SUNY CANTON
ATHLETIC STAFF HANDBOOK
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This manual was developed to help each coach understand and operate within the guidelines, policies, and procedures of the Athletics Department. Questions can be directed to the Athletics Director or any other athletics administrative staff. Coaches are expected to administer the program ethically, within the guidelines of the university, the NCAA, the USCAA and efficiently, within the parameters of their individual budgets.

The manual attempts not to duplicate information and forms readily available in other formats; each coach is also expected to be knowledgeable of, and to operate within the policies and guidelines published in the NCAA Manual and University publications such as the SUNY Canton Student Handbook, the College Catalog, SUNY Canton Personnel Handbook and the Student-Athlete Handbook.
1.0 SECTION I: INTRODUCTION – MISSION, PHILOSOPHIES, AND CORE VALUES

1.1 SUNY CANTON ATHLETICS MISSION

SUNY Canton is dedicated to providing accessible, affordable, high-quality applied academic programs that enable students to achieve their highest potential both personally and professionally. The athletic department’s mission is to support the overall educational mission of the College while offering a comprehensive athletic program providing students with athletic opportunities and all the benefits inherent in participating in sports, particularly the development of character, leadership and responsible decision-making. The Athletic Department is committed to maintaining an environment which inspires academic excellence, athletic excellence, and positive citizenship.

The department will at all times provide a gender equitable and diversified sports program which operates within the rules and regulations of the College, the USCAA, the ACHA and the NCAA. In concert with the mission of the college, the athletic department is committed to helping student-athletes reach their full academic potential and to upholding the ideals of academic integrity. In addition, the department is also committed to fostering, through being a member of our athletic family, sound character development, social skills, leadership skills, and community pride and service.

1.2 ABOUT SUNY CANTON ATHLETICS

Coaches, staff members and students must always remember that it is a privilege and honor to be associated with SUNY Canton athletics. We believe that a well-balanced program in intercollegiate athletics is important so long as: it remains in proper focus with the real purposes of the College; it remains under academic control; the players are bona fide students; and its coaches and athletic staff endeavor to instill qualities of honor, sportsmanship and clean play.

The program of intercollegiate athletics is organized and conducted as an integral part of the total education program of the University. The value of the program is measured by (1) its contribution to the educational objectives of the University; (2) the opportunities provided to individual student-athletes; and (3) its public relations value within the community.

The relationship of athletics to the educational experience at SUNY Canton is one of mutual support. Selective resource support based solely on the gender of the participating athlete is contrary to the philosophy and purpose of SUNY Canton. The College is committed to achieving and maintaining equality of opportunity in intercollegiate athletics without regard to sex, race or background.

SUNY Canton insists that intercollegiate athletics must be directed and controlled in the same manner as all other academic and extracurricular activities. In matters of administration and finance, the Director of Athletics is directly responsible to the Vice-President for Advancement, the President and ultimately the College Board of Trustees and the SUNY Chancellor.

Any member of the College's athletic department who knowingly or implicitly encourages, suggests, or violates any NCAA, USCAA, ACHA or College regulations is subject to immediate suspension and/or dismissal. Our intercollegiate program should enhance the educational opportunities of the students who participate in them. College athletic department personnel should share these institutional views and dedicate themselves to conducting the athletic program in harmony with that philosophy. Athletic department personnel are at all times required to follow the rules, regulations and ideals put forth in the Athletic Department Staff manual.
1.3 ATHLETICS POLICY AND PHILOSOPHY

The athletic policy at SUNY Canton is formulated so as to be consistent with the broad educational objectives of the College as outlined in the college catalogue and the governing bodies with which we affiliate. The basic program aims resulting from this philosophy include the following objectives, which serve as guiding principles in the conduct of our program:

1. To complement and supplement the objectives of the College and the department.
2. To adhere to the principles for the conduct of intercollegiate athletics as defined by the NCAA, including sportsmanship, ethical conduct, rules compliance, and amateurism.
3. To recruit student-athletes according to regularly established policies and programs applicable to all prospective students and consistent with USCAA and NCAA regulations.
4. To address responsibly, carefully and completely all inquiries from potential students or student-athletes.
5. To encourage the academic development of student-athletes and to maintain academic averages, retention rates, and graduation rates equal to or greater than comparable averages for the student body as a whole.
6. To promote wellness by encouraging the moral, physical, emotional, and social welfare of student-athletes, and to foster the concept of self-awareness through participation.
7. To hold sacred the physical and emotional health of student-athletes.
8. To provide gender-equity in intercollegiate athletic programs and to otherwise encourage diversity and inclusiveness.
9. To schedule an appropriate number of contests for each respective sport, be competitive, and pursue membership within the NCAA and an NCAA conference.
10. To provide athletic facilities which are appropriate, attractive, adequate, and safe, and to encourage the usage thereof by all members of the SUNY Canton community.
11. To encourage community on campus through the intercollegiate athletic program and to support the goals established for educational support services and campus life.
12. To provide human resources sufficient to adequately support officially established intercollegiate athletic programs.
13. To assure administrative oversight of the intercollegiate athletic program through the formal involvement of the faculty and the administration, including the Vice President for Advancement and the College President, who have ultimate responsibility for the athletic program.
14. To assure administrative control of fiscal operations, including, but not limited to, funds raised or expended, internally or externally, in support of athletic programs, facilities, scholarships, grants-in-aid, loans, and student employment.
15. To regularly and diligently work with the Intercollegiate Athletics Board and the Roos Booster Club to assure fiscal responsibility, transparency, and compatibility with the College’s rules, regulations and expectations.

Coaches, staff members and student-athletes shall accept the responsibility to become effective, contributing members of the College community and serve as positive influences on campus.

1.4 ADMINISTRATION AND OVERSIGHT

The SUNY Canton athletic program is administered consistent with the mission of the College, the philosophy, goals, and objectives of the department, as well as the rules and regulations of the NCAA and the USCAA.

COLLEGE COUNCIL

In accordance with the provisions of the State Education Law, Article 8, Section 356, and subject to the general management, supervision, and control of and in accordance with rules established by the SUNY Board of Trustees, the operations and affairs of SUNY Canton are supervised by a College Council. The Council consists
of ten members, nine of whom are appointed by the Governor and one student member elected by the students. The College Council reviews all major plans for its more effective operation and makes such recommendations with respect thereto as it deems appropriate. Such plans are submitted for approval by the SUNY Board of Trustees, together with the recommendations of the College Council. The athletic department seeks approval and counsel from the College Council on all major plans, including sports sponsorship and membership to national or regional conferences.

**ATHLETICS ADMINISTRATION**

While the Director of Athletics (AD) has specific oversight of the athletic program, the AD reports to the Vice President for Advancement, who in turn reports directly to the President. The President of the College has ultimate responsibility for operational control of the athletic program.

The authority of the President includes, but is not limited to, hiring the AD, approving the operating budget for athletics, approving the policies and standards of conduct for all representatives of the athletic program, making and enforcing institutional decisions relative to the NCAA and to NCAA compliance.

The AD hires the head coaches for each sport as well as all staff members of the Athletic Department, both full and part time. The Compliance Coordinator (CC) monitors the College’s compliance with the rules of the NCAA, the USCAA, and the ACHA (2012-13 women’s ice hockey). The Senior Woman Administrator (SWA) serves as a member of the leadership team of the Athletic Department. She works in conjunction with other members of the leadership team to provide guidance to the AD in the overall management of the athletic department and is expected to model a strong commitment to departmental objectives, core values, and the mission. The SWA and the AD have shared responsibility for Title IX compliance (both tangible and intangible). The Athletic Department Leadership Team is determined by the AD and includes such other positions as: the Associate Assistant Director and Assistant Athletic Directors.

**INTERCOLLEGIATE ATHLETIC BOARD**

The Intercollegiate Athletic Board (IAB) is charged with monitoring, reviewing, and recommending policy for the Athletics Program. The Board, responsible for providing reports to the President, will conduct appropriate reviews and engage in other activities that will enable it to advise the President on such matters as:

A. Planning for intercollegiate athletics participation and conferences.
B. Funding for intercollegiate athletics.
C. Standards and policies for student participation in intercollegiate athletics.
D. Other issues appropriate to its purview referred to it by the President.

**IAB Membership**

A. Faculty and administrators comprise the majority of the voting membership of the Board.
B. To ensure adequate student representation, no less than one-third of the voting membership of the Board will be students including at least one male and one female member from the campus intercollegiate athletic teams.
C. Student members will be enrolled full-time in a degree program and be in good academic standing.
D. The alumni members will be holders of a degree from SUNY Canton.
E. The Director of Athletics will serve in an ex officio capacity.
F. To ensure ample continuity when new members are appointed, the initial appointees to the Board will be assigned staggered termination dates by the President.
Other IAB duties may include:

- Provide support and monitoring of the Intercollegiate Athletic Program;
- Propose standards and policies for student participation in intercollegiate athletics as not to conflict with the College’s mission, goals, objectives, and practices;
- Propose standards and policies to increase the academic success of student-athletes;
- Be informed and offer suggestions regarding major NCAA issues, NCAA legislation and/or Conference affiliation;
- Participate in the search process for full-time athletic staff members;
- Assist in the long-term planning of the Intercollegiate Athletics Program to include considerations for Title IX/Gender Equity, minority issues, capital concerns and sport sponsorship. In making such recommendations about sport sponsorship, the IAB shall consider the mission of the institution, budgetary resources, the availability of appropriate physical facilities, and likely demand for a sport over an extended period of time as primary criteria; and
- Other matters referred to it by the President of the College.

The Intercollegiate Athletics Board meets 2-4 times per year.

FACULTY
A Faculty Athletics Representative (FAR) exists to interact with and act as a liaison between the Athletic Department and the Faculty. The FAR represents the Faculty in Athletic Department meetings, and can represent the Athletic Department to the Faculty if necessary.

STUDENTS
Student-athletes are students and because of this fact, students automatically participate in a real and integral way in the functioning of the athletic program. Student-athletes and other students have open access to the AD to discuss matters of concern regarding the administration of intercollegiate athletics. This occurs on both a formal and an informal basis. The exit interview process for graduating seniors and the student-athlete survey administered at the end of each season to each participant are two more formal methods used to solicit student-athlete feedback.

The Student-Athlete Advisory Committee (SAAC) exists to promote efficient communication between the athletic department and the student-athlete population. This committee also furthers student participation in the intercollegiate athletic planning and evaluation process. The advisor to SAAC is appointed by the AD, but must be a full-time member of the athletic staff.

1.5 PLANNING FOR INTERCOLLEGIATE ATHLETICS

Planning in the area of collegiate athletics at SUNY Canton takes place in three areas: 1) program, 2) budget, and 3) facilities.

1. PROGRAM PLANNING
Program planning occurs at the institutional and conference levels. At the institutional level, the AD, in consultation with the coaching staff and the Vice President for Advancement, to whom the AD reports, formulates program goals and objectives and makes recommendations regarding the number and type of sports, staffing patterns, and budgetary needs.

2. BUDGETARY PLANNING
With input and requests from the athletic staff, the AD and the Associate AD/SWA prepare a budget for each sport for the following fiscal year. This budget includes food, travel, lodging, equipment/supplies, recruiting,
etc. The AD discusses each budget with the appropriate staff member and then prepares an overall budget to present to the IAB for consideration, recommendations and eventual approval. The next steps include:

a. The Board will recommend the budget to the President for approval.
b. The annual budget will include all available and expected funds for intercollegiate athletics from any and all sources and will set forth total expected expenditures for intercollegiate athletics.
c. Budgets are expected to be based on the preceding year’s final budget with increases or decreases of not more than ten percent dependent upon changes in enrollment, fees, inflation, and changes in the intercollegiate athletics program.
d. In the event that actual allocations and receipts from any and all budget sources fall short of or exceed such budgeted amount, the Board will revise its budget accordingly, and recommend the revised budget to the President for approval.

3. FACILITIES PLANNING
The AD keeps the Vice President for Advancement aware of all minor and major athletic facility concerns. Planning for the athletic facilities can take place as a part of capital budget process, in working with the Vice President for Administration, or in direct consult with members of the President’s Council, including mostly the VP for Administration and the President.

1.6 ASSESSMENT OF INTERCOLLEGIATE ATHLETICS

The intercollegiate athletic programs at SUNY CANTON are measured against the stated mission of the College, the stated goals of the intercollegiate athletic program at the College, and the rules and regulations of NCAA Division III and the USCAA.

General assessment oversight of the intercollegiate athletic program is the domain of the President of the College. The Vice President for Advancement and the AD perform specific programmatic assessments; the coaches do specific performance assessment of their teams and individual student-athletes.

