantage of student-athletes, to get close to student-athletes to give themselves a sense of membership, or to gain information about you, your teammates, or your team for the purposes of sports gambling (which may lead to unintended violation of NCAA rules) or negative publicity.
   ● Most users of social media welcome comments by others in order to engage their audience. However, student-athlete posts and comments to sites, profiles, and pages that are not their own are subject to the same standards as those posted on their own profile or page. Therefore, student-athletes should configure their settings so that they can review and approve other’s comments to their social networking sites before they are posted.

II. “Think before you post”:
   ● Do not post anything to social networking sites that would embarrass yourself, the University at Albany, your teammates, coaches, or family. Remember, you represent the University at Albany, in all that you say and do, and as a student-athlete your conduct is a direct reflection on the University.
   ● If you feel angry or passionate about a subject, DELAY posting until you are clear-headed. Ask yourself, is this something I would want my mother, grandmother, or future employer to see?
   ● Your posts on social media sites can be used by members of the media and disseminated to the public in the same manner as a quote you give during an interview. If you wouldn’t make the comment in an interview, don’t post it on a networking site.
   ● Keep in mind potential employers, professional sports teams, internship supervisors, graduate programs and scholarship committees search these sites to screen potential candidates and applications.
   ● Posts are archived and remain accessible even after they have been deleted.
   ● If you are ever in doubt about the appropriateness of a post, consider whether it upholds and positively reflects your own values and ethics as well as those of the University at Albany and its athletics department.

III. Remedial Actions:
   ● Anything posted on your social networking site is subject to the Student-Athlete Code of Conduct as well as NCAA rules and regulations. For example, it is a violation of NCAA rules to use social media to endorse a commercial product, or to contact a prospective student-athlete.
   ● Student-Athletes must give their coach, assistant coach and/or a member of the University at Albany Athletics Department staff access to their pages if requested.
   ● Athletic department administrators and coaches can and do check your site. Also keep in mind that the media, opponents, potential employers and law enforcement may also check your sites. Don’t let a photo or comment tarnish years of hard work that led you to become an NCAA Division I student-athlete.
   ● Examples of inappropriate materials posted on social media sites may include, but are not limited to, depictions, discussions or presentations of
     ○ Alcohol or illegal drugs or paraphernalia;
     ○ Sexually explicit or provocative activity;
     ○ Profanity;
     ○ Hazing;
     ○ and Discrimination on the basis of race, color, nationality or ethnic origin.
   ● Student-athletes could face discipline, including loss of athletic scholarship and even dismissal from a team for inappropriate postings.

ATHLETIC EQUIPMENT POLICIES AND PROCEDURES

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The two equipment rooms are located on the basement level (B-16) of the Physical Education Building and on the F-level of the SEFCU Arena. Hours of operation are scheduled annually and are subject to change.

**Equipment Issue**

Equipment issued is only permitted once the Associate Athletic Director for Compliance has cleared a student-athlete, without exception. Academic clearance from the Associate Athletic Director of Student Services. Medical clearance from the Head Athletic Trainer, and clearance from their respective Head Coaches. Once issued, all equipment (including that from the training room), practice gear, and uniforms issued to a student-athlete becomes his or her responsibility. A formal record of issued items is kept in the equipment room.

**Equipment Return**

The Department of Athletics expects the items to be returned in reasonably good condition, with the normal wear and tear from proper use in mind, at the conclusion of the season as determined by the last contest. All student-athletes are required to return their equipment within one (1) week after the close of their sport's season. All in-season equipment must be returned before the team can be eligible to receive practice clothes for off-season workouts. All off-season teams are required to turn in practice clothes items by the last day of spring semester classes.

**Laundry Service**

Our department provides a laundering service for issued items only. Personal items will not be washed. The “laundry loop system” is used to ensure that athletes are always given the same number and type of items originally issued to them. Practice gear can be thrown down the chute at any time; however **game uniforms must be thrown down immediately after a contest or trip.** The coaching staff will be notified if practice or game laundry is not being turned in timely. The equipment manager will wash a team’s uniforms together, and will not wash individual items.

**Lockers**

Each team is assigned to a specific locker room. Locks for the lockers will be issued by the equipment room and a record of the combination will be stored. The student athlete must remove all items from that locker following the end of their season. If a student-athlete does not remove the items in the locker at the end of the year, and placed on academic hold until the fine is paid. The items that remained in the locker can then be retrieved from the equipment manager.

**Academic Hold**

All students must return all athletic equipment, uniforms, and training room supplies within five school days subsequent to the final date of competition. An academic hold will be placed on a student’s record for any and all items not returned by such date and the student will be responsible for the replacement cost of all items. The academic hold will not be released until the student has paid for all items returned. Students are not able to register or graduate while on academic hold, nor will transcript requests be fulfilled.

**Placement Process**

An academic hold is initiated by either the Assistant Athletic Director for Equipment or the Athletic Trainer who will complete a **Control Sheet.** The control sheet will describe the missing item(s) loaned to the student-athlete and list the replacement cost for each item. One copy of the control sheet will be retained by the originating office, and another copy will be sent to the department secretary. The department secretary is the employee who officially places the academic hold via the mainframe computer network. The department secretary then forwards the control sheet to the department cashier in PE 135 for the collection of fines.

**Release Process**

A student may have an academic hold released by the department in either of two ways:
The student may return the item(s) to the office by which the hold was initiated. When having done so, the appropriate staff member (Equipment Manager or Athletic Trainer) will sign the control sheet and send it to the department cashier for processing.

The student may submit full payment for replacement cost(s) of the item(s) at the cashier’s office in Room 135 of the Physical Education Building.

**STRENGTH AND CONDITIONING PROGRAM**

**Mission Statement**
It is our mission to teach the value of consistent, intelligent, hard work and provide the tools and knowledge necessary for student-athletes to maximize their athletic performance, while also reducing the potential for sports related injuries.

**Program Philosophy**
The University at Albany Strength and Conditioning department is committed to improving athletic performance on the individual and team levels. The department focuses on the proper development and combination of strength, power, speed, agility, mobility, conditioning and body composition to enhance performance in all athletic arenas. It is the goal and challenge of this staff for each athlete to be in a continual state of growth throughout their collegiate athletic career so that they individually, and collectively as a team, can reach their maximum athletic potential. Our department works closely with both the sport coaches and sports medicine staff to help us achieve this goal.

**Hours of Operation**
The year round “general” operating hours for the varsity weight room are 8 AM-4 PM Monday – Friday. Any adjustments to these hours will be clearly posted on the entrance to PE room 222. While classes are in session our typical hours of operation range from 6 AM – 6 PM Monday – Friday. All teams will be scheduled for group training in this timeframe. Our program is designed for supervised performance training with specific goals in mind, this is not an area to just drop in and perform random exercise. There will be exceptions made on weekends for in-season teams only that need to train around game schedules. A minimum of 2 weeks’ advance notice is required to schedule staff and provide appropriate coverage, sport coaches please place scheduling requests as early as possible.

Only University at Albany Student athletes, athletics department coaches/staff and former student athletes still enrolled in school are permitted to use the varsity weight room. There may be exceptions made on a case by case basis by the assistant AD for Athletic Performance or Head Strength Coach. Any exceptions must sign a liability waiver prior to weight room use.

**University at Albany Student-Athlete guidelines and regulations**

Failure to follow these guidelines will result in one correction by the strength and conditioning staff. A second offense will result in a suspension of weight room privileges until the strength staff, head sport coach and student athlete can meet to resolve the issue.

1. Student-athletes need a current physical from the team physician and must be certified by the compliance office prior to training in our University facilities.
2. Student-athletes must train during specified weight room hours with supervision by a member of the strength and conditioning staff or in rare instances your respective sport coach.
3. All personal belongings will be stored in your team locker rooms.
4. No cell phones or personal electronics (iPods, etc.) will be allowed in the weight room except on cardiovascular equipment.
5. Attire: Student-athletes are to wear proper workout gear at all times. Any article of clothing that represents any other sport team or organization other than UAlbany will not be allowed. Only sneakers or turf shoes will be worn during workout sessions (no boots, cleats, etc.), and all shoes must be TIED. Keep jewelry to a minimum, the strength staff is not responsible for lost or broken jewelry that occurs during training.
6. Student-athletes must adhere to the prescribed workout as written or explained. Any additional training must follow the prescribed workout and have prior approval of the strength and conditioning staff. Student-athletes will always train with a partner during team lifting sessions for motivation and spotting purposes.
ATHLETIC TRAINING POLICIES AND PROCEDURES

Medical Clearance

All student-athletes who wish to participate in intercollegiate athletics are required to submit the appropriate medical information to the Athletic Training Office. The following must be provided to the training room prior to participation, including practice:

Insurance Questionnaire

Each student-athlete must complete and submit an insurance questionnaire each year of participation. The insurance questionnaire is provided annually by the athletic trainer and is retained in each student-athletes file. It contains important insurance information that will be used by the athletic trainer to process insurance claims and also provide pertinent information to medical staff in the event of an emergency. The insurance questionnaire will not be accepted if it is not properly notarized when the individual is a non-EOP student-athlete, or when the secondary insurance has been declined.

Student-athletes should be generally informed in regards to the secondary insurance policy provided by an independent insurance company for the Department of Athletics. Please note that this is a secondary, or excess, policy, which may carry a deductible. The deductible must be met by either a primary carrier or the student-athlete. The only exception to this is for student-athletes enrolled in the Educational Opportunity Program (EOP), for whom the Department of Athletics covers the deductible. All student-athletes should check with the athletic training staff to determine whether or not there is a deductible for the current year.

Annual On-Campus Physical

An annual physical, conducted by an on-campus physician, is required for a student-athlete to be medically cleared for participation in athletics. The physical examination will be set up by a member of the athletic training staff and
will take place in the Athletic Training Room. The University Health Report form will be filled out during the course of the physical examination and will be given to a member of the athletic training staff upon completion of the exam. This is critical for all new student-athletes (first-year and transfers), as they will not be permitted to participate in athletics until cleared by the university physician.

