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Cabrini University History

Known as Cabrini College until July 2016, Cabrini University was established in 1957 by the Missionary Sisters of the Sacred Heart of Jesus, a worldwide institution of educational, medical and social service facilities. Cabrini University was named for the founder of the Missionary Sisters of the Sacred Heart, St. Frances Xavier Cabrini, America’s first immigrant saint. Cabrini University shares that name with 95 other Cabrinian institutions in the U.S., Europe, South America, Australia and Africa. The University strives to instill in its students a sense of responsibility toward their environment and service to others.

Over several decades, the University has experienced significant changes: the growth of the student body, the development of academic programs and the expansion of campus facilities. Enrollment has increased substantially during the University’s 59 years. In 1957, 43 students were enrolled in four majors offered by Cabrini College. In 2013-14, Cabrini’s total full-time undergraduate enrollment was 1,200. Its part-time undergraduate and graduate students bring the total enrollment of the College to 2,150. Students now major in more than 35 programs. Cabrini College, founded as a women’s educational institution, became coeducational in 1970.

Donald B. Taylor, Ph.D., is the eighth President of Cabrini University, and assumed the presidency on July 1, 2014, becoming the University’s first male President. He brings more than 20 years of leadership experience from a Chicago-area liberal arts college, Benedictine University, where he most recently served as provost and chief academic officer. President Taylor, wife Lechia and son Seth live in the president’s residence on the north edge of campus.

Our Cabrinian Heritage

Saint Frances Xavier Cabrini—Our Namesake

Cabrini University is based on the spiritual legacy of Saint Frances Xavier Cabrini, who was born in Sant’ Angelo Lodi, Italy in 1850. At the age of 30, she founded a new religious community in the Catholic Church, based on her devotion to the Sacred Heart of Jesus.

In 1899, Pope Leo XIII asked Mother Cabrini to go to the United States to help the Italian immigrants. Mother Cabrini and her sisters developed schools, hospitals and social service agencies in New Jersey, New York, Pennsylvania, Louisiana, Mississippi, Illinois, Colorado, Washington and California. She did not confine herself to the United States, but led her congregation to work throughout the world.

In 1917, Mother Cabrini died. In 1946, she was canonized a saint, and in 1950, she was given the title of “Patroness of Immigrants.”

Missionary Sisters of the Sacred Heart of Jesus—Our Religious Sponsors

As the religious sponsors of Cabrini University, The Missionary Sisters of the Sacred Heart of Jesus (MSCs) carry on the apostolic work of Saint Frances Xavier Cabrini today. The congregation is global in its operations and ministries with a presence on six continents and 16 countries of the world and a worldwide network of educational, medical and social service facilities. Cabrini College, a part of the Stella Maris Province, is the only college sponsored by the Missionary Sisters.

Sister Ursula Infante, MSC—Foundress of Cabrini College

The foundress of Cabrini College was Sister Ursula Infante, MSC. She established the College in 1957 as a women’s college. However, in the 1970s, the College became coeducational. Building on the educational pedagogy of Saint Frances Cabrini, Sister Ursula stressed the importance of providing an “Education of the Heart,” which nurtures the intellectual and affective dimensions of the students.
Cabrini University Intercollegiate Athletic Program

Cabrini College offers the following varsity athletic programs for student participation:

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Cabrini University is a charter member of the Colonial States Athletic Conference (CSAC) – formerly known as the Pennsylvania Athletic Conference (PAC) – which was founded in 1992 by ten institutions looking for a conference with members of similar philosophy and size within a reasonable geographic distance. Since its inception, the CSAC has grown to 12 full-time members and two associate members.

CSAC Members
Cabrini University
Cairn University
Cedar Crest College
Centenary College
Gwynedd Mercy University
Immaculata University
Keystone College
Marywood University
Notre Dame of Maryland University
Neumann University
Rosemont College
Clarks Summit University

Associate Members (Track and Field Only)
Penn State Behrend
Franciscan University

On the national level, Cabrini University is affiliated with the National Collegiate Athletic Association (NCAA) at the Division III level. Cabrini University embraces the NCAA Division III Philosophy and is governed by the constitution and bylaws of this association. Institutions with membership at the NCAA Division III level do not provide scholarships based on athletic ability or participation. Cabrini University is also a member of the Eastern College Athletic Conference (ECAC). The ECAC is the largest collegiate conference in the nation and includes colleges and universities in all three NCAA Divisions from Maine to North Carolina. Membership in the ECAC provides our athletic teams with regional championship opportunities and increased media exposure.

Beginning in 2010-11, the Cabrini men and women’s swimming programs are affiliate members of the Allegheny Mountain Collegiate Conference (AMCC). The Cabrini rowing program is also a member of the Mid-Atlantic Rowing Conference (MARC).

The Cabrini University Department of Athletics is committed to compliance with the rules and regulations of the athletic associations in which it is a member. This commitment encompasses all administrative aspects of the intercollegiate athletics program, as well as the management of student-athlete activities.
**NCAA Division III Philosophy Statement**

Colleges and universities in Division III place highest priority on the overall quality of the educational experience and on the successful completion of each student-athlete’s academic programs. They seek to establish and maintain an environment in which a student-athlete's athletic activities are conducted as an integral part of the student-athletes’ educational experience. Division III colleges also seek to establish and maintain an environment that values cultural diversity and gender equity among their student-athletes and athletic staff.

*To achieve this end, Division III institutions:*

- Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency (i.e. student, alumni and institutional personnel) than on the general public and its entertainment needs;
- Shall not award financial aid to any student on the basis of athletics leadership, ability, participation or performance;
- Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel and spectators;
- Encourage participation by maximizing the number and variety of athletics opportunities for their students;
- Assure that the actions of coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes;
- Assure that athletics participants are not treated differently from other members of the student body;
- Assure that athletics programs support the institution’s educational mission by financing, staffing and controlling the programs through the same general procedures as other departments of the institution. Further, the administration of an institution’s athletics program (e.g., hiring, compensation, professional development and certification of coaches) should be integrated into the campus culture and educational mission;
- Assure that athletics recruitment complies with established institutional policies and procedures applicable to the admission process;
- Assure that academic performance of student-athletes is, at a minimum, consistent with that of the general student body;
- Assure that admission policies for student-athletes comply with policies and procedures applicable to the general student body;
- Provide equitable athletics opportunities for males and females and give equal emphasis to men’s and women’s sports;
- Support ethnic and gender diversity for all constituents;
- Give primary emphasis to regional in-season competition and conference championships; and
- Support student-athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation in national championships, by providing all teams with adequate facilities, competent coaching and appropriate competitive opportunities.
Athletic Philosophy and Mission Statement

**Intercollegiate Athletics**

**Philosophy Statement**

The Cabrini University Athletic Department, as part of the educational mission of the University, aims to provide opportunities for learning in an atmosphere of sportsmanship that promotes self-empowerment and contributes to the development of the “Qualities of the Liberally Educated Person” (QLEPs). Our sports programs are infused with and aim to cultivate the values of honesty, respect, responsibility, compassion, self discipline, perseverance, service, appreciation of diversity, community and integrity.

The Athletic Department aims to provide a broad program of athletics as a vehicle for a high level of intercollegiate competition that will meet the individual needs, interests and abilities of the students who participate. The main objectives of the program are the development and welfare of the student and the enhancement of community spirit on campus.

All athletic activities are conducted with a high level of educational principle in conformity with the policies of the university, with full compliance of the rules and regulations of the conference, organizations and associations, and with proper allegiance to the concepts of amateurism and fair play. In providing an equal opportunity to participate in all activities, the Department recognizes its responsibility to comply with existing laws and regulations.

The Department specifically recognizes the importance of compliance with Title IX of the Educational Amendments. The Cabrini University Athletic Department operates in an equitable manner in relation to the sports offerings and allocation of resources in the following areas: equipment and supplies, scheduling of games and practice time, travel and per diem allowances, academic support, coaching, facilities, medical and training services, housing and dining services, publicity, support services and recruitment of student-athletes.

**Mission Statement**

Cabrini University is committed to recruiting and retaining quality student-athletes while assisting in their development in the following areas: academics, athletics, personal development, service and career planning.

The major tenets of our Athletic Department’s mission are:

- Provide students the opportunity to participate in a competitive intercollegiate athletic environment;
- Foster an atmosphere of good sportsmanship, fair play and positive social attitudes;
- Support exceptional teams through participation in postseason championships;
- Foster relationships with the campus community and the general public;
- Provide an environment that is socially diverse and gender equitable;
- Strive for broad participation and competitive excellence in all sports.
Student-Athlete Responsibilities and CSAC Code of Conduct

Cabrini University’s Student-Athlete Responsibilities
• Exhibit proper sportsmanship at all times.
• Be humble in victory and gracious in defeat.
• Refrain from using foul language or improper gestures to fans, opponents, teammates and officials.
• Be respectful of administrators, coaches and teammates and never criticize them in public.
• Meet the following academic responsibilities:
  1. Always give your best effort
  2. Respect the class attendance policy
  3. Provide a “Class Release Form” to all instructors at the very beginning of the semester
  4. Make up all work that is missed in a timely fashion
  5. Never use your involvement with your team as an excuse for lack of academic excellence
• Respect and maintain proper care of athletic facilities, uniforms and equipment at all times.
• Obey team rules and regulations.
• Congratulate the opponent and thank the officials following every contest – in victory or defeat.
• Dress and behave in an appropriate manner when traveling to away contests as you are representing Cabrini University.
• Your participation in intercollegiate athletics at Cabrini University is a privilege, not a right! Give a positive effort in all you do as a member of your team.

Known violations of the University and/or athletic policies will be dealt with appropriately on a case by case basis and may result in temporary or permanent suspension from the team.

CSAC Code of Conduct
The Colonial States Athletic Conference (CSAC) will not tolerate unsportsmanlike conduct. Examples of acts considered unsportsmanlike are set forth in this section. The list does not purport to be complete. The Standards and Ethics Committee is authorized to take primary jurisdiction over any violations of the Code of Conduct. Violators will be subject to discipline in accordance with the Sanctions and Procedures for Violation of CSAC Code of Conduct.

Player’s Responsibility
• Each participant and representative of CSAC institutions shall recognize their responsibility for proper conduct on all occasions in which they represent the CSAC.
• Responsible behavior implies conducting oneself with honesty, sportsmanship and decorum befitting a high standard of ethics.

Unacceptable Conduct
• Any physical or verbal abuse of an official, opposing player or coach.
• Intentionally inciting participants or spectators to abusive action.
• Use of obscene gestures or profane or unduly provocative language or action toward officials, opponents or spectators.
• Theft or intentional damage to property of the institutions where the CSAC events are held.
Conduct of Staff in Relation to Students

As a Cabrini University Coach/Employee you are a leader within the Athletic Department and an authority figure to our student-athletes. As such you will exhibit ethical and appropriate conduct at all times.

Prohibited Behavior
Some examples of behavior prohibited by a coach or athletic employee are:

- Fraternizing and/or dating student-athletes;
- Providing alcohol or drugs to any student-athlete (including but not limited to prescription drugs);
- Consumption of alcohol with, or in proximity to, student-athletes on campus (e.g. tailgating after games); *
- Transporting student-athletes in your personal vehicle.

* Consumption of alcohol with, or in proximity to, student-athletes should be avoided at all times, even off campus. However, there may be instances when a coach/employee attends an off-campus function (alumni gatherings, fundraisers, golf tournaments, receptions, etc) where student-athletes are in attendance. Coaches must be prudent in their judgment and actions, always mindful that no matter where they are, they represent their program, the Athletic Department and Cabrini University.
**Clery Act**

**Responsibility of Coach/Employee**
If you find out about a crime, or suspected crime, you must report it to Cabrini University Public Safety and to the Director of Athletics and Recreation.

**What is the Jeanne Clery Act?**
The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” (formerly the Campus Security Act) is a federal law that requires institutions of higher education in the United States to disclose campus security information including crime statistics for the campus and surrounding areas. It was first enacted by Congress in 1990 and amended in 1992, 1998 and 2000.

**Who is Jeanne Clery?**
In 1986, Jeanne Clery, a freshman at Pennsylvania’s Lehigh University, was murdered and sexually assaulted in her campus residence hall room by another student she didn’t know. Her school hadn’t informed students about 38 violent crimes on campus in the three years preceding her murder. Clery’s parents, Connie & Howard, led the crusade to enact the original Campus Security Act. Congress formally named the law in memory of Clery in 1998.

**Which schools must comply with the Clery Act?**
All institutions of postsecondary education, both public and private, that participate in federal student aid programs must publish and disseminate an annual campus security report as well as make timely warnings. If the institution maintains a police or security department of any kind they must also maintain a crime log that is open to the general public.

**What does a school have to disclose under the Clery Act?**
Schools must publish and disseminate an annual campus security report containing various security policies and three years worth of crime statistics. They must also issue timely warnings about crimes that pose an ongoing danger. Schools with a police or security department of any kind must also maintain a public crime log of all crimes reported to that department.
Crime Reporting

The federal Campus Security Act requires colleges and universities to annually compile and publish crime statistics for their campuses. Under the terms of the act, individuals who have significant responsibility for student and campus activities are defined as “Campus Security Authorities,” who are obligated to report incidents for inclusion in the annual campus crime statistics. Generally, all administrators, full-time faculty members, advisors to student organizations, athletic coaches and Public Safety officers are considered to be “Campus Security Authorities.”

Athletic staff who observe a crime, or who learn of a crime from a victim, perpetrator or witness are required to report it to the Director of Athletics and Recreation. The Director will file a report with the Vice President for Student Development and the Director of Public Safety will be notified.

At times, crime victims may be reluctant to file a report, fearing the process and the loss of anonymity. In those cases, Athletic staff should speak with the Director of Athletics and Recreation to clarify their reporting obligations and refer victims to the Office of Student Development or to Counseling Services where they may speak confidentially with a counselor. A counselor can provide supportive services and assist the victim in reviewing current and future options for reporting the crime to on or off-campus authorities.

Crime statistics for Cabrini University are reported by the Department of Public Safety and can be found on the Department’s website.

Bystander Intervention

Cabrini strongly encourages all community members to take reasonable and prudent actions to prevent or stop an act of sexual violence and sexual harassment.

Campus community members who choose to exercise this positive moral obligation will be supported by the College and protected from retaliation.