1. PROGRAM ASSESSMENT

- At the end of the spring semester, the AD requests from the Registrar’s Office the team averages for all athletic programs and the overall grade average for the College’s student-athletes as a way of assessing the objective of maintaining academic averages equal to or greater than comparable averages for the student body as a whole.
- An annual report is submitted by the AD to the Vice President for Advancement.
- Each year the AD evaluates the athletic staff of the College.
- The AD meets on a regular basis with the Vice President for Advancement and a formal evaluative session is held annually to evaluate the total program.
- The CC monitors compliance with the rules and regulations of the NCAA and forwards reports to the appropriate officials, when necessary.

2. STUDENT-ATHLETE ASSESSMENT

- Academic progress and eligibility to participate in intercollegiate athletics are evaluated each semester for individual student-athletes. In consultation with the Registrar (and the FAR if needed) the CC certifies the eligibility of individual student-athletes according to the rules of the NCAA.
- The athletic program at SUNY CANTON is comprised of competitive varsity teams, and as such each head coach evaluates the athletic abilities and determines the nature of participation in his/her sport(s).
1.7 GENDER EQUITY

SUNY Canton offers all of its students equal opportunity to learn in classrooms and laboratories, as well as on the athletic playing fields. The College understands gender equity in intercollegiate athletics to mean fairness to male and female student-athletes, a program goal broadly supported throughout the College community. The gender equity policy strives for the campus to offer, in every circumstance, an equitable opportunity to male and female student-athletes with the quality of experience relatively the same. To some degree, intercollegiate athletic opportunities offered to the student population will reflect the current gender breakdown of the general student body.

Gender equity implies a balance of opportunity for male and female student-athletes and their teams, as well as reasonable compromise from within the College community. The compromise includes all levels of institutional support. Because the facts and context are important in judging fairness, gender equity normally is not to be determined by formalized solutions. When inequality exists in obvious or subtle forms, knowledgeable examination and removal are imperative.

The College maintains a broad-based intercollegiate athletic program that is sustained by the same level of support for each of its teams. The College supports all sports on the same level relative to its NCAA Division III level of competition.

In a sport-specific sense, budgetary support will assure that each team:

- Has a coach with an appropriate academic and competitive background.
- Has comparable equipment and supplies.
- Has comparable travel and per diem expense support.

In a program-wide sense, budgetary, facilities, and services allocations will assure that each team:

- Has comparable access to practice and competition facilities.
- Has comparable access to dressing room facilities and support.
- Has comparable access to weight training and conditioning facilities.
- Has comparable access to athletic training room facilities and personnel.
- Has comparable access to event management services.
- Has comparable access to academic support services.

BUDGETS
The gender equity of sport operating budgets will be judged based on the sum of the women’s programs and the sum of the men’s programs.

EQUIPMENT
Uniforms and equipment will be representative of a Division III intercollegiate athletic program. The choice of equipment and supplies shall be the domain of the coach, with approval from the Associate AD and AD.

FACILITIES
All facilities are equally accessible to all in-season participants during the same time frame throughout the year.

The same opportunities for practice and competitive facilities are provided to each like sport, regardless of gender. When and where only one space is available for either practice and/or competition by two or more teams, then a reasonable administrative discussion shall occur and the facility needs of each team will be addressed. Preference is
given to the scheduling of an intercollegiate contest over a practice opportunity. Scheduling is based on the annual calendars for each sport.

**HOUSING AND DINING**
There are no athletic residence halls and the College does not provide a special dining facility for student-athletes.

**MARKETING AND PROMOTIONS**
Each athletic event is of value to the department because of the experience provided to the student-athlete. Certain events are targeted for special promotions that are meant to enhance the visibility of the sport and the College. The goal is to educate and involve not only the college population, but also the surrounding community.

**PERSONNEL**
The athletic department retains the best coaches available who have experience either as a player or coach.

**PUBLICITY**
The athletic department, through the SID, has the responsibility to prepare and publish informational pieces about the program, the student-athletes, and coaches. While the extent of publicity may vary according to the sport, the overall goal is to provide a broad view of the college athletic program with a focus on individual and team accomplishments both athletically and academically.

**PROFESSIONAL TRAVEL**
All department personnel are extended the same opportunities for professional enhancement. Membership in respective professional organizations shall be maintained and leadership roles within said organizations are encouraged. At the very least, each coach should attend his/her annual conference meeting should budget allow.

**SQUAD LIMITATIONS**
The athletic department does not set caps on the number of participants in each sport and for traveling squad size. That decision is the domain of the head coach in the respective sport.

**ATHLETIC TRAINING ROOM AND SERVICES**
Equal access to the AT room and the AT staff is provided for all student-athletes on a year-round basis. Please also see the AT policies found elsewhere in this manual.

### 2.0 SECTION II: COMPLIANCE POLICIES

#### 2.1 ELIGIBILITY AND OFFICIAL ROSTERS

**ELIGIBILITY CERTIFICATION AND OFFICIAL ROSTERS**
At the beginning of each semester and/or prior to the commencement of practice for each team, the head coach must submit a roster of student-athletes to the CC. These student-athletes will then be required to attend a Student-athlete Orientation/NCAA Compliance Meeting with the CC and the AD. This meeting will take place during the pre-season of each team and well in advance of the first competition. Following this meeting, the CC, the College Registrar, and the AD will determine and certify the eligibility of each student-athlete. A student-athlete is allowed to participate in intercollegiate athletic practice and competition only after the CC has put in writing to the head coach that he/she is eligible. Prior to the first competition in each sport, the CC will email the head coach with their *Official Roster*. IF A STUDENT-ATHLETE DOES NOT APPEAR AS ELIGIBLE ON THIS ROSTER, THEN HE/SHE CANNOT PARTICIPATE IN PRACTICE OR COMPETITIONS. If a student-athlete is ineligible for academic reasons, he/she may also not attend and/or
observe practice. The CC will keep the head coach aware of any changes to the eligibility status of those on the official roster.

**ROSTER CHANGES – DELETIONS**

To delete a student-athlete currently on an Official Roster, the head coach must notify the CC via email. The CC will notify all of the appropriate people within the department and outside of the department that the student is no longer a member of that team.

**ROSTER CHANGES – ADDITIONS**

To add a student-athlete to an Official Roster, the head coach must email the CC, the SID, and the Head Athletic Trainer with the name of the student-athlete requesting that he/she be added to the Official Roster. The CC will then arrange for the student to attend a Student-Athlete Orientation/NCAA Compliance Meeting after which the CC will notify all of the appropriate people within the department and outside of the department. The added student-athlete may not practice or compete until the head coach is notified via email that the student-athlete has been added to the Official Roster (this includes the completion of all paperwork for the Head Trainer).

For roster additions during the Non-Traditional Season (NTS) the above policy should still be followed; however, the Student-Athlete Orientation/NCAA Compliance Meeting does not take place until just prior to the beginning of the traditional season. Therefore, lack of attendance at this does not hold a student out of practice and competition in the NTS.

### 2.2 ACADEMIC GOOD STANDING AND SATISFACTORY PROGRESS

**Admissions and Academic Standards**

In order to compete in intercollegiate athletics, SUNY Canton student-athletes must meet all NCAA Division III and USCAA eligibility rules.

All student-athletes must be in good academic standing as defined by SUNY Canton in order to compete in intercollegiate athletics. These standards consist of the following:

A. The Student Athlete must remain enrolled in a minimum of 12 credit hours per semester  
B. The Student Athlete must be making satisfactory academic progress.  
C. The Student-Athlete must be in good academic standing.

**Guidelines for Suspension**

- Unsuccessful completion of probation contract requirements.  
- Earned cum of 0.0 GPA in any semester  
- Failure to meet re-registration requirements, 0.0-0.49, first semester.  
- Recession—if a suspension is rescinded then they are on academic probation and only after approval through an appeals process. Student-athletes on probation are not allowed to compete.
**Good Standing**

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<th>TO RE-REGISTER FOR SEMESTER</th>
<th>COMPLETED HOURS (EARNED HOURS)</th>
<th>CUMULATIVE GPA</th>
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<td>10</td>
<td>105</td>
<td>2.00</td>
</tr>
</tbody>
</table>

1) At the discretion of the appropriate school dean, imputed credit hours may be used in determining a student’s academic status.
2) Students in academic jeopardy are considered to be maintaining minimum satisfactory academic progress and are able to re-register.

**Any matriculated student who earns an index of 0.00 in any semester may be suspended and any matriculated student who earns a GPA of less than 1.50 in each of two consecutive semesters may be suspended. Exceptions to this rule may be made by the School Dean.**

Academics are the primary focus for Division III student-athletes. The division minimizes the conflicts between athletics and academics and helps student-athletes progress toward graduation through shorter practice and playing seasons and regional competition that reduces time away from academic studies. Participants are integrated on campus and treated like all other members of the student body, keeping them focused on being a student first. At SUNY Canton awards are given each semester to the men’s and women’s teams with the highest GPA.

### 2.3 TRANSFER STUDENTS

**TRANSFER RELEASE REQUEST**

If a student-athlete from another four-year institution (or in their first year of junior college) contacts a head coach regarding transfer possibilities to SUNY Canton, please follow these steps:

1. Inform them that you may not speak to them until a transfer release is received from their current institution or if transferring from a DIII institution, a self-release form.
2. Contact the CC with the SA’s name and current institution OR ask the SA to submit the self-release form to the CC.
3. The CC will obtain any additional appropriate permissions and transfer eligibility information and will inform the head coach when he/she may contact the SA. The head coach should not contact the transfer student until the CC has given permission.

**OBTAINING TRANSFER INFORMATION**
To obtain transfer information on a student-athlete currently enrolled at SUNY Canton and interested in participating on a varsity team, the head coach should submit to the CC the student’s name and the name of the institution he/she most recently was enrolled in full time. If possible the head coach should provide the name of all previous institutions. The CC will send any previous institutions a Transfer Information Sheet. Upon return of this sheet(s), the eligibility of the SA will be determined by the usual method.

NOTE: Absolutely no member of the SUNY CANTON coaching staff or any other representative of the college staff or community should personally contact another institution on behalf of the student-athlete. Only SUNY Canton approved compliance personnel (the CC or the AD) should be involved in matters concerning student-athlete eligibility.

2.4 PLAYING AND PRACTICING SEASONS

As per NCAA Bylaw 17.1.3, the *Playing and Practice Season Declaration Form*, must be submitted electronically to the CC as outlined below.

Due July 1st – All fall sports, spring sports participating in a non-traditional season (NTS) in the fall
Due September 15th – All winter sports
Due January 15th – All spring sports, any updates to fall sports participating in a NTS

Other resources for this section are as follows:

- Bylaw 17 – Playing and Practice Seasons
- Bylaw 17.1 – Dividing traditional and nontraditional seasons
- Bylaws 17.02.1.1 and 17.02.13 – Clarification on athletically related activities

2.5 NCAA RULES EDUCATION

Education for Departments on the SUNY Canton campus happens in numerous ways:

ADMISSIONS
The CC and/or the AD will meet with the Admissions Department once a year, if necessary, to go over any rule changes that affects recruitment of potential student-athletes.

ATHLETICS STAFF
The Athletics Staff (which includes coaches, administrators and support staff) is kept current on all NCAA legislative changes during Athletic Staff meetings held during the year. Athletics Staff members are also e-mailed regularly when there is a change or a particular rule that is in specific focus nationally, regionally or locally. The CC can also be available for one on one informal meeting with Staff members to assist them in conforming to any and all rules in question. Athletic Staff are encouraged to ask any questions or help to clarify rules and regulations during the weekly athletic department meetings or on an individual basis with either the CC or AD.

EXTERNAL GROUPS
The groups external to the day-to-day operations of the Athletic Department, such as the Roos Booster Club, are not likely as familiar with all of the rules and regulations surrounding NCAA and SUNY Canton athletics. When questions, issues or ideas arise from outside groups they are brought to the CC or AD for clarification and approval before any action is executed. In this way, the CC and AD govern the menagerie of ideas generated outside of the Athletics Department under isolated terms.
FINANCIAL AID
Student-athletes at SUNY Canton are treated the same as any other student looking to either gain admission or continue at the college. Awards are based mainly on academic performance and is in no way based on athletic participation or leadership within athletics. Financial aid is based on the student and family’s need. The Financial Aid Department is kept abreast of the rules governing NCAA Division III student-athletes but does not receive information about a student-athlete’s prowess in athletics. Student-athletes are not coded differently from any other student and the Financial Aid Department uses a completely different type of software to track students. The CC insures that all Departments that interact with the Financial Aid Department understands this ruling and act accordingly.

