



***PennState Abington***

STUDENT ATHLETE HANDBOOK  
*2010-2011*



Varsity Sports

Women's Volleyball Women's Soccer Women's Basketball Women's Cross Country  
Softball Women's Tennis Women's Lacrosse Men's Cross Country  
Men's Soccer Men's Golf Men's Basketball Men's Tennis Baseball Men's Lacrosse

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This handbook is intended to present as much information as possible to help readers understand the scope of what it means to be a student-athlete at Penn State Abington. Although its contents are comprehensive, the handbook is not all-inclusive. Some of the material included can be found in other University publications, yet much of what is written here is unique. All students at Penn State Abington University are subject to the policies and procedures contained in the Student Handbook, as well as the academic guidelines and regulations found in the Undergraduate and Graduate catalogs.

## **From the desk of Karen Weaver, Athletics Director**

Dear Student-Athlete:

It is my pleasure to welcome you to Penn State Abington. As we embark on our continued journey within the NCAA and the North Eastern Athletic Conference, you will have the unique opportunity to help build the tradition and legacy of Penn State Abington Athletics.

The Student-Athlete Handbook has been developed to assist in better understanding of the goals, objectives, policies, and procedures of the Athletics Department. It will also provide useful information to help you navigate campus life in general and more specifically, in your role as a student-athlete. I encourage you to seek advice and input from your coach, as well as upper-class student-athletes. These people are additional resources that can help you to get the most out of your academic and athletic experience.

It is an honor and a privilege to wear the Blue and White. We are proud to welcome you to our program and wish you all the best for continuing success in both academics and athletics.

Sincerely,

Karen Weaver, EdD  
Director of Athletics

# Athletic Department Directory

## Administrative Staff

Title	Name	Phone	E-mail
Director of Athletics, Intramurals and Recreation	Dr. Karen Weaver	215-881-7440	Kew21@psu.edu
Compliance Officer/ Head Baseball Coach	Joe Pavlow	215-881-7486	Jzp11@psu.edu
Administrative Assistant	Cathy Kniele	215-881-7440	Cbb3@psu.edu
Athletic Trainers	Julie McNulty/Neil Hoffman	215-881-7449	Jam881@psu.edu
Sports Information Director/Head Women's Basketball Coach	Kathy Drysdale	215-881-7404	Kxp110@psu.edu
Intramurals Coordinator/Head Men's and Women's Soccer Coach	David Castellanos	215-881-7831	Dzc3@psu.edu

## Head Coaches

Sport	Name	Phone	E-mail
Baseball	Joe Pavlow	856-264-2496	jzp11@psu.edu
Men's Basketball	Chris Potash	609-558-0856	Cxp41@psu.edu
Women's Basketball	Kathy Drysdale	215-881-7404	kxp110@psu.edu
Cheerleading	Marianne Crawford	215-917-6146	cheermair@aol.com
Men's/Women's Cross Country	Jose Rodriguez	215-881-7501	jzr6@psu.edu
Golf	Ed Decker	215-881-7445	Ejd8@psu.edu
Men's Lacrosse	Keith Brandon	267-881-7440	bkb18@psu.edu
Women's Lacrosse	Jody Field	215-881-7440	Jaf46@psu.edu
Men's Soccer	David Castellanos	215-881-7831	dzc3@psu.edu
Women's Soccer	David Castellanos	215-881-7831	dzc3@psu.edu
Softball	TBD	215-881-7440	
Men's Tennis	David Sheaffer	215-881-7440	dps17@psu.edu
Women's Tennis	David Sheaffer	215-881-7440	dpz17@psu.edu

Men's Volleyball	Kevin Larkin	215-881-7440	Kpl111@psu.edu
Women's Volleyball	Kevin Larkin	215-881-7440	Kpl111@psu.edu

### **Department Address**

Penn State Abington  
Athletic Department  
1600 Woodland Road  
Abington , PA 19001  
**Fax:** 215-881-7450