Taking action may include direct intervention, calling Public Safety or law enforcement, or seeking assistance from a person in authority.
1 Approach gender violence as a MEN’S issue involving men of all ages and socioeconomic, racial and ethnic backgrounds. View men not only as perpetrators or possible offenders, but as empowered bystanders who can confront abusive peers.

2 If a brother, friend, classmate, or teammate is abusing his female partner -- or is disrespectful or abusive to girls and women in general -- don't look the other way. If you feel comfortable doing so, try to talk to him about it. Urge him to seek help. Or if you don't know what to do, consult a friend, a parent, a professor, or a counselor. DON'T REMAIN SILENT.

3 Have the courage to look inward. Question your own attitudes. Don't be defensive when something you do or say ends up hurting someone else. Try hard to understand how your own attitudes and actions might inadvertently perpetuate sexism and violence, and work toward changing them.

4 If you suspect that a woman close to you is being abused or has been sexually assaulted, gently ask if you can help.

5 If you are emotionally, psychologically, physically, or sexually abusive to women, or have been in the past, seek professional help NOW.

6 Be an ally to women who are working to end all forms of gender violence. Support the work of campus-based women's centers. Attend "Take Back the Night" rallies and other public events. Raise money for community-based rape crisis centers and battered women's shelters. If you belong to a team or fraternity, or another student group, organize a fundraiser.

7 Recognize and speak out against homophobia and gay-bashing. Discrimination and violence against lesbians and gays are wrong in and of themselves. This abuse also has direct links to sexism (e.g. the sexual orientation of men who speak out against sexism is often questioned, a conscious or unconscious strategy intended to silence them. This is a key reason few men do speak out).

8 Attend programs, take courses, watch films, and read articles and books about multicultural masculinities, gender inequality, and the root causes of gender violence. Educate yourself and others about how larger social forces affect the conflicts between individual men and women.

9 Don't fund sexism. Refuse to purchase any magazine, rent any video, subscribe to any Web site, or buy any music that portrays girls or women in a sexually degrading or abusive manner. Protest sexism in the media.

10 Mentor and teach young boys about how to be men in ways that don't involve degrading or abusing girls and women. Volunteer to work with gender violence prevention programs, including anti-sexist men's programs. Lead by example.

This poster was produced by MVP Strategies, a gender violence prevention, education and training organization.

Email: MVPStrategies@aol.com
FIRE

• Activate the fire alarm system by pulling the nearest fire alarm station.

• EVACUATE – GET OUT!
• Do not use elevators! Leave the building by walking quickly to the nearest door/stairwell marked “Exit.”
• Report the fire immediately to 9-1-1 and/or Public Safety at 610-902-8245.

• Report to your designated assembly point at least 300 feet away from the building.
• Stay there until an accurate headcount has been taken.
• Do not re-enter the building unless a College official or Firefighter tells you to, OR until an “All Clear” message is issued by the College’s Emergency Notification System.

ACTIVE SHOOTER

QUICKLY DETERMINE THE BEST WAY TO SAVE LIVES

EVACUATE

• If you can do so safely, EVACUATE – GET OUT! As you exit the building, keep your arms raised above your head and your hands visible to responding Police Officers.

HIDE OUT

• If you cannot evacuate safely, take SHELTER-IN-PLACE! HIDE OUT in an area where you are well protected and out of the shooter’s view.
• Lock the door, if possible, and barricade it with heavy items.
• Call 9-1-1 and/or Public Safety at 610-902-8245 and report your location and the number of people sheltering there.
• Close windows and blinds, and move away from exterior and interior windows.
• Silence your cell phone and remain quiet.
• Continue to shelter-in-place until told to leave by an identifiable Police Officer OR until an “All Clear” message is issued by the College’s Emergency Notification System.
NCAA Bylaw, Article 10: Ethical Conduct

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

Definitions and Applications
Sports Wagering
Sports wagering includes placing, accepting or soliciting a wager (on a staff member’s or student-athlete’s own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

Wager
A wager is any agreement in which an individual or entity agrees to give up an item of value (i.e. cash, shirt, dinner) in exchange for the possibility of gaining another item of value.

Unethical Conduct
Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member may include, but is not limited to, the following:

- Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual's institution;
- Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete;
- Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;
- Knowingly furnishing the NCAA or knowingly influencing others to furnish the NCAA or the individual's institution false or misleading information concerning an individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation;
- Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (i.e. “runner”); or
- Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state or federal law.

Knowledge of the Use of Banned Drugs
A member institution’s Athletic Department staff members or others employed by the intercollegiate athletics program who have knowledge of a student-athlete’s use at any time of a substance on the list of banned drugs, as set forth in 31.2.3.1 (includes cocaine and other stimulants, heroin, marijuana, anabolic steroids, peptide hormones, diuretics) shall follow institutional procedures dealing with drug abuse or shall be subject to disciplinary or NCAA corrective action as set forth in 19.5.2.2.
**NCAA Bylaw, Article 10: Ethical Conduct (Con’t)**

### Sports Wagering Activities
The following individuals shall not knowingly participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition:

- Staff members of an institution’s athletics department;
- Nonathletics department staff members who have responsibilities within or over the athletics department (i.e. chancellor or president, faculty athletics representative, individual to whom athletics reports);
- Staff members of a conference office; and
- Student-athletes.

### Scope of Application
The prohibition against sports wagering applies to any institutional practice or any competition (intercollegiate, amateur or professional) in a sport in which the Association conducts championship competition, in bowl subdivision and in emerging sports for women. *(Exception: the provisions of “Sports Wagering Activities” are not applicable to traditional wagers between institutions (i.e. traditional rivalry) or in conjunction with particular contests (i.e. bowl games). Items wagered must be representative of the involved institutions of the states in which they are located.)*

### Sanctions
The following sanctions for violations of “Sports Wagering Activities” shall apply:

- A student-athlete who engages in activities designed to influence the outcome of an intercollegiate contest or in an effort to affect win-loss margins (i.e. “point-shaving”) or who participates in any sports wagering activity involving the student-athlete’s institution shall permanently lose all remaining regular-season and postseason eligibility in all sports.
- A student-athlete who participates in any sports wagering activity, through the Internet, a bookmaker or a parlay card shall be ineligible for all regular-season and postseason competition for a minimum of a period of one year from the date of the institution’s determination that a violation has occurred and shall be charged with a loss of a minimum of one season of eligibility. If the student-athlete is later determined to have been involved in a later violation of any portion of “Sports Wagering Activities”, the student-athlete shall permanently lose all remaining regular-season and postseason eligibility in all sports.

### Disciplinary Action
Prospective student-athletes found in violation of the provisions of this regulation shall be ineligible for further intercollegiate competition, subject to appeal to the NCAA Eligibility Committee for restoration of eligibility. Institutional staff members found in violation of the provisions of this regulation shall be subject to disciplinary or corrective action as set forth in Bylaw 19.5.2.2 of the NCAA enforcement procedures, whether such violations occurred at the certifying institution or during the individual’s previous employment at another member institution.
Academic Responsibilities for Student-Athletes

Attend Every Class
There will be times that a student-athlete will be excused from class due to an athletic event. The student-athlete’s goal should be to miss no other classes, even though the instructor’s policy may allow for a stated number of excused absences. The responsibility to communicate with the instructor on missed work falls onto the student-athlete and should be made up as soon as it can be arranged.

Class Absence Policy
No class time shall be missed for practice activities except when a team is traveling to an away from home contest and the practice is in conjunction with the contest. Classes will occasionally be missed for contests. Each student-athlete is responsible for visiting the Athletic Department website and completing a “Class Release Form,” which is signed by the student-athlete, the instructors, and an authorized member of the Athletic Department staff. This form provides notice to the professors for any missed class time for the entire semester.

Class Release Forms
The Athletic Department at Cabrini University provides “Class Release Forms” on the athletic website (www.cabrini.edu/athletics) that must be filled out by the student-athlete prior to the start of their sport specific season. This will allow the necessary arrangements to be made in regards to the events that will affect class time being missed and school work that will need to be completed. Three copies should be made - one for the student-athlete’s records, one for the Athletic Department’s records and one for the class instructor’s records. Both the instructor and an authorized Athletic Department staff member’s signature must be present.

No student-athlete should miss a class for practice time, study halls, film review or weight training.

Tell Your Advisor of Your Participation
The student-athlete has a responsibility to communicate with his or her advisor of his or her participation on an intercollegiate athletic team. The advisor is there to assist you and make recommendations provided the student-athlete utilizes the advisors positively and communicates their needs.
**Faculty Athletic Representative**

*Dr. Seth Frechie*
Professor, English  
Grace Hall, Room 214  
610.902.8364  
sfrechie@cabrini.edu

**Responsibilities:**
- The Faculty Athletic Representative (FAR) should ensure, either directly or indirectly, that student-athletes meet all NCAA, conference and institutional requirements for eligibility for practice, financial aid and intercollegiate competition.
- The FAR should develop, or arrange to have developed, periodic statistical reports on academic preparation and performance of student-athletes for each sports team.
- The FAR should be responsible, either directly or indirectly, for institutional compliance activities or responsibilities which involve campus entities outside the Athletic Department.
- The FAR should be knowledgeable about the NCAA and conference rules related to academic eligibility, transfer requirements and restrictions and enforcement procedures.
- The FAR should have direct contact with student-athletes on a systematic and periodic basis.
- The FAR should represent the institution to the NCAA and to the athletic conferences.
- The FAR should be an active member of the campus Intercollegiate Athletic Board or Committee.

Student-athletes should get to know the FAR. He/She is an advocate for student-athletes and is happy to meet with you and help you in any way to ensure a successful and enjoyable student-athlete experience.

**Coordinator of Academic Services**

*Laura Patton*
610.902.1094
Dixon Center, Room 110
lapatton@cabrini.edu

**Laura Patton** will be responsible for developing and coordinating departmental programs that will support all student-athletes relative to academically-related services.

Patton’s position has been made possible through the NCAA Division III Strategic Alliance Matching Grant, a five-year grant that provides funding for mid- to senior-level administrative positions at Division III institutions and conference offices to encourage access, recruitment, selection and the long-term success of ethnic minorities and women.

Patton will also continue to provide leadership with event management and facility scheduling.
**Student-Athlete Wellness Coordinator**

*Jackie Neary*
Head Coach, Field Hockey, Women’s Lacrosse
610.225.3908
Dixon Center, Room 120
jn722@cabrini.edu

*Jackie Neary* serves as a full-time employee within the Athletic Department who is dedicated to student-athlete wellness, especially their academic and personal wellness.

Jackie is currently entering her 21st year as head field hockey and women’s lacrosse coach and is eager to be involved in the lives of all the student-athletes.

Jackie’s office is located in the Dixon Center Athletic Office and she has an open door policy.

Some of Jackie’s roles are:
- Assist the Coordinator of Academic Services in the development, implementation and supervision of a student-athlete academic success program.
- Serve as the Athletic Department’s liason with the University’s Counseling and Academic Support Centers.
- Schedule educational seminars and forums for student-athletes that promote a well-balanced lifestyle by encouraging emotional well-being, personal growth and decision making skills.
- Research grants and programs that support student-athlete development.
- Provide reports of activities and functions to the Athletic Director upon request.
Athletics Faculty Mentor Program

The Athletics Faculty Mentorship Program is designed to support student athletes by partnering faculty with athletic teams. Through this program, we hope to establish a mutually-beneficial relationship between the Cabrini faculty and varsity athletic teams while fostering the NCAA Division III philosophy of integrating athletics and academics on campus.

Philosophy
Faculty mentors are a group of faculty and staff who are interested in furthering the integration of the student-athlete within the ideals and mission of the University.

Faculty mentors believe that athletics play an integral role in the mission of our University, and encourage student-athletes as they balance their sport and academic learning.

Faculty mentors assist student-athletes in the development of their faith, their athletic experience, and their academic pursuits.

Role and Team Involvement of the Faculty Mentor
The mentoring relationship between faculty mentor and team will develop according to the individuals involved. Each mentor will have his/her own style of interacting with the student-athletes and coaches, but the faculty mentor could consider some or all of the following as guidelines:

- Attend team practice(s).
- Attend home events as often as possible and be a part of pre-game talks and participate on the sidelines during the competition.
- Attend a team meeting to discuss ways to balance participation on an athletic team and achieve academic success.
- Provide student-athletes and coaches a person they can contact with academic questions.
- Participate in team’s service project(s).
- Attend special team functions like team meals, banquets, holiday party, etc.

Faculty mentors will not be expected to become academic advisors for their respective teams, but merely compliment the student athletes’ current advisors and help promote understanding and communication between athletics and academics on campus.

2017-18 Athletics Faculty Mentors

Baseball - Nancy Costello, Ron Whitaker
Men’s Basketball - Michelle Filling-Brown
Women’s Basketball - Phil Campbell
Cross Country - Eric Malm
Field Hockey - Vonya Womack
Golf - Nate Pearson
Men’s Lacrosse - Jennifer Bulcock

Women’s Lacrosse - Vonya Womack
Men’s soccer - Frank Klose
Women’s Soccer - Mark Kiselica
Softball - Richie Gebauer
Swimming - Tom Conway
Women’s Tennis - Kathleen McKinley
Volleyball - Marilyn Johnson
The Center for Career and Professional Development

The Center for Career and Professional Development provides comprehensive career development services, career counseling and advising to undergraduate students and alumni. Cooperative education is an academic program that enables students to acquire professional experience, earn income (in most cases) and academic credit.

Experience the Cooperative Education/Internship advantage at organizations such as:
• Big 5 Basketball
• Philadelphia 76’ers
• Comcast-Spectacor
• Comcast Sportnet
• Lehigh Valley Iron Pigs
• Main Line YMCA
• Philadelphia Eagles
• Philadelphia Kixx
• Philadelphia Phillies
• Philadelphia Flyers
• WIP Sports Talk Radio

Staff and Contact Information
Location: Widener Center, 2nd Floor

Hours:
Monday – Friday: 8:30 am to 4:30 pm

Staff:
Shakeyia Kersey, Director
610.902.8594
snk48@cabrini.edu

Susan Fazio, Administrative Assistant
610.902.8306
sjf79@cabrini.edu

Fax: 610.902.8307
**Academic Standards**

<table>
<thead>
<tr>
<th>GPA Credits</th>
<th>Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 26.9 credits</td>
<td>1.75</td>
</tr>
<tr>
<td>27-56.9 credits</td>
<td>1.90</td>
</tr>
<tr>
<td>57 credits or more</td>
<td>2.00</td>
</tr>
</tbody>
</table>

**Academic Warning, Probation and Dismissal**

In order to graduate from Cabrini University, a student must earn a cumulative grade point average (GPA) of 2.0. Following the fall and spring semesters, the records of all students are reviewed to assess their academic performance.