When and only when, ALL required paperwork is complete and on file in the Athletic Training Room Office, will the Athletic Trainer inform the Associate Athletic Director for Compliance, who in turn will inform the head coach that the student-athlete is medically eligible for participation in intercollegiate athletics.

Sickle Cell Testing Form
Each incoming student-athlete will have the option of being tested for the sickle cell trait or they must sign a form declining participation in the testing.

Practice

Practice Coverage: Our athletic training facilities and staff are excellent. Nine full-time certified athletic trainers, a graduate student, and 3-4 student athletic trainers provide services for all of our student-athletes. Every effort is made to have each practice and away contest covered by a trained individual from the athletic training office. All home contests are covered. When coverage is not possible at practices or away contests, water and a medical kit are provided. Medical kits always contain basic first aid necessities. In addition, a two-way radio (walkie-talkie) may be provided for times when athletic training staff coverage is not possible. The radio should be used when an athletic training staff member’s services are needed for an injury, or to have the training room summon the University 911 Emergency System for an ambulance when a situation necessitates.

Tongue ring policy: Athletes cannot practice or play in a game with a tongue ring in their mouth. The student-athlete either practices/plays without it, or does not practice/play.

Injuries

The Reporting of Athletic Injuries:

The student-athlete should report to the athletic trainers all injuries as soon as possible.

A student-athlete must report to the athletic trainers before seeing a doctor, unless it is a medical emergency. Failure to do so may result in our insurance company’s denial in paying the medical bills.

A medical emergency is defined as “an unforeseen combination of circumstances and the resulting state that calls for immediate action.”

A coach should not instruct or suggest to their student athletes to go to a doctor or hospital without first reporting to the athletic training staff. Failure to do so may result in insurance denial of medical bills.

Unpaid bills by our insurance company are the responsibility of the student-athlete.

Athletic Training Room Procedures: Upon entering the training room, the student-athlete must properly sign in and consult the trainer that has been assigned to his or her particular team. Should the use of modalities become necessary, the student-athlete must go to the Athletic Training Room between 9:00am – 2:00pm. If a student athlete shows up to the Athletic Training Room later than 2:00pm he or she cannot be guaranteed the necessary treatment.

UALBANY ATHLETICS DRUG PREVENTION, EDUCATION, TESTING AND TREATMENT PROGRAM

INTRODUCTORY STATEMENT

The UAlbany Athletics Department, as well as its health service professionals, substance abuse counselors and coaches, strongly believes that the use, misuse and/or abuse of the drugs listed later in this policy (excluding those drugs prescribed by a physician to treat a specific medical condition and/or those defined in the NCAA Sports Medicine Handbook) can:

1. Be detrimental to the physical and mental well-being of its student-athletes, no matter when such usage should occur during the year;
2. Be dangerous to the student-athlete and his/her teammates in athletic competition or practice;
3. Seriously affect the performance of individuals as students and as athletes; and
4. In some cases, provide an unfair advantage over other competitors.

All student-athletes need to be aware of the potential health risks associated with the excessive use, misuse and abuse by illicit mood altering drugs. As a competitive student-athlete, the use of alcohol and/or any drug may lead to a variety of health disorders including, but not limited to cardiovascular disease (heart attacks), possible brain damage, exposure to HIV and/or AIDS and psychological disorders.

For the student-athlete, the end result is not only deterioration in mental and physical health, but also in athletic and academic performance.

Therefore, UAlbany operates a program of drug prevention, education, testing and treatment for its student-athletes utilizing resources available to all university students. The prevention and education programs will focus toward informed choices and the exercise of personal responsibility as applies to the use, misuse and abuse of alcohol or other drugs.

In addition, student-athletes must also enroll in a drug-testing program sponsored by the NCAA. The Department of Intercollegiate Athletics shall administer annually, on a form prescribed by the NCAA Committee on Competitive Safeguards and Medical Aspects of Sports, a signed drug testing consent form for each student-athlete. Although the NCAA drug-testing program is independent of the UAlbany Intercollegiate Athletics Department drug-testing program, sanctions imposed by the NCAA will be supported by the administration.

THE NCAA DRUG TESTING PROGRAM

The NCAA will conduct random urine testing at all NCAA post-season championships. The NCAA has also implemented a Year-Round Testing Program, which will randomly tests individual sports throughout the year.

In the event a student-athlete tests positive on a NCAA championship drug test or on a year-round drug test, the student-athlete must adhere to the NCAA Drug Testing legislation.

Eligibility for Championships.

Ineligibility for Use of Banned Drugs

A student-athlete who, as a result of a drug test administered by the NCAA, tests positive for use of a substance in a banned drug class, as set forth in Bylaw 31.2.3.1, shall be declared ineligible for further participation in postseason and regular-season competition in accordance with the ineligibility provisions in this bylaw.

Penalty -- Banned Drug Classes Other Than Illicit Drugs

A student-athlete who, as a result of a drug test administered by the NCAA, tests positive for use of a substance in a banned drug class other than illicit drugs (in accordance with the testing methods authorized by the Board of Governors) shall be charged with the loss of one season of competition in all sports in addition to the use of a season, pursuant to Bylaw 12.8.3.1, if he or she has participated in intercollegiate competition during the same academic year. The student-athlete shall remain ineligible for all regular-season and postseason competition during the time period ending one calendar year (365 days) after the collection of the student-athlete's positive drug-test specimen and until he or she tests negative (in accordance with the testing methods authorized by the Board of Governors).

Second Positive Test

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

Penalty -- Illicit Drugs

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

Second Positive Test

If a student-athlete who previously tested positive for use of a substance in the banned drug class illicit drugs tests positive a second time for use of a substance in the banned drug class illicit drugs, he or she shall be charged with the loss of one season of competition in all sports, in addition to the use of a season, pursuant to Bylaw 12.8.3.1, if he or she has participated in intercollegiate competition during the same academic year. The student-athlete shall remain ineligible for all regular-season and postseason competition during the time period ending one calendar year (365 days) after the collection of his or her second positive drug-test specimen or until the period of ineligibility for any prior positive drug tests has expired, whichever occurs later. If a student-athlete who previously tested positive for use of a substance in the banned drug class illicit drugs tests positive for use of a substance in a banned drug class other than illicit drugs, he or she shall be charged with the loss of one season of competition in all sports, in addition to the use of a season, pursuant to Bylaw 12.8.3.1, if he or she has participated in intercollegiate competition during the same academic year. The student-athlete shall remain ineligible for all regular-season and postseason competition during the time period ending one calendar year (365 days) after the collection of the student-athlete's positive drug test specimen and until he or she tests negative (in accordance with the testing methods authorized by the Board of Governors).

Breach of NCAA Drug-Testing Program Protocol

A student-athlete who is in breach of the NCAA drug-testing program protocol (e.g., no-show) shall be considered to have tested positive for the use of any drug other than an illicit drug.

Tampering with Drug-Test Sample

A student-athlete who is involved in a case of clearly observed tampering with an NCAA drug-test sample, as documented per NCAA drug-testing protocol by a drug-testing crew member, shall be charged with the loss of two seasons of competition in all sports if the season of competition has not yet begun for that student-athlete or the equivalent of two full seasons of competition in all sports if the student-athlete is involved in the tampering with a drug-test sample during his or her season of competition (the remainder of contests in the current season and contests in the following two seasons up to the period of time in the initial season in which the student-athlete was declared ineligible). The Student-athlete shall remain ineligible for all regular-season and postseason competition during the time period ending two calendar years (730 days) after the student-athlete was involved in the tampering with a drug-test sample and until he or she tests negative (in accordance with the testing methods authorized by the Board of Governors).

Transfers

If the student-athlete transfers to another NCAA institution while ineligible, the institution from which the student-athlete transferred must notify the student-athlete's new institution that the student-athlete is ineligible. If the student-athlete transfers to a non-NCAA institution while ineligible and competes in intercollegiate competition during the prescribed period of ineligibility, the student-athlete will be ineligible for all NCAA regular-season and postseason competition until the student-athlete does not compete in intercollegiate competition for the entirety of the prescribed penalty. Furthermore, the student-athlete must test negative (in accordance with the testing methods authorized by the Board of Governors).

Appeals
An institution may appeal a drug-testing penalty to the Committee on Competitive Safeguards and Medical Aspects of Sports (or a designated subcommittee). The committee may reduce the legislated penalty to withholding the student-athlete from the next 50 percent of the season of competition or provide complete relief from the legislated penalty. If the committee requires the student-athlete to fulfill the legislated penalty or be withheld from the next 50 percent of the season of competition in all sports, the student-athlete shall remain ineligible until the prescribed penalty is fulfilled and he or she tests negative (in accordance with the testing methods authorized by the Board of Governors).

**Banned Drugs and Drug-Testing Methods**

The Board of Governors shall adopt a list of banned drug classes and shall authorize methods for drug testing of student-athletes on a year-round basis. The list of banned drug classes and the procedure for informing member institutions about authorized methods for drug testing are set forth in Bylaw 31.2.3.

**Non-NCAA Athletics Organization’s Positive Drug Test**

The Board of Governors shall authorize methods for drug testing any student-athlete who has disclosed in the student-athlete statement (see Bylaw 12.7.2.1) that he or she has a positive drug test administered by a non-NCAA athletics organization that has adopted the World Anti-Doping Agency (WADA) code. A student-athlete under a drug-testing suspension from a national or international sports governing body that has adopted the WADA code shall not participate in NCAA intercollegiate competition for the duration of the suspension.

Student-athletes are free to refuse to consent to drug testing for the NCAA or the UAlbany Drug Testing Program. However, student-athletes who decline will not be signed for an athletic scholarship nor shall be permitted to participate in intercollegiate athletics for UAlbany. After consenting to the drug prevention, education, testing and treatment program, a student-athlete who fails to test for drugs as provided in this policy, shall be considered to have made a decision not to participate in the program and will be considered to have tested positive.