**[www.abington.psu.edu/athletics](http://www.abington.psu.edu/athletics)**

Twitter

[www.twitter.com/abingtonsports](http://www.twitter.com/abingtonsports)

### **Penn State Abington Department of Athletics:**

#### **Sports Sponsorship**

Penn State Abington offers the following varsity sports for Student/Athlete participation:

<b><u>Fall</u></b>	<b><u>Winter</u></b>	<b><u>Spring</u></b>
Women's Cross Country Men's Cross Country Men's Soccer Women's Soccer Women's Volleyball Tennis and Golf (non-traditional)	Men's Basketball Women's Basketball	Baseball Golf Softball Men's Tennis Women's Tennis Men's Lacrosse Women's Lacrosse

#### **Mission Statement**

Penn State Abington prepares student athletes to engage with the campus' academic and social environment through developing life long skills in leadership, sportsmanlike conduct, and athletic excellence. Our program's focus is on the development of the whole person, and we place student athlete

welfare as our highest priority. We promote and reinforce traditional values of honesty, integrity, commitment and hard work as the foundation of our athletics program. We take great pride in hiring coaches who are teachers first and embrace these values.

## Values

- We believe in the **primacy of the athlete** as a student.
- We **respect** each student as an individual and their **personal welfare is our highest priority**.
- We view competition as the means to **healthy respect of self** and others.
- We promote traditional values of **honesty, integrity, commitment, and hard work** as the foundation of our reputation and continuing **success**.
- We are **committed** to providing coaches who regard themselves first and foremost as teachers.
- **Teamwork** should prevail in all interactions among students, coaches, staff, and administrators.

## Penn State Abington Expectations of the Student Athlete

Penn State Abington expects its student athletes to conduct themselves with the utmost integrity. Through the exhibition of high moral and ethical standards, student athletes may reach an exemplary academic level, as well as athletic achievement. It is considered a privilege, and not a right, to be a member of an intercollegiate athletic team at Penn State Abington. Participation on an athletic team means accountability for one's self, the team, and the college in a positive and appropriate manner.

Any behavior exhibiting racial, ethnic, religious, homophobic or sexual harassment is prohibited. Physical or verbal abuse of any member, guest, or host of the University (including officials, opposing teams, etc.); disruptive or disorderly conduct; or

any offensive or anti-social behavior will not be tolerated and may result in disciplinary action.

## Student Conduct Checklist:

- Provide a conscientious and positive effort in all athletic endeavors.
- Encourage sportsmanship and ethical play in all situations.
- Sportsmanship is central, so be humble in victory and gracious in defeat.
- Keep your temper in check always.
- Officials have a tough job, so please be understanding and courteous.
- Separate yourself from the opposing fans, by not inciting anything.
- Do not criticize team circumstances, coaches, or teammates publicly.
- Observe and understand the Guidelines on Scheduling Conflicts (see pg.17).
- Understand and abide by team, department, and college rules and regulations
- Treat all facilities, uniforms, and equipment (home and away), at all times with the utmost respect.
- Any equipment issued should be returned promptly, as requested.
- Recognize that you represent yourself, your family, your team and your institution while competing and traveling.

## Team Rules and Regulations

The student-athlete is subject to the rules pertaining to his/her particular sport, as established by the coaches and the athletic

department. Of particular interest are the following:

- The student-athlete must participate in practice and games, except when declared unfit by the team trainer or doctor, or is in any other way unable to participate through no fault of his/her own.
- The student-athlete must obey the decisions of the coaches regarding manners and behavior on road games, including dress policies. The conduct of team members is the responsibility of the accompanying coaching staff.

A Penn State Abington student-athlete is expected to be a responsible member of the team, contributing his/her energy and skill to the best of their ability and conforming to the self-discipline which membership implies.

Unethical conduct by student-athletes, as well as staff and coaches, shall be subject to disciplinary action as set forth in the NCAA enforcement procedures. Student-athletes found in violation may be ineligible for further intercollegiate competition. A student-athlete who is determined to engage in unethical conduct shall be ineligible for all intercollegiate competition.