The first time a student’s cumulative GPA falls below the minimum standards (see chart above), the student is placed on academic probation. If a student’s cumulative GPA is still below the minimum level at the end of the probation semester, the student will be dismissed. A student can be on probation for no more than two semesters before being dismissed. If a student’s term GPA falls below the minimum standard for the cumulative GPA during any semester, the student will be placed on academic warning. If a student on academic probation makes progress toward returning to good academic standing but does not reach good academic standing after one semester of probation, the student’s academic record will be reviewed by the Academic Review Board. The Academic Review Board will consider how much progress the student has made toward returning to good academic standing and if this progress will result in a return to good academic standing by the end of the following semester. If the Academic Review Board determines that a return to good academic standing is likely, the student may be granted another semester at the University to improve grades.

A student on academic probation is not in good academic standing and is therefore not eligible to participate in major extracurricular activities, including intercollegiate athletics or to hold a leadership position in campus organizations.

While a student is normally granted one semester of academic probation, students whose semester and/or cumulative GPA is 1.0 or lower will be subject to immediate dismissal.

Students who receive notification of dismissal from Cabrini University and wish to appeal on the basis of extenuating circumstances must submit an appeal in writing by the date listed in the letter of dismissal (usually within three weeks). Regardless of the extenuating circumstances, the appeal must outline an academic plan of action which intends to address the low grades. The appeal should be directed to the Dean for Academic Affairs who will present it to the Academic Review board. Students will be allowed only one opportunity for appeal during their tenure at Cabrini University.

Students who have been academically dismissed and readmitted to the University return on probation. If students on academic probation make progress toward returning to good academic standing after one semester of probation, the student’s academic records will be reviewed by the Academic Review Board. The Academic Review Board will consider how much progress the student has made toward returning to good academic standing and if this progress will result in a return to good academic standing by the end of the following semester. If the Academic Review Board determines that a return to good academic standing is likely, the student may be granted another semester at the University to improve grades.
Eligibility and Compliance

**Semester of Competition**
A student-athlete shall not engage in more than four seasons of intercollegiate athletic competition in any one sport and shall complete his or her seasons of participation during the first ten semesters in which the student-athlete is enrolled by a collegiate institution in at least a minimum full-time program of studies. A student-athlete is considered to have utilized a semester under this rule when the student-athlete is officially registered as such and attends the first day of classes for that term. A member institution may approve a two-semester extension of this ten-semester period of eligibility of a female student-athlete for reasons of pregnancy.

**Hardship Waiver**
A student-athlete may be granted an additional year of competition by the NCAA Eligibility Committee for reasons of “hardship.” Hardship is defined as an incapacity resulting from an injury or illness that has occurred under all of the following conditions:

- The incapacitating injury or illness occurs in one of the four seasons of intercollegiate competition;
- The injury or illness occurs prior to the completion of the first half of the traditional playing season in that sport and results in incapacity to compete for the remainder of the traditional playing season;
- The injury or illness occurs when the student-athlete has not participated in more than three events or one third (whichever is greater) of the institution’s completed events in his or her sport.

**Required Forms**
At the first meeting of an intercollegiate team, each student-athlete must complete, sign and place on file with the Director of Athletics & Recreation up-to-date copies of the “NCAA Student-Athlete Statement”, the “Drug-Testing” consent form and the “Cabrini University Data Sheet”. Any student-athletes not in attendance at the first meeting must arrange to have the forms submitted prior to the first competitive event of the year.

**NCAA Academic Standards**
To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete must be enrolled in at least a minimum full-time program of studies, be in good academic standing and maintain satisfactory progress toward a baccalaureate or equivalent degree. A waiver of the minimum full-time enrollment requirement may be granted for a student-athlete who is in the final term of the baccalaureate program and is carrying (for credit) the courses necessary to complete degree requirements. Also, a student-athlete may represent the institution while enrolled as a graduate or professional student or while enrolled and seeking a second baccalaureate degree at the same institution.
Playing and Practice Sessions

Required Days Off
All countable athletically-related activities shall be prohibited during one day per week for all sports in both the traditional and non-traditional seasons.

Countable athletically-related activities:
• Practice
• Competition
• Required weight-training and conditioning
• Physical fitness class conducted by staff
• Required, monitored or supervised video review of practices or contests
• Camps, clinics or workshops
• Meetings initiated by coaches or staff
• Individual workout supervised by coach
• “Captain’s practices”
• Visiting cross-country or golf course

Non-countable athletically related activities:
• Training table or competition-related meals
• Physical rehabilitation
• Dressing, showering or taping
• Athletic Department study hall or tutoring
• Non-athletic meetings with coaches
• Travel to and from practice or competition
• Visiting competition site (except golf and cross country)
• Medical examinations or treatments
• Fund-raising activities
• Recruiting activities (e.g. student host)
• Public relations activities
• Voluntary, unsupervised workouts
• Voluntary, individual video review

NCAA Tobacco Prohibition
The use of tobacco products by student-athletes is prohibited in all sports during practice and competition. A student-athlete who uses tobacco during a practice or competition shall be dismissed from the remainder of that practice or competition.

Hazing and Sexual and Discriminatory Harassment
The Cabrini University Athletic Department does not condone hazing by athletic teams or their individual members. No person shall recklessly participate in the hazing of another.

Mutual respect and understanding for others and a high standard of conduct, is at the foundation of intercollegiate athletics. The Cabrini University Athletic Department is committed to providing an environment that is free of sexual discrimination and discriminatory and sexual harassment. Any discriminatory act shall be directed to the University’s Judicial Committee for review and action.
Recruits and Transfers

Prospective Student-Athletes
A prospective student-athlete is a student who has started classes for the ninth grade. In addition, a student who has not started classes for the ninth grade becomes a prospective student-athlete if the institution provides such an individual (or the individual’s relatives or friends) any financial assistance or other benefits that the institution does not generally provide to prospective students.

Enrolled Student-Athletes
An enrolled student-athlete is a student whose enrollment was solicited by a member of the Athletics staff or other representative of athletic interests with a view toward the student’s ultimate participation in the intercollegiate athletic program. Any other student becomes a student-athlete only when the student reports for a varsity intercollegiate squad that is under the jurisdiction of the Athletic Department. A student is not deemed a student-athlete solely on the basis of prior high school athletics participation.

General Recruiting Principles
Coaches, staff and known athletic boosters may not make in-person and/or on or off-campus recruiting contacts with a prospect or the prospect’s parents or legal guardians until the conclusion of the prospect’s sophomore year in high school.

In Division III only, an institution may permit an enrolled student-athlete to telephone a prospect at the institution’s expense, provided the call is only for the purpose of recruitment and is with the full knowledge of the Athletic Department.

On a visit, prospects may receive complimentary admissions to any on-campus athletics event in which Cabrini is competing; transportation when accompanied by an institutional staff member to view off-campus practice and competition sites located within a 30-mile radius of campus; and up to three meals per day in one of the on-campus cafeterias.

An NCAA member institution may provide entertainment at a scale comparable to that of normal student life and not excessive in nature to a prospect and his or her parents (or legal guardians) or spouse only at the institutions campus (or, on an official visit, within 30 miles of the institution’s campus). Entertainment of other relatives or friends of a prospect at any site is prohibited.

Some Prohibited Aid, Benefits and Arrangements to Recruits
- An employment arrangement for a prospect’s relatives
- Gift of clothing or equipment
- Co-signing of loans
- Providing loans to a prospect’s relatives or friends
- Cash or like items
- Any tangible items, including merchandise
- Free or reduced-cost housing
- Use of an institution’s athletic equipment
- Sponsorship of or arrangement for an awards banquet for high school, preparatory school or two-year college athletes by an institution, representatives of its athletics interests, or its alumni groups or booster clubs.
Overnight Visitation for Prospective Student-Athletes

All teams are encouraged to be actively involved in the recruiting of new student-athletes. If a “recruit” will be staying on campus overnight, the following procedure must be followed in the scheduling and accountability for the visit:

- Complete the “Overnight Recruit Visitation Form” (located on the Athletic Department website) and submit to the Assistant Director of Athletics.
- Complete both the “Prospective Student’s and Parents’ Acknowledgement of Assumption of Risk, Release of Liability and Waiver Claims” and “Student Host Form - Overnight Visit” forms and keep on file in your office.
- Student-host must notify the Resident Assistant at least 24 hours prior to visit. Guest must be of the same gender.
- This host student will be responsible to communicate clearly to the recruit the rules governing student behavior as outlined in the Cabrini University Student Handbook.

It is the intent to assure the safety and welfare of the recruit while a guest at Cabrini University. The host is responsible to accompany the recruit while on campus. It is the responsibility of the host to inform the appropriate staff member(s) of any behavior that violates the Student Code of Conduct that governs the recruit’s stay on campus. Failure to abide by the above policy may result in the suspension of overnight guest privileges for the recruit, the host and/or the team involved.
Cabrini University Alcohol and Drug Policy

Alcohol
The legal drinking age in Pennsylvania is 21.

Students under 21:
• May not have, drink, or be in the presence of alcohol while on-campus
• May not allow people who are of legal drinking age to drink in their room or apartment

Students 21 or older:
• May have moderate amounts of alcohol for their personal use inside their own rooms or apartments
• Moderate is defined as no more than one case of beer, or one 0.75 liter of hard alcohol, or one bottle of wine present in a room or an apartment at any given time
• May not bring alcohol into any residence hall other than their own

Not permitted regardless of age:
• Off-campus guests and commuters are not permitted to bring alcohol into the residence halls, regardless of age.
• Drinking and open containers in public areas including hallways, lounges, stairwells, restrooms or anywhere outside on Cabrini grounds without special permission for programmed events.
• Public intoxication, disorderliness or offensive behavior resulting from alcohol use
• Beer kegs, beer balls, or similar types of common source containers equivalent in volume
• Paraphernalia associated with the rapid ingestion of alcohol and/or drinking games, e.g., funnels and beer pong tables
• Any type of grain alcohol
• Any type of display using alcohol signs or containers
• Alcohol use in college-owned or contracted vehicles

Note: Students are responsible for what occurs in their rooms or apartments and may be sanctioned for violations that take place there whether or not they are present at the time the violation occurs.

Recommended Sanctions for Violating Alcohol Policy

Minimum: Disciplinary Warning  Maximum: Suspension

First Violation
• $100 fine
• Disciplinary warning
• Parental notification
• Alcohol education program
• Residence hall access restriction
Note: First violations involving kegs, beer balls, or rapid ingestion paraphernalia may result in stronger sanctions.

Second Violation
• $200 fine
• Disciplinary probation for one semester
• Meeting with parents
• Alcohol education program
Cabrini University Alcohol and Drug Policy (Con’t)

Third Violation
• Mandatory substance abuse assessment
• Suspension from Cabrini housing for a minimum of one semester
• Parental notification
• Residence hall access restriction

Fourth Violation
• Suspension from Cabrini for a designated period

The University reserves the right to sanction the residents of a room or apartment where a violation occurs whether or not the resident is present at the time of the violation.

When a student is placed on disciplinary probation for an alcohol violation, the University reserves the right to notify parents/legal guardian(s) about the student’s disciplinary status consistent with the provisions of the Family Educational Rights and Privacy Act (FERPA).

Drugs
Students may not:
• Possess, use, or be under the influence of marijuana
• Possess, use, or be under the influence of cocaine and its derivatives, hallucinogens, barbiturates, amphetamines, or other controlled substances not permitted by law
• Possess drug paraphernalia (bongs, pipes, rolling papers, etc.)
• Produce, distribute, or sell any of the above referenced drugs or other addictive or illegal substances on Cabrini property

Note: Drugs, paraphernalia and the names of those involved may be turned over to the proper authorities.

Cabrini will not shield students from the possible legal consequences of drug possession, use, and/or distribution.

Recommended Sanctions for Violating the Drug Policy

Marijuana
Minimum: Disciplinary Warning Maximum: Suspension

Recommended for First Violation
• $250 fine
• Disciplinary probation for one year
• Parental notification
• Participation in a drug education program

Recommended for Second Violation
• Housing suspension - 1 semester minimum
• Parental notification
• Mandatory substance abuse assessment
• Residence hall access restriction

Recommended for Third Violation
• Suspension from Cabrini - 1 semester minimum
• Residence hall access restriction
Other Drugs
Minimum: Disciplinary Warning  Maximum: Suspension

First Violation
• Housing suspension - 1 semester minimum
• Parental notification
• Mandatory substance abuse assessment

Second violation
• Cabrini suspension - 1 semester minimum

Note: Violations involving the sale or distribution of illegal drugs, addictive substances and/or prescription medications may result in stronger sanctions.

The University reserves the right to sanction both the residents of the room where the violation occurs and/or those present at the time of the violation. The University reserves the right to sanction students in cases where indicia of use may include, but are not limited to: the odor of marijuana, the presence of drug paraphernalia, lack of cooperation or attempts to mask odors upon confrontation, deliberate attempts to block airways or other such similar behavior designed to avoid detection.

When a student is placed on disciplinary probation for a drug relation violation, the University reserves the right to notify the parents/legal guardian(s) about the student’s disciplinary status consistent with the provisions of the Family Educational Rights and Privacy Act (FERPA).

Important To Know
Students are responsible for what occurs in their rooms or apartments and may be sanctioned for violations that take place there whether or not they are present at the time the violation occurs.

**These alcohol and drug policies are in addition to and will work in conjunction with any rules and regulations instituted by the coach/team.**
Cabrini Athletics Drug Testing Policy 2017-18

Policy
- Drug testing is required of all eligible Cabrini University student-athletes (student-athletes appearing on the team’s NCAA squad list submitted on August 1st) on a random per team basis. The purpose of this program is to protect the health of students and to promote a drug-free athletic environment, through prevention and education programs, drug testing, and appropriate treatment and response.