A student-athlete, who refuses to participate in this drug prevention, education, testing and treatment program, will be notified of his/her impending prohibition from the UAlbany Athletics before such prohibition takes effect. He/she will be given the opportunity to meet with the Director for the Department of Intercollegiate Athletics at UAlbany, and may appeal the impending prohibition from participation in the intercollegiate athletics program.

It has always been standard university procedure for coaches and athletic trainers to refer student-athletes with an apparent medical problem to the team physician. Medical treatment may require a urine sample from the student-athlete to test for the presence of drugs or chemicals. This procedure is independent of the program herein described.

**SUMMER DRUG TESTING POLICY**

The NCAA Committee on Competitive Safeguards and Medical Aspects of Sports has authorized summer drug testing at Division 1 institutions, effective to begin in the summer of 2006. Therefore, all student-athletes with remaining eligibility and who signed a drug testing consent form at the beginning of the previous academic year will be eligible to be tested during the summer, regardless of whether the student-athlete resides on or off campus, is within the Albany vicinity or has traveled out of state. All incoming student-athletes will not be subjected to testing.

All athletic department staff members and coaches will be responsible for assisting in the summer drug testing program as deemed necessary by the Summer Site Coordinator.

**PROCEDURE**

1. It will be the responsibility of the Summer Site Coordinator (Head Athletic Trainer) to notify the appropriate Head Coach, Designee and any other appropriate staff members that their sport has been selected for testing. Drug Free Sport, the testing agency for the NCAA, will work through the site coordinators to select and notify student-athletes and conduct the testing within 48 hours of notification.

2. The Summer Site Coordinator will be responsible for providing to Drug Free Sport on an annual basis a summer institutional academic calendar for planning and coordinating testing days and times.
3. The Associate Athletic Director for Compliance assigns the NCAA Student-Athlete Summer Contact Form in ARMS to all returning student-athletes, due no later than May 1 of each academic year to provide the following information:

1. Sport(s)
2. Summer school attendance information (if applicable);
3. Summer address;
4. Cell phone number;
5. UAlbany email address;
6. Emergency contact full name;
7. Emergency contact phone number;
8. Dates the student-athlete will not be living at the previously indicated summer address; and

4. Once notified by the NCAA, the Summer Site Coordinator will be responsible for contacting the student-athletes that are chosen to be tested and notify them of the date and time of the test. Regardless of their location in the summer, the Summer Site Coordinator must be able to contact the student-athlete to set up a test time for the date specified.

5. Failure to provide accurate information or to assist with locating student-athletes who are chosen to be drug tested will result in a loss of eligibility for the student-athlete. Student-athletes who test positive for summer drug testing program test are subject to the same NCAA drug testing sanctions.

TOBACCO USE

Conduct of Athletics Personnel - Tobacco Products: Establishes uniform penalties in all sports for game personnel (e.g. coaches, athletic trainers, managers and game officials) who use tobacco products during practice or competition. (Effective August 1, 1997)

STUDENT-ATHLETE DEFINED

Student-athlete is defined as;
1. Any student who has signed for an athletic scholarship;
2. Any walk-on student;

PURPOSE OF THE PROGRAM

The purpose of the UAlbany Department of Intercollegiate Athletics Drug Prevention, Education, Testing and Treatment Program (hereinafter referred to as the “Program”) is not to interfere unduly with the private lives of student-athletes. The primary purpose is to aid the student-athletes directly. Such assistance is consistent with the specific goals of the program, which are to:

1. Provide educational programs concerning the effect of substance use, misuse, and abuse on athletic activities;
2. Deter substance use, misuse, and abuse by student-athletes;
3. Identify, in a confidential way, any participant in the Program who may be using, misusing and abusing a specific drug;
4. Educate any participant in the Program so identified, regarding such involvement as it may affect him/her and his/her teammates;
5. Encourage the proper treatment of any chronic chemical dependency;
6. Provide reasonable safeguards that every participant in the Program is medically fit to engage in intercollegiate athletic competition; and
7. Encourage discussion at all appropriate levels about use, misuse, and abuse of controlled substances.

IMPLEMENTATION OF THE PROGRAM

When a student-athlete is recruited to engage in an intercollegiate athletic activity, it is suggested the Program be discussed with the recruit, who may be given a copy of the Program during permissible contact days. A second copy of the Program may be provided for the student-athlete’s parent(s), legal guardian(s), or spouse.

ALL student-athletes will be required to attend a mandatory beginning of the year compliance meetings where the program is discussed.

In addition, each student-athlete will sign the NCAA Drug Testing Consent Form, will be provided the NCAA Banned Substance List and will be encouraged to watch the NCAA drug education video. This NCAA banned
substance list is subject to change. Therefore, all student-athletes should check with the sports medicine staff for an updated banned drug classes or go to www.ncaa.org/health-safety for a complete and updated list of banned substances. It is the responsibility of each student-athlete to check with the appropriate sports medicine staff member regarding banned substances.

Any student-athlete who does not attend this mandatory program will not be permitted to practice until completion of the Program has been satisfied.

DRUG PREVENTION AND EDUCATION PROGRAM

A curriculum for the drug prevention education component of the Program shall be developed by the Drug Program Coordinator in consultation with a counselor or agency designated by UAlbany. The curriculum includes, but may not be limited to;

1. Mandatory seminars for all student-athletes, administrators, and coaches.
2. Drug prevention, education and informational programs are available through the Intercollegiate Athletic Department, Student Development Center, and the Student Health Center, in the form of posters, pamphlets, books, and other written information.
3. In addition, student-athletes may be asked to participate in community programs such as “DARE”, Boy Scouts drug prevention programs, and other elementary and secondary drug resistance, prevention, and education programs.
4. The drug prevention and education program may also offer series of lectures focusing on, but not limited to:
   a. Drug use, misuse and abuse, dependency, properties and effects;
   b. Dealing and handling performance related problems;
   c. Stress management;
   d. Eating disorders;
   e. Sexuality issues;
   f. assertiveness training.
5. The Drug Prevention and Education Program shall use as resources on-campus personnel with appropriate expertise, as well as, those resources provided by the local community and national agencies.
   a. Drug abuse, dependency, properties and effects;
   b. Handling performance problems;
   c. Stress management; and
   d. Assertiveness training.
6. Student-athletes interested in course credit can receive additional information by contacting their academic advisors.
7. Coaches are required to repeat this educational information throughout the course of the year to team members.

VOLUNTARY SUBSTANCE ABUSE TREATMENT / EDUCATION PROGRAM (SAFE HARBOUR)

Student-athletes may voluntarily enter the substance abuse treatment/education program. This process can be started by contacting the UAlbany Department of Intercollegiate Athletics, the Drug Program Coordinator or UAlbany Student Counseling and Psychological Services.

All voluntary admissions will be kept confidential and therefore coaches may not be notified of a student-athlete’s participation in this program. It is the student-athlete’s responsibility to follow through with the program. Failure to complete the program will result in the removal of the student-athlete from the voluntary program. The student-athlete will then be treated as any other student-athlete regarding random drug testing.

The student-athlete will be required to submit random urine samples. This will provide a baseline of information. Positive results of the drug test will not result in a suspension. However, if the seriousness of the problem warrants medical disqualification, the student-athlete may be withheld from practices and/or competition until he or she is medically cleared for participation by the attending physician.
Student-athletes random drug tests will be regularly monitored to ensure a continued decrease in the drug level(s) until the student-athlete tests negative. Failure for the levels to decrease or should a student-athlete test positive once they have tested negative for a banned substance, the student-athlete will have been considered to violate the terms of and conditions of the voluntary substance abuse treatment program and the test will be considered a positive drug test.

The student-athlete will be referred to schedule and attend meetings for a complete drug/alcohol assessment and evaluation. This is a multi-step process and may several weeks to complete. The assessment and evaluation includes the following steps:
1. Initial intake (what is the problem?).
2. Written and computerized assessments (drug and/or alcohol assessments, personality inventory, etc.).
3. Evaluation (structured personal interview).

Once the assessment and evaluation are complete, the counseling administrator will explain the results and provide specific recommendations to the student-athlete. The student-athlete will be required to sign an Authorization for Disclosure of Student Information form so that the Drug Program Coordinator can discuss the student-athlete’s situation. This will allow for verification to the Drug Program Coordinator of the initial intake, assessment/evaluation results, all recommendations, attendance, and progress. It will be the responsibility of each student-athlete to follow through with the recommendations.

**Recommendations from CAPS may include the following:**
- Individual counseling
- Group counseling
- Psychoeducational programs
- Community service
- Written paper
- Outpatient treatment
- Residential treatment or hospitalization
- Suspension from the team
- Other appropriate measures as deemed necessary and appropriate for the particular student-athletes needs

The counseling center will provide treatment within the scope of options that are available to all UAlbany students. If a particular treatment recommendation is not available through on-campus counseling (e.g., intensive outpatient treatment, hospitalization/residential treatment, etc.), then appropriate referrals will be provided.

The safety of the student-athlete and other participants is very important. Should the recommendations from the counseling center require the student-athlete to miss practice or competitions the Drug Program Coordinator, Team Physician, Director of Athletics and student-athlete will meet to discuss the plan of action. For the most severe cases the recommendations may include an extensive inpatient treatment that would result in the student-athlete’s need to withdraw from school for a period of time.

Failure to complete the assessment/evaluation by the counseling center, the psychoeducational program/counseling sessions, or other treatment options/recommendations will result in the removal of the student-athlete from the voluntary program.

The student-athlete will be required to attend meetings with the Drug Program Coordinator and submit to random re-tests as deemed necessary by the Drug Program Coordinator. If the student-athlete fails to submit to the random drug retest, or re-tests at levels higher than the baseline, it will result in the removal of the student-athlete from the voluntary program, and the drug test will be considered a positive test.