**As stated in the NCAA Manual and below, unethical conduct consists of, but is not limited to:**

- Fraudulence in connection with entrance or placement examinations.
- Engaging in any athletic competition under an assumed name or with intent otherwise to deceive.
- Dishonesty in evading or violating NCAA regulations.
- Knowingly furnishing the NCAA or the individual's institution with false or misleading information concerning the student's involvement in or knowledge of matters pertaining to a violation of NCAA regulations.

## University Code of Conduct

Misconduct that may result in disciplinary action consists of the following offenses:

1. Violation of written University policy or regulations contained in any official publication or administrative announcement by The Pennsylvania State University.
2. Academic dishonesty including, but not limited to, cheating and plagiarism.
3. Disruption of operations of the University as defined in the "Policy Statement on Free Expression and Disruption."
4. Harassment of an individual or group, where harassment is defined as a course of conduct which subjects a person or groups of persons, to unwanted physical contact, or the threat of such contact, or which seriously threatens or alarms a person or group.
5. Furnishing false information to the University or other similar forms of dishonesty in University regulated affairs, including knowingly making false oral or written statements to any University discipline board.
6. Forgery, alteration, destruction, or misuse of University documents, records, identification cards, or papers.
7. Failure to comply with directions or to present identification to University officials acting in the performance of their duties, or refusal to respond to a request, to report to an administrative office.
8. Unauthorized entry into or use of University facilities.
9. Use, possession, or carrying of firearms (including, but not limited to, pistols, rifles, shot guns, or ammunition), hand-billy, dirk knife, or other dangerous knives, explosives, or other dangerous weapons while on University-owned or controlled property or at University-sponsored or supervised activities.
10. Use, possession, or distribution of alcoholic beverages on University property as defined in the "Policy Statement on Beverages Containing Alcohol."

11. Use, possession, distribution, or being under the influence of controlled substances or unlawful drugs, except when permitted by law, defined by the "Policy Statement on Drugs." (University Policy Manual, AD-33)
12. Theft of or damage to property of the University, or to property of any of its members, or visitors, or knowing of possession of stolen property.
13. Sexual assault and abuse as defined in the "Policy Statement on Sexual Assault and Abuse." (University Policy Manual, AD-12)
14. Physical abuse of any person.
15. Disorderly conduct; lewd, indecent, or obscene conduct.
16. Sexual harassment as defined in the "Policy Statement on Sexual Harassment." (University Policy Manual, AD-42)
17. Causing or participating in hazing, as defined in the policy relating to registration of student organizations. (University Policy Manual, SY-1, SY-2, Sy-3, SY-7, Sy-8, SY-12, SY-13, SY-16, SY-18, and SY-27)
18. Behavior that would constitute a violation of local, state, or federal law on University property, or off campus, when such behavior has a substantial adverse effect upon the University or upon individual members of the University community.
19. Aiding, abetting, or attempting to commit an act or actions that would constitute an offense under any provision of the Code of Conduct.
20. Conduct that threatens or endangers the health or safety of person.

To review any or all policy statements and/or Code of Conduct, please visit:

[www.sa.psu.edu/ja/pdf/PoliciesRules.pdf](http://www.sa.psu.edu/ja/pdf/PoliciesRules.pdf) and  
[www.psu.edu/ufs/policies](http://www.psu.edu/ufs/policies)

## **POLICY STATEMENTS**

### **The Penn State Principles**

The Pennsylvania State University is a community dedicated to personal and academic excellence. The Penn State Principles embody the values that our students, faculty, staff, administration, and alumni possess. It is understood that members of the Penn State community agree to abide by the Principles to ensure that Penn State is a thriving environment for living and learning. By endorsing these common principles, members of the community contribute to the traditions and scholarly heritage left by those who preceded them and promise to leave Penn State a better place for those who follow.