- At the beginning of each academic year or at other times as determined by the Athletic Department, a presentation will be made to all intercollegiate student-athletes to review and explain the Athletic Department’s drug testing policy and procedure. The consent forms will be signed at that time and available in each student-athletes file.

- This policy is not to be construed as a contract between the institution and the student-athletes at Cabrini University. However, signed consent and notification forms shall be considered affirmation of the student-athlete’s agreement to the terms and conditions contained in this policy.

- Student-athletes will be selected for testing throughout the academic year using a random system from the rosters of all athletic teams, in or out of season. The randomly selected student-athletes will be required to provide a urine sample under the strict supervision of personnel selected by the Director of Athletics. The student-athlete may have a witness accompany him/her to the testing to certify identification and to monitor the proceedings. Each specimen will be sealed under the observation of the student-athlete and witness.

- The sample will be analyzed for the presence of banned substances (at or below the levels banned by the National Collegiate Athletic Association) and may include; but not limited to:
  - Amphetamine/Methamphetamine
  - Cocaine
  - Marijuana
  - Ecstasy (MDMA)
  - Opiates
  - PCP
  - Barbiturates
  - Benzodiazepines
  - Oxycodone (incl. OxyContin)
  - Methylphenidate (incl. Ritalin)
  - Synthetic Cannabinoids (K2, Spice, etc.)
  - Bath Salts (Synthetic stimulants)
  - Methylhexanamine (DMAA)
  - Anabolic Steroids
  - Performance-Enhancing Substances
  - Other drugs at the discretion of the Department of Athletics

- All positive tests will be immediately reported to the Drug Testing Coordinator who will in turn contact the student-athlete for a confidential meeting. The Drug Testing Coordinator will follow guidelines established by the Department of Athletics as follow-up to a positive drug test. The Drug Testing Coordinator will then communicate with the Director of Athletics, who will confer with the Coach. Information about banned substances by the NCAA can be found on www.drugfreesport.com/rec Passcode: Division III...ncaa3
*Cabrini University may amend the policy at any time and that the program is separate and distinct from the NCAA Drug Testing Program.

-REFUSAL to participate in or MISSING a drug testing appointment, will not only be treated as a “positive” test, but you may also suffer additional penalties at the discretion of the athletic department.
- The inability to provide a sample will result in an automatic “positive” drug test.
- Tampering with a drug-test sample will result in an automatic “positive” drug test.

Dietary Supplement Policy

It is to be noted that the Cabrini University Athletics Department does not condone the use of dietary supplements. The NCAA stance on dietary supplements is that student-athletes should be advised that the most effective and safest way to enhance their performance is to avoid dietary/nutritional supplement products and rely on a combination of a healthy diet, appropriate conditioning, rest and recovery, and avoiding substance abuse.

Student-athletes should always bring all supplement products to the designated athletics staff before using, and then checking all supplements through Drug Free Sport Axis, staffed by the National Center for Drug Free Sport, the NCAA third party drug testing administrator. DFS Axis is the only authoritative resource for questions related to whether listed ingredients on nutritional supplement product labels or in medications contain NCAA banned substances.

Products labeled as dietary supplements sold over the counter, in print advertisements and through the internet are under-regulated by the U.S. FDA. Dietary supplements are at risk of contamination or may include ingredients that are banned under your drug testing policy. Student-athletes have tested positive and lost their eligibility using dietary supplements. Any product containing dietary supplement ingredients is taken at the student-athlete’s own risk.

To access DFS Axis, call toll free 1-877-202-0769 or go to www.drugfreesport.com/axis, select NCAA, and insert password ncaa1, ncaa2, or ncaa3 (depending on your divisional affiliation). Right on the home page you can select “Ask about Dietary Supplements” or go to the “Prescription/Over-the-Counter Drug Search”. It’s as easy as 1, 2, or 3.

*Gatorade Product Information directly from GSSI (Gatorade Sports Science Institute):
“The sports nutrition products within the Gatorade portfolio are designated as a food by the FDA. This designation is based on compliance with strict manufacturing guidelines which mandate that all ingredients are listed on the nutrition facts label. Products classified as a food do not need any additional certification to be considered safe for athletes. None of the products in the Gatorade product portfolio are designated as supplements.”

Safe Harbor Program

-A student-athlete may self-refer to the Cabrini University Athletics “Safe Harbor Program” for voluntary evaluation and counseling. A student-athlete is not eligible for the Program after notification of an impending drug test or after receiving notice of a positive Cabrini University or NCAA drug test.

-Cabrini University will work with the student-athlete to prepare a Safe Harbor treatment plan, which may include confidential drug testing. If the student-athlete tests positive for a banned substance upon entering the Safe Harbor Program, that positive test will not result in any administrative sanction. The team physician may suspend the student-athlete from play or practice if medically indicated. A student-athlete will be permitted to remain in the Safe Harbor Program up to thirty (30) days, as determined by the treatment plan. A student-athlete will not be permitted to enter the Safe Harbor Program thirty (30) days prior to NCAA or Conference postseason competition.
-While in compliance with the Safe Harbor Program treatment plan, the student-athlete will not be included in the list of student-athletes eligible for random drug testing by Cabrini University. Students in the Safe Harbor Program may be selected for drug testing by the NCAA.

-The Director of Athletics, Head Athletic Trainer, Team Physician, Head Coach, the staff Athletic Trainer overseeing that sport, the Drug Testing Coordinator, Associate Athletic Director, Senior Women’s Administrator, and Compliance Coordinator may be informed of the student-athlete’s participation in the Safe Harbor Program. Other University employees may be informed only to the extent necessary for the implementation of this policy.

-If a student-athlete tests positive on a second test for any banned substance after entering the Safe Harbor Program or fails to comply with the treatment plan, the student-athlete will be removed from the Safe Harbor Program. The initial Safe Harbor positive test will be treated without sanctions and the second positive will result in action consistent with a second positive.

**Just Cause or Reasonable Suspicion**

-A student-athlete may be subject to testing at any time when, in the judgment of Athletic Director and the program administrator, reasonable cause exists to suspect the student is engaging in the use of any drugs prohibited by this policy. Such individualized reasonable suspicion may be based on information from any source deemed reliable by the Athletic Director and the program administrator, including, but not limited to the following:

**A. Student-athlete begins to show:**
1. Poor motivation
2. Sloppy appearance or hygiene
3. Irritability or frequent loss of temper
4. Failure to follow directions or lack of discipline
5. Routine injuries
6. Unexplained absences
7. Excessive and quick weight gain
8. Problems getting along with others

**B. Student-athlete has recurrent problems with:**
1. Being late to practice, meetings, or mandatory functions
2. Being late for or missing appointments
3. Staying up later than normal
4. Falling asleep during the day (or in class)
5. Skipping meals
6. Drop in grades or test scores

**C. Student-athlete shows the following signs/evidence of illness:**
1. Red eyes
2. Tired eyes
3. Dilated or constricted pupils
4. Excessive breaking out of the skin or excessive rashes
5. Red or running nose
6. Repeated bouts with a cold or the flu
7. Appears “hyper” or nervous
8. Becomes withdrawn or less talkative
9. Repeated car accidents or traffic violations.
Parental Notification Policy
The Family Educational and Privacy Act, as amended, permits colleges to disclose to parents or legal guardians information regarding a student’s violation of any federal, State, local law or institutional rule or policy that governs the use or possession of a controlled substance if the student is under 21 at the time of the disclosure. The Cabrini University Department of Athletics Drug Testing Program requires every student-athlete to sign an authorization release form providing authorization to notify parents of a positive drug test. Therefore, the Director of Athletics (or designee) may notify the student-athlete’s parents (or legal guardian) of the positive test results.

Process for Administering Drug Test
-Cabrini University Athletics is contracted with Drug Free Sport for the purpose of testing for drug use of our student-athletes. Drug Free Sport will randomly select student-athletes from rosters supplied by the Department of Athletics. Once the student-athletes have been randomly selected the following process is in place:

- Drug Free Sport will run computerized random selections and provide the institution with a list of student-athletes selected for random drug testing via fax or email.
- The Drug Testing Coordinator will contact the student-athlete no more than 24 hours prior to the testing time via person to person, electronic mail, or direct phone conversation. He/she must report to the Athletic Training Room, in the Pavilion, between 12p-6p, to sign the Drug-Testing Notice Form and will be given instructions on what to expect and what to bring to the testing site.
- The student-athlete will report to the Athletic Training Room and be administered the test by Drug Free Sport’s collection contractor(s).
- Drug Free Sport and their collection contractor(s) will handle all specimens, test for drug use, and report all results to the Drug Testing Coordinator.
- A positive test result will be reported immediately to the Compliance Coordinator.
- A student athlete who tests positive for an NCAA test, must adhere to the NCAA related sanctions and also be immediately grouped into the Cabrini sanctions as it relates to counseling and follow up testing.

Action Taken by the Cabrini University Athletic Department for Positive Test Results

First positive: A Student-Athlete who tests positive for the first time will:
- Attend mandatory counseling sessions immediately (1 time per week or at the discretion of the counselor)
- Be suspended from 7 days of countable athletic activity during traditional season
- Automatically be selected for a retest during the next drug testing session

Second positive: A Student-Athlete who has two positive tests during his/her athletics career at Cabrini University will:
- Attend mandatory counseling sessions immediately (multiple times per week at the discretion of the counselor)
- Be suspended from 7 days of countable athletic activity during traditional season and 15% (rounded up to nearest whole number) of games/competitions during their traditional season
- Automatically be selected for a retest during the next drug testing session

Third positive: A Student-Athlete who has three positive tests during his/her athletics career at Cabrini University will:
- Attend mandatory counseling sessions immediately (multiple times per week at the discretion of the counselor)
- A third positive test will result in suspension from the team for one calendar year.
- Automatically be selected for a retest during the next drug testing session upon reinstatement.

Fourth positive: A Student-Athlete who has four positive tests during his/her athletics career at Cabrini University will be immediately and permanently dismissed from all teams on which the Student-Athlete participates and be ineligible for any future intercollegiate athletic participation.
Cabrini Athletics Drug Testing Policy 2017-18

*** Counselors may recommend non-participation from sport activities if necessary.
*** Any SA who misses mandatory counseling sessions will be subject to additional sanctions at the discretion of the athletic department.

Transfer Policy
Student-athletes will be permitted to transfer, if requested. However, institutions will be notified on the transfer tracer form that the student-athlete is not currently eligible at Cabrini University.

Appeals Process
-A student-athlete may appeal the finding of a positive result, violation of this policy, or the sanction imposed for either a positive test or violation of this policy. To appeal, the student-athlete must provide written evidence of a material procedural error, evidence that refutes the positive finding or violation, or evidence that the sanction is unreasonable. The student-athlete must submit the written appeal to the athletic director within seventy-two (72) hours after the student is notified of the decision to be appealed. If the student-athlete does not appeal within 72 hours, the result, finding, or sanction cannot later be reviewed.

-If the student-athlete wishes to appeal a positive test result, a finding of a policy violation, or sanction other than suspension, the Appeals Committee; which will consist of the athletic director, FAR, team physician, and counselor, will review the evidence and make a recommendation. The athletic director will provide a written decision to the student. This decision will be final.

-The decision of the team physician to suspend a student from play or practice on medical grounds is not a sanction (and cannot be appealed) under this policy.

Reinstatement Procedure
Upon completion of the period of ineligibility, during which education and treatment will take place, the Drug Testing Coordinator will declare the eligibility of a student-athlete to be restored upon written documentation of satisfactory completion of all sanctions by a supervising professional, such as a substance abuse counselor. This will be communicated to the student-athlete, the head coach(es) and the Director of Athletics in writing.
Staff Behavior and Responsibilities

**NCAA Tobacco Prohibition**
The use of tobacco products is prohibited by all game personnel (e.g., athletes, coaches, trainers, managers and game officials) in all sports during practice and competition.

**NCAA Scouting Limitation**
In Division III, member institutions shall not scout any opponents other than those participating in official games (not scrimmages or exhibition contests) played during the traditional segment of the playing season.

**Investigation and Reporting of Cabrini, CSAC and NCAA Rule Violations**
Cabrini University is strongly committed to adherence to all CSAC and NCAA regulations. It is the responsibility of each staff member to be knowledgeable of and compliant with all pertinent CSAC and NCAA regulations. Department staff members are required to self-report any possible violations of these rules to the Director of Athletics and Recreation. Possible violations may be self-reported or reported by another staff member with direct knowledge. Possible violations by other institutions should be reported to and investigated by the Director of Athletics and Recreation. In addition, it is each coach’s responsibility to keep his or her student-athletes, supporters and donors informed of relevant CSAC and NCAA regulations. Any Athletic Department staff member who violates such rules is subject to the disciplinary action by the College, with strict adherence to due process procedures.

**Disciplinary Actions**
Any staff member violating conduct as outlined in this *Handbook* may be subject to penalties ranging from a verbal reprimand to termination from his or her current position.

**Coaching Staff Evaluations**
All head coaches and staff members will be evaluated by the Director of Athletics and Recreation on an annual basis. These evaluations will be used as a tool to further develop the strengths and address any weaknesses of the employee. Evaluations that show a consistently poor performance over a given period of time will be used in the dismissal process of an employee.

**Summer Camps and Clinics**
Coaches who wish to conduct summer sports camps must submit a formal proposal and anticipated budget for prior approval by the Director of Athletics and Recreation. According to NCAA regulations, the camps may not provide recruiting or scouting services.

**Postseason Competition**
Coaches will relate a team’s desire and eligibility to compete in playoffs or postseason tournaments to the Director of Athletics and Recreation for approval. The University will pay for all expenses surrounding the CSAC and the NCAA Tournaments.
Social Networking Policy

Playing and competing for Cabrini University is a privilege. Student-athletes at Cabrini are held in the highest regard and are seen as role models in the community. As leaders, you have the responsibility to portray your team, your College and yourselves in a positive manner at all times.

Social Networking websites like Twitter, Facebook, Vine, Snapchat, and the like have increased in popularity globally and are used by the majority of student-athletes here at Cabrini in one form or another.