REGISTRAR
The CC, FAR and Registrar act in accord when delineating the eligibility of student-athletes for each and every team in each season. Each roster is checked with NCAA, USCAA and SUNY Canton standards in hand. This occurs at the end of each semester prior to the start of each team’s season.

STUDENT-ATHLETES
Prior to the beginning of any competition, each student-athlete must attend a Student-Athlete Orientation/NCAA Compliance Meeting conducted by the CC and/or AD. In this meeting all pertinent NCAA rules are discussed either verbally or by viewing videos produced by the NCAA. The SUNY Canton Student-Athlete Handbook and all important hot button issues are also reviewed. These meetings are held to help each student-athlete understand their rights and the standards to which they will be held accountable. This allows for fluid communication about the material and the presentation format. Student-athletes complete the required NCAA compliance forms at this meeting (student-athlete statement, drug-testing consent form, certification of compliance form) as well as any department forms.

2.6 POTENTIAL RULES INFRACTION PROCEDURES

DEFINITIONS
- A secondary violation, as defined in Bylaw 19.02.2.1, is one that provides only a limited recruiting or competitive advantage and is isolated or inadvertent in nature and does not include any significant recruiting inducement or extra benefit.
- A major violation, as defined in Bylaw 19.02.2.2, is any other violation, specifically those that provide an extensive recruiting or competitive advantage.
- Repeated secondary violations by a member institution may be identified as a major violation.

REPORTING OF POTENTIAL VIOLATIONS
1. Any person who believes that a potential violation has occurred should contact the CC immediately and report the facts in a concise, yet comprehensive, manner.
2. The CC will notify the AD and FAR in writing that a potential violation may have occurred. The AD will notify the College President and Vice President for Advancement in writing that a potential violation may have occurred.
3. The President will determine the person(s) to head an inquiry into potential NCAA rules violations. Normally, if the potential violation is considered to be a secondary violation, the CC will conduct the inquiry. Normally, if the potential violation is considered to be a major violation or repeated secondary violation, the FAR will conduct the inquiry.
4. The CC/FAR will contact all parties involved and research the incident.
5. If the inquiry determines that a violation has not occurred, the CC/FAR will write a report indicating this. A copy of the written report will be provided to the President, the Vice President for Advancement, AD, FAR, and CC.

6. If the inquiry determines that a violation has occurred, the CC/FAR will write a report detailing the violation. A copy of the written report will be provided to the President, Vice President for Advancement, AD, FAR, and CC.
   a. In the event of a secondary violation, the Vice President of Advancement, AD, and FAR will meet to determine what corrective actions the College will take in the matter. The AD will write a report to the President, suggesting the corrective action to be taken. Once the corrective action is determined, a copy of the report will be provided to the CC.

7. Any NCAA violation or potential violation will be reported to the NCAA by the AD. The NCAA will choose whether to review the matter and may issue appropriate sanctions against the College.
   a. In the event of a major violation or repeated secondary violation, the President, Vice President for Advancement, AD, and FAR will meet to determine what corrective actions the College will take in the matter. SUNY Canton may impose corrective actions in addition to NCAA imposed actions or the College may choose to impose corrective actions even if the NCAA chooses not to. The AD will write a report detailing the corrective actions to be taken. A copy of the report will be provided to the CC.

8. The CC will prepare a comprehensive written report to be submitted to the President. The report will include all pertinent facts and, if applicable, actions SUNY Canton will self-impose with respect to the infraction, including, but not limited to, a letter of admonishment to all parties involved in the violation. In those cases where applicable, the President will submit a written report to the NCAA.

9. The written report will include the following information:
   a. The date and location of the violation,
   b. A description of the violation, including bylaws,
   c. The identity of those involved,
   d. The reason(s) the violation occurred,
   e. The means by which the institution became aware of the violation,
   f. A list of corrective and disciplinary action taken by the institution, if any,
   g. A statement indicating whether any eligibility issues need to be resolved, and
   h. Any other information that should be considered in reviewing the case.

10. The person(s) involved in the violation will be requested to review the report prior to its submission to the President and/or the NCAA to confirm the accuracy of the report.

11. In eligibility cases, the NCAA Eligibility Committee will respond, per Bylaw 14.12 as to the restoration of an individual’s eligibility.

12. After reviewing actions taken by SUNY Canton with regard to the violation, the NCAA Enforcement Department, if applicable, will respond as to the appropriateness of those actions.

13. The person(s) involved in the violation will be informed verbally and in writing by the AD of the responses from both the NCAA and/or the USCAA.

**PENALTIES**

All penalties for secondary or major violations will be subject to the provisions set forth by the NCAA in Bylaw 19.5 and Bylaw 32.4.1.

**COLLEGE SELF-IMPOSED PENALTIES**

College self-imposed penalties will include any corrective actions as deemed appropriate by the President, Vice President for Advancement, AD, and FAR. Penalties for deliberate and serious violations of NCAA regulations by intercollegiate athletic coaches may include suspension or termination of employment.

**2.7 GENERAL POLICIES AND PROCEDURES REGARDING RECRUITING**
Recruitment of PSAs (potential student-athletes) at SUNY Canton is undertaken in light of the mission and purpose of the institution and within the philosophy, goals and core values of intercollegiate athletics. Recruitment of student-athletes is the responsibility of the coaches associated with each sponsored sport at SUNY Canton in consultation with their direct supervisor, the AD (Athletics Director), the CC (Compliance Coordinator) and the appropriate personnel in the Admissions Office.

No head or assistant coach may recruit unless they have received a score of 80% or better on the NCAA Division III rules test.

According to NCAA Bylaw 13.02.6.1, actions by staff members or athletics representatives that cause a PSA to become a recruited PSA at that institution are:

- Providing the prospect with an official visit,
- Having an arranged, in-person, off-campus encounter with the prospect or the prospect’s parent(s), relatives, or legal guardian(s), or
- Initiating or arranging a telephone contact with the prospect, the prospect’s relatives, or legal guardian(s) on more than one occasion for the purpose of recruitment.

Once a head coach receives the name of a prospect that may be interested in their sport and SUNY Canton, the head coach is required to make contact with that prospect through their normal recruitment process and in alignment with all NCAA rules.

RECRUIT TRACKING PROCESS
The head coach will track all PSAs until it is determined the PSA is either no longer interested in SUNY Canton, the coach deems the PSA is not a serious candidate to make their team, or the PSA has applied, been accepted and deposited to attend SUNY Canton.

It is expected that the Admissions Office and members of the coaching staff will maintain regular and immediate contact with each other throughout the recruitment process.

The head coach is required to explain to the PSA basic NCAA recruiting rules and the penalties involved if the rules are violated. The head coach should also, if possible, explain these rules and penalties to the parents or legal guardians of PSAs, as well as to their high school or club coaches. Information regarding the most important information can be found on the Athletics Website.

2.8 NCAA RULES TESTS

All athletic staff with compliance responsibilities are required to take the annual NCAA Division III rules test. This test serves as a good review of the NCAA Division III recruiting rules. All head coaches and athletic administrators must complete the rules test, administered by the FAR, prior to October 1st. The FAR will also administer the test during the academic year as needed if/when coaches join the staff mid-year.

Upon completion, each coach must sign an affidavit indicating the date and time that they completed the exam. The information will be secured by the department secretary and available for review as needed or requested. SUNY Canton coaches will be expected to record a score of 80% or higher. If a score of 80% is not reached, the coach will be asked to retake the test. Following group administered tests, the FAR and AD will conduct a question and answer session to review questions with coaches, particularly questions that were answered incorrectly.
2.9 RECRUITING VISITS AND EXPENSES

At least three days in advance of any on or off campus recruiting where athletic department recruiting funds will be used, the Travel Request Form (off campus) or the Official Visit Pre-Approval Form (on campus) must be submitted to the Associate AD.

OFFICIAL VISITS

The following procedures are to be followed for an official visit from a PSA:

- The head coach will notify the PSA of the official visit and the NCAA Division III rules governing the visit.
- The head coach will notify the admissions office of the visit and assist arranging a meeting for the PSA with an admissions counselor.
- After the official visit, coaches should complete and submit the OFFICIAL VISIT FORM to the CC within seven (7) days of the visit. All documentation concerning the official visit is collected and maintained by the CC.

NCAA Bylaw 13.6 guidelines for an official visit should be strictly honored.

UNOFFICIAL VISITS

The following procedures are to be followed for an unofficial visit from a PSA:

- A PSA on an unofficial visit to SUNY Canton must complete with the head coach an UNOFFICIAL VISIT FORM.
- This form must be turned into the CC within seven (7) days of the visit. All documentation of the unofficial visit is collected and maintained by the CC.
- A PSA shall be afforded no further benefits than any other prospective student visiting SUNY Canton.

NCAA Bylaw 13.7 guidelines for an unofficial visit shall be strictly honored.

OTHER GUIDELINES REGARDING RECRUITING EXPENSES

- Per NCAA bylaws, there must be an accurate accounting of all on campus recruiting expenses. All rules and procedures established by the NCAA are to be strictly honored.
- The accounting of expenses in a recruiting trip must be submitted to the Associate AD in a timely manner.
- Receipts are required for any reimbursement. Save receipts for all miscellaneous expenses (parking, tolls, etc.).
- Head coaches are not to use checks, cash or personal credit cards, for reimbursement purposes by the college, during the recruiting process unless in an extreme emergency.
- The purchase of alcohol is strictly prohibited when using a state credit card.

2.10 STUDENT-ATHLETE APPEALS

Student-athletes have the right to appeal any area of appeal defined for the student-athletes by the NCAA. The student-athlete may make a written appeal to the Provost’s Office for an academic appeal, or to the Vice President for Student Life office for a judicial appeal. A hearing must be conducted in accordance with normal College practices regarding appeals.

PROCEDURES FOR ATHLETIC APPEALS

1. A written request for an appeal must be made by the student-athlete to the appropriate office within 15 days of the date of the written notification of the issue to be appealed.
2. The office will notify the student-athlete in writing of a date and time to hear the appeal. The appeal must be heard in a timely (not more than 7 days) manner.
3. The Athletic Department representative must submit in writing an explanation of the events, which led to the purpose of the appeal. The AD, or his designated representative, will represent the department.
4. The Athletic Department representative must be readily available to respond to any issues raised by the student-athlete.
5. The written explanation of the Athletic Department representative will be reviewed initially, and then the appeal of the student-athlete will be heard. The Athletic Department representative or any other person may be called as deemed necessary in order to have a full and complete accounting of the events leading to the appeal.
6. A decision on the appeal will be reached following the submission of all pertinent information from both parties. The decision will be relayed to the student-athlete as soon as possible after the appeals hearing.
7. Decisions resulting from these hearings may be appealed to the College President, whose decision is final.

2.11 AWARDING FINANCIAL AID

The primary goal in awarding financial aid is to help meet the financial need of students, to enable them to secure post-secondary education, to ensure equity and consistency in packaging, equal educational opportunity, and to be in compliance with federal and state regulations. Students and their families should assume primary responsibility for paying educational costs.

Institutional personnel who are not affiliated with the athletics program make all decisions regarding the packaging of financial aid for student-athletes. Financial aid, including leadership and merit awards, are awarded to student-athletes based upon need and/or academic ability, and not upon athletic ability and/or participation. The processing of financial aid awards is applied consistently to student-athletes and non-student-athletes.

All financial aid awards are made in accordance with NCAA Division III financial aid rules. The AD and the Director of Financial Aid review these rules as needed.

SUNY Canton offers a comprehensive program of financial assistance to help students and their families meet the costs of a quality college education. Approximately 85 percent of degree students attending SUNY Canton receive some form of financial assistance. The following information is provided as a general reference to financial aid at SUNY Canton and is based on statutes, regulations and policies current at the time the College’s Academic Catalog was prepared for publication. It is recommended that candidates for admission and current students contact the Student Service Center for more information: SUNY Canton, 34 Cornell Dr., Canton, New York 13617, telephone (315) 386-7616 or toll free at (800) 388-7123 or email at finaid@canton.edu.

Student Service Center
The Student Service Center at SUNY Canton exists to provide personal assistance to students and parents on a one-to-one basis from the time of initial inquiry until the completion of a student’s program of study. Every effort is made to insure that qualified and deserving students are not denied the benefits of a SUNY Canton education on the sole basis of financial need. Financial aid at SUNY Canton is awarded based on financial need and merit, without regard to sex, race, age, color, creed, national origin, athletic participation, disability or handicap.

Student/Parent Responsibility
The federal financial aid system is based on the belief that it is first the family’s responsibility to contribute to the costs of the student’s college education, to the extent that the family is financially able. Determining what the family can contribute is accomplished by having the student complete the Free Application for Federal Student Aid (FAFSA) which assesses the family income and assets. SUNY Canton does not award financial aid
based on athletic participation. In accordance with NCAA Division III rules, there are no athletic scholarships available at SUNY Canton.