#### **I will respect the dignity of all individuals within the Penn State community.**

The University is committed to creating and maintaining an educational environment that respects the right of all individuals to participate fully in the community. Actions motivated by hate, prejudice, or intolerance violate this principle. I will not engage in any behaviors that compromise or demean the dignity of individuals or groups, including intimidation, stalking, harassment, discrimination, taunting, ridiculing, insulting, or acts of violence. I will demonstrate respect for others by striving to learn from differences between people, ideas, and opinions and by avoiding behaviors that inhibit the ability of other community members to feel safe or welcome as they pursue their academic goals.

#### **I will practice academic integrity.**

Academic integrity is a basic guiding principle for all academic activity at Penn State University, allowing the pursuit of scholarly activity in an open, honest, and responsible manner. In accordance with the University's Code of Conduct, I will practice integrity in regard to all academic assignments. I will not engage in or tolerate acts of falsification, misrepresentation or deception because such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others. I will demonstrate social and personal responsibility. The University is a community that promotes learning; any behaviors

that are inconsistent with that goal are unacceptable. Irresponsible behaviors, including alcohol or drug abuse and the use of violence against people or property, undermine the educational climate by threatening the physical and mental health of members of the community. I will exercise personal responsibility for my actions, and I will make sure that my actions do not interfere with the academic and social environment of the University. I will maintain a high standard of behavior by adhering to the Code of Conduct and respecting the rights of others.

**I will be responsible for my own academic progress and agree to comply with all University policies.**

The University allows students to identify and achieve their academic goals by providing the information needed to plan the chosen program of study and the necessary educational opportunities, but students assume final responsibility for course scheduling, program planning, and the successful completion of graduation requirements. I will be responsible for seeking the academic and career information needed to meet my educational goals by becoming knowledgeable about the relevant policies, procedures, and rules of the University and academic program, by consulting and meeting with my adviser, and by successfully completing all of the requirements for graduation.

**Statement on Intolerance**

The University is committed to creating an educational environment which is free from intolerance directed towards individuals or groups and strives to create and maintain an environment that fosters respect for others. As an educational institution, the University has a mandate to address problems of a society deeply ingrained

with bias and prejudice. Toward that end, the University provides educational programs and activities to create an environment in which diversity and understanding of other cultures are valued.

Acts of intolerance violate the principles upon which American society is built and serve to destroy the fabric of the society we share. Such actions not only do untold and unjust harm to the dignity, safety and well-being of those who experience this pernicious kind of discrimination, but also threaten the reputation of the University and impeded the realization of the University's educational mission.

An act of intolerance refers to conduct that is in violation of a University policy, rule or regulation, and is motivated by discriminatory bias against or hatred toward other individuals or groups based on characteristics such as age, ancestry, color, disability, handicap, national origin, political belief, race, religious creed, sex, sexual orientation, gender identity, or veteran status.

The Pennsylvania State University is committed to preventing and eliminating acts of intolerance by faculty, staff, and students and encourages anyone in the University community to report concerns and complaints about acts of intolerance to the Affirmative Action Office or the Office of the Vice Provost for Educational Equity, and in cases involving students, reports may also be made to the Office of Judicial Affairs.

If any violation of University policy, rule, or regulations is motivated by discriminatory bias against or hatred toward an individual or group based on characteristics such as age, ancestry, color, disability, handicap, national origin, political belief, race, religious creed, sex, sexual orientation, gender identity, or veteran status, the sanction will be increased in severity and may include expulsion from the University.

The University prohibits retaliation against anyone who files a complaint and/or participates in an investigation involving alleged acts of intolerance. Retaliation constitutes a separate violation and

may result in a sanction independent of the outcome of a complaint.

The expression of diverse views and opinions is encouraged in the University community. Further, the First Amendment of the United States' Constitution assures the right of free expression. In a community which recognizes the rights of its members to hold divergent views and to express those views, sometimes ideas are expressed which are contrary to University values and objectives. Nevertheless, the University cannot impose disciplinary sanctions upon such expression when it is otherwise in compliance with University regulations.