Nothing in these procedures shall be construed to create a contract between the student-athletes and the University at Albany. However, signed consent and notification forms shall be considered affirmation of the student-athlete’s agreement to the terms and conditions contained in this policy and shall be a legal contractual obligation of the student-athlete.

**Resources**
The following too websites are resources for student-athletes to use when they have questions regarding dietary supplements that may be banned.

Center for Drug Free Sport  www.drugfreesport.com/rec  (password is ncaa 1)
NCAA  www.ncaa.org  (Academics & Athletes/ Personal Welfare)

The Sports Medicine Staff and the University Health Center are also resources for student-athletes if they have questions regarding dietary supplements.

DRUG TESTING

Tests will primarily be conducted for banned performance enhancing substances and recreational drugs. Recreational drug testing includes but is not limited to amphetamine, ephedrine, cocaine, and marijuana. All tests will be performed on urine samples and will include all student-athletes. Please note that the University at Albany’s Program for Drug and Alcohol Education Testing is a separate and distinct from the NCAA Testing Program. All student-athletes are subject to testing by the University at Albany and/or the NCAA.

In accordance with the philosophy of the NCAA, all student-athletes engaged in intercollegiate athletics at the University at Albany are mandated to comply with all provisions of this Program. The UAlbany Drug Testing and Consent Form must be signed in ARMS by student-athletes annually to be eligible for participation on any intercollegiate athletic team. If a student-athlete chooses not sign the consent form, the student-athlete will not be permitted to participate in intercollegiate athletics at the University at Albany.

A. Types of Drug Testing

1. University Testing
   a) Random Testing
      Random periodic testing of the total roster of all teams will occur at random intervals throughout the academic year. This list will be randomly generated from each active team roster.

   b) Follow-Up Testing
      Student-athletes who have previous violations of the Drug and Alcohol Policy will be tested individually, or as part of a regularly scheduled test.

   c) Reasonable Cause Testing
      Student-athletes or a team may be tested individually or as part of a regularly scheduled test. This test will be used for student-athletes who demonstrate symptoms or behaviors, which are indicative of substance abuse. These cases will be anonymously reviewed by the Testing Committee to determine if testing is warranted. No notice of testing is required. It should be noted that no reasonable cause testing can be recommended from the Safe Haven Program.

   d) Testing Prior to Participation in NCAA Championship
      All student-athletes who have qualified for an NCAA Championship may be tested prior to the participation in the event.

   e) No-Notice Testing
      All student-athletes who have signed the intutional drug-testing consent form and are listed on the squad list are subject to unannounced random drug testing. Students listed on the NCAA or institutional squad list who have exhausted their eligibility who have career-ending injuries, who have elected not to participate in intercollegiate athletics, or have graduated will not be selected. Student-athletes will be selected for testing from the official institutional squad list by using a computerized random number program. Student-athletes will be responsible for reporting to the designated testing site within thirty minutes of notification.

2. NCAA Testing

Student-athletes may be tested while participating in a NCAA Championship event or during a regularly scheduled on site NCAA test. Individuals to be tested are selected from the NCAA squad lists. Information related to the NCAA Testing may be found on the NCAA website at www.ncaa.org.
FAILURE TO APPEAR

Failure to appear for a scheduled drug test or refusing to give a urine sample will be cause for immediate suspension of the student-athlete from competition and/or practice and provides a basis for reasonable cause testing. This suspension will be in force until reinstated by the Athletic Director.

All Positive tests results are considered cumulative for the career of the University at Albany student-athlete.

B. Guidelines for Drug Testing

1. These guidelines will be enforced for all urine testing on student-athletes at the University at Albany.

Upon the direction of the Director of Sports Medicine, a testing date, site and time will be determined.

2. A list of student-athletes to be tested will be randomly generated from the NCAA squad lists. This list may include 5th year students with no remaining eligibility.

   a) The Director of Sports Medicine will receive from the Center for Drug Free Sport, the names of the individuals from the teams to be tested. The student-athlete will be notified in writing with a signature acknowledgement. If this is not possible, phone notification of the student-athletes is acceptable with a record of the conversation noted. If notified by phone, the student-athlete must complete and sign a notification form prior to testing.

   b) Unless otherwise provided herein, the sports medicine staff will make this notification within 24 hours of the scheduled test. This procedure is to protect the integrity of the process.

   c) The names of those student-athletes who do not report for the scheduled test will be sent to the Director of Athletics or designee. Any student-athlete who does not report will be placed under immediate suspension and will not be permitted to participate in competition or practice until reinstated by the Appeal Panel.

3. Testing Procedures for Student-athletes

   a) A member of the Sports Medicine Staff will inform the student-athlete of a test as previously indicated.

   b) The student-athlete must report to the designated testing site within the frame of time of the test.

   c) Upon entering the collection station, a photo ID is required for admission to the testing site.

   d) The student-athlete will select a collection bottle and put his/her initials on the lid. The student-athlete is to keep this collection bottle with him/her for the entire process.

   e) The collector will visually observe while the student-athlete provides the sample. Predetermined volume guidelines for sample acceptance will be followed.

   f) The student-athlete will re-seal the collection bottle and proceed to a processing station. The specimen will then be divided into an “A” and “B” sample, which will be sealed with a unique bar coded identification safety seal.

   g) The student-athlete will be instructed to select his/her own chain of custody form that contains such safety seals.

   h) After the sample is secure in two sealed vials, the sample will be packaged and sealed for shipments.

   i) The student-athlete will then sign out and may leave.

Failure to appear or refusing to give a urine specimen will be cause for immediate suspension of the student-athlete from practice and/or competition. Any deliberate effort to substitute, dilute, or alter a specimen will be considered a positive test result.

a) Upon entering the collection station, the athlete will provide photo identification and/or a University at Albany representative/site coordinator will identify the athlete and the athlete will officially enter the station.

b) The athlete will select a sealed collection beaker from a supply of such and will record his/her initial on the collection beaker’s lid.

c) A collector, serving as validator, will monitor the furnishing of the specimen by observation in order to assure the integrity of the specimen until a volume of at least 50 mL is provided (100 mL if testing for anabolic steroids).

d) Validators who are of the same gender as the athlete must observe the voiding process and should be members of the official drug-testing crew. The procedure does not allow for validators to stand outside the immediate area or outside the restroom. The athlete must urinate in full view of the validator (validator must observe flow of urine). The validator must request the athlete raise his/her shirt high enough to observe the midsection area complete ruling out any attempt to manipulate or substitute a sample.

e) Athletes may not carry any item other than his/her beaker into the restroom when providing a specimen. Any problem or concern should be brought to the attention of the collection crew chief or client representative for documentation. Athlete will rinse and dry hands, with water only, prior to urination, and wash with soap and water following urination.

f) Once a specimen is provided, the athlete is responsible for keeping the collection beaker closed and controlled.

g) Fluids and food given to athletes who have difficulty voiding must be from sealed containers (approved by the collector) that are opened and consumed in the station. These items must be caffeine and alcohol-free and free of other banned substances.

h) If the specimen is incomplete, the athlete must remain the collection station until the sample is completed. During this period, the athlete is responsible for keeping the collection beaker closed and controlled.

i) If the specimen is incomplete and the athlete must leave the collection station for a reason approved by the collector, specimen must be discarded.

j) Upon return to the collection station, the athlete will begin the collection procedure again.

k) Once an adequate volume of the specimen is provided, the collector who monitored the furnishings of the specimen by observation will sign that the specimen was directly validated and a collector will check the specific gravity and if range measure the pH of the urine in the presence of the athlete.

l) If the urine has a specific gravity below 1.005 (1.010 if measured with a reagent strip), the specimen will be discarded by the athlete. The athlete must remain the collection station until another specimen is provided. The athlete will provide another specimen.

m) If the urine has a pH greater than 7.5 (with reagent strip) or less than 4.5 (with reagent strip), the specimen will be discarded by the athlete. The athlete must remain the collection station until another specimen is provided. The athlete will provide another specimen.

n) If the urine has a specific gravity above 1.005 (1.010 if measured with a reagent strip) and the urine has a pH between 4.5 and 7.5 inclusive, the specimen will be processed and sent to the laboratory.

o) The laboratory will make final determination of specimen adequacy.

p) If the laboratory determines than athlete’s specimen is inadequate for analysis, at the University at Albany’s discretion, another specimen may be collected.

q) If an athlete is suspected of manipulating specimens (e.g., via dilution), the University at Albany will have the authority to perform additional tests on the athlete.

r) Once a specimen has been provided that meets the on-site specific gravity and pH parameters, the athlete will select a specimen collection kit and a uniquely numbered Chain of Custody Form from a supply of such.
s) A collector will record the specific gravity and pH values.

1) The collector will pour approximately 35 mL of the specimen into the “A vial” and the remaining amount approximately 15 mL into the “B vial” (another A=35mL, B=15ml in a second split sample kit for anabolic steroid testing, which will be shipped to a WADA accredited laboratory) in the presence of the athlete. Therefore, two split samples kits will be used when testing for both “drugs of abuse” and anabolic steroids. The vials will be packaged identically, but shipped to different laboratories.

u) The collector will place the cap on each vial in the presence of the athlete; the collector will then seal each vial in the required manner under the observation of the athlete and witness (if present).

v) Vials and forms (if any) sent to the laboratory shall not contain the name of the athlete.

w) All sealed specimens will be secured in a shipping case. The collector will prepare the case for forwarding.

x) The athlete, collector and witness (if present) will sign certifying that the procedures were followed as described in the protocol. Any deviation from the procedures must be described and recorded. If deviations are alleged, the athlete will be required to provide another specimen.

y) After collection has been completed, the specimens will be forwarded to the laboratory and copies of any forms forwarded to the designated persons.

z) The specimens become the property of the University at Albany.

aa) If the athlete does not comply with the collection process, the collector will notify the University at Albany representative/ site coordinator and third party administrator responsible for management of the drug-testing program.