2.12 HAZING POLICY

The Department of Athletics at SUNY Canton supports only those activities which are constructive, educational, inspirational, and that contribute to the intellectual and positive personal development of students. SUNY Canton and SUNY Canton Athletics unequivocally oppose any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule. Hazing is strictly prohibited by New York State Law, SUNY Canton and the SUNY Canton Athletic Department. The College interprets hazing 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 the person, or which in any fashion compromise the inherent dignity of the person. In addition, any requirements by a member which compels another member to participate in any activity which is against College 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 an individual to consume alcohol or any other substance.
- Forcing, requiring or pressuring an individual to shave any part of the body including hair on the head.
- Any requirement or pressure put on an individual to participate in any activity which is illegal, perverse, publicly indecent, contrary to genuine morals and/or belief, e.g. public profanity, indecent or lewd conduct or sexual gestures in public, nudity at any time or forced reading of pornographic material, paddling, beating or otherwise permitting a member to hit other members.
- 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 College 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. Engaging in public stunts.
- 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, mental, emotional or psychological abuse of any kind. Subjecting a member to cruel and unusual psychological conditions.
- 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.
- Having substances such as eggs, mud, paint, honey, etc. thrown at, poured on or otherwise applied to the body of a member.
- Morally degrading/humiliating games or other activity that makes a member the object of amusement, ridicule or intimidation.

2.13 HARASSMENT POLICY

Harassment is defined as verbal or physical conduct interfering with an individual’s performance or creating an intimidation, hostile or offensive work, education, or living environment. Harassment includes, but is not limited to, slurs and verbal or physical conduct. The college prohibits harassment of any kind based on, but not limited to, race, color, gender, sexual orientation, gender identity, national origin, religion, age, or disability.
It is College policy that all employees and students have a right to work and study in an environment free of discrimination that encompasses freedom from sexual harassment of its employees and students in any form.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly affects an individual’s employment or program of study, unreasonably interferes with an individual’s work performance or academic performance, or creates an intimidating or hostile work or school environment.

Such conduct may result in disciplinary action up to and including dismissal. Specifically, no employee of SUNY Canton shall threaten or insinuate, either explicitly or implicitly, that any employee’s or student’s submission to or rejection of sexual advance will in any way influence any decision regarding the advancement, assigned duties, grade, or any other condition of employment, career, or educational development.

It is the victim’s legal obligation to directly inform the harasser that the conduct is unwelcome and must stop. Employees and students who have complaints of sexual harassment should, in appropriate circumstances, report such conduct to their supervisors or advisors. If this is not appropriate, they should report such conduct to the Provost. Where investigation confirms the allegations, appropriate corrective action will be taken.

2.14 GAMBLING

Athletic staff shall not knowingly:
1. Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics
2. Solicit a bet on any intercollegiate team
3. Accept a bet on any team representing the institution
4. Solicit or accept a bet on any intercollegiate competition for any item (e.g. cash, shirt, dinner) that has tangible value
5. Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card, or any other method employed by organized gambling.

See NCAA Bylaw 10.3 for clarification.

3.0 SECTION III: GENERAL DEPARTMENT POLICIES

3.1 SUNY CANTON PERSONNEL HANDBOOK

Athletic Staff are reminded that they are responsible for all policies outlined in the SUNY Canton Personnel Handbook. Each staff member received a copy of this handbook when they were hired. It can also be found here: http://www.canton.edu/human_resources/pdf/pershand.pdf

3.2 ACADEMIC YEAR WORK HOURS & SUMMER EXPECTATIONS

Due to the nature of intercollegiate athletics, full-time athletic staff members are often required to work non-traditional hours and days. If an athletic staff member will not be in the office on a regular work day during regular
work hours the staff member is required to notify the AD. In addition, all vacation time must be requested according to the policies of the SUNY Canton Personnel Handbook.

Academic year work hours: Monday – Friday 9:00 am-4:30pm
Summer work hours: Monday – Friday 9:00am – 4:00pm

All full-time staff who are on a 10-month appointment are encouraged to check work voicemail and email on a regular basis during the two-months they are off. Each staff member is also encouraged to notify the AD if there will be a time when he/she will be completely “off the grid”.

3.3 CAMPUS WIDE EMAIL POLICY

The sending of campus-wide emails by athletic staff is prohibited without prior consent from the SUNY Canton Public Relations Office and the AD. All athletic contests are submitted to the communications team for inclusion in the web-based Events Calendar and Student Activities Calendar. Athletic staff may submit other events to the communications team for inclusion in the above by emailing all of the necessary details to PR@canton.edu.

3.4 DUE DATES

Each year, the AD and CC will coordinate to provide the athletic staff with a list of all due dates for the year. These dates are subject to change. It is the responsibility of each staff member to meet each deadline or request an extension prior to the due date. In addition, this manual outlines several other types of timelines for when items are due. These are to be followed OR an extension requested.

3.5 PROFESSIONAL DEVELOPMENT

Each athletic staff member is encouraged to participate in professional development activities as much as possible within the confines of their budget. Professional development funds will be distributed each year based on requests submitted by athletic staff. Staff members are encouraged to submit requests by October 15th. Late submissions will be considered with what funding may remain. Sport and gender equity as well as budget will be considered.

3.6 BUDGET PREPARATION

Budgets at SUNY Canton are prepared by the Vice President for Administration and his/her staff in cooperation with division and departmental heads under the guidance of the President of the College, in keeping with State University goals. Basically, budget preparation steps are as follows:

A. Vice President for Administration contacts the Provost/Vice President for Academic Affairs, the Vice President for Student Affairs/Dean of Students, the Vice President for Advancement, and the President and requests budget input.

B. The Provost/Vice President for Academic Affairs, the Vice President for Student Affairs/Dean of Students, the Vice President for Advancement, and the President consult with department heads and faculty, and return requests to the Vice President for Administration.

C. Division requests are consolidated and shaped according to target figures.

D. Once campus appropriation is known, a comprehensive financial plan is input to System Administration.

After receiving input from coaches and staff members, the AD and Associate AD work together to create a draft of the athletics budget. The budget is then reviewed, revised and ultimately subject to approval by the Intercollegiate Athletics Board prior to submission to the Vice President of Administration.
PURCHASING POLICIES AND PROCEDURES

PURCHASING DEPARTMENT
All State and Research Foundation purchasing must be conducted through the Office of Procurement & Travel Services. The purchasing policy is available on the Procurement web site for both general and campus specific requirements and procedures.

PURCHASING POLICY
A. Goods and contractual services are requested on an electronic requisition (E-Req). Approvals are generated through a Workflow System. Requestors are not authorized to make purchases. For internal control purposes, all purchases are to be placed through the Office of Procurement & Travel Services.

1. All E-Req’s should have complete vendor information, as well as product description, to facilitate the purchasing process. Incomplete forms may be returned to the requester, resulting in a delay in the purchasing process, inevitably ending in a delay in the delivery of the items desired.

2. If merchandise is to be previewed, an E-Req must be submitted indicating the desire to preview. If the merchandise is returned, notify the Procurement Office and the purchase order will be cancelled.

A. Routine Purchasing

1. Originator executes requisition (e-requisition generated through web procurement system (Finance and Management System) complete with all pertinent data. Two signatures are required before procurement action will be taken.

2. Requisition is approved by the Associate AD.

3. Requisition is submitted to AD for action.

4. AD processes the request after verification of availability of funds and appropriate signatures.

COLLEGE CREDIT CARDS

- Any charges to the staff member’s College credit card (CCC) must be approved by the AD prior to making the purchase. Only the Associate AD, Assistant AD / Sports Information Director, and Department Secretary are allowed to make credit card purchases.

- The staff member must retain ALL receipts from purchases and keep them on file until the monthly CCC statement is received.

- Each receipt needs to have the purpose of the expense and the individuals involved noted on the receipt.

- When the monthly statement arrives, the staff members must certify the statement on the SUNY purchasing site. The AD then certifies it as well and it is automatically sent to the business office for processing.

3.8 TRAVEL POLICIES – INDIVIDUAL AND TEAM

INDIVIDUAL TRAVEL EXPENSES
All individual travel, usually for recruiting or professional development, by athletic staff must first be approved by the Associate AD. If the trip is for recruiting purposes the staff member must follow the guidelines outlined under recruiting.

INDIVIDUAL TRAVEL TRANSPORTATION POLICIES
The individual transportation method, usually for recruiting or professional development, is generally determined by what is the least expensive method. Exceptions to this policy must be requested of the AD. Options are outlined here:

- Rental Car – A rental car estimate can be secured through any reputable rental car company. However, SUNY Canton has a corporate account with Enterprise, which is most locally found in Potsdam, NY. The
following vehicles are NOT covered under the insurance of your state travel card and you must purchase the additional insurance through the rental corporation; (a pickup truck or a vehicle that carries nine or more passengers). All accidents or damage to vehicles must be reported to the Office of Procurement and Travel.

- SUNY Canton Vehicles – Requests for use of the College vehicles must be made through the Associate AD to the Physical Plant.
- Personal Car Gas Reimbursement – Use of personal vehicles for approved athletic department travel is discouraged, but still allowable. It is recognized that there are certain times when securing a rental car or picking up a College owned vehicle may not be feasible.

NOTE - Approved usage of College vehicles by Athletic Department personnel include team travel, recruiting, and approved professional development. Requests for use of College vehicles for any travel should be made well in advance when possible. If there are any changes in the scheduling of travel requests (i.e., date, site, time, rainouts, etc.), the Physical Plant should be notified as quickly as possible. Athletic staff is reminded that if they check out a College vehicle for business purposes, the vehicle must be returned each time upon completion of the College business. College vehicles are not to be kept overnight or over an extended period of time and used for personal travel between official business uses. Vehicles are to be checked out and checked in for each approved usage.

TRAVEL – DRIVING GUIDELINES/ LIABILITY EXPOSURE
State employees and/or SUNY students driving on SUNY business are subject to varying factors in terms of insurance and liability protection. The use of personal, state-owned or rented vehicles by University drivers, especially by students requires authorization in writing in advance. Drivers must have valid drivers’ licenses, safe driving records and adequate training particularly where vans are involved.

University or student drivers must report any accident occurring during University-authorized activities, whether involving a personal car or a state-owned or rented vehicle. SUNY Canton drivers must be LENS certified. The LENS application is found at: www.canton.edu/forms/LENS_Application.pdf.

All accidents while on SUNY business are to be reported to University Police. All records of accidents (and serious driving violations) will be evaluated to determine if they disqualify the driver from subsequent authorization until mandatory training or retraining can be provided.

TRAVEL – FUEL CREDIT CARD PIN NUMBER
When traveling by State vehicle, the vehicle fuel credit card may be utilized at any Exxon or Mobil station. Travelers must obtain a four-digit pin number before a fuel credit card may be used. Contact the Physical Plant office prior to traveling to obtain your choice of a four-digit pin number.

TRAVEL – MEALS & LODGING
There are time limits on meal allowances. Meals will be allowed when time of departure at beginning of trip necessarily occurs before 7 a.m. Meals will be allowed when time of return to home at the conclusion of a trip necessarily occurs after 7 p.m.

TRAVEL – NOTES
For travel reimbursement, receipts and programs must be attached to the Travel Data Sheet to substantiate claims for:

A. Registration fees must be supported by signed and dated receipt and/or printed program indicating amount of meals, lodging, or registration fee.

B. Lodging

C. Tolls (thruway, bridge, road)

D. Parking

New York State vehicle credit cards are in the glove compartment of each New York State vehicle.
When travel is completed, the traveler must complete the vehicle data envelope, a Travel Data Sheet, attach the lodging request if used, all receipts for expenses being requested for reimbursement, and submit to the Travel Coordinator in the Office of Procurement and Travel Services.

Under certain circumstances, travel advances may be obtained. Details are available in the Office of Procurement and Travel Services. If an advance is desired, the designated area on the T-1 form should be completed and the Office of Procurement and Travel Services should be notified at least one week prior to the date the advance is needed. Travel advances should be picked up no earlier than one or two days prior to departure unless unusual circumstances exist.

**TRAVEL – OUT OF STATE**
Prior approval for out-of-state travel must be obtained from the President.

**TRAVEL – OVER-THE-MAXIMUM RATES**
Prior approval for over-the-maximum travel rates must be obtained from the Vice President of Administration at least two weeks prior to travel. Anyone anticipating travel that exceeds the maximum allowances must submit a request for over-the-maximum approval to the Vice President for Administration in advance to insure action prior to the travel date. The request must be supported with a statement justifying the travel and provide literature or a program showing the opening and closing dates and the rates. This statement and literature must accompany the request for over-the-maximum approval. The absence of prior approval by the Vice President for Administration for over-the-maximum rates could result in no reimbursement being made. If extenuating circumstances cause you to exceed State rates during your trip, a written justification must be approved by the Vice President for Administration upon your return. The absence of approval by the Vice President for Administration will result in reimbursement at the approved per diem rate.