### **Statement on Sexual Assault and Abuse**

Penn State Abington will not tolerate sexual assault or abuse, such as rape (including acquaintance rape), or other forms of nonconsensual sexual activity. These acts degrade the victims, our campus community, and society in general. While the University cannot control all the factors in society that lead to sexual assault and abuse, the University strives to create an environment that is free of acts of violence.

Violations of this policy will result in disciplinary action, which may include separation from the University.

Sexual assault and abuse is: nonconsensual physical contact of a sexual nature. Sexual assault and abuse can occur between acquaintances or parties unknown to each other.

### **Code of Ethics for Student-Athlete**

### **Alcohol** (University Policy Manual, AD-18)

The Penn State Abington Athletics Department expects each student to adhere to a set of standards that positively represents this Department and the University. The Athletics Department sets forth a code of ethics for alcohol, drug, and tobacco use to clearly define the Department's position regarding these issues. A student-athlete is responsible for following all Federal, State, University and Athletics Department guidelines pertaining to alcohol, drug, and tobacco use. The Code of Ethics for Alcohol Use is considered minimum guidelines, and each coach may set higher standards in a separate team policy.

### **UNACCEPTABLE ACTIONS**

1. Drinking and driving a motor vehicle.
2. Use of alcohol before, during, or after department sponsored athletic events either at home or during road trips.
3. Use of alcohol that interferes with scholastic success, athletic performance, personal relationships, finances, or leads to legal problems.
4. Irresponsible use and/or being intoxicated in a public place (i.e., local community, hotels while on road trips, restaurants, etc.).
5. Drinking in department-issued Penn State Abington athletic apparel.
6. Drinking with recruits; specifically the individual host(s) responsible for the safety and well-being of the recruit.

**Statement:** In order to develop a positive culture at Penn State Abington regarding alcohol, student-athletes need to be leaders in the fight against alcohol misuse. In the quest for excellence, both on and off the playing field, athletes need to make smart choices and realize the long-term athletic, career, and health benefits of choosing not to drink alcohol and/or drink responsibly after age 21.

## Drugs (University Policy Manual, AD-33)

Penn State Abington does not condone the medically unsupervised use, possession, sale, manufacture, or distribution of drugs that are illegal, that may involve medical or psychological hazards to individuals or that may tend to interfere with the rights and privileges of others.

The student-athlete will annually, prior to participation in intercollegiate competition during the academic year, sign a statement in a form prescribed by the NCAA and Penn State in which he or she consents to be tested for the use of drugs prohibited by NCAA legislation. Failure to complete and sign the statement annually shall result in the student-athlete's ineligibility for participation in all intercollegiate competition.

## Tobacco (University Policy Manual, AD-32)

Penn State Abington does not condone the use of tobacco products prior to, during, or after any intercollegiate athletic related activities. NCAA regulations do not permit the use of any tobacco or tobacco products at any practice, game, event or team function. Violation of this policy may result in disciplinary action.

The Pennsylvania State University is committed to a healthful environment for all members of the community at all locations.

Smoking of any material is prohibited in all University facilities and University owned vehicles.

Smoking includes the burning of any type of lighted pipe, cigar, cigarette, or any other smoking equipment, whether filled with tobacco or any other type of material.

## Hazing

Hazing is any action taken or situation created that might produce or does produce mental or physical discomfort, embarrassment, harassment, or

ridicule. Hazing is an abusive, insulting and humiliating act on the part of an individual, group, or organization that clearly violates the mission of the University. It is also a violation of Pennsylvania law. Violation of this policy results in disciplinary action against an offending individual or group. In addition to this being an institutional violation with punishment involved, violation of this policy will result in punishment ranging from service hours on campus to dismissal from the team, depending upon the severity of the incident. Punishment will be at the discretion of the Department of Athletics.

## Internet

At anytime on an internet site, if the evidence indicates that you are in violation of any of the policies or rules in the Penn State Abington athletic handbook, you could be subject to punishment at the discretion of your coach and or athletic administration.