Student-athletes should be aware that third parties -- including the media, faculty, future employers and NCAA officials -- could easily access your profiles and view all personal information. This includes all pictures, videos, comments and posts. Inappropriate material found by third parties affects the perception of the student-athlete, the athletic department, and Cabrini. This can also be detrimental to a student-athlete’s future employment opportunities.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include but is not limited to the following:

- Photos, videos, comments or posters showing the personal use of alcohol, drugs and tobacco (e.g., holding cups, cans, shot glasses etc.).
- Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Pictures, videos, comments or posts that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
- Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding another institution; taunting comments aimed at a student-athlete, coach or team at another institution and derogatory comments against race and/or gender).
- Posts should not depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug use).

For your own safety, please keep the following recommendations in mind as you participate in social media websites:

- Think twice before posting. Nothing on the internet is private, regardless of privacy settings, so once you post something you relinquish ALL control of it.
- Set your security settings so that only your friends can view your profile.
- You should not post your email, home address, local address, telephone number(s), or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.
- Be aware of who you add as a friend to your site – many people are looking to take advantage of student-athletes or to seek connection with student-athletes.

Known violations of college and/or athletic policies will be dealt with appropriately on a case by case basis and may result in temporary or permanent suspension from the team.
Scheduling and Home Event Management

Scheduling
The scheduling of contests, commitment of a date, agreement to terms and sending of contracts are done by the Associate Director of Athletics and NOT by a coach. The Associate Director of Athletics will meet at the conclusion of each season with the head coach to discuss a tentative schedule for the upcoming year. Schedules should have as close to a 50-50 balance of home and away contests as possible, with conference events given priority over non-conference events in scheduling and rescheduling. Constraints placed on scheduling include availability of opponents, previous commitments, travel costs and the minimization of missed class time. Coaches may not plan or schedule extended trips without prior approval of the Director of Athletics and Recreation. Missed class time must be minimal in season and no missed class time will be approved in the non-traditional season. Time of all contests will be set by the Director of Athletics and Recreation.

Postponements and Rescheduling
If an athletic administrator:
• Believes that road conditions warrant the postponement of a contest (home or away);
• Is contacted by AWAY opponents who wish to postpone their contests;
• Wants to postpone a HOME contest due to adverse field conditions, or at the request of the visitors.

That administrator will:
• Make a joint decision with the Director of Athletics and Recreation whether to cancel or postpone;
• Notify the Sports Information Director, Coach, Athletic Training staff and Department Administrative Assistant of the decision.

In order to:
• Cancel all game officials (if home) and transportation, meals and lodging (if away); and
• Contact team members, trainers, managers, statisticians and event workers.

Home Event Checklist
____ Confirm date, time, location
____ Adequacy and setup of facility
____ Official’s payment
____ Athletic Training coverage
____ Scorers, timer, statisticians, ball people

Non-Traditional Seasons
For those sports conducting “Non-traditional” seasons within the academic year, the following guidelines will apply:
• All non-traditional season activity must comply with the present NCAA legislation governing each sport as specified in the NCAA manual.
• No class time may be missed by any student-athlete for practice or competition in the non-traditional segment.
• No overnight travel will occur without written approval of the Director of Athletics and Recreation.
• All non-traditional activities will receive secondary consideration in scheduling of athletic facilities. This scheduling must not interfere with other campus activities.

All budgets for non-traditional competition must be submitted and approved prior to any contractual or verbal agreement of participation by a Cabrini team.
Team Travel Arrangements

General Travel Policies

- All coaches and team members must attend meals involved with travel (pregame or on the road), except in the most unusual circumstances.
- Alcoholic beverages are not permitted on the bus, in the vans or anytime on the road by Cabrini athletic teams and/or coaches.
- Maximum standard meal money will be $6 for lunch, $7 for dinner on day trips and a maximum of $20 per day on overnight trips.
- Requests for bag meals from Dining Services must be requested a week in advance. Coaches will be notified as to the pick up times.
- With proper documentation, the following expenses will be reimbursed: airline tickets, mileage on personal cars, bus travel vouchers, food, lodging, gasoline and all legitimate, necessary incidental expenses appearing on a travel voucher.
- Hotel reservations will be booked by the Director of Athletics and Recreation and will be based on the occupancy of 2-3 people per room.

Authorized Travel Party

- Squad members
- Required coaching staff
- Head Athletic Trainer or designee
- Student managers
- Coaches’ families with prior approval of the Director of Athletics and Recreation

No guests of team members may travel with the team on trips

Team Conduct

As representatives of Cabrini University, all coaches, student-athletes, managers and trainers are expected to conduct themselves with the highest degree of decorum under all circumstances. Coaches must ensure that team conduct will reflect favorably on the University. In addition, all team representatives should be dressed appropriately when traveling.

Use of Personal Car

All student-athletes, student managers, student-trainers, etc. must travel in the transportation provided by Cabrini University to away contests. However, in unusual circumstances, a student-athlete may use his or her own car for transportation. In order to do so, he or she must come to the Athletic Department and sign a travel waiver at least three days prior to departure. The “Student-Athlete Travel Release Form” (see appendix) must also be signed if a student-athlete wishes to return home from an away contest with a parent or guardian.
**Team Trip Policy**

Listed below are the guidelines set forth for all Spring Break trips for Cabrini University athletic teams. Fall and Winter programs that wish to take special team trips must fundraise 100% of the cost of their trip. Note that these are only guidelines and all operational budget rules remain the same. Here are a few points to keep in mind when considering a Spring Break trip for your program:

- The same operational budget rules apply - once your operational budget is exhausted, your fundraising budget will then be used to fund the remainder of your athletic season;
- All Spring Break trip proposals/budgets must be approved in writing by either the Associate Director and/or the Director prior to any agreement or payment to a third party reserving your trip;
- The below are **GUIDELINES** when planning your trip. You may not exceed the percentage given for use of operational funds but you may use less for your Spring Break trip as you keep in mind your entire season and operational funds available to your program;
- **OPERATIONAL** is the monetary budget given to your program each year by the University, which begins July 1 and ends June 30. **FUNDRAISING** is the account where dollars are either raised/generated by the head coach and/or paid “out of pocket” by the student-athletes.

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<th>Trip Costing &lt; $10,000</th>
<th>Trip Costing $15,000-$20,000</th>
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<td>- 70% fundraising</td>
<td>- 80% fundraising</td>
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<td>- 30% operational</td>
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<th>Trip Costing $10,000-$15,000</th>
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<tr>
<td>- 75% fundraising</td>
<td>- 85% fundraising</td>
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<td>- 25% operational</td>
<td>- 15% operational</td>
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**Any trip costing more than $25,000 must be approved at least 12 months in advance and the guidelines will be set at that time by the Director.**
Uniforms and Equipment

Coaches are not authorized to order uniforms or equipment without approval from the Director of Athletics and Recreation. All requests should be submitted in writing. At the beginning of each season the coaches will be given uniforms for their teams.

Coaches must schedule an appointment with the Coordinator of Facilities and Operations to turn in uniforms at the completion of their season of competition. Student-athletes will be charged for replacement of items not returned or returned in poor condition. It is now the policy that coaches will be responsible for the collection of all uniforms and equipment BEFORE it is returned to the Coordinator of Facilities and Operations.

Coaches must review returned equipment/uniforms to make sure they were properly returned and are in good condition. Coaches then must report any lost, stolen or damaged equipment to the Dixon Center Coordinator and the Director of Athletics and Recreation.

Design and Logo Policy

All athletic designs (equipment/uniforms/logos/fundraisers) must be approved by the Director of Athletics and Recreation. The primary athletic logo created in June 2006 (along with its accepted variations) and the secondary mascot logo created in August 2010 (along with its accepted variations) are the only logos that may be used to represent the Cabrini Athletic Department or any individual team or program.

Please visit the Cabrini University Style Guide (https://www.cabrini.edu/contentassets/3d34e1d7be24461eb3fd5138b31e121f/cabrini_university_styleguide2016.pdf) for details regarding appropriate use of the athletic logo.

All purchasing must be approved and completed by the Cabrini University Athletic Department.
Fundraising

Ideas to raise money for Cabrini University Athletics are appreciated and encouraged. To avoid any conflicts with the efforts of other departments on campus, all fundraising activities must be discussed with and have the prior approval of the Director of Athletics and Recreation. Coaches are to assist in fundraising and record-keeping for their sports and shall not maintain funds or accounts that are not subject to institutional review or control.

All fundraising activities associated with any entity of the Cabrini University Athletic Department must follow the policy stated below. Failure to comply may result in the dismissal of any or all individuals involved in the ‘uncertified solicitation of funds’ as representatives of Cabrini University’s athletic interests.

- Complete the “Institutional Advancement Fundraising Request Form” (see Appendix E), which can be found here: https://docs.google.com/forms/d/e/1FAIpQLSdPHmKJGfzuPKIEBRjii0T8Je51xDHt9HmCJOa3piYLFNM5_A/view-form
- All monies collected in the fund-raising effort MUST be deposited at the University. An account will be made available through the Business Office and all transactions must be filed on this account.
- At the conclusion of the fund-raising event, a detailed financial report must be filed and approved BEFORE the University will release any monies from the event. The individual named on the “Fundraising Request Form” is responsible for completing the financial report. The report will include the names of ALL individuals handling monies associated with the event. A complete accounting of the source of all funds is the primary objective of the report.
- The University reserves the right to deny permission to any individual or group to raise funds on its behalf.
- Athletic department staff, coaches and student-athletes are prohibited from soliciting potential donors or friends of Cabrini University/Athletics in the format of electronic submission, hand written letters, in-person meetings, mailings, and/or phone calls without proper consent from the Director of Athletics & Recreation and the Institutional Advancement Office.
- Per NCAA rules, all monies raised by student-athletes during fundraising efforts must be deposited into a general pool and will be allocated in the appropriate manner at the discretion of the Head Coach and Director of Athletics and Recreation. No student-athletes may be “left behind” due to the lack of individual fundraising efforts on their part in any way (e.g. trip, benefit, etc.) and the pool of monies raised will be used equally for the entire team.
Employment

Employment • Coach
Per NCAA rules, all coaches must submit any documentation for any salary they receive for athletically related employment, besides their coaches compensation, to the Director of Athletics and Recreation.

Employment • Student
Work Grant and Work Study employment opportunities are available on campus during the academic year. There are also opportunities for employment during the summer in some departments. You can obtain a list of available jobs in the Financial Aid Office.

The Athletic Department offers many work opportunities for both Work Grant and Work Study recipients.

Internships and Co-ops
The Athletic Department offers internships for students in a variety of areas. In addition, we work collaboratively with Co-op and Career Services to provide employment opportunities for college credit.
Transfer Students

Transfer Residence Requirement
A student who has not previously participated in intercollegiate athletics and who transfers from a two-year or four-year collegiate institution to a Division III institution shall be immediately eligible, under the NCAA’s transfer regulations, to compete. If the student-athlete has ever participated in intercollegiate athletics, the student-athlete must have been academically eligible had he or she remained at that institution. If the student-athlete was not academically eligible, he or she is required to complete one full year of residence at the certifying institution before being eligible.

All transfer students must meet with the Director of Athletics and Recreation prior to practicing or competing for the University.
Sports Information

**Director Responsibilities**
- Create and produce athletic publications, including game programs and seasonal posters in support of the University’s Intercollegiate Athletic program;
- Coordinate and report all game results and player statistics for all athletic teams to local print and electronic media, the NCAA, ECAC, CSAC, AMCC, and MARC;
- Promote the University’s student-athletes and teams to local print and electronic media through press releases and daily interaction;
- Assist the Athletic Department in management of athletic events;
- Supervise statistics crew;
- Attend all home athletic games and travel to selected road games;
- Write articles highlighting University’s student-athletes, teams and the athletic program;
- Supervise the work schedule and workload of student sports information interns and staff; and
- Interact with University’s administration, coaches and players, as well as opponent’s Athletic Director and coaches.

**Game Programs**
The Sports Information Director provides game programs for each sport. Coaches will supply the SID with numerical rosters at least 10 days before the first scheduled contest.

**Reporting Results**
Coaches or a designee (manager or other representative) are responsible for contacting the SID after the event and providing scores and statistics so that the SID can contact the media. Scores and statistics for all athletic events must be reported within one hour of the completion of the event to the Sports Information Director.
Sports Medicine/Athletic Training

Scope of Services
The athletic training staff may provide therapeutic exercise, as well as therapeutic care to injured student-athletes by using modalities such as heat, sound, cold, electricity or mechanical devices. The athletic training staff may also be able to perform the following:

- Prevent injuries to student-athletes through the administration of conditioning and assessment procedures which determine physical capacity for participation in athletic activities.
- Recognize and evaluate injuries and render the necessary first aid and refer to another health care practitioner, if needed.
- Rehabilitate and recondition student-athletes following the guidelines of the State Practice Act.
- Organizational responsibilities include proper injury recording, treatment recording and filing insurance claims.
- Counsel student-athletes when approached and refer to the necessary health care practitioner.
- Educate the student-athletes, student trainers, College community and general public about the domains of an athletic trainer and the prevention and care of athletic injuries.

Radio Equipment
Regardless of Athletic Training Room coverage, each team is required to have a hand-held radio at practices and games. The radios must be picked up daily in the Athletic Training Room.

Initial Clearance
Prior to initial athletic participation, each student-athlete shall have a complete pre-participation examination by a licensed physician in accordance with NCAA recommendations. Once given, medical clearance continues for all sports in which a student-athlete may participate in an academic year.

Medical Procedure
All injuries that occur during an athletic practice or event should be reported to the Athletic Training staff immediately. The Athletic Training staff shall complete the initial evaluation and decide on the appropriate handling of the injury. Injury reports will be given to coaches on a daily basis.

Insurance Coverage
All medical treatments, examinations and hospitalization which require payment by the Athletic Department must be initiated by Cabrini’s Athletic Trainer. The Athletic Department will not assume responsibility for any financial obligation on actions initiated by another source. The insurance that the Athletic Department carries covers the student-athlete only during times of official practice, games and travel, supervised by a member of the Cabrini athletic staff. The insurance policy is a supplemental policy. All bills that are incurred must first be submitted to the student-athlete’s primary insurance provider. An accident report must be on file in the Athletic Trainer’s office and a claim form completed in the Athletic Department within 90 days of the incident before our insurance can be activated.

NOTE: Captain’s practices and pick-up games do NOT fall under covered events.
Concussion Management Policy

1. Cabrini University Department of Athletics, its athletic training staff, and its team physician will require student-athletes to sign statements in which student-athletes accept the responsibility for reporting their injuries and illnesses to the sports medicine staff, including signs and symptoms of concussions (Injury and Illness Reporting Acknowledgement Form; and Athlete Concussion Statement). During the review and signing process student-athletes will be provided with educational material on concussions (NCAA Concussion Fact Sheet).