**TRAVEL – PRIOR APPROVAL**
All travelers must obtain approval before travel starts. To be in travel status, the destination must be at least 35 miles from the official station. Submit a Travel Request Form (T-1) – travel requisition forms are available by downloading the Excel spreadsheet or pdf file from the Office of Procurement and Travel Services web site or the Physical Plant web site - to obtain approval to use a state vehicle and/or to receive reimbursement for expenses incurred while in travel status. The T-1 Form must contain the following information:

A. T-1 requisition number.
B. Name of traveler.
C. Type of vehicle requesting (i.e., car, minivan, 12-passenger van, etc.).
D. Destination and date(s) of planned trip (Annotate the time you plan to pick up the state vehicle and the time it will be returned. As the vehicle schedule is very busy at times, these dates/times must be observed by the traveler and vehicles returned on time in case the vehicle is reserved for someone else after the return time indicated on the T-1. If an emergency arises where the vehicle will not be returned on time, contact the Physical Plant Office to make arrangements.).
E. Purpose of trip; attach printed program/brochure.
F. Estimated expenses (i.e., meals, lodging, personal car mileage, registration fee, etc.); if there are no expenses, please so state (processed by the Business Office).
G. Account number and department to be charged.
H. Registration fee information, if applicable (processed by the Business Office).
I. Signature of person making the request.
J. Approval signature of Department Chairperson, Supervisor, and Account Manager. All T-1’s are to be submitted to the Physical Plant Office to determine the availability of a State vehicle. A State car must be used if one is available. If a State car is not available, you will be informed by the Physical Plant Director’s Office. Approval for personal car use must be obtained in writing from the respective Vice President’s Office. If a State car is available and there are extenuating circumstances why it is necessary
to use a personal car, a written justification, along with the T-1, must be sent to the respective Vice President who in turn must grant approval. Use of a personal car will be reimbursed at the current rate. When your T-1 is received at the Physical Plant office, a vehicle will be reserved for you if one is available. An email will be sent to you confirming the reservation of the State vehicle. The T-1 form is then forwarded to the Business Office for processing. If a State vehicle is not available, you will be notified by phone and the T-1 will be returned to you indicating that a vehicle was not available. Upon return, a travel data sheet must be completed for any expenses beyond a state vehicle.

TRAVEL – REIMBURSEMENT RATES
Current travel reimbursement rates are available at www.gsa.gov or you may contact the Business Office.
A. To be entitled to full meal allowances, traveler must be in travel status overnight and eligible for reimbursement for breakfast and dinner.
B. The per diem allowance includes hotel tips and incidentals.
C. No reimbursement will be allowed for lunch.
D. Meal allowances for non-overnight travel:
   When an employee is in travel status for less than a full day and there is no overnight stay involved, meals will be allowed in accordance with the eligibility and time requirements as provided in the Comptroller’s Rules and Regulations.
E. When an employee is in travel status overnight, but is not eligible for reimbursement for breakfast or dinner, an appropriate amount based on the allowable meal rates must be deducted from the per diem allowance.
F. A Travel Data Sheet, available on the Travel webpage, with proper receipts, must be submitted to the Business Office within ten business days of completion of the trip.

TRAVEL – CONVENTION EXPENSES
Expenses incurred when attending conventions and meetings must be supported by a printed program showing the opening and closing dates and rates. When convention rates exceed the maximum allowance, prior approval for reimbursement for the over-the-maximum rates must be obtained from the Vice President for Administration at least two weeks prior to travel. Also, please refer to the “Over the Maximum Rates” section.

TEAM TRAVEL EXPENSES
All team travel must first be approved by the AD by submission of the competition schedule.
- In general, meals are funded via a cash advance which is pre-arranged by the Associate AD with approval from the AD. Each head coach should ensure that the Associate AD knows in advance the size of the travel party for each trip so accurate cash advances can be provided.
- For items on the CCC please see all procedures in this manual under College Credit Card.
- To reconcile the cash advance for meals, the staff member, within seven (7) days of return from the trip, must submit a CASH ADVANCE AND MEAL RECONCILIATION FORM with all appropriate receipts, signatures and any remaining cash totaling the original amount of the check.
- In emergencies, the staff member can be reimbursed for expenses incurred during team travel by submitting the REIMBURSEMENT FORM with all appropriate receipts and documentation to the Associate AD. The signature of the AD will be acquired and the documents will then be submitted to the Business Office for reimbursement processing.

TEAM TRAVEL TRANSPORTATION POLICIES
The team transportation method, usually for away contests, but also for certain team practices, is generally determined by size of the team and by safety concerns. Each year the AD will communicate with each Head Coach regarding what bus trips have been approved and which van trips have been approved. Once a transportation method has been determined for each away contest or practice, the AD and the Head Coach will work with the Associate AD to ensure procurement of the approved method. The Head Coach and Assistant Coach are expected to travel with the team
on/in the approved transportation method at all times. Any exception to this must be approved by the AD on a case by case basis.

**TEAM TRAVEL ROSTERS ITINERARIES**

Prior to each away contest (day trips included), the head coach must submit his/her roster to the Associate AD and the Department Secretary. If it is an overnight trip, hotel information and rooming information must be included.

In addition, a complete Travel Itinerary must be submitted to the Associate AD for each away trip that for which we contract with a bus company. The Associate AD will then submit this to the bus company. This is a very important piece of any away contest and is done to ensure the bus company is aware of each aspect of the trip. The bus companies are very committed to providing us with the **best possible service**, and to the **safest possible service**. Please ensure the Associate AD has the Travel Itinerary from you well in advance, preferably **at least 3 days prior** to your departure.

The Travel Itinerary should include:
- Accurate departure times from SUNY Canton (if you say 2pm, then please leave at 2pm)
- Stops (including locations and approximate times) for picking coaching staff members up
- Stops (including locations and approximate times) for all meals
- Departure/Arrival times back to Canton
- Address of field, arena, rink, etc… as it might not always be at the opposing school but an off-site location

**3.9 SPORTS INFORMATION POLICIES**

The position of Sports Information Director (SID) is an important position for any athletic Department. From department public relations to NCAA statistical compliance and many other duties, ensuring that each head coach and student-athlete communicates in a timely manner with the SID is extremely important. The SID works with head coaches and staff members to insure the appropriate media publicity and statistical compliance. All head coaches must be diligent in working with the SID to insure statistical compliance and timely processing of statistics.

**3.10 DEVELOPMENT (FUNDRAISING/GIFTS)**

**THE ROO CREW BOOSTER CLUB**

The ROO Crew is the main booster club of SUNY Canton Athletics. It exists to support the SUNY Canton Athletic Department. The support from alumni, parents, and friends of SUNY Canton help ensure the continued success of athletics. Gifts to the Roo Crew support enhancements to indoor and outdoor athletic facilities and bring first class clinicians to campus. They also support team development trips, new gear for teams, practice and game filming equipment, end of season banquets, and much more.

Any staff member may propose a fund-raising activity to the AD. Any funds that are collected from a Department fund-raiser are deposited into the Roo Crew account with the Advancement Department.

**TEAM FUNDRAISING**

Any team fundraising must be approved by the AD prior to beginning. Each team has the right to (or not to) fund-raise for the benefit of their sport. The head coach of each sport will propose, implement, account for monies and deposit all funds raised to the department secretary or directly with the Canton College Foundation, giving the Department Secretary a copy of all deposit receipts. At no time should cash or checks be kept in an office for longer than 48 hours without depositing said funds.
All expenses relating to the fundraiser must be paid by the College out of the fundraising account of that team. Staff members are not to collect money made out to themselves and then pay for goods themselves. Instead all income should first be deposited into the fundraised account. Also, all expenses paid for by a team fundraising account must be approved in accordance with all other methods in this manual.

3.11 BRANDING, LOGO AND GEAR GUIDELINES

The following are mandatory guidelines for use when purchasing gear or clothing and when screen printing or embroidering any official or non-official gear or clothing for SUNY Canton Athletics. If any portion of the purchase of the gear or clothing is funded by or purchased through the operating OR fundraised budgets of the athletic department and teams, all images, artwork and gear must be approved by the AD, Associate AD or SID before giving any vendor permission to print.

3.12 FACILITY/PRACTICE SCHEDULING

All practice schedule requests should be submitted to the CARC Director (CD) in as much advance notice as possible and/or as soon after the CD requests such information. All requests should include as much information that allows for flexibility as possible, especially during the busiest of months (January – March). The CD will meet prior to each season and whenever necessary with the head coaches to discuss needs and flexibility options. Once the CD has approved and secured practice times for a team, the head coach MUST submit the schedule to the Head Athletic Trainer, the AD and the CC on a timely basis. As a general practice, approved and secured practice schedules should be submitted at least two weeks in advance to the people mentioned above, but it is recognized that during certain times of the year that this may be a challenge (such as when students do not have their schedules set).

ANY CHANGES to practice schedules after they are submitted need to be re-submitted to the people outlined above as soon as possible. While mostly rare, there may be other items scheduled in the practice areas that coaches may not be aware of (floor cleaning, line painting, mowing, etc.). Changes must also be submitted in order to ensure the CC has the accurate information by which to determine if the practice schedules are NCAA compliant.

FACILITY SCHEDULES
The updated and current indoor and outdoor facility schedule is maintained by the CARC Director. The CD will post all schedules in a timely manner and in a public location and the website. All use of the athletic facilities and fields must be reserved with the CARC Director.

POOL USE FOR TEAM PRACTICE
For any pool work out:
1. It must first be scheduled with CD and the Fitness Center Director.
2. A certified lifeguard must be present AT ALL TIMES. THE FACILITY MANAGER MUST HAVE THE CREDENTIALS OF THE LIFEGUARD IN HIS/HER HAND BEFORE THE WORKOUT.
3. One member of the paid athletic staff must open the pool doors/turn on lights to let them in, remain with the team the entire time, and lock the door/shut off the lights. AT NO TIME SHOULD ANY TEAM MEMBERS BE IN THE POOL AREA WITHOUT A MEMBER OF THE PAID COACHING STAFF AND A LIFEGUARD.

If at any time, these three things have not occurred, then the pool workout should NOT be taking place.

3.13 SCHEDULING OF INTERCOLLEGIATE ATHLETIC COMPETITION
The head coach, in consultation with the Associate AD and AD (for budget and NCAA Compliance reasons) is responsible for crafting and completing the competition schedule in his/her respective sport. All intercollegiate competition schedules will be in compliance with all NCAA Division III and USCAA scheduling policies including NCAA Division III Constitution 3.2.4.12 and By-laws 17.1.5 and 17.1.6.

The AD must give approval of all intercollegiate competition schedules before they are considered to be official and final. Head coaches should maintain contact with the SID and AD concerning their respective schedules and not release their schedules to anyone until they are approved by the AD. The SID will officially release all sport schedules when finalized and approved. Sport schedules should be distributed to the SID, the AD, the CARC Director, University Police and to the Physical Plant.

**CLASS ATTENDANCE**

As class attendance is a vital part of the educational process, all head coaches at the College are responsible for monitoring the class attendance of their student-athletes. All head coaches must incorporate and consistently enforce a team policy which reflects that student-athletes are not to miss classes for non-athletic reasons unless absolutely necessary. (In addition, it should be clear that missing class for a practice is a violation of NCAA legislation.)

**DAYS OF THE WEEK**

Head coaches are strongly encouraged, whenever possible, to utilize weekend dates and College holidays to schedule longer road trips to compete in single games and/or tournaments to minimize missed class time for student-athletes. They are also encouraged to refrain from scheduling all weekday games on the same weekday.

**OVERNIGHT TRIPS**

All athletic competitions that will require an overnight trip must be approved by the AD prior to scheduling. At no time can a team travel overnight for a scrimmage or an exhibition, unless that team is willing to use fundraised money to account for the difference in cost. In some cases, there may be a fundraising expectation for long road trips or games that approach a team’s NCAA maximum number of contests.

### 3.14 MULTI-SPORT ATHLETE GUIDELINES

As an NCAA Division III intercollegiate Athletics Program, SUNY Canton is committed, where allowed by budget constraints and department/team behavior standards, to providing athletic opportunities to students who (1) express a sincere interest in committing to a competitive varsity program and (2) possess the talent to participate without risking injury.