Failure to appear or refusing to give a urine specimen will be cause for immediate suspension of the student-athlete from practice and/or competition. Any deliberate effort to substitute, dilute, or alter a specimen will be considered a positive test results.

(Figure 1)

<table>
<thead>
<tr>
<th>METABOLITE</th>
<th>CUT-OFF CONCENTRATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phencyclidine</td>
<td>2.5 ng/ml (PCP, Angel Dust)</td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td>300 ng/ml (Anti-anxiety, Valium, Librium)</td>
</tr>
<tr>
<td>Cocaine</td>
<td>100 ng/ml (cocaine metabolites, crack)</td>
</tr>
<tr>
<td>Amphetamines</td>
<td>300 ng/ml (stimulants, speed, caffeine)</td>
</tr>
<tr>
<td>Tetrahydrocannabinol (THC)</td>
<td>15 ng/ml (marijuana, hashish)</td>
</tr>
<tr>
<td>Opiates</td>
<td>300 ng/ml (narcotic, codeine, morphine, heroin)</td>
</tr>
<tr>
<td>Barbiturates</td>
<td>300 ng/ml (sedatives, muscle relaxant)</td>
</tr>
<tr>
<td>Anabolic Steroids</td>
<td>6:1 ratio test</td>
</tr>
</tbody>
</table>

RESPONSE PROCEDURES FOR A POSITIVE DRUG TEST

There are two ways in which a student-athlete can test positive under this program:

1. The presence of one or more banned substances (as defined in the policy) or alcohol in the student-athletes urine sample.

2. The manipulation, adulteration, or attempted manipulation or adulteration of any student-athlete urine sample by the student-athlete.

FIRST POSITIVE TEST RESULT

1. Results are reported to the Director of Sports Medicine by the Drug Testing laboratory. Any positive results are reported to the Director of Athletics. The Director of Athletics or designee will notify the student-athlete, Team Physician, and appropriate Head Coach of a positive test and/or substance abuse occurrence. The parents or guardian may be notified depending on the age of the student-athlete, and consistent with policies set forth by the University at Albany’s Community Rights and Responsibilities.
2. The student-athlete will be evaluated by Counseling and Psychological Services (CAPS) to determine the type of counseling/educational program, which must be completed by the student-athlete.

3. Once the evaluation is completed, the student-athlete will be required to complete the following:
   1. Attend all required counseling sessions and/or appear when required to all student conduct assessments and/or hearings.
   2. Meet regularly with the Deputy Director of Athletics.
   3. Be subjected to regular, random drug tests.
   4. Participate in drug education programs and community service programs.
   5. Student-athlete will not be suspended from competition or practice unless the UAlbany team physicians determine that the drug of choice is dangerous to the health and safety of the student-athlete or to others.

Failure to adhere to any of the aforementioned requirements, failure to appear for a schedule drug test, or re-test positive for the use of any banned substances will result in a second positive drug test.

SECOND POSITIVE TEST

1. Results are reported to the Director of Sports Medicine by the Drug Testing laboratory. Any positive results are reported to the Director of Athletics. The Director of Athletics or designee will notify the student-athlete, Team Physician, and appropriate Head Coach of a positive test and/or substance abuse occurrence.

2. The student-athlete will be re-evaluated by Counseling and Psychological Services (CAPS). The student-athlete will be immediately suspended from competition for a minimum of 20% of the maximum allowed contests during the traditional season for their respective sport. This suspension must be served immediately following a positive test. If this positive test occurs in the off-season, the suspension will be served at the beginning of the next season. The student-athlete may be allowed to participate in team practices, if it is determined safe by the team physician.

3. Once the evaluation is complete, the student-athlete will be required to complete the following:
   1. The student-athlete may be recommended for various options of off-campus in-patient or out-patient therapy. The student-athlete will be required to attend all required counseling sessions and/or appear, when required to all student conduct assessments and/or hearings.
   2. Meet regularly with the Deputy Director of Athletics.
   3. Be subjected to regular, random drug tests.
   4. Participate in drug education programs and/community service programs.

4. Failure to adhere to any of the aforementioned requirements, failure to appear for a scheduled drug test, or retest positive for the use of any banned substances will result in a third positive drug test.

5. Prior to reinstatement of eligibility, evidence of progress towards satisfactory completion of all counseling/education and other sanctions must be verified. Lack of completion of any sanctions will result in ineligibility.

THIRD POSITIVE TEST

1 Results are reported to the Director of Sports Medicine by the Drug Testing laboratory. Any positive results are reported to the Director of Athletics. The Director of Athletics will notify the student-athlete of his/her permanent suspension from athletic participation at the University at Albany and all athletics grant-in-aid will be immediately suspended in accordance with NCAA legislation.

2. The Director of Athletics will notify the parents/guardians of the violation and the termination of the student-athlete’s eligibility and grant-in-aid.

3. Notification of Drug Testing Program repeated violations, and permanent suspension from athletic participation will be provided to the Dean of Student’s Office.

FAILURE TO COMPLY
Failure to submit a signed consent form and/or provide a urine sample as requested renders the student-athlete ineligible to practice or to represent the University at Albany in intercollegiate competition and may result in the loss of athletic grant-in-aid. *All positive test results or offenses under this policy are cumulative.*

**APEAL PROCESS**

A. A student-athlete may request a review of a reported positive result. The appeal of the positive test result must be based upon one of the following:

1. Evidence of procedural error.
2. Evidence which refutes the positive finding.

B. A written request for review accompanied by supporting evidence must be submitted to the Director of Athletics within 48 hours of notification of the test results. An Appeals Committee consisting of the Associate Vice President for Student Affairs (or his designee), Director of Health Services and/or designee, and a member of the University Counseling Center will review a student-athlete appeal.

C. The Appeals Committee will meet within seven business days of the student-athlete’s request. The appeal hearing will consist of a review of all available evidence related to the initial finding as well as new evidence or documentation provided by the student-athlete.

The Committee may affirm the initial finding; reverse the initial finding; or recommend retesting of Specimen B. A written copy of the appeal decision will be provided to the student-athlete and the Athletic Department within two working days of the hearing.

**EVALUATION AND TREATMENT**

A. Philosophy

The referral or self-referral of a student-athlete for evaluation and/or treatment relating to alcohol/substance abuse and related issues is undertaken out of an concern for the overall health and welfare of our student-athletes. Evaluation and treatment relating to possible alcohol/chemical dependency should not be construed as a punitive action. Evaluation and treatment of the University at Albany’s student-athletes is provided by licensed and credentialed health-care professionals, and is regarded as strictly confidential. The University at Albany physicians and other healthcare consultants work cooperatively in the areas of evaluation, treatment recommendations, referral, and aftercare.

B. Evaluation

The evaluation of the student-athlete with an alcohol and/or drug abuse/dependency issue will be coordinated by the Athletic Health Director. A behavioral plan, which included expected behaviors, treatment goals, and potential consequences, will be developed for each student-athlete.

1) There are three circumstances by which a student-athlete will be seen by a physician and/or other health care consultant for evaluation of possible alcohol and/or chemical dependency (or related concerns). These are:

a) Referral by the Head Team Physician or the Director of Athletics or his designee following a positive drug test or documented substance abuse related occurrence.

b) **Safe Harbor Program:** A student-athlete eligible for the Safe Harbor Program may refer himself or herself to the Program for voluntary evaluation, testing and counseling. A student is not eligible for the Program after he or she has been informed of an impending drug test or having received a positive athletic department or NCAA Drug test.

The Athletic Health Director will work with the student to prepare a Safe Harbor treatment plan, which may include confidential drug testing. The student-athlete will be tested for banned substances upon entry into the Safe Harbor Program and such a positive initial test will not result in any administrative sanction except those listed in this section (the team physician may suspend the student-athlete from play or practice if medically indicated.)
A student will be permitted to remain in the Safe Harbor Program for a reasonable period of time, not to exceed forty-five (45) days, as determined by the treatment plan. A student will not be permitted to enter the Safe Harbor Program forty-five (45) days prior to NVCAA or Conference postseason competition.

A student-athlete will only be permitted to enter the Safe Harbor Program one time during their athletic eligibility at the University at Albany. If a student-athlete is determined to have a new substance use after an initial Safe Harbor Program test (as determined by follow-up testing), or fails to comply with the Safe Harbor treatment plan, the student-athlete will be removed from the Safe Harbor Program and be subject to appropriate sanctions as detailed in the Drug and Alcohol Testing Program. Any positive test after the initial Safe Harbor Program will be treated as a positive test and all sanctions are applicable.

While in compliance with the Safe Harbor Program treatment plan, the student-athlete will not be included in the list of student-athletes eligible for random drug-testing by the University at Albany. Student-athletes in the Safe Harbor Program may be selected for drug testing by the NCAA.

The Associate Athletic Director for Student Enrichment and Equity, the Director of Sports Medicine, and the Team Physician, shall be informed of the student-athlete’s participation in the Safe Harbor Program. The athletic trainer assigned to that sport may be informed, if medically appropriate. Other University employees may be informed only to the extent necessary for the implementation of this policy.

c) Referral by the team physician, coaching staff, or athletic training staff as a result of observed behaviors, becoming aware of information suggesting the student-athlete may be experiencing difficulty, or be at risk for developing a problem with alcohol and/or drugs. A student-athlete may also initiate referral with the coaching or medical staff.

2. Student-athletes are referred to the Athletic Health Director for the management of causes related to alcohol and/or drug dependency. Based upon results of the initial evaluation, the Athletic Health Director working in consultation with the team physician will then make appropriate recommendation with regard to the need for further evaluation, counseling, or treatment. The student-athlete and if appropriate, (his or her parents) will be included in each phase of the evaluation process.