## Social Networking

As participation on a varsity team is a privilege, not a right, it is expected that student athletes will be cognizant of their status when posting on social networking sites, including but not limited to Facebook, Twitter, My Space, and photo sharing sites. Should the athletics department become aware of photos and/or comments that reflect poorly on the Abington College campus, the Athletics Department and/or the team and individual members of that team, appropriate discipline may be imposed.

## Conference Affiliations

Penn State Abington is a member of the **North Eastern Athletic Conference (NEAC)**. Established in 1992, the purpose of the ten-member conference is to *“foster meaningful competition in as many sports as may be successfully provided by the member institutions, within the limits of financial budget capabilities. A primary objective shall be the encouragement of widespread participation by student athletes. The NEAC shall sponsor, promote, and organize intercollegiate athletics competition among*

*member institutions for charitable and educational purposes. The NEAC encourages such competition to be equitable, fair, and amicable for all student athletes”.*

On a National level, Penn State Abington is affiliated with the National Collegiate Athletic Association (NCAA) Division III. Penn State Abington embraces the NCAA Division III philosophy (pg.12). Institutions with membership at the NCAA Division III, level do not provide scholarships related to athletic ability or participation. Penn State Abington is also a member of the Eastern Collegiate Athletic Conference (ECAC) which provides additional post season opportunities.

The NEAC and its member institutions operate intercollegiate athletics programs that must be consistent with the NCAA Division III philosophy. The NEAC recognizes that intercollegiate athletics are an integral and essential part of the collegiate experience and should operate in harmony with the educational mission of its member institutions. NEAC members must strive to uphold the highest ethical standards of athletic competition. Membership in the NEAC is intended for colleges and universities that provide a broad base of athletic competition for men and women.

<http://www.neacsports.com/>

### **ECAC Philosophy**

The Eastern College Athletic Conference administers 105 championships in 37 sports. The ECAC Championships offer over 19,000 student-athletes from the 321 member institutions an opportunity to extend their seasons through the year-ending championships, or an additional possibility to qualify for an NCAA Championship. ECAC Championships are held for both men and women in team and individual sports during the fall, winter, and spring seasons.

To participate in an ECAC team championship, a member institution must declare by the posted date and be selected by the committee for that specific division and region. Selection Monday's occur the first Monday after the end of the regular season. The committee and the ECAC liaison use the selection criteria to choose the most deserving teams to compete.

[www.ecac.org](http://www.ecac.org)

### **NCAA Division III Philosophy**

Colleges and universities in Division III, place highest priority on the overall quality of the educational experience and on the successful completion of all students' academic programs. They seek to establish and maintain an environment in which a student-athlete's athletics activities are conducted as an integral part of the student-athlete's educational experience, and in which coaches play a significant role as educators. They also seek to establish and maintain an environment that values cultural diversity and gender equity among their student-athletes and athletics staff. *(Revised: 1/10/95, 1/9/06 effective 8/1/06)*

To achieve this end, Division III institutions:

- Place special importance of the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency (e.g., students, alumni, institutional personnel) than on the general public and its entertainment needs.
- Encourage the development of sportsmanship and positive societal attitudes in all constituents; including student-athletes, coaches, administrative personnel and spectators.
- 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.
- Gives primary emphasis to in-season competition, but exceptional teams and individuals may be encouraged through postseason championships.

The purpose of the NCAA is to assist its members to develop this approach as the basis for consistent, equitable competition and to do so in ways that minimize infringement on the freedom of individual institutions to determine their own special objectives and programs.

## **NCAA Rules: Student-Athlete Participation**

### Playing Season

- The time during the academic year, in which you are permitted to practice and compete is termed the playing season.
- In many cases, this time is divided into a fall/spring season or a traditional/non-traditional season.

### Factors of importance to you as an athlete during the playing season:

- You must be given a day off each week. \*  
(\*Daily and weekly limitations do not apply during semester breaks or when classes are not in session.)
- A day off may be the travel day unless you practice or compete.
- Practice is any related activity required by the coach when he/she is present (practice, viewing tapes, weight training).