Over riding principle: Student-athlete welfare is at the forefront of all SUNY Canton Athletic Department policies and philosophies. If a student-athlete has a sincere and independent interest in participating in two sports and can commit fully to each program while participating in THAT program, then the student-athlete will be supported in that commitment by all coaches involved and by the athletics administration.

**WHAT IS EXPECTED OF ATHLETIC STAFF**

1. Professional and timely communication among athletic staff regarding multi-sport student-athletes or prospective student-athlete (PSA) interest.
2. A notification to the AD as soon as a potential multi-sport student-athlete or PSA has been identified. (Once on campus the AD will meet with each student-athlete who has expressed an interest in more than one sport.)

**WHAT IS ALLOWABLE**

1. Responding to a student-athlete’s or PSA’s request for information regarding your sport.
2. Outlining to a student-athlete or a PSA the advantages and disadvantages of participating in more than one sport. (Ex: the unique experience of participating in more than one sport vs. what one might miss in their primary sport if they participate in a secondary sport.)

3. For overlapping seasons, a meeting between the involved head coaches and the student-athlete is recommended to take place prior to the beginning of the season overlap.

**WHAT IS NOT ALLOWABLE**

1. Explicitly telling a student-athlete or a PSA that he/she is not allowed to participate in more than one sport while attending SUNY Canton.

2. Explicitly or implicitly inflicting guilt or confusion onto a student-athlete or PSA when they have expressed an interest in more than one sport.

3. Contacting a PSA who is already on another coaches’ recruit list without first discussing this with that coach and the AD.

4. Actively seeking out student-athletes from another program unless participant minimums are at risk. If such activity is warranted it will be done so with the consent of the AD.

When in doubt about any portion of these guidelines, please contact the AD.

### 3.15 EQUIPMENT/LAUNDRY/LOCKER ROOM PROTOCOL

**EQUIPMENT – GENERAL**

All sport equipment (including any practice, game or warm-up apparel and supplies) purchased by the College are the property of SUNY Canton. Equipment may be worn and used only for athletic events sponsored by the College. All apparel must follow the branding guidelines outlined in this manual.

Once any sport equipment is received after purchase, it must first be properly inventoried and marked by the coaching staff before it can be used or issued to any student-athlete.

**EQUIPMENT – GAME UNIFORMS (INCLUDING WARM-UPS)**

Game uniforms (can include jerseys, shorts, socks, and warm-ups) will be inventoried before and after each competitive season and at various times throughout the season. It is the responsibility of the head coach to issue uniforms and warm-ups prior to each contest and to collect them, including warm-ups, following each contest (all uniforms and warm-ups will be issued, collected and tracked by their assigned number for each contest). The head coach may designate a team or coaching staff member as responsible for these tasks, but ultimately the head coach is responsible for the game uniforms. Following each contest, home or away, the head coach or his/her designee will ensure all uniforms are appropriately laundered. The laundering of game uniforms will take place that same day or the day following each contest at the latest.

**EQUIPMENT – PRACTICE GEAR**

Practice gear (can include top, bottom, and socks) is issued to teams depending on the current state of the department operating budget and the team fundraising budgets. According to NCAA legislation, this equipment can be kept by the student-athletes at the conclusion of the season. The coaching staff is not responsible for the laundering of practice gear, but the head coach may assign a team member to be responsible for this task. If this is done, then the team member responsible for the task must work with the coaching staff to ensure the availability of the laundry room and proper usage of the machines.

**LOCKER ROOM PROTOCOL**

Varsity Locker Rooms must be locked at all times. SUNY Canton has one varsity locker room for each team. For teams with larger rosters, a second locker room may be assigned if available.
At the conclusion of each season, the teams will have seven days to remove all belongings from their lockers and the locker room.

Other locker rooms – In some cases, team members may be assigned a locker in the general use locker room during their teams off season.

### 3.16 STUDENT-ATHLETE TRAVEL FOR COLLEGE HOLIDAYS/PLANNED EVENTS

Student-athletes are expected to travel at all times with their respective teams, in a College approved manner, to and from all off-campus intercollegiate athletic events. In **special cases**, student-athletes may provide their own transportation to an off-campus athletic event if they are leaving directly from the event to travel home for a College holiday or planned event. Student-athletes may also travel with their parents or legal guardians from an off-campus athletic event if they are leaving directly from the event to travel home for a College holiday or planned event. College holidays include fall break, Thanksgiving break, Christmas break, spring break and Easter break.

If a student-athlete wants to provide his/her own transportation to an off-campus athletic event or wants to travel from an off-campus athletic event with his/her parents or legal guardians, the following steps must be taken:

1. Verbal permission must be secured from the head coach of the respective sport and the AD – this is not a given!
2. The **TRAVEL RELEASE FORM** must be filled out by a parent or legal guardian and must be received (faxes are acceptable) by the AD at least 48 hours prior to the trip in question.

### 3.17 SUPPORT SERVICES

#### SUPPORT SERVICES – ACADEMIC

Academic Support Services provides a variety of services designed to facilitate learning. At SUNY Canton, these services include ACCUPLACER placement testing, the Learning Labs, and tutoring and the TRIO Student Support Services (SSS) program. All first-time freshmen take the ACCUPLACER placement test unless exempt by Admissions. The test is used to place students into either developmental or college level English classes.

SUNY Canton has a very comprehensive Learning Lab and tutoring schedule free to all students. Professional and peer tutors are available in the Math Lab, the Science Tutoring and Learning Lab, the Accounting & Business Lab, the Computer Lab, and the Writing Center. Curriculum specific labs exist for accounting/business, computer science, nursing, vet science, and engineering. One-on-one tutoring is available for these and other subjects when needed. The SSS program is offered to select disadvantaged students with eligibility criteria established by the TRIO grant and includes a one-credit Freshman Seminar course. This course helps many students transition to college and includes study skills, time management, test taking, note taking, and other information useful in becoming a successful college student. Two Academic Counselors provide support for this program.

#### SUPPORT SERVICES – STUDENT

Student Support Services consists of various programs and initiatives that focus on student support and academic success and retention. Such programs include Accommodative Services, Placement Testing, Tutoring Services, and various retention programs. Student Support Services is administered by the Dean of Academic Services and Retention.

### 3.18 STUDENT-ATHLETE EMPLOYMENT
All compensation received by a student-athlete must be consistent with the limitations on financial aid set forth in NCAA Division III bylaw 15. Compensation may be paid to a student-athlete only for work actually performed, and at a rate commensurate with the going rate in that locality for similar services.

Students deemed eligible for work-study by the financial aid office:
- Must secure their job through Career Services
- Apply for the job they are interested in on campus
- Work only the number of hours allowed per their Financial Aid package
- Students-athletes must maintain all of the appropriate paperwork as required from the Career Services Office and the Financial Aid Office.
- Student-Athletes are treated like all other work study students and are not give preference to specific jobs based on membership on an athletic team.

3.19 STUDENT- ATHLETE ADVISORY COMMITTEE (S.A.A.C.)

The Student-Athlete Advisory Committee is a select group of student-athletes representing each one of SUNY Canton’s intercollegiate athletic teams. Student-athletes who comprise the committee will meet at least once a month with the club advisor to discuss topics concerning intercollegiate athletics and to participate in various community projects. All student-athletes are eligible to participate. SAAC members are athletes who WANT to be involved, who WANT to give back to the community and who WANT to take a lead with projects. Coaches are asked to recommend two athletes who are self-starters, who are leaders and are athletes who really want to make a difference while they are here at SUNY Canton.

The Student Government Association funds the SAAC and encourages all student-athletes to develop their leadership skills by participating in club activities. Meetings are scheduled around class times, team practices and games as to minimize conflicts. Some of the yearly activities organized by SAAC include Roos Hop to Help Day, Game Day Cookouts and concessions, and a spring bowling tournament.

MEMBERSHIP
The membership shall be composed of two voting members from each intercollegiate team. Each member will serve as a liaison between the Committee and their individual team. No member may represent more than one team.

Membership to the committee is a one-year term. Seniors or athletes who will not be at SUNY Canton in the following year are not eligible to serve as members.

Advisors to the SUNY Canton SAAC who do not have voting power are:
- SAAC Advisor (must be a member of the full-time athletic staff)
- FAR

QUALIFICATIONS
Minimum requirements for the SUNY Canton SAAC membership are:
1. Must be eligible to play under NCAA Standards
2. Attendance at each monthly meeting

The committee shall have the power to remove any member, by a majority vote, for failure to meet these standards.

MEETINGS
1. The SAAC shall meet at least once a month during the College’s regular semesters.
2. The first meeting shall occur no later than the third week of the academic semester.
3. Any member of the committee who has two unexcused absences from monthly meetings and do not notify the Chair or Vice Chair of his/her absence will be replaced by another member of his/her athletic team.

Traveling for athletic contests, health, academic commitments, and practice schedules are excused absences. The committee reserves the right to determine what else may constitute an excused absence. We do ask that you let an officer know of your absence prior to the scheduled meeting.

OFFICERS
Only registered, academically eligible student-athletes shall be eligible to serve as appointed or elected officers.

OFFICES
1. Chair: Serves as the spokesperson for the committee. The Chair presides over all meetings and is ideally a member of the junior class. The Chair appoints the chairs of the standing committees.
2. Vice-Chair: Serves as Chair when the Chair is unable to preside for any reason. The Vice-Chair monitors the standing committees’ progress.
3. Secretary: Shall take active minutes and attendance at each meeting. The secretary shall be responsible for handling all information and communications to the SAAC members.
4. The Athletic Staff Advisor to SAAC serves as the Treasurer.

OFFICE TERMS
There is no set term limit for officers.

FILLING UNEXPECTED VACANCIES
1. Nominations are taken at the meeting following the vacancy. Elections will also occur at this meeting.
2. A majority (50% plus 1) is required of the active membership to select a new officer.
3. The majority is derived from the Committee members present at the meeting.

STANDING COMMITTEES/SUBCOMMITTEES
1. Standing Committees will be maintained in the following areas:
   a. Special Events
   b. Marketing and Promotion
   c. Fundraising
   d. Community Outreach
2. Subcommittees may be appointed at the discretion of the executive committee (Chair, Vice-Chair, and Secretary).
3. Each SAAC member must serve on at least one sub-committee or standing committee.

3.20 SPORTS MEDICINE POLICY

PURPOSE
The Sports Medicine program is primarily responsible for the delivery of health care to all student-athletes participating in approved SUNY Canton athletic programs. This health care includes prevention, evaluation, treatment, and rehabilitation of athletic injuries. Although the Sports Medicine staff realizes its role in promoting a winning program, the safety and health of each student-athlete must remain its first concern.
PERSONNEL
The Head Athletic Trainer will coordinate and supervise all medical coverage. Additional staff consists of various consulting medical specialists. In some instances, a student athletic trainer intern may be available.

ATHLETIC TRAINING TEAM COVERAGE POLICY

Guidelines for coverage:
- It is the responsibility of the Athletic Trainer to communicate with all opponents’ Athletic Trainers prior to and following all competitions when necessary.
- Athletic Trainers should communicate with the coaching staff and student-athletes of their programs in regards to availability for treatment outside of scheduled practices. There will still be clinical hours available to all student-athletes outside of immediately prior to and following practice (each AT will post their current schedule of availability on the outside of the AT room).
- All other sport coverage policies as outlined in the general sports medicine policies govern coverage not outlined here.

SPORTS MEDICINE RESPONSIBILITIES
The Sports Medicine staff must:

- Have absolute authority in determining the physical fitness of a student-athlete who wishes to participate in SUNY Canton athletics. S/He has the sole responsibility of determining whether a student-athlete can or cannot participate because of physical disability or illness.
- Be aware of the medical history of each student-athlete before participation is allowed.
- Be aware of any medication prescribed for any athlete but will not be responsible for obtaining such medicine.

COACH/SPORTS MEDICINE STAFF PROTOCOL

- It is the responsibility of the AT staff to deal with discipline pertaining to training room rule infractions. The head coach will be notified in the event of severe problems. The head coach and AD will be notified when any student-athlete is banned from the Sports Medicine Facility for misconduct.
- Injury reports will be made directly to the head coach on a daily basis or as needed. Assistant coaches may obtain this information by individually speaking with the AT staff.
- Practice schedules and travel itineraries should be submitted to the Sports Medicine staff as soon as possible so that arrangements can be made for coverage.

EVALUATION/TREATMENT OF ATHLETIC INJURIES
Any student-athlete requiring medical attention for injuries or other related medical problems occurring during athletic participation should report this injury or problem to the Sports Medicine staff as soon as possible. The AT will make any appointments or referrals with/to physicians or other medical specialists. Unauthorized medical expenses will not be paid for by SUNY Canton athletic insurance.