C. Treatment

The management plan is based upon the evaluated needs of the student-athlete; the plan will take into account the circumstances surrounding the referral, severity and duration of the presenting and accompanying problems(s), as well as overall (i.e. personal, social, academic, and athletic) functioning. Based upon these findings treatment recommendations may involve but are not limited to one or more of the following:

1. Personal Counseling provided through the University Counseling Center, and/or referral to other resources outside the University when appropriate. His or her parents May be included in each phase of the evaluation process.

2. Referral for treatment/counseling and after care planning to a community based intensive outpatient program. Aftercare, an essential component of this treatment program, is coordinated by the Athletic Health Director and/or the University Counseling Center in cooperation with the Team Physician.

3. Referral for treatment and aftercare planning to a community based in-patient treatment facility. Typically these programs involve intensive individual and group counseling in a residential setting. Additionally, every effort is mad to include a component of family counseling in the overall treatment programs. While the Counseling Center has identified programs in the Capital District, it will work cooperatively with the student-athlete and his/her family in locating and making referral to a treatment facility close to the student-athletes hometown if desired. The Counseling Center and the Athletic Health Director in cooperation will coordinate aftercare, an essential component of the treatment program with the team physician.

Should referral to an in-patient treatment setting be indicated while the student-athlete is enrolled and attending class, a Medical Withdrawal can be facilitated on behalf of the student-athlete if needed.

NUTRITIONAL AND DIETARY SUPPLEMENTS
Due to the increasing number of student-athletes who are taking substances that purport to improve athletic performance “legally and naturally”, the following guidelines should be adhered to prior to the recommendation, purchase, and distribution of nutritional/dietary supplements.

The UAlbany Head Team Physician/Medical Director has been designated as the staff member to answer all student-athlete and staff questions about dietary supplements and NCAA banned drugs.

UAlbany is obligated to educate athletics department staff members who have regular interaction with student-athletes about the NCAA list of banned drug classes and to advise them that any nutritional supplement use may endanger a student-athlete’s health and eligibility.

When student-athletes sign the NCAA drug-testing consent form, they are warned that dietary supplements are not well regulated, may contain NCAA banned substances and are taken at the student-athletes’ own risk. Student-athletes are encouraged to check with their Head Team Physician before consuming any substance other than food.

The safest approach for student-athlete health and eligibility would be to avoid the use of unregulated dietary supplements. UAlbany supports this approach since there is no way to guarantee purity and safety of any supplement product.

1. All athletic department administrators, strength and conditioning coordinators, coaches, athletic trainers, student-athletes and any other athletic department personnel, must adhere to current NCAA medical information about nutritional dietary supplements. In accordance with the ADVISORY from the NCAA and with the current UAlbany Department of Intercollegiate Athletic Department policy, the UAlbany Department of Intercollegiate Athletics does not provide, endorse or approve nutritional or dietary supplements for use by student-athletes. “Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore purity and safety of nutritional/dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete’s own risk.” (ADVISORY on Nutritional/Dietary Supplements, March 8, 2005).

Therefore, the student-athletes assume all responsibility for the use of nutritional or dietary supplements. **IGNORANCE TO THIS RULE IS NO EXCUSE FOR A POSITIVE DRUG TEST.**

2. Compounds that are purchased from “nutrition” stores or mail-order catalogs may not be subject to the Federal Food and Drug Administration (FDA) regulations. Therefore, the contents of these compounds are not known and are not represented accurately on the list of ingredients. **IN ADDITION, MOST OF THESE COMPOUNDS HAVE LITTLE OR NO POSITIVE INFLUENCE ON EXERCISE PERFORMANCE.**

3. Some of these compounds or substances contain small amounts of banned substances such as testosterone or other anabolic steroids, or may be anabolic steroids, but not labeled as such.

4. **USE OF THESE AND ALL SUBSTANCES ARE AT THE RISK OF THE STUDENT-ATHLETE. A POSITIVE URINALYSIS FOR ANABOLIC STEROIDS OR TESTOSTERONE/EPITESTOSTERONE AT A RATIO GREATER THAT 6 TO 1 (6:1 IS THE CURRENT NCAA LIMITS) OR METABOLITE IS STILL CONSIDERED A POSITIVE TEST, REGARDLESS OF THE PRODUCTS, SUBSTANCES OR COMPOUNDS INGESTED BY THE STUDENT-ATHLETE.**

5. It is not possible for the intercollegiate athletic administration, team physicians, drug program coordinator, and the NCAA drug-testing committee to determine the student-athlete’s intent when he or she tests positive for a banned substance. Many student-athletes will deny the use or substances. The appeal process is designed to afford the student-athlete the opportunity to present MEDICAL INFORMATION about the use of banned substances. **STUDENT-ATHLETES WHO HAVE APPEALED POSITIVE DRUG TESTS ON THE BASIS THAT THEY DID NOT KNOW THE SUBSTANCES THEY WERE TAKING CONTAINED BANNED DRUGS HAVE NOT BEEN SUCCESSFUL.**

6. The purchasing, distribution, and/or experimentation with any nutritional or dietary supplement must be approved by the Head Team Physician.

7. Student-athletes should be instructed to consult the UAlbany Team Physician before taking ANY nutritional or dietary supplement. For more information refer to the NCAA Sports Medicine Handbook which is available in the

8. Some over-the-counter dietary supplements contain substances banned by the NCAA. The Dietary Supplement Resource Exchange Center (The REC) provides student-athletes and all those involved with NCAA athletics a free, confidential source of information about NCAA banned substances. Through the REC, questions about nutritional or performance-enhancing supplements and other drugs or medications can be answered before a mistake is made. Many dietary supplements can cause a positive NCAA drug test. When this occurs, the “I didn’t know” defense isn’t enough to get a student-athlete back in the game. Ignorance is no excuse. Contacting the REC hotline or visiting the REC website before taking dietary or performance-enhancing supplements is all it takes to get the right information.

NCAA Banned Drugs

It is your responsibility to check with the appropriate or designated athletics staff before using any substance. The NCAA bans the following classes of drugs: 1. Stimulants. 2. Anabolic Agents. 3. Alcohol and Beta Blockers (banned for rifle only). 4. Diuretics and Other Masking Agents. 5. Illicit Drugs. 6. Peptide Hormones and Analogues. 7. Anti-Estrogens. 8. Beta-2 Agonists. Note: Any substance chemically related to these classes is also banned. The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

Drugs and Procedures Subject to Restrictions:
2. Gene Doping
3. Local Anesthetics (under some conditions).
4. Manipulation of Urine Samples.
5. Beta-2 Agonists permitted only by prescription and inhalation (i.e., Albuterol).

NCAA Nutritional/Dietary Supplements WARNING: Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff!
1. Dietary supplements, including vitamins and minerals, are not well regulated and may cause a positive drug test result.
2. Student-athletes have tested positive and lost their eligibility using dietary supplements.
3. Many dietary supplements are contaminated with banned drugs not listed on the label.
4. Any product containing a dietary supplement ingredient is taken at your own risk. Check with your athletics department staff prior to using a supplement.

NCAA BANNED DRUG LIST:

Some Examples of NCAA Banned Substances in Each Drug Class. THERE IS NO COMPLETE LIST OF BANNED SUBSTANCES. Do not rely on this list to rule out any label ingredient. Stimulants: amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; methamphetamine; methylphenidate (Ritalin); synephrine (bitter orange); methylhexanamine (DMAA); “bath salts” (mephedrone); Octopamine; DMBA; phenethylamines (PEAs); etc. exceptions: phenylephrine and pseudoephedrine are not banned. Anabolic Agents (sometimes listed as a chemical formula, such as 3,6,17-androstenetione): Androstenedione; boldenone; clenbuterol; DHEA (7-Keto); epi-trenbolone; testosterone; etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; stanozolol; stenbolone; trenbolone; SARMS (ostarine, ligandrol, LGD-4033); etc. Alcohol and Beta Blockers (banned for rifle only): alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc. Diuretics (water pills) and Other Masking Agents: bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triamterene; trichlormethiazide; etc. Illicit Drugs: heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (e.g., spice, K2, JWH-018, JWH-073) Peptide Hormones and Analogues: growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); IGF-1 (colostrum); etc. Anti-Estrogens: anastrozole; tamoxifen; formestane; ATD, clomiphene; SERMS (nolvadex); Arimidex; clomid; evista; fulvestrant; aromatase inhibitors (Androst-3,5-dien-7,17-dione), etc. Beta-2 Agonists:
bambuterol; formoterol; salbutamol; salmeterol; higenamine; norcoclaurine; etc. Any substance that is chemically related to one of the above classes, even if it is not listed as an example, is also banned! Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting Drug Free Sport AXIS, 877-202-0769 or www.drugfreesport.com/axis password ncaa1, ncaa2 or ncaa3. It is your responsibility to check with the appropriate or designated athletics staff.

**NUTRITIONAL ERGOGENIC AIDS AND NCAA BANNED DRUG LIST**

Under NCAA legislation, The University at Albany is required to disseminate the list of banned drug classes to all student-athletes and educate them about products that might contain banned drugs. All student-athletes are to be notified that the list may change during the academic year, and updates may be found on the NCAA Web site (www.ncaa.org).

**Note to Student-Athletes:** There is no complete list of banned substances. Do not rely on this list to rule out any supplement ingredient. Check with your athletics department staff prior to using a supplement.

**Some Examples of NCAA Banned Substances in Each Drug Class**

**Stimulants:** amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexaneamine, “bath salts” (mephedrone) etc. Exceptions: phenylephrine and pseudoephedrine are not banned.

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

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

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

**Street Drugs:** heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (e.g. spice, K2, JWH-018, JWH-073)

**Peptide Hormones and Analogues:** growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.

**Anti-Estrogens:** anastrozole; tamoxifen; formestane; 3.17-dioxo-etiochol-1,4,6-triene(ATD), etc.

**Beta-2 Agonists:** bambuterol; formoterol; salbutamol; salmeterol; etc.

All the respective releasing factors of the above-mentioned substances also are banned: Erythropoietin (EPO), sermorelin, darbepoetin.