### Outside of the playing season during the academic year:

- During the off-season a student-athlete may be asked to participate in a weight training program to benefit them both physically and in terms of injury prevention. Instruction and monitoring for safety may take place, but this may not be mandatory, or held against any athlete for lack of participation.

### Practicing while academically ineligible

- Students who are academic trouble are given little latitude to attend practices and games. It is expected that they will use this time to improve their performance in the classroom. In the rare occurrence where the coach believes a student athlete may benefit from participating in practice, the athlete will be allowed to participate. All other requirements to participate in practice must have been met.

## **SUMMARY OF NCAA REGULATIONS – DIVISION III**

**Season of Intercollegiate Competition (NCAA Bylaw 14.2.4.1):** A season of intercollegiate participation shall be counted when a student-athlete participates (practices or competes) during or after the first contest following the student-athlete's initial participation at the institution. A season of participation shall not be counted when a student athlete participates in a preseason scrimmage or preseason exhibition conducted prior to the first regular season contest. Student athletes have 10 semesters to complete four years of athletic eligibility. There is no redshirting permitted in NCAA Division III.

**Freshman**

- Must be admitted to the college as a regular degree-seeking student;
- Enrolled in a full-time course load;
- Completed and signed all the NCAA and college related paperwork;
- Medically cleared for participation by the athletics training staff.

**Upperclassman**

- Enrolled in a full-time course load;
- Be in good academic standing as defined by the College;
- Declare a major by the start of the junior year;
- Meet the College standards for satisfactory progress;
- Completed and signed all the NCAA and college related paperwork;
- Medically cleared for participation by the athletics training staff.

Student athletes must remain aware of the ongoing regulations surround the NCAA's amateur rules and guidelines. Please review the Summary of Regulations document at the end of this handbook so that you are aware of them.

**Eligibility/Academic Policy**

1. All student-athletes **MUST** meet the following guidelines in order to be considered academically eligible for participation in varsity athletics:
  - a. You must be a full-time student – 12 credit hours minimum. If at any time you drop below the full-time status, you will then be deemed ineligible!  
**IT IS YOUR RESPONSIBILITY TO NOTIFY YOUR COACH IMMEDIATELY SHOULD THIS BE THE CASE!**
  - b. You meet the requirements for normal progress toward graduation.
  
2. A student-athlete shall represent the University in intercollegiate athletic contest only if the student has acquired the designated number of credits at the end of each appropriate semester (in residence) as follows:

<b>Semesters in Residence</b>	<b>Minimum Credits Passed</b>	<b>GPA</b>
<b>2</b>	<b>9</b>	<b>1.8</b>
<b>3</b>	<b>24</b>	<b>1.9</b>
<b>4</b>	<b>36</b>	<b>1.9</b>
<b>5</b>	<b>48</b>	<b>2.0</b>
<b>6</b>	<b>60</b>	<b>2.0</b>
<b>7</b>	<b>72</b>	<b>2.0</b>

<b>8</b>	<b>84</b>	<b>2.0</b>
<b>9</b>	<b>96</b>	<b>2.0</b>

3. A student-athlete is eligible to represent the University in an intercollegiate athletic contest only if the student meets the minimum cumulative grade point requirements at the beginning of the appropriate semester (in residence).
4. Failure to pass 12 credits is not an indication that the semester does not count as full time.
5. Student athletes who transfer from another institution must abide by the previous institution's determination of full- or part-time semesters or seasons of competition.

## Academic

The Penn State Abington Athletic Department considers that a student-athlete's major purpose at the University is to pursue an academic degree. The student-athlete has the responsibility of attending class on a regular basis, of completing all classroom assignments, and of conducting himself/herself in academic matters in ways that are consistent with acceptable classroom performance. The student-athlete is required to meet all University and college academic requirements as well as the eligibility rules of the NCAA and North Eastern