- The Sports Medicine staff will administer immediate first aid to all injured student-athletes.
- If necessary, arrangements will be made for consultation with the appropriate medical specialist for medical diagnosis and prescribed treatment of the injury.
- The Sports Medicine staff is the final authority in determining when an injured or sick athlete may return to practice or competition.
- All conditions concerning health and playing status of a student-athlete should be directed toward the AT staff. Due to privacy issues, coaches must not contact the physician to obtain information about the health status of an athlete.
CLINICAL HOURS
The Athletic Training Room (AT room) and AT treatment will be available to student-athletes at least one hour prior to all practices and all contests. It will continue until post-practice/contest treatments are completed. Additional clinical hours will also be posted on the outside of the AT room door and updated in a timely manner.

The AT staff reserves the right to change any posted clinical hours pending proper notification to the AD and coaching staff.

PRACTICE COVERAGE
A member of the AT staff will be present at all official practices. The AT staff will be available one hour prior to the start of the practice and will remain available after the practice is finished until the final treatment has been completed.

If time allows, the athletic training staff will provide water, ice and water bottles/cups for student-athletes at each practice.

In the event there is more than one practice occurring, the AT will be present at the practice with the highest risk of injury.

SPORT INJURY RISK RANKED FROM HIGHEST RISK TO LOWEST RISK

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<tr>
<th>High Injury Risk</th>
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<tr>
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<td>Women’s Lacrosse</td>
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<td>Men’s and Women’s Soccer</td>
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<td>Men’s and Women’s Ice Hockey</td>
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<td>Medium Injury Risk</td>
<td>Men’s Basketball</td>
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<td>Low Injury Risk</td>
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<td>Men’s Golf</td>
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GAME COVERAGE
An AT and any available student trainers will be present at each home contest for in-season athletic teams. The AT room will be available for treatments at least an hour, preferably two hours, prior to the event. The AT room will remain open following the game until the last treatment has been completed.

In the event that multiple competitions are taking place, AT coverage will be determined by the injury risk of the sports being played. Any contest that does not have an AT present will be able to reach the AT via cell phone.

All games will be provided with a stocked medical bag, water, ice and water bottles/cups. A splint kit, crutches, Oxygen and AED will be available. In the event that multiple contests are taking place, the AED and Oxygen will be present at the event with the highest injury risk.

AWAY GAME COVERAGE
ATs are not required to attend away contests, but may do so if coverage of practice and home contests allows. Attention to gender and sport equity will be paid.
If an AT is not traveling with a team to an away contest (or an off-campus home contest), a fully stocked medical bag will be provided. The medical bag is the responsibility of the Head Coach or his/her designee. The AT staff will provide coaches of traveling teams with a list of treatments required to be completed by AT staff at the opponent’s facility. Coaches are responsible for the return of medical bags after returning from away contests.

The AT staff will also make itself available to teams before each team departs for away contests. The AT is responsible for communication with each coach regarding these needs.

OUT OF SEASON AND NON-TRADITIONAL SEASON MEDICAL COVERAGE

Non-traditional season (NTS) practices, allowable strength and conditioning practices, and NTS contests will only be covered if the availability of the AT staff permits such.

CONSULTING MEDICAL SPECIALISTS

The SUNY Canton Sports Medicine program will utilize medical specialists whenever deemed necessary. These medical specialists consist of orthopedics, consultants, dentists, ophthalmologists, EMTs, OB-GYNs, and other professionals who may be required to adequately handle an acute injury or illness sustained by an athlete. These consulting specialists will be utilized only under the referral of the AT staff.

Whenever a student-athlete is referred to a physician, dentist, or other medical specialist, the Sports Medicine staff should make the appointment. The student-athlete should carry his/her personal insurance information when seen outside the SUNY Canton Sports Medicine facility.

The student-athlete will be responsible for notifying instructors in the event of missed classes due to physician appointments and/or hospital stays.

BLOOD BORNE PATHOGENS

How we deal with blood and/or bloody material is a very important subject and what is outlined in this policy must be adhered to in the strictest of ways at all times.

- Whenever dealing with blood you must have disposable gloves on. Towels are not to be used to wipe up blood or stop bleeding unless they are specifically designated as a “blood towel.” There are other proper materials for the cleaning up of and stopping of bleeding.
- The proper disposal of bloody materials is important. All bloody materials should be placed in a red biohazard bag, sealed, and disposed of in the proper container, not the wastebasket.
- All tables and any surface that was in contact with blood will be washed down with the proper solutions (alcohol or whizzer). Any materials used to wipe surfaces should be disposed of as outlined above using the biohazard bags and container.

FINANCIAL COVERAGE OF INJURIES

- SUNY Canton has a secondary coverage insurance policy covering acute injuries within its athletic program.
- SUNY Canton is not financially responsible for chronic conditions or illness. In these cases, the student-athlete or his/her parents must assume financial responsibility.
- The student-athlete and his/her parents must complete and sign a personal insurance information form before s/he can participate.
- The student-athlete is responsible for initially filing all injury claims with their primary insurance.
- Paperwork we need when filing with secondary athletic insurance:
  - Itemized Bill
  - Explanation of Benefits (from primary insurance)
  - Secondary Insurance Claim Form (will be filled out by AT staff member)
SPORTS MEDICINE FACILITY/EQUIPMENT
The use of the Sports Medicine Facility is for student-athletes participating in SUNY Canton athletics. The facility is also available to visiting teams. The hours of the Sports Medicine Facility will be posted on the door. These hours are subject to change according to need and availability. No student-athlete or patient will be allowed in the Sports Medicine Facility without supervision while being treated. All therapeutic modalities must be operated by the Sports Medicine staff due to the potential danger of misuse.

Any type of equipment that is issued to a student-athlete or non-student-athlete will need to be signed out with the AT staff with the exception of disposable materials including mouth guards and foam padding. This will be done by filling out the Equipment Usage Sign-out Sheet. The sheet is then signed by both a member of the AT staff and the person receiving the equipment. Equipment not returned in the agreed amount of time will be billed to the student-athlete or non-student-athlete at the end of the semester. When the item(s) are returned, the sheet that was filled out upon issuing will be signed to recognize returned equipment. All required protective equipment must be used at all practices and games.

DRUG ABUSE/MISUSE STATEMENT
The Sports Medicine program does not condone the abuse of alcohol and/or other drugs, either legal or illegal, by the student-athletes at SUNY Canton. This program will neither promote nor permit the use of anabolic steroids or pain blocking medications for the enhancement of athletic performance.

3.21 INSURANCE INFORMATION AND PHYSICALS
SUNY Canton requires all student-athletes to possess and show proof of medical insurance. Student-athletes can either enroll in the Student Accident and Health Insurance program offered by the College or have their own personal insurance (i.e. under a parent, employer, etc…).

Student-athletes will also be covered under the athletic department’s policy as a secondary medical insurance policy with coverage up to $90,000.

SUNY Canton provides supplemental catastrophic insurance for all student-athletes. Therefore, it does not apply until a claim has exhausted coverage from the student-athlete’s own insurance or parent’s insurance whichever they are covered under and the injury meets the definition of a catastrophic injury.

All student-athletes must:
- Provide proper proof of health insurance coverage (copy of insurance card) to the Athletic Trainer with appropriate policy information and inform the Athletic Trainer of any changes to insurance coverage prior to and while participating as a student-athlete at SUNY Canton. Student-athletes will not be allowed to practice or compete with any team until the form is complete and on file.
- Provide proper emergency contact information to the Athletic Trainer and inform the Athletic Trainer of any changes in the information while a participating student-athlete at SUNY Canton.
-Authorize emergency medical treatment that may become necessary while participating as a member of a SUNY Canton Athletic team. (Efforts will be made to contact the listed emergency contact person in the student’s file prior to treatment.)
- Guarantee the payment of all athletic related medical bills above and beyond any that might be covered by the student-athlete’s personal insurance coverage.
The release of any and all health information contained in the student-athlete’s records maintained in the SUNY Canton Health Center or Athletic Office to responsible parties for the purpose of medical care or treatment.

- Report any and all injuries to the coach and athletic trainer and to follow through the procedures for documenting such injuries.

ASSUMPTION OF RISK

Participation in sport requires assumption of risk of serious injury, including death. Student-athletes rightfully assume that those who are responsible for the conduct of sport have taken responsible precautions to minimize such risk and that their peers participating in the sport will not intentionally inflict injury upon them. The assumption of risk form must be completed annually and must be returned before the student-athlete will be permitted to practice or play at SUNY CANTON.

ATHLETIC PHYSICALS

All new student-athletes to the College must have an athletic physical done by an off-campus physician before participating in practice. If you are a returning student-athlete, you must have a health history update within six (6) months of your first athletic practice each academic year. All student-athletes are required to have a College Health Form on file in the Health Center. If a student-athlete has had an illness and/or injury which called for medical attention and/or surgery in recent years, it will help the process of having them cleared to participate if there is a letter on file in the Health Center from the attending physician which indicates that the student-athlete has been cleared to participate in intercollegiate athletics.

It is very important that steps outlined above are followed in a timely fashion, to insure proper payment, athlete eligibility and insurance coverage.

3.22 SPECIFIC EMERGENCY CARE PLAN RESPONSIBILITIES

INTRODUCTION

During athletic events, there is always a possibility that emergency situations may arise. This plan has been developed for the use of the SUNY Canton Athletic Trainers in the event of an emergency to insure that the student-athlete will be provided the best care. An emergency is deemed as “a sudden unexpected incident that could pose life threatening conditions and is demanding of immediate action” in which the athletic training staff is unable to properly manage without the assistance from emergency medical personnel.

I. EMERGENCY PERSONNEL

A. Certified AT and AT Student(s) assigned to sport should be on the field or practice area for all practices and games as outlined by our policy.

B. Chain of Command
   1. Certified AT
      a. Head AT
      b. Assistant AT
   2. AT Student(s)
   3. Coaches

C. Certification in CPR, first aid, and AED training is required for all head coaches.

II. ROLES OF THE EMERGENCY PERSONNEL
A. Immediate care of the injured student-athlete
   1. Most qualified individual on the scene (see chain of command)
   2. Assistant
      a. AT Student
B. Equipment retrieval
   1. Athletics staff member
   2. Member of athletic team
C. Emergency medical system (EMS) activation
   1. Athletics administrator
   2. Athletics staff member
D. Directing EMS to scene
   1. Public safety and/or athletics administrator
E. Crowd Control
   1. Athletic administrator-controlling the crowd
   2. Coaching staff-controlling the players

III. EMERGENCY COMMUNICATION

A. Access to a fixed or mobile phone should be available to make calls to emergency personnel. The communication system should be checked prior to each practice or competition to assure proper working order. There should be a backup line of communication in the case that the primary fails.

ACTIVATING THE EMS SYSTEM

Making the Call
   1. University (315) 386-7777
   2. Canton Fire and Rescue (315) 386-4613

Providing Information
   1. Name, location, telephone number of caller
   2. Number of student-athletes involved
   3. Condition of the student-athlete(s), what happened?
   4. First aid treatment being given by first responder
   5. Specific directions to the scene
   6. Other information as requested by dispatcher

IV. EMERGENCY CONTACTS (see attachment)

V. EMERGENCY EQUIPMENT
   All emergency equipment should be at the site and readily accessible. The equipment that should be on the field for games includes:
   1. Phone
   2. Supply bag
   3. Ice bags
   4. Splints
   5. AED
VI. TRANSPORTATION
A. The ambulance should do all transportation of critically injured student-athletes. The ambulance should be directed to the involved field by using the directions given in the Venue Specific Protocols section of this emergency plan.

Summary

In the event of an athletic emergency, the importance of the athletic healthcare provider being prepared to react in such an event cannot be stressed enough. The student-athlete’s well being may rest solely on how well trained the SUNY Canton AT staff is. Therefore the SUNY Canton AT program gains the responsibility of maintaining a standard of emergency training should an emergency incident occur. While the SUNY CANTON AT department oversees any emergency on the athletic fields, the emergency plan should consist of athletic administrators, sport coaches, student AT’s, certified AT, public safety officers and any other personnel that need to be involved. The emergency plan should be reviewed once a year with all involved athletic personnel and possibly even practiced with emergency medical personnel present. There should be a review of maintenance skills including first aid responders and CPR recertification, as well as AED training yearly. A copy of this plan should be placed in each athletic kit with venue specific protocols and a list of emergency phone numbers to contact in an emergency situation. Accidents and injuries are inherent with sports participation, and with the development and implementation of this emergency plan, SUNY Canton helps to ensure that the student-athlete will have the best care provided when an emergency situation does arise because of proper preparation.