**31.2.3.4.1 Drugs and Procedures Subject to Restrictions.**

The use of the following drugs and/or procedures is subject to certain restrictions and may or may not be permissible, depending on limitations expressed in these guidelines and/or quantities of these substances used.

(a) **Blood Doping.** The practice of blood doping (the intravenous injection of whole blood, packed red blood cells or blood substitutes) is prohibited, and any evidence confirming use will be cause for action consistent with that taken for a positive drug test.

(b) **Local Anesthetics.** The Executive Committee will permit the limited use of local anesthetics under the following conditions: (1) That procaine, xylocaine, carbocaine or any other local anesthetic may be used, but not cocaine; (2) That only local topical injection can be used (i.e., intravenous injections are not permitted; and (3) That use is medically justified only when permitting the athlete to continue the competition without potential risk to her health.

(c) **Manipulation of Urine Samples.** The Executive Committee bans the use of substances and methods that alter the integrity and/or validity of urine samples provided during NCAA drug testing. Examples of banned methods are c
repeated bouts of such exercise and increase strength. Several studies have contradicted these claims and moreover, 

has been 

that it positively impacts performance. There is even concern that such a diet will negatively affect health. Creatine 

cannot provide and benefits to performance. The high 

Other substances naturally existing in foods, such as carnitine, herbal extracts and special enzyme form 

athletes should maintain a balanced diet with plenty of variety. 

magnesium is purported, 

has been suggested to increase muscle mass and decrease fat, but studies have not substantiated this claim. Similarly, 

natural antioxidant defense system so that mega doses of antioxidants may not be needed. The mineral chromium 

Although such exercise can cause muscle damage, studies have determined that training will increase the body 

for other benefits. For example, the antioxidants vitamin E, C and beta 

vitamins and minerals will not enhance performance. Some vitamins and minerals are marketed to student 

for student 

are expensiv 

incurred during regular 

The carbohydrate content of the diet should be 55-65% of total energy intake. The lower end of the range should 

be ingested during regular training; the high end during intense training. High-carbohydrate foods alone can provide 

the necessary amount of carbohydrates. Supplements should be used only if student-athletes have problems 

consuming the needed amount of carbohydrates in their diets because of the large volume of food they may need. 

Energy bars marketed for student-athletes can augment carbohydrate intake during intense training or provide a quick 

boost of energy. 

Protein and amino acid supplements are popular among bodybuilders and strength training student-athletes. Although 

protein is needed to repair and build muscles after strenuous training, most studies have shown that student-athletes 

ingest a sufficient amount without supplements. The recommended amount of protein in the diet should be 12- 

15% of total energy intake for all types of student-athletes. Although selected amino acid supplements are 

purported to increase growth hormones, studies using manufacturer-recommended amounts have not found an 

increase in growth hormone and muscle and muscle mass. Ingesting high amounts of single amino acids is 

contraindicated because they can affect the absorption of other essential amino acids and produce nausea or impair 

training and performance. 

Other commonly advertised supplements are vitamins and minerals. Most scientific evidence shows that selected 

vitamins and minerals will not enhance performance. Some vitamins and minerals are marketed to student-athletes 

for other benefits. For example, the antioxidants vitamin E, C and beta-carotene are used by many student-athletes 

because they believe that these antioxidants will protect them from the damaging effects of aerobic exercise. 

Although such exercise can cause muscle damage, studies have determined that training will increase the body’s 

natural antioxidant defense system so that mega doses of antioxidants may not be needed. The mineral chromium 

has been suggested to increase muscle mass and decrease fat, but studies have not substantiated this claim. Similarly, 

magnesium is purported, but not proven, to prevent cramps. To obtain necessary vitamins and minerals, student- 

athletes should maintain a balanced diet with plenty of variety. 

Other substances naturally existing in foods, such as carnitine, herbal extracts and special enzyme formulations do 

not provide and benefits to performance. The high-protein diet has received recent attention, but data has not shown 

that it positively impacts performance. There is even concern that such a diet will negatively affect health. Creatine 

has been found in some laboratory studies to enhance short-term, high-intensity exercise capability, delay fatigue on 

repeated bouts of such exercise and increase strength. Several studies have contradicted these claims and moreover,
the safety of creatine supplements has not been verified. Creatine users have experienced weight gains of one to three kilograms, but the cause remains unclear.

A high-carbohydrate diet consisting of complex carbohydrates five servings of fruits and vegetables a day, low-fat dairy products, adequate protein and whole grains is the optimal diet for peak performance. Many “high-tech” nutritional supplements may seem to be effective at first, but this is likely a placebo effect- if student-athletes believe these substances will enhance performance, they may train harder of work more efficiently. Ultimately, most nutritional supplements are ineffective, costly and unnecessary.

The Athletic Department and student-athletes also should be concerned about “nutritional” supplements from another perspective. Many compounds obtained from specialty nutrition stores and from mail order businesses may not be subject to the strict regulations set by the United States Food and Drug Administration. Therefore, contents of many of these compounds are not represented accurately on the list of ingredients and may contain impurities or banned substances, which may cause a student-athlete to test positive. Positive drug-test appeals based on the claim that the student-athlete did not know the substances contained banned drugs have not been successful. Therefore, student-athletes should be instructed to consult with the university’s sports medicine staff before taking ANY nutritional supplement.

Student-athletes should be aware that nutritional supplements are not limited to pills and powders; “energy drinks” that contain stimulants are now becoming popular. Many of these contain large amounts of caffeine and ephedrine, both of which can result in a positive drug test. Student-athletes should be wary of drinks that promise an “energy boost” because they frequently contain banned stimulants. In addition, the use of stimulants while exercising can increase the risk of heat illness.

Information regarding the sports drink “Red Bull” from the NCAA’s Office of Education Outreach:

The NCAA Committee on Competitive Safeguards and Medical Aspects of Sports (CSMAS) is on record as opposing the distribution of Red Bull to athletes because it is a nutritional supplement that contains caffeine and a free-floating amino acid. The use of Red Bull may result in a positive drug test, depending on the amount ingested. A student-athlete using this product would be responsible for a positive drug-test resulting from this product particularly if it is used with the intent to enhance athletic performance.

Red Bull is considered an impermissible nutritional supplement for distribution by the athletic departments for the reasons stated.

Student-athletes should be provided accurate and sound information on nutritional supplements. It is not worth risking eligibility for products that have not been scientifically proven to improve performance and that may contain banned substances. Given the above information and consistent with NCAA Bylaw 16.5.2.(g) (Nutritional Supplements), which states “An institution may provide only non-muscle-building nutritional supplements to a student-athlete at any time for the purpose of providing additional calories and electrolytes, provided the supplements do not contain any NCAA banned substances,” athletics staff should not distribute or endorse nutritional supplements.

UALBANY INTERCOLLEGIATE ATHLETICS EMERGENCY ACTION PLAN

The University at Albany Event Emergency Action Plan is as follows:

A. Emergency Personnel (Personnel must be CPR/AED Certified)
   - Staff Certified Athletic Trainer (ATC)
   - Hourly ATC
   - Administrator on Duty
   - Coaches
   - Athletic Training Students
   - Campus Police/ Five Quad Ambulance Service

B. Injury/Illness that requires Activation of EMS
   - Loss of consciousness or pulse
   - Airway compromise, not breathing or difficulty breathing
   - Severe bleeding that cannot be controlled
   - Shock, Fracture, Dislocation
• Deterioration in any vital signs (heart rate, blood pressure, skin temperature, color, response to pain, pupil reaction, etc.)
• Neurological Symptoms to extremities
• Any other injury or illness that you are unsure of the nature and extent

C. Activating the Emergency Medical System
• People responsible for calling:
  ● ATC
  ● Administrator on Duty
  ● Coaches
• The EMS (Five Quad Ambulance Service) can be activated by calling:
  ● On Campus- 911
  ● Off campus/Cell phones - (518) 442-3131

D. Directing EMS to Scene
At the time of the emergency one person will be assigned to meet EMS and direct them to the scene. The person who goes should be familiar with the field’s location and have access to all gates and locks so EMS can easily access the injured person(s).

The personnel should be:
● Administrator on Duty
● Coach
● Campus Police
● Athletic trainer assistant/ student athletic trainer

E. Transportation
If EMS is activated, the student athletes will be transported to Albany Medical Center located at 43 New Scotland Avenue, Albany, NY 12208; (518) 262-3125.

A member of the UA Athletics Staff must accompany the student-athlete if they are transported to the emergency room. If only one ATC is on scene, someone other than the ATC must travel with the student-athlete: the ATC must remain on site to cover the remainder of the event.

F. Non-traditional Season (out of season sports)
● In-season sports take priority.
● During the non-traditional season the same guidelines will be followed as a normal practice or game/contest. In the event of an ATC being absent of the event, the coach becomes the primary caregiver to the student athlete.

COMMUNITY RIGHTS AND RESPONSIBILITIES

Procedures for Redress of Grievances

Please refer to your copy of the Community Rights and Responsibilities handbook distributed by the University for information regarding your rights and appropriate steps to take for redressing grievances.

Hate or Bias Related Incidents
The University strives to protect all members of the University at Albany community by prosecuting bias or hate crimes that occur within the campus jurisdiction. If you are a victim of, or witness to, a hate/bias crime or incident on campus, report it to the University police by calling 911, using a Blue Light Phone or calling 442-3130.

Sexual Harassment

Students at the University have a right to an environment free from sexual harassment, not only by persons in positions of power, but any member of the University community. Sexual harassment constitutes a serious threat to the free interaction and exchange necessary for educational and persona development. Sexual harassment may range from inappropriate sexual innuendos to coerced sexual relations. It can happen to both men and women, but a woman is more often the victim.
The Affirmative Action Office provides support and advice to persons, who, through no fault of their own, find themselves in an embarrassing or untenable position due to the unacceptable and inappropriate actions of another person. For counseling and support, contact: University Affirmative Action Office, UAB 330, 437-4780.