2. Cabrini University Athletic Training staff and team physician will have on file and annually update an emergency action plan for each athletics venue to respond to student-athlete catastrophic injuries and illnesses, including but not limited to concussions, heat illness, spine injury, cardiac arrest, respiratory distress (e.g. asthma), and sickle cell trait collapses. All athletics healthcare providers and coaches shall review the plan annually.

3. Cabrini University Athletic Training staff and team physician shall be empowered to determine management and return-to-play of any ill or injured student-athlete, as he or she deems appropriate. Conflicts or concerns will be forwarded to John McShane, MD (team physician) for remediation.

4. Cabrini University shall have on file a written team physician-directed concussion management plan that specifically outlines the roles of the team physician and athletic training staff. In addition, the following components have been specifically identified for the collegiate environment:
   a. Cabrini University coaches will review a copy of the concussion management plan, and a fact sheet on concussions in sport annually.
   b. Cabrini University Athletic Training staff and team physician will practice within the standards as established for their professional practice.
   c. Cabrini University Athletic Training staff and team physician shall record a baseline assessment for each student-athlete in the sports of basketball, field hockey, lacrosse, soccer, and softball, at a minimum. In addition, a baseline assessment will be recorded for student-athletes with a known history of concussion. The same baseline assessment tools should be used post-injury at appropriate time intervals. The baseline assessment will consist of the use of Sport Concussion Assessment Tool 2 (SCAT2). Post-injury testing data will be interpreted by the team physician and athletic training staff prior to return-to-play.
   d. When a student-athlete shows any signs, symptoms or behaviors consistent with a concussion the athlete will be removed from practice or competition, by either a member of the sports medicine staff or coaching staff. If removed by a coaching staff member, the coach will refer the student-athlete for evaluation by a member of the Cabrini University Athletic Training staff and/or team physician or, if the team is competing at another institution, the host institution’s athletic training/sports medicine staff. During competitions, on the field of play injuries will be under the purview of the official and playing rules of the sport. Cabrini University Athletic Training staff and team physician will follow such rules and attend to medical situations as they arise. Visiting sport team members evaluated by Cabrini University Athletic Training staff and/or team physician will be managed in the same manner as Cabrini University student-athletes.

5. A student-athlete diagnosed with a concussion will be withheld from the competition or practice and not return to activity until cleared by team physician. Student-athletes that sustain a concussion outside of their sport will be managed in the same manner as those sustained during sport activity.
   a. The student-athlete will receive serial monitoring for deterioration by the athletic training staff and/or team physician. Athlete will be provided with written instructions (Mild Traumatic Brain Injury Instructions) from a member of the athletic training staff upon discharge from the athletic contest venue and/or athletic training room; the instructions will also be given to the person(s) that will be
assisting in monitoring the student-athlete until they return to the athletic training room for a follow-up evaluation, which is to take place within 24 hours, by a member of the athletic training staff.

b. The student-athlete will be monitored by the athletic training staff for recurrence of symptoms both from physical exertion and also mental exertion, such as reading, phone texting, computer games, watching film, athletic meetings, working on a computer, classroom work, or taking a test. The Dean of Academic Affairs, Health Services, and/or Residence Life will be notified of the student-athlete’s concussion, with permission for release of information from the student-athlete.

c. The student-athlete will be evaluated by a team physician as outlined within the concussion management plan. Once asymptomatic and post-exertion assessments are within normal baseline limits, return to play shall follow a medically-supervised, stepwise process under the direction of a member of the athletic training staff.

d. Final authority for Return-to-Play shall reside with the team physician or the physician’s designee as noted in the concussion management flowchart.

e. Cabrini University Athletic Training staff and team physician will document the incident, evaluation, continued management, and clearance of the student-athlete with a concussion.

6. Athletics staff, student-athletes and officials will continue to emphasize that purposeful or flagrant head or neck contact in any sport should not be permitted.

Approved by: ______________________ Team Physician            Date: ________________

John McShane, M.D.

Approved by: ______________________ Certified Athletic Trainer           Date: ________________

Rachael Flanders, MS, ATC

Approved by: ______________________ Certified Athletic Trainer           Date: ________________

Shawn Farmer, MS, ATC

Approved by: ______________________ Certified Athletic Trainer           Date: ________________

Samantha Maiorino, MS, LAT, ATC

Reference Documents
1. NCAA and CDC Educational Material on Concussion in Sport. Available online at www.ncaa.org/health-safety
NCAA Guideline: Lightning Safety

Lightning is a dangerous phenomenon. Athletic teams that practice and compete outdoors are at risk when the weather is inclement. The Athletic Training staff has developed a lightning safety policy to minimize the risk of injury from a lightning strike to Cabrini College student-athletes, coaches, support staff and fans. To monitor lightning the Athletic Training staff will utilize both the Flash-to-Bang Method and a SkyScan Lightning/Storm Detector. Our policy is in accordance with the Current NCAA Sports Medicine Handbook and the National Athletic Trainers’ Association Position Statement: Lightning Safety for Athletics and Recreation (2000) regarding lightning safety. The NATA Position Statement: Lightning Safety for Athletics and Recreation indicates six components of a lightning safety policy: Chain of Command, Identification of a Weather Watcher, a Weather Monitor, Definition and listing of safe structures and/locations for evacuation, clear criteria for event suspension and resumption and obligation to warn. The following plan satisfies all of the recommended provisions.

Lightning Safety Tip (per the current NCAA Sports Medicine Handbook)
1. There should be no contact with metal objects (bleachers, fences, golf clubs, bats)
2. Avoid single or tall trees, tall objects and standing in a group.
3. If there is no other shelter you may seek refuge in a hardtop vehicle. It is not the rubber tires that protect from lightning; it is the hard top metal roof that dissipates the lightning around the vehicle.
4. The existence of blue skies and/or absence of rain are not protection from lightning. Lightning can strike 10 miles from the rain shaft.
5. DO NOT LIE FLAT ON THE GROUND.
6. Avoid using a land line telephone. Cell phones are a safe alternative if in a safe structure.
7. Avoid standing water and open fields.
8. If in a forest, seek shelter in a low area under a thick grove of small trees.
9. If you feel your skin tingling immediately crouch and grab your legs and tuck your head as described above to minimize your body’s surface area.
10. Persons who have been struck by lightning do not carry an electrical charge. Therefore, enact the EMS system and provide emergency care. CPR is what is most often required. If possible, move the victim to a safe location.
11. For additional information refer to the National Lightning Safety Institute at www.lightningsafety.com.

Cabrini University Athletics Lightning Safety Policy
Prevention is one of the primary goals of the Athletic Training Department at Cabrini University, so we use the SkyScan lightning detector to determine the threat of lightning strikes during athletic activities on campus. This will be used in conjunction with other conventional methods (i.e. – flash-to-bang, National Weather Service) to determine if play/practice will take place.

General Policy (per the current NCAA Sports Medicine Handbook)
A certified athletic trainer (ATC) will watch and monitor the weather and make the decision to notify the head coach or officials of dangerous situations and recommend the suspension of activity in the event of lightning. Exceptions will be made for any activity where an ATC is not in attendance, whereby the supervising coach will have the ability to suspend activity. The decision to suspend activity will be based on:
• Three readings on the SkyScan Lightning/Storm Detector within the 3-8 mile range regardless of the presence of visible lightning within a span of fifteen minutes. (This device is portable and will be in the possession of the ATC or supervising coach.); and/or
• Utilization of the Flash-to-Bang Method: If it reveals lightning to be within 6 miles (a 30 second count between the flash of lightning and the bang of thunder) activity is to be suspended and everyone should seek shelter immediately.
NCAA Guideline: Lightning Safety (Con’t)

For those members of the Cabrini College Athletic Department staff that may not be familiar with the Flash-to-Bang method, here is the correct procedure:

Flash-to-Bang Lightning Detection Method
This method of lightning detection should be used in conjunction with the SkyScan. Using this method you would suspend activity with lightning at or within 6 miles.
1. Prior to practice or competition, monitor weather forecast to include calling local agencies for up to date information.
2. Watch for the flash of lightning.
3. Begin to count (one one thousand, two one thousand . . . . )
4. Stop counting when you hear the bang of thunder.
5. Take this number and divide by 5. This will give you an approximation of how far away the lightning is (5 seconds = 1 mile).
   Example: You see a flash of lightning and you begin to count. You reach 45 before you hear the bang of thunder. 45+5 = 9. The lightning would be approximately 9 miles away.
6. Activity is resumed with the permission of a member of the Athletic Training staff 30 minutes after the last lightning detected at or within 6 miles.

Practices
The ATC on site will be responsible to monitor the threat of lightning. Once the lightning is detected within the 3 – 8 mile range (lightning detector or flash-to-bang), the ATC will notify the head coach(es) to remove the team(s) from their respective field(s)/courts to a safe and secure location. The decision to resume any suspended practice(s) will be made with input and consultation from the ATC and the head coach(es). If the practice has not yet began, the ATC will meet with the head coach to make a decision on how to proceed.

Home Competition
Prior to the start of an event, the ATC on-site will meet with the officials to identify themselves as being responsible to monitor the weather. Once the lightning is detected within the 3 – 8 mile range (lightning detector or flash-to-bang), the ATC will notify the head coaches for all schools involved and the game officials, and subsequently immediately remove all athletes, coaches and support staff from the playing field or practice area/facility.

Announcement of Suspension of Activity
Once it is determined that there is danger of a lightning strike and the decision to suspend activity has been made, an Athletic Training staff member will announce via the PA system to inform spectators.

Evacuation of the Playing Field
Immediately following the announcement of suspension of activity all athletes, coaches, officials, support personnel and spectators are to evacuate to the nearest enclosed grounded structure.
NCAA Guideline: Lightning Safety (Con't)

PA Announcement During Inclement Weather
May I have your attention? We have been notified of approaching dangerous weather. The game will be suspended until we have determined it is safe and the risk of lightning is diminished. We advise you to seek shelter in the following area(s):

Edith Robb Dixon Field/Upper Grass Field: Please proceed to the Dixon Center located adjacent to the field. You can enter the building through the glass doors directly behind the bleachers or go up the sidewalk to the main entrance to the building.

Dixon Courts: Please proceed to The Mansion. You can enter the building through the double-doors located in the courtyard parking area.

Cabrini Softball Field: Please proceed to the Dixon Center located adjacent to the Edith Robb Dixon Field. Go down the hill to the parking lot and enter the building through the glass doors directly behind the bleachers or the main entrance to the building.

Dixon Center Pool: Please exit the pool and deck area to the appropriate locker room and/or the main lobby area.

Though protection from lightning is not guaranteed, you may seek shelter in an automobile.

Thank you for your cooperation.

Outdoor Instructions
If no safe structure or location is within a reasonable distance (i.e. – cross-country practice/meet), find a thick grove of small trees surrounded by taller trees, a dry ditch without water, or seek a flat area (do not choose an open area where you will be the highest object). When there, crouch down wrapping your arms around your knees and lower your head to minimize contact with the ground and wait for the storm to pass. If there is no other shelter you may seek refuge in a hardtop vehicle. It is not the rubber tires that protect from lightning; it is the hard top metal roof that dissipates the lightning around the vehicle. (Current NCAA Sports Medicine Handbook)

Away Events
The host institution Athletic Department staff (coaches, certified athletic trainer(s) (ATC), Athletic Directors) reserve the right to discontinue playing in the event the game officials have not suspended play with the knowledge of inclement weather.

Resumption of Activity
During practice, activity may resume under the following conditions. This decision will be based on:
• Thirty minutes AFTER the last lightning strike within the 3 – 8 mile range on the SkyScan Lightning Detector; or
• Thirty minutes AFTER the last lightning strike within a 6-mile range if using the Flash-To-Bang method.

During a game situation, the activity will resume once the Athletic Director, athletic training staff member, game officials and the head coaches of all schools involved in the event have conferred and the above criteria have been met.
CSAC Cold Weather Policy

The CSAC Cold weather policy is applicable to all home conference events. The host institution will monitor weather and in the event of anticipated inclement weather, the host institution will contact the visiting institution to discuss the Cold Weather Policy and to discuss the plan of action should the weather be a concern on the day of competition. Communication will be maintained with the visiting institution should any changes occur following the initial discussion. The host institution will maintain communication with the officials/umpires prior to the game.

For field hockey, soccer and lacrosse:
• Real Feel temperature reaching 16° F - 25° F will result in an abbreviated version of team introductions and national anthem, and to incorporate an extended half-time for a rewarming period.
• Real Feel temperature reaching 15° F and below will result in the termination of outside competition.

For baseball, softball and tennis:
• Real Feel temperature reaching 35° F and below will result in the termination of outside competition. The possibility of an abbreviated version of team introductions and national anthem, and to incorporate a rewarming period will be monitored.

Individuals involved with making the decision to modify or cancel participation will be:
• Host athletic trainer and host staff (Athletic Director/Game Day Administrator)
• Officials

* Real Feel Temperature shall be determined using the National Weather Service (smartphone app or website) and monitored when making decisions about the modification or cancellation of contests.

***The National Weather Service (NWS) Wind Chill Chart is below. The appropriate staff will use the National Weather Service reports when making decisions about whether or not to modify/cancel competitions.

[Image: NWS Windchill Chart]
CSAC Heat Illness Policy

The CSAC heat illness prevention policy is applicable to all home conference events. The host institution will monitor weather and in the event of anticipated weather, the host institution will contact the visiting institution to discuss the Heat Illness Prevention Policy and to discuss the plan of action should the weather be a concern on the day of competition. Communication will be maintained with the visiting institution should any changes occur following the initial discussion. The host institution will maintain communication with the officials/umpires prior to the game.

For field hockey, soccer, lacrosse, tennis, softball, baseball and cross country:

- Real Feel temperature including playing surface temperature reaching between 90°F - 100°F will result in water breaks provided at least every 30 minutes, and to incorporate an extended half-time for a cooling period. Shade should be provided.

- Real Feel temperature including playing surface temperature reaching between 101°F - 124°F will result in water breaks provided at least every 15 minutes, and to incorporate an extended half-time for a cooling period. Shade should be provided.