3.23 GATOR VEHICLE USE POLICIES

- As a general rule, only SUNY Canton Athletic and Facility Staffs are authorized to drive the Gator. If, as a part of his/her work-study position with either department, a student must drive the Gator (ex: softball field maintenance, event management set up, etc.), this will only be authorized after each student has met with their work-study supervisor AND the Head Athletic Trainer to receive proper instructions.
- Authorization to drive the Gator by a student worker is a privilege that can be taken away at any point and can be considered a strike in the student worker three-strike policy (Athletics).
- Any abuse of the Gator by staff or students will result in the loss of driving privileges. Example: reckless or high speed driving, not cleaning the bed after use.
- All drivers must be at least 18 and hold a valid driver's license.
- Prior to use, always check the level of the gas. If the Gator should need gas, gas cans are available in the garage. If you empty a can, please inform a member of the facilities staff.
- When loading materials into the back of the Gator, please do so with care. Under no circumstances should items be thrown or slammed into the back bed. This will help to keep the bed from getting ruined.
- When getting into the Gator, please make sure there is nothing in your pockets that will puncture or rip the seats. Treat the Gator with respect.
- Safe speeds must be used at all times.
- Absolutely, never ever leave the key in the Gator unattended!
- After each use of Gator, the bed of the Gator must be cleaned out. All trash and dirt must be removed. There is a water hose outside to the left of the upper maintenance door. If the Gator needs to be rinsed out please do so.
- After each use, the Gator must be returned to the maintenance garage. The key must be taken out and returned to the Athletic Trainers (AT), the AD, or the Director of Facility Services.
3.24 WATER COOLER/ICE CHEST LENDING POLICY & ICE MACHINE USE POLICY

- To request the use of an Athletic Department water cooler or ice chest, please contact a member of the AT staff at least 48 hours prior to your pick up needs.
- Cooler and chest availability will depend on Athletic Department coverage needs and prior respectable use by the group requesting.
- The AT staff will grant use of ice from the ice machine for non-athletic department use for emergency purposes. Pre-approval from a member of the AT staff is required.
- Pick up of pre-approved coolers, chests, or ice must occur with a member of the AT staff or the AD. If this arrangement becomes impossible, the AT staff will arrange for access to the AT Room by Campus Security.
- If a group gains access to the AT Room from Campus Security to pick up their pre-approved cooler or to use ice from the ice machine, when an AT is not present, Campus Security must stay until the group has left and then lock the door.
- All coolers and chests must be returned clean and on the day the group returns to campus.

3.24 COLD WEATHER POLICY

The following guidelines, in conjunction with the 2008 NATA position statement, have been established for SUNY Canton Athletics practice and event participation. For our full cold weather policy please go to the following link: [http://rooaletics.com/documents/2015/5/20/ColdWeatherPolicy.pdf](http://rooaletics.com/documents/2015/5/20/ColdWeatherPolicy.pdf)

- **15° - 30° F (Real Feel Temperature with wind chill included) and below**: Be aware of the potential for cold injury. Additional protective clothing should be worn, cover as much exposed skin as practical; provide opportunities and facilities for re-warming. A 2 hour practice can take place without any breaks for warming.
- **0° - 15°F (Real Feel Temperature with wind chill included) and below**: Practice: Outside participation is limited to 45 minutes, with a re-warming period of 15-20 min every 45 minutes. Outside exposure time can decrease as real feel temperatures approaches 0°. The amount of exposure time is at the discretion of the Head Athletic Trainer. Game: When possible it is highly suggested that any and all games be rescheduled to a later date. Athletic Administration, Facility Administration, Athletic Training Staff and Coaches will coordinate days in advance of the game to determine safe playing conditions due to cold weather.
- **0°F and below (Real Feel Temperature with wind chill included) and below**: Outside participation is terminated.

4.0 SECTION IV: PERSONNEL POLICIES

4.1 HIRING PROCEDURE

- All athletic personnel are hired according to the College’s policies and procedures applicable to all SUNY Canton employees.
- The AD hires athletic department staff using a committee format. The membership of each search committee is determined by the AD and should be representative of interested parties, including at least one faculty member (preferably the FAR), at least one non-athletic department staff member, appropriate athletic staff member and, if available, student-athletes.
- Athletic hires must adhere to all hiring and personnel procedures set forth by the Human Resources Office and the rules and regulations set forth by the State University of New York.
- Each head coach recommends the hire of his/her assistant coach(es) and the recommendations are approved by the AD.
SEARCHES: Full searches (national or regional) provide the opportunity for a wide variety of qualified candidates to be considered for all of the college's teaching and professional vacancies, including athletics staff members. Full, open affirmative action searches are the college standard, and search and selection committees are established for each announced vacancy. More limited searches are considered appropriate only for temporary or emergency situations. Upon authorization for recruitment a recruitment plan should be developed with the Director of Human Resources. Such plan will include recruitment and network sources, plans for paid advertising, a list of search committee members and a timetable for review of applicants.

4.2 EMPLOYMENT OF COACHES

SUNY Canton coaches shall understand that, while their employment is primarily sports related, the purpose of the College is education. The College reserves its full authority over the program of intercollegiate athletics and the Athletic Department. Any failure to comply with College policies by coaches may be deemed a contractual violation. In accordance with the NCAA Constitution, a coach who is found in violation of NCAA regulations shall be subject to disciplinary or corrective actions set forth in the provisions of the NCAA enforcement procedure. Coaches shall devote their best efforts to the performance of their duties for the College, give proper time and attention to furthering their responsibilities to the College, and comply with all rules, regulations, policies, and decisions established or issued by the College. Coaches must recognize that they are visible representatives of the College and must reflect the highest standards in their personal and professional conduct.

4.3 EMPLOYMENT RESPONSIBILITIES

Specific job descriptions exist for athletic staff. Other duties, such as SAAC advisor or game promotions, exist for all coaches. The job descriptions are not exclusive of other general duties and responsibilities assigned by the College. Staff members are expected to fulfill all aspects of their job duties, including all secondary duties.

4.4 CODE OF CONDUCT

Intercollegiate athletics has made a great impact on our College and community. It is the intention of the Code of Conduct to ensure that all coaches have an awareness of the standards to which they will be held. There are expectations regarding the conduct and behavior of all personnel directly associated with SUNY Canton athletics when representing the institution in practices, scrimmages, games, matches, or contests.

It shall be the responsibility of Athletic Department staff to:
1. Represent themselves at all times in a manner that is consistent with the highest standards of social conduct.
2. Conduct themselves in a sportsmanlike manner when representing the College in intercollegiate athletic contests.
3. Refrain from abusive, derogatory, vulgar verbal exchanges, taunting or demeaning offensive gestures or tactics.
4. Refrain from engaging in any physical contact with opponents, officials, coaches, or team members that is not directly associated with the normal conduct of the game.
5. Restrain team members, coaches, managers, trainers, or other personnel associated with the game if inappropriate outbursts occur.
6. Refrain from using alcohol, tobacco and/or illegal substances while engaged in any event associated with the SUNY Canton athletic program. As per rule 11.1.5 in the NCAA Division III manual, the use of tobacco products is prohibited by all game personnel (e.g. coaches, trainers, managers, and game officials) in all sports during practice and competition. During the 2012-13 academic year, SUNY Canton will become a tobacco-free campus.
4.5 COLLEGE RECORDS

All material or articles of information including, without limitation, personnel records, recruiting records, team information, films, videotapes, statistics, or any other material or data furnished to Athletic Department staff by the College, developed by Athletic Department staff on behalf of the College or at the College’s request, in connection with Athletic Department staff employment are and shall remain the sole and confidential property of the College. The College may request access and/or the return of such materials at any time during, at, or after the discontinuation of employment. Athletic Department staff shall deliver all materials immediately to the College.

4.6 SEXUAL HARASSMENT POLICY

Harassment is defined as verbal or physical conduct interfering with an individual’s performance or creating an intimidation, hostile or offensive work, education, or living environment. Harassment includes, but is not limited to, slurs and verbal or physical conduct. The college prohibits harassment of any kind based on, but not limited to, race, color, gender, sexual orientation, gender identity, national origin, religion, age, or disability.

It is College policy that all employees and students have a right to work and study in an environment free of discrimination that encompasses freedom from sexual harassment of its employees and students in any form.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly affects an individual’s employment or program of study, unreasonably interferes with an individual’s work performance or academic performance, or creates an intimidating or hostile work or school environment.

Such conduct may result in disciplinary action up to and including dismissal. Specifically, no employee of SUNY Canton shall threaten or insinuate, either explicitly or implicitly, that any employee’s or student’s submission to or rejection of sexual advance will in any way influence any decision regarding the advancement, assigned duties, grade, or any other condition of employment, career, or educational development.

It is the victim’s legal obligation to directly inform the harasser that the conduct is unwelcome and must stop. Employees and students who have complaints of sexual harassment should, in appropriate circumstances, report such conduct to their supervisors or advisors. If this is not appropriate, they should report such conduct to the Provost. Where investigation confirms the allegations, appropriate corrective action will be taken.

DEFINITIONS

Sexual harassment includes unwelcome sexual advances, requests for sexual favors or verbal/physical contact of a sexual nature when:

1. Submission to or rejection of such conduct is either implied or stated to be a term or condition of employment or a factor in the evaluation of the employee’s performance, promotability, or any other component of employment.
2. Submission to or rejection of such conduct interferes, either directly or indirectly, with an employee’s work performance by creating a hostile, offensive, or intimidating environment.

Verbal harassment includes sexually vulgar language, remarks about an individual’s physical anatomy, derogatory comments about gender, distribution of written or graphic sexual material, sexually oriented magazines/posters, display of nude pictures, or other words or depictions of a sexual nature.

Physical harassment includes touching in a sexual manner or invading personal privacy, especially the intentional touching of breasts, genital areas, or buttocks or threats to take such actions.
PROCEDURES/COMPLAINTS
As per the SUNY Canton Personnel Handbook, any employees who feel that they have been sexually harassed can file a complaint under the appropriate grievance procedure. Sexual harassment complaints may also be filed externally with state or federal agencies. Should an aggrieved employee decide to file a grievance or formal complaint, there is legal protection against retaliation. However, if a way can be found to resolve the problem short of such adversary measures, that is generally the best option.

4.7 ATHLETIC STAFF JOB SUMMARIES

Athletic Director - Responsibilities include: Overall development and direction of all intercollegiate athletic programs in adherence to the mission of the College, the philosophy, goals, and objectives of intercollegiate athletics; supervision of athletics staff; all aspects of budget process; responsible for monitoring compliance with the rules and regulations of the NCAA and USCAA; oversight of all aspects of the athletics department.

Associate Athletic Director/Senior Woman Administrator – Responsibilities include: Serve as Senior Woman Administrator; provide guidance in areas of gender equity, advocate for women’s teams and leadership roles, provide assistance to the AD in all aspects of the athletic department, particularly decisions regarding budget, policy, vision for the future, and day-to-day operations; oversee department budget, including expenditures, formulation of budget, liaison with the VP for Administration, etc.; coordinate athletic equipment, specifically providing inventory and storage management.

Assistant Athletic Director/Sports Information Director – Responsibilities include: Serve as the primary athletic contact for members of the media, the NCAA and USCAA, alumni, and members of the general public; compilation of statistics, oversee all aspects of the athletic website; oversight for game management scheduling of officials.

Assistant Athletic Director/Compliance Coordinator - Responsibilities include: Oversee all aspects of student-athlete eligibility and compliance; liaison to the athletic facilities director; assist with athletic recruiting; coordinate departmental recruiting efforts for events held by admissions such as Admitted Student Days and Open Houses.

Department Secretary – Responsibilities include: Assist AD, Associate AD and Assistant ADs with correspondences and communications, including travel arrangements and scheduling; direct visitors and athletes upon entrance to the athletic department; assist in communicating athletic department messages to the rest of the College community; coordinate department-wide efforts when appropriate.

Athletic Trainer – Responsibilities include: Responsible for the prevention, evaluation, care and rehabilitation of all athletic injuries sustained by SUNY Canton student-athletes; attendance at/coverage of practices and competitions; physical examinations and fitness screening; assist in the handling of insurance issues;

Head Coaches – Responsibilities include: Overall management of a specific team/sport, including recruiting, scheduling, player development, practices, budgeting, etc…; secondary responsibilities as assigned by the AD such as SAAC advisor or athletic promotions.

Assistant Coaches – Responsibilities include: Assist head coach in all aspects of the program, including practice and game planning, recruitment, player development; assist in fundraising and community efforts; other duties as assigned by head coach.

5.0 SECTION IV: DEPARTMENT FORMS

All necessary and required department forms can be found on the athletics shared Z: drive.