**Academic**

If the student-athlete alleges a violation of student rights in an academic matter, he/she may seek redress under the procedures set forth by the appropriate academic office.

**Transfer**

If the student-athlete wishes to transfer from the University at Albany, he/she should refer to the Appeal Procedure for Student-Athletes Wanting to Transfer.

**Athletics**

**Appeal to the Coach.** If a student-athlete protests the suspension by the coach or alleges any violation of student rights, he/she should request a meeting with the coach.

**Appeal to the Director of Athletics.** If no agreement is reached between the Head Coach and the student-athlete, he/she may request a meeting with the Director of Athletics.

**ATHLETIC FACILITIES AND GROUNDS**

It is the goal of the Athletic Facilities unit to provide safe, properly maintained and up-to-date facilities that meet conference and NCAA rules and regulations for the use of intercollegiate athletics and University sanctioned events. It is through these goals the Department hopes to enhance the student-athlete experience and provide a place for fair and equitable competition within the philosophy and guidelines of the University Athletic program. Facilities, including the varsity weight room and team locker rooms, are only to be used under the supervision of a coach or another authorized member of the Athletic Department. Under no circumstances is a student-athlete to use a facility for recreational purposes or to aid persons not approved by the Athletic Department in accessing facilities, except as authorized by the University. Hours of operation will vary based on university breaks, holidays or other changes in the academic calendar. Visit [https://uaems.albany.edu/virtualems/](https://uaems.albany.edu/virtualems/) for up-to-date information.

In the unlikely event that the university is closed (inclement weather, natural disaster, etc.), practices (on site or off site) and contests (home or away) will be held at the discretion of athletic administration and university officials. All facility users are required to comply with the rules of operation regarding conduct and equipment use. Violators of established rules are subject to discipline. Should there be a facility issue that needs to be addressed, please contact the athletic facilities administrator immediately.

The security of all Athletic Facilities and equipment is of utmost importance. Therefore, it is very important that all student-athletes adhere to the following:

- Do not share locker room access codes with others
- Do not alter locks or door hardware
- Do not prop doors open
- Do not admit unauthorized persons into the building or aid person not approved by the athletic department access and use of the facility for any reason

**Personnel Safety Tips:**

- Stay alert in your surroundings!
- Don’t walk alone. Take advantage the university’s safety escort services or walk with friends or teammates.
● Protect your personal property. Never leave items like your backpack, laptop or cell phone unattended—
even if it’s just for a minute.
● Automated External Defibrillator’s (AED) are located in the lobby of each facility and in the athletic
training rooms. Be familiar with their locations.
● Report all suspicious persons, vehicles and activities to the University Police Department
immediately, by using any campus emergency blue light phone or by dialing 911 or (518) 442-3131
from a personal device. University Police will dispatch police, fire and emergency medical assistance
as appropriate.

CAREER and PROFESSIONAL DEVELOPMENT

Location: Science Library G-50
Phone: 437-4900

Hours:
Monday - Friday: 8:00 a.m. – 4:00 p.m.
Drop-In Hours: Tuesday & Wednesday 2:00 pm – 4:00 pm; Thursday 10:00 am – 12:00 pm
Summer Hours:
Monday - Friday: 8:00 a.m. – 4:00 p.m.
Drop-In Hours: Tuesday & Wednesday 2:00 pm – 4:00 pm; Thursday 10:00 am – 12:00 pm

The Career Development Center is designed to help and counsel students and alumni in making career decisions. Career decision making can often be a stressful and troublesome experience, which is why the Career Development Center offers a variety of programs and services to help students. The Center staff also works closely with various academic and student affairs offices and student organizations to offer jointly sponsored career-related programs.

The Career and Professional Development Center’s services include:
➢ Professional career counselors to discuss educational and career concerns and goals.
➢ Critique resumes.
➢ Help conducting personalized job searches.
➢ Campus interviewing programs, where various employer and graduate school representatives visit the campus from October to April to interview graduating students (alumni may also interview upon request of the employer).
➢ Reference files, which are designed to support seniors and alumni in the selection of jobs or graduate school programs, provided through a registration packet available in the Center or by mail (a nominal fee is charged for packets sent by mail).
➢ Workshops and programs focusing on career planning and job-search issues.
➢ The discovery program, a computer-based career-planning program.
➢ A computerized résumé printing service.

STUDENT HEALTH SERVICES

The University Health Center:

Phone: Appointments 442-5229
            Information 442-5454

Hours: Fall and Spring Semester
Monday – Friday 9:00 a.m. – 4:30 p.m. (by appointment only)

Inter-session, Summer and Recess Periods
Monday – Friday 8:00 am – 3:30 pm (by appointment only)
Saturday and Sunday Closed

After Hours
If it is an emergency call 911 or 518.442.3131 to reach the UAlbany Police who will dispatch police, fire and emergency medical assistance. Otherwise, consider an Urgent Care facility. Any costs incurred at local Urgent Care Centers and Emergency Rooms could be at the expense of the student-athlete.

Urgent Care Centers (All phone numbers are 518 area code)

St. Peter’s Urgent Care, 400 Patroon Creek Blvd. Albany 445-4444
Albany Med EmUrgentCare, 98 Wolf Rd. Albany 264-9000
Orthopedic Urgent Care at the Bone & Joint Center 292-2766
1367 Washington Ave, Suite 201 Albany

The University Health Center is located in a new state of the art medical building at 400 Patroon Creek Blvd., Suite 200. The Health Center is a place for students to go for their medical needs, and is designed to serve the specific needs of students. If you need to see a physician whether it is to get a physical examination or just to ask a question about your medical condition, you have that right, and the university provides the Health Center for just these reasons.

Every person who is registered at the University at Albany pays a Comprehensive Services Fee that covers the University’s cost of providing most Health Center Services, in addition to other on-campus services.

SPORT PSYCHOLOGY: COUNSELING and PSYCHOLOGICAL SERVICES AT UALBANY

Phone: Counseling Center 442-5800
        Middle Earth Hotline 442-5777
        Emergency 911

Location: 400 Patroon Creek Blvd., Suite 104, Albany, NY 12206

Hours:
Academic Year: 9:00 a.m. – 4:30 p.m., Monday – Friday
Summer/Intersession: 8:00 a.m. – 3:30 p.m., Monday – Friday

Student-athletes experience a unique culture and many demands during their college career. We associate sports with inherent enjoyment, excitement, and prestige, yet there are also unique pressures facing college athletes. Some of these pressures include managing a rigorous schedule filled with classes and practices, traveling to competitions, dealing with injuries, and being a highly visible member of the university community. In addition to these unique challenges, student-athletes might also struggle with the mental stressors common to other students. Anxiety, depression, social issues, relationship concerns, substance abuse, eating and body image problems, and difficulty adjusting are just some of the concerns that can negatively impact one's performance in sport, school, and life.

While it can sometimes be difficult to reach out for help it remains a fact that mental health is an important and often overlooked dimension of overall student-athlete health and is a key component of student-athlete wellness. Many student-athletes can learn to cope effectively with these pressures on their own or with support from family, teammates, and friends. However, at times these multiple demands can exceed athletes' ability to cope, and meeting with a psychologist can help them get back to feeling more in control of their lives.

Who Provides the Services?
Counseling and Psychological Services (CAPS) is dedicated to the needs of student-athletes who are looking for mental health and performance psychology counseling. While any of the CAPS psychologists can meet your needs, Megan Cusick Brix, Ph.D. and Joseph Monserrat, Psy.D. have direct expertise and training in sport and performance psychology. For more information about CAPS services, go to the following link:
http://www.albany.edu/counseling_center/index.shtml
How Do I Make an Appointment?
Student-athletes can schedule an individual appointment by contacting Drs. Megan Cusick Brix and Joe Monserrat at 518-442-5800 or by email at mcusick@albany.edu or jmonserrat@albany.edu. Individual sessions are confidential in nature, and we work to accommodate your busy schedule. Initial sessions last an hour, and you should arrive approximately fifteen minutes prior to your schedule session time in order to complete the initial paperwork.

What Do I Do About an Emotional Crisis or Emergency?
If during business hours, call CAPS at 442-5800 and ask to speak with a psychologist. If after hours or on weekends, call 911 from a campus phone or reach University Police at 518-442-3131 from a cell phone or non-campus phone.

What If I’d Like To Speak with a Psychologist but I’m Not Sure If I Want to Go to CAPS?
Consider calling 442-5800 to speak with a psychologist or visiting Let’s Talk Hours in Athletics on Tuesdays from 11-1 or visit either of the other two campus Let’s Talk Sites. For more information, go to the following link: http://www.albany.edu/counseling_center/lets_talk_home.shtml

MIDDLE EARTH PEER ASSISTANCE PROGRAM
Phone: Hotline: 442-5777
Location: 400 Patroon Creek Blvd., Suite 104, Albany, NY 12206
www.albany.edu/middleearthcafe/index.shtml

Middle Earth is a student-run group that offers students in need of anonymous advice over the phone. Some concerns that are generally addressed by Middle Earth include adjustment to college life, academic success, issues concerning dating and relationships, issues related to use of drugs or alcohol, questions about sexuality, questions about pregnancy and sex, questions about STD’s or HIV/AIDS, finding resources for help, or just the need to talk to someone. Whatever is discussed will remain private regardless of whether or not you choose to remain anonymous.

Middle Earth provides 5-8 minute podcasts about surviving in college. For a list of these podcast topics, refer to the Middle Earth webpage. If you would like to talk further about any of the podcast topics, please call the Middle Earth Hotline at 518-442-5777. The hotline is open Monday – Friday 1:00 pm - midnight and continuously Friday – Sunday midnight. Services are free and confidential.

Middle Earth provides training in study skills and test anxiety, time management, relationship concerns, eating disorders, making friends, sexuality issues, and adjusting to college life for students who wish to become educators. Because of this comprehensive training, you should feel comfortable calling up Middle Earth and talking with one of its peer educators.