- 125°F including turf/field temperature and above will result in the termination of outside competition.

- Individuals involved with making the decision to modify or cancel participation will be:
  - Host athletic trainer and host staff (Athletic Director/Game Day Administrator)
  - Officials

* Real Feel Temperature shall be determined using the National Weather Service (smartphone app or website) and monitored when making decisions about the modification or cancellation of contests.
Staff Directory

Athletics and Recreation Department

Brad Koch  Director of Athletics and Recreation  brk39@cabrini.edu  610.902.8571
Kate Corcoran  Associate Director of Athletics  clc722@cabrini.edu  610.902.1000
Orlin Jespersen  Associate Director of Athletics, Recreation, and Community Engagement  ojj722@cabrini.edu  610.225.3909
Steve Colfer  Assistant Director of Athletics for Recruitment and Retention  scolfer@cabrini.edu  610.902.8557
Jess Huda ’01  Assistant Director of Athletics and Recreation  jess.huda@cabrini.edu  610.902.8318
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Cindy Ikeler  Director of Aquatics and Safety  cikeler@cabrini.edu  610.225.3913
Laura Patton  Coordinator of Academic Services  lapatton@cabrini.edu  610.902.1094
Rob Dallas  Coordinator of Dixon Center Facilities and Operations  rld722@cabrini.edu  610.225.3904
Dustin Malandra  Head Strength & Conditioning Coach  dom28@cabrini.edu  610.225.3962
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Trent Brown  Assistant Athletics Communication Director  tkb52@cabrini.edu  610.225.1159
Karen Bonner  Administrative Assistant  ksb724@cabrini.edu  610.902.8387
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Head Coaches

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Cindy Ikeler  Men’s & Women’s Swimming  cikeler@cabrini.edu  610.225.3913
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Carol White  Women’s Tennis  Carol.A.White@Cabrini.edu  610.902.8387
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Austin Klock  Athletic Trainer  ak3573@cabrini.edu  610.902.8317
Athletic Training Fax  610.902.8123
Student-Athlete Statement – NCAA Division III

For: Student-athletes.
Action: Sign and return to your director of athletics.
Due date: Before your first competition each year.
Required by: NCAA Constitution 3.2.4.5 and NCAA Division III Bylaw 14.1.3.
Purpose: To assist in certifying eligibility.
Effective Date: This NCAA Division III Student-Athlete Statement shall be effective from the date this document is signed and shall remain effective until a subsequent Division III Student-Athlete Statement is executed.

Student-Athlete: ____________________________
(Please print name)

Sport(s): ____________________________

This form has three parts:

1. A statement concerning eligibility;
2. A Buckley Amendment consent; and
3. Results of drug tests.

You must sign all three parts in order to participate in intercollegiate competition.

Before you sign this form, you should read the Summary of NCAA Regulations, or another outline or summary of NCAA regulations, provided by your director of athletics or read the regulations of the NCAA Division III Manual that deal with your eligibility. You are responsible for knowing and understanding the application of all NCAA Division III regulations related to your eligibility. If you have any questions, you should discuss them with your director of athletics.

The conditions that you must meet to be eligible and the requirement that you sign this form are indicated in the following articles and regulations of the Division III Manual:

- NCAA Bylaws 10, 12, 13, 14, 15, 16, 18.4 and 31.2.3.

If you have questions you may contact the NCAA at 317-917-6222.

Part I. Statement Concerning Eligibility.

1. By signing this part of the form you affirm that, to the best of your knowledge, you are eligible to compete in intercollegiate competition.
2. You affirm that your institution has provided a copy of the Summary of NCAA Regulations, or another outline or summary of NCAA regulations, or the relevant sections of the Division III Manual and that your director of athletics (or his or her designee) gave you the opportunity to ask questions about the regulations.

3. You affirm that you have knowledge of and understand the application of Division III regulations related to your eligibility.

4. You affirm that you meet the NCAA regulations for student-athletes regarding eligibility, recruitment, financial aid, amateur status and involvement in organized gambling.

5. You affirm that you are aware of the NCAA drug-testing program and that you have signed the 2017-18 Drug-Testing Consent Form (Form 17-3f).

6. You affirm that you have reported to the director of athletics of your institution any violations of NCAA regulations involving you and your institution.

7. You affirm that you understand that if you sign this statement falsely or erroneously you violate NCAA regulations regarding ethical conduct, and you will further jeopardize your eligibility.

Name (please print) Date of birth Age

__________________________  __________________________  __________________________

Signature of student-athlete Home address (street or P.O. Box)

__________________________  __________________________

Date Home city, state, and zip code

Part II. Buckley Amendment Consent.

By signing this part of the form, you certify that you agree to disclose your education records.

You understand that this entire form and the results of any NCAA-administered drug test you take are part of your education records. These records are protected by the Family Educational Rights and Privacy Act of 1974 and they may not be disclosed without your consent.

You give your consent to disclose only to authorized representatives of this institution, its athletics conference (if any) and the NCAA, the following documents:

1. This form;

2. Results of NCAA drug tests and related information and correspondence;

3. Results of positive drug tests administered by a non-NCAA national and international sports governing body;
4. Any transcript from your high school, this institution, or any junior college or any other four-year institutions you have attended;

5. Pre-college test scores, appropriately related information and correspondence (e.g., testing sites and dates and letters of test-score certification or appeal) and where applicable, information relating to eligibility for or conduct of nonstandard testing;

6. Graduation status;

7. Your social security number and/or student identification number;

8. Race and gender identification;

9. Diagnosis of any education-impacting disabilities;

10. Accommodations provided or approved and other information related to any education-impacting disabilities in all secondary and postsecondary schools;

11. Records concerning your financial aid; and

12. Any other papers or information pertaining to your NCAA eligibility.

You agree to disclose these records only to determine your eligibility for intercollegiate athletics, for evaluation of school and team success, for awards and recognition programs highlighting student-athlete academic success, for purposes of inclusion in summary institutional information reported to the NCAA (and which may be publicly released by it), for NCAA longitudinal research studies and for activities related to NCAA compliance reviews. You will not be identified by name by the NCAA in any such published or distributed information.

Further, you authorize the NCAA to disclose personally identifiable information from your educational records (including information regarding any NCAA violations in which you may become involved while you are a student-athlete) to a third party (including, but not limited to, the media) as necessary to correct inaccurate statements reported by the media or related to a student-athlete reinstatement case, infractions case or waiver request or to recognize your selection for an academic award (e.g., Elite 90). You also agree that necessary case information (i.e., information from your student-athlete reinstatement case, infractions case or waiver request) may be published or distributed to third parties as required by NCAA regulations, policies or procedures. You will not be identified by name by the NCAA in any such published or distributed information.

______________________________
Name (please print)

_________________________________________  ______________________________________
Signature of student-athlete                      Date

_________________________________________  ______________________________________
Signature of parent or legal guardian (if student-athlete is a minor)               Date
Part III. Results of Drug Tests.

1. Future positive test – all student-athletes sign.

Should I test positive by the NCAA and/or by a non-NCAA athletics organization that has adopted the World Anti-Doping Agency (WADA) code, or violate their drug-testing protocol or fail to show for a drug test at any time after I sign this statement, I acknowledge I must report the results to my director of athletics.

Name of student-athlete (please print)

Signature of student-athlete ______________________________________ Date __________________

Signature of parent or legal guardian (if student-athlete is a minor) __________________________ Date __________________

2. Positive test by NCAA or other sports governing body – sign either (a) or (b).

a. No positive drug test.

I affirm that I have never tested positive by the NCAA and/or by a non-NCAA athletics organization that has adopted the WADA code, nor violated the drug-testing protocol or failed to show for a drug test conducted by the NCAA or non-NCAA athletics organization.

Name (please print)

Signature of student-athlete ______________________________________ Date __________________

Signature of parent or legal guardian (if student-athlete is a minor) __________________________ Date __________________

b. Positive drug test.

I have tested positive by the NCAA and/or by a non-NCAA athletics organization that has adopted the WADA code, or have violated the drug-testing protocol or failed to show for a drug test conducted by the NCAA or a non-NCAA athletics organization. If I transfer to another institution, I am obligated to report this information to that institution.

Name (please print)

Signature of student-athlete ______________________________________ Date __________________

Signature of parent or legal guardian (if student-athlete is a minor) __________________________ Date __________________
Date of test    Organization conducting test    Substance

Are you currently under such a drug-testing suspension?    Yes ☐    No ☐

What to do with this form: Sign and return it to your director of athletics or his or her designee before your first competition. This form is to be kept in the director of athletics’ office for six years.

Any questions regarding this form should be referred to your director of athletics or your institution’s NCAA compliance staff or you may contact the NCAA at 317-917-6222.
Drug-Testing Consent – NCAA Division III

For: Student-athletes.
Action: Sign and return to your director of athletics.
Due date: Before your institution's first competition.
Required by: NCAA Constitution 3.2.4.6 and NCAA Division III Bylaw 14.1.4.
Purpose: To assist in certifying eligibility.
Effective date: This consent form shall be effective from the date this document is signed and shall remain effective until a subsequent Drug-Testing Consent Form is executed.

Requirement to Sign Drug-Testing Consent Form.

Name of student-athlete: ________________________ Sport(s): ____________________________

You must sign this form prior to competition in intercollegiate athletics per Constitution 3.2.4.6 and Bylaw 14.1.4. If you have any questions, you should discuss them with your director of athletics.

Consent to Testing.

You agree to allow the NCAA to test you in relation to any participation by you in any NCAA championship and in any postseason football game for drugs in the banned drug classes listed in Bylaw 31.2.3 (attached). Examples of drugs in each class can be found at www.ncaa.org/drugtesting. Note: There is no complete list of banned substances. Check Drug Free Sport AXIS (see attachment) for questions about supplements, medications and banned drugs.

Consequences for a Positive Drug Test.

By signing this form, you affirm that you are aware of the NCAA drug-testing program, which provides:

1. A student-athlete who tests positive for an NCAA banned drug must immediately be declared ineligible.

2. A student-athlete who tests positive for a banned drug other than an "illicit drug" shall be withheld from competition in all sports for 365 days from the drug-test collection date and shall lose a year of eligibility. A student-athlete who tests positive for an "illicit drug" shall be immediately declared ineligible and be withheld from competition for the next 50 percent of a season in all sports (50 percent of all contests or dates of competition in the season following the positive test);

3. A student-athlete who tests positive has an opportunity to appeal the sanction;

4. A student-athlete who tests positive a second time for the use of any drug other than an "illicit drug" shall lose all remaining regular season and postseason eligibility in all sports. A student-athlete who tests positive a second time for an illicit drug shall be withheld from competition for 365 days from the date of the test and shall lose a year of eligibility. A student-athlete who tests positive for the use of an "illicit drug" for the first time after having tested positive for the
use of any banned drug other than an "illicit drug" shall be ineligible for competition for 50 percent of a season in all sports (the first 50 percent of regular season contests or dates of competition in the season following the positive test);

5. The penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a banned drug other than an illicit drug;

6. A student-athlete who is found to have tampered with an NCAA drug test sample shall be charged with the loss of a minimum of two seasons of competition in all sports and shall remain ineligible for all regular season and postseason competition during the time period ending two calendar years (i.e., 730 days) from the date of the test; and

7. If a student-athlete transfers to a non-NCAA institution while ineligible because of a positive NCAA drug test and competes in collegiate competition within the prescribed penalty at a non-NCAA institution, the student-athlete will be ineligible for all NCAA regular season and postseason competition until the student-athlete does not compete in collegiate competition for the entirety of the prescribed penalty.

Signatures.

By signing below, I consent:

1. To be tested by the NCAA in accordance with NCAA drug-testing policy, which provides among other things that:
   a. I will be notified of selection to be tested;
   b. I must appear for NCAA testing or be sanctioned for a positive drug test; and
   c. My urine sample collection will be observed by a person of my same gender;

2. To accept the consequences of a positive drug test or a breach of drug testing protocol;

3. To allow my drug test sample to be used by the NCAA drug testing laboratories for research purposes to improve drug testing detection; and

4. To allow disclosure of my drug testing results only for purposes related to eligibility for participation in NCAA competition.
I understand that if I sign this statement falsely or erroneously, I violate NCAA legislation on ethical conduct and will jeopardize my eligibility.

Date
Signature of student-athlete

Date
Signature of parent (if student-athlete is a minor)

Name (please print)  Date of birth  Age

Home address (street, city, state and zip code)

What to do with this form: Sign and return it to your director of athletics before your institution's first competition. This form is to be kept at the institution for six years.
2017-18 NCAA Banned Drugs

It is your responsibility to check with the appropriate or designated athletics staff before using any substance.

The NCAA bans the following classes of drugs:

1. Stimulants
2. Anabolic Agents
3. Alcohol and Beta Blockers (banned for rifle only)
4. Diuretics and Other Masking Agents
5. Illicit Drugs
6. Peptide Hormones and Analogues
7. Anti-estrogens
8. Beta-2 Agonists

Note: Any substance chemically related to these classes is also banned.

The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

Drugs and Procedures Subject to Restrictions:

1. Blood doping
2. Gene doping
3. Local anesthetics (under some conditions)
4. Manipulation of urine samples
5. Beta-2 Agonists permitted only by prescription and inhalation
NCAA Nutritional/Dietary Supplements Warning:

Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff! There are no NCAA approved supplement products.

1. Dietary supplements, including vitamins and minerals, are not well-regulated and may cause a positive drug test result.

2. Student-athletes have tested positive and lost their eligibility using dietary supplements.

3. Many dietary supplements are contaminated with banned drugs not listed on the label.

4. Any product containing a dietary supplement ingredient is taken at your own risk.

Check with your athletics department staff prior to using a supplement.

Examples of NCAA Banned Substances in Each Drug Class.

Note to student-athletes: There is NO complete list of banned substances. Do not rely on this list to rule out any label ingredient.

1. **Stimulants:** Amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; methamphetamine; methylphenidate (Ritalin); synephrine (bitter orange); methylhexanamine, “bath salts” (mephedrone); Octopamine; DMBA; etc.

   Exceptions: phenylephrine and pseudoephedrine are not banned.

2. **Anabolic Agents** (sometimes listed as a chemical formula, such as 3,6,17-androstenedione): Androstenedione; boldenone; clenbuterol; DHEA (7-Keto); epi-trenbolone; etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; stanozolol; stenbolone; testosterone; trenbolone; SARMS (ostarine, ligandrol, LGD-4033); etc.
3. **Alcohol and Beta Blockers** (banned for rifle only): alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

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

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

6. **Peptide Hormones and Analogues**: Growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); IGF-1; etc.

7. **Anti-Estrogens**: Anastrozole; tamoxifen; formestane; ATD, clomiphene; SERMS (nolvadex); arimidex; clomid; evista; fulvestrant; aromatase inhibitors (androst-3,5-dien-7,17-dione) etc.

8. **Beta-2 Agonists**: Bambuterol; formoterol; salbutamol; salmeterol; higenamine; norcoclaunine; etc.

Additional examples of banned drugs can be found at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).

Any substance that is chemically related to the class, even if it is not listed as an example, is also banned!

Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting Drug Free Sport AXIS, 877-202-0769 or [www.drugfreesport.com/axis](http://www.drugfreesport.com/axis) password ncaa1, ncaa2 or ncaa3.

It is your responsibility to check with the appropriate or designated athletics staff before using any substance.
STUDENT-ATHLETE DATA SHEET

GENERAL INFORMATION
Name: __________________________ Roster Name (if different): __________________________
Social Security # or Cabrini ID #: __________________________ Sport(s): __________________________
Cell Phone Number: __________________________ E-Mail: __________________________
Home Address (Street, City, State, Zip): __________________________
Campus or Off-Campus Address (if different than Home): __________________________
Parents'/Guardians’ Name(s): __________________________
Parents'/Guardians’ Home Phone: __________________________ Parents'/Guardians’ E-Mail: __________________________

SPORTS INFORMATION
Major(s): __________________________ Minor(s): __________________________
High School Attended: __________________________ HS Graduation Year: __________________________
Hometown Newspaper(s): __________________________

TRANSFER INFORMATION
Did you attend a College(s) or University(s) prior to attending Cabrini College? _____ YES _____ NO
If yes, please list below the College(s) or University(s) you attended prior to attending Cabrini College:
    Name of Institution    City, State    Semesters/When (i.e., 2/Fa13-Sp14)
1. __________________________ __________________________ __________________________
2. __________________________ __________________________ __________________________
3. __________________________ __________________________ __________________________

Did you compete for another College or University prior to Cabrini College? _____ YES _____ NO
If yes, please list below the appropriate information:
    Name of Institution    Sport(s)    Seasons/When (i.e, 2/2011, 2012)
1. __________________________ __________________________ __________________________
2. __________________________ __________________________ __________________________
3. __________________________ __________________________ __________________________

This is a complete and accurate report of my participation in intercollegiate athletics. I believe I am eligible under NCAA rules. I understand that giving false information will prevent me from participating in athletics within the NCAA and will result in my own college forfeiting all games in which I have played. Also, by signing and dating below, I am acknowledging the guidelines and principles outlined in the Student-Athlete Manual on CabriniAthletics.com.

Signature: __________________________ Date: __________________________
In 2013, the Board of Trustees passed a policy that requires any and all fundraising done on behalf of Cabrini University, including that done by student groups, clubs, athletics, etc., to be approved by the Vice President of Institutional Advancement.

We at the Office of Institutional Advancement want to make sure that you comply with the IRS regulations and also the policies of the University.

It is our duty to coordinate all fundraising activities so they can be most effective.

Below is the simple form we created to help facilitate your fundraising endeavors.

After you submit your form, the IA office will contact you with approval, along with what steps need to be taken to ensure you are following all policies.

Fundraising events (5k, gala, auctions, etc.) must be submitted to the Vice President of IA through this form at least eight months in advance for major events and four months in advance for minor events. Institutional Advancement will be flexible on the timeline for smaller event that intend on raising less than $1,000.

Letter Writing campaigns (letter to alumni, parents, friends, etc.) must be submitted to the Vice President of Institutional Advancement through this form at least 3 months in advanced.

Product Sales (t-shirt, hats, socks, etc.) must be submitted to the Vice President of Institutional Advancement through this form at least 3 months in advanced.

ImpactCabrini (crowdfunding) must be submitted to the Vice President of Institutional Advancement through this form at least 5 months in advanced. More information - https://www.cabrini.edu/giving/crowdfunding
CABRINI UNIVERSITY

STUDENT-ATHLETE TRAVEL RELEASE FORM

Student-Athlete Name _______________________________                        Age: ______

As a student-athlete on the ____________________ team at Cabrini University, I will not be traveling with the team TO/FROM (circle one or both) the game against ___________________ on ____/____/_____ (month/day/year).

I assume full legal responsibility in making alternate travel arrangements. Cabrini has offered to transport me TO/FROM (circle one or both) the game, but I am expressly refusing this offer and agreeing to accept all risk of personal injury and assume all liability stemming from my decision to use alternate travel arrangements. I, therefore, absolve Cabrini University, the Athletic Department, the coach of the team, and the company that provides insurance coverage from any and all responsibility for all my actions and activities once I separate myself from the team as a whole.

___________________________________   ______________
Student-Athlete’s Signature            Date

___________________________________   ______________
Parent’s or Guardian’s Signature (if student-athlete is under 18) Date
Intercollegiate Athletic Class Release Form
*Please complete in ink

To: _____________________________________________ (Professor’s name)

From: _________________________________________ (Student-Athlete’s name)

Class: _________________________________________ Prof. Email ___________________________

Semester: ___________ Year: ________ Sport: ___________________

Time Table for Missed Class Forms:

<table>
<thead>
<tr>
<th>Sport Season / Sports</th>
<th>Missed Class Forms Due into Athletic Department By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Sports (M/W Cross Country, Field Hockey, M/W Golf, M/W Soccer, Rowing, M/W Tennis, Volleyball)</td>
<td>Second Friday in September</td>
</tr>
</tbody>
</table>
| Winter Sports (M/W Basketball, M/W Swimming) | Swim – October 1<sup>st</sup>
M/W BBall – First Monday in November
All Teams - Spring Date – 10 days after start of classes |
| Spring Sports (Baseball, M/W Golf, M/W Lacrosse, Softball, Rowing, M/W Tennis) | Second Monday in February |

For competitions during the drop/add period, email the professor and copy the Director/Associate Director of Athletics. Follow up by completing the official form using the time table above once student & professor have met in person.

I am a member of the intercollegiate athletic team listed above and a member of your class. The official athletic contests listed above conflict with our class time during the semester. The Athletic Department requires your signature as notification that I have discussed this issue with you as my professor. I understand that it is my responsibility to make up missed work, and that I will make arrangements with you for exams or any other additional work that may need to be done. I also understand that absences for contests are not personal days and this agreement does not change the Cabrini University policy on absences.

*Please note that games may be cancelled and rescheduled during the semester. Every attempt will be made to avoid additional missed class time. The Instructor will be notified as soon as possible by the student-athlete if rescheduled time conflicts with class time.

Please sign below:

Student-Athlete: _____________________________________________________________ Date: ________________

Class Instructor: ___________________________________________________________ Date: ________________

Head Coach: _______________________________________________________________ Date: ________________

Athletics Administrator: ____________________________________________________ Date: ________________

*A completed form, with all signatures, will be given to the Instructor, Student-Athlete, and Coach via e-mail from the Athletic Department. Please call the Associate Director of Athletics with any questions at ext. 1000. Current athletic schedules may be accessed on the Cabrini University Athletics web site http://www.cabriniathletics.com/index.aspx.

Additional forms can be found at: http://www.cabriniathletics.com/documents/2017/8/10//ClassExcuseForm_042517.pdf?id=643
Travel Reimbursement - 2017

To request a reimbursement for travel expenses during 2017, please complete and sign this form—*Include receipts for all expenses except mileage*—and submit it in person or by interoffice mail to the Accounts Payable Coordinator in the Business Office (Mansion first floor). Call 610.902.8280 with any questions.

<table>
<thead>
<tr>
<th>Name</th>
<th>ID Number</th>
<th>Department</th>
<th>Travel To</th>
<th>Travel From</th>
<th>Purpose of Travel</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Travel Expenses</th>
<th>Date</th>
<th>Date</th>
<th>Date</th>
<th>Date</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Auto Miles</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mileage at 53.5 cents per mile</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Tolls</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Rail / Plane Fare</td>
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<tr>
<td>Cab / Limo Fare</td>
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<tr>
<td>Car Rental</td>
<td></td>
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</tr>
<tr>
<td>Parking</td>
<td></td>
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</tr>
<tr>
<td>Hotel / Lodging</td>
<td></td>
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<td></td>
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<tr>
<td>Meals: Breakfast</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Meals: Lunch</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Meals: Dinner</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Final Total** $0.00  
Account Number ______________________

I certify this statement accurate as to actual and necessary Cabrini business expenses.

Traveler’s Signature ______________________ Date ______________

Supervisor’s Signature ______________________ Date ______________

Updated Jan. 3, 2017
Overnight Recruit Visitation Form

**Program Information**

Sport: __________________________

Head Coach Name: __________________________ Phone Number: __________________________

Assistant Coach Name: __________________________ Phone Number: __________________________

**Recruit Information**

Recruit Name: __________________________ Phone Number: __________________________

Primary Emergency Contact Name: __________________________ Phone Number: __________________________

  Relationship: __________________________

Secondary Emergency Contact Name: __________________________ Phone Number: __________________________

  Relationship: __________________________

**Overnight Visitation Information**

Date of Stay: __________________________

Host Name: __________________________ Phone Number: __________________________

Host Residence Hall Address: __________________________

***This form must be submitted at 2-3 days in advance to **Associate Director of Athletics Catherine L. Corcoran (clc722@cabrini.edu)**. In addition, the “Overnight Visit Student Host” Form and the “Prospective Student’s and Parents’ Acknowledgement of Assumption of Risk, Release of Liability and Waiver of Claims” Form must be collected and retained by the Associate Director of Athletics.***
CABRINI UNIVERSITY

PROSPECTIVE STUDENT’S AND PARENTS’ ACKNOWLEDGEMENT OF ASSUMPTION OF RISK, RELEASE OF LIABILITY AND WAIVER OF CLAIMS

In consideration for being permitted to participate in the Overnight Admissions Visit on ___________________________ to ___________________________ (the “Event”) at Cabrini University (the “University”) I, ___________________________ ("Prospective Student"), and my parents/guardians hereby agree:

• To comply with the general rules and regulations of the University and University officials and any policies and procedures they may have related to overnight use of residence halls and generally accepted behaviors while on the College premises.

• That any use of the University premises or its facilities by me may be restricted, suspended or terminated in the sole discretion of the University.

Do you have any health issues we need to be aware of? __________

If yes, please explain: __________________________________________________________________________________________
____________________________________________________________________________________________________________

Do you need any special assistance or wish us to be aware of any special circumstances? __________

If yes, please explain: __________________________________________________________________________________________
____________________________________________________________________________________________________________

Prospective Student and his/her parents or guardians also individually agree:

• TO RELEASE, WAIVE, COVENANT NOT TO SUE AND DISCHARGE the University, its officers, directors, agents, faculty, representatives, students and employees ("Releasees") from any and all liability to me, my personal representatives, assigns, heirs, and next of kin for any and all damages, and any claim (including claims for bodily injury or death) or demands therefore on account of any injury to me or my property arising, directly or indirectly, from or related to my activities in connection with the Event.

• TO INDEMNIFY, DEFEND AND SAVE AND HOLD HARMLESS the Releasees and each of them from any loss, liability, damage, or cost they may incur, arising, directly, or indirectly, from or related to my activities in connection with the Event.

• TO ASSUME FULL RESPONSIBILITY FOR ANY RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE in connection with the Event.

• THAT IN THE EVENT THAT EMERGENCY MEDICAL CARE IS NECESSARY FOR PROSPECTIVE STUDENT, I agree to permit the University to make arrangements for the Prospective Student’s transport to the nearest available medical facility to provide such emergency care as is medically needed. I agree that the College shall not be responsible for the costs of such care.

• THAT THIS RELEASE AND WAIVER IS INTENDED TO BE AS BROAD AND INCLUSIVE AS IS PERMITTED BY THE LAWS OF PENNSYLVANIA and that if any portion thereof is held invalid, the balance shall, notwithstanding, continue in full legal force and effect.

• That this agreement shall be binding upon our successors, heirs, next of kin, executors, administrators, assigns and representatives.

WE HAVE READ AND VOLUNTARILY SIGN THIS RELEASE AND WAIVER OF LIABILITY and further agree that no oral representations, statements or inducements apart from the foregoing written agreement have been made to me.

__________________________
Date

Prospective Student (Print Name) ___________________________ Signature

Parent/Guardian (Print Name & Relationship to Prospective Student) ___________________________ Signature


2017-18 • Coaches Manual
Student Host Form – Overnight Visit

Student Host ____________________________________________________________

Prospective Student ______________________________________________________

Your role as a Student Host is VERY important in the recruiting process for the Admissions Office/Athletics Department at Cabrini University. You have a responsibility to understand and abide by the Admissions Office/Athletics Department regulations when hosting a Prospective Student’s overnight visit. Please carefully review the following guidelines. In consideration for being permitted to serve as a Student Host for an Overnight Admissions/Recruiting Visit on _________________________________, (“Student Host”) agree to the following:

1. I agree to be responsible for the well-being of the Prospective Student during his or her stay here at Cabrini University. Hence, I understand that I must stay with the Prospective Student AT ALL TIMES.
2. Under no circumstances should alcohol be provided to a Prospective Student while visiting campus. As a Student Host, I understand that it is my responsibility to ensure that this does not happen. I agree that I will not take the Prospective Student anywhere that alcohol may be present, purchased or consumed.
3. I agree that I WILL NOT transport the Prospective Student, or anyone accompanying the Prospective Student, off campus.
4. I agree to accompany Prospective Student to all events planned during visit.
5. I agree to call Campus Security immediately at (610) 902-8245 in the event that I and/or the Prospective Student require assistance.
6. I will be subject to disciplinary action if I willfully fail to comply with any provision of this agreement.
7. I understand and agree that Cabrini College will use the aforesaid policy to account for Student Host information on official campus visits.

I certify that I have read and discussed the above guidelines with the Student Host.

Counselor’s Signature ____________________________________________ Date __________

I certify that I have read, understand and agree to the above guidelines.

Student Host Signature ____________________________________________ Date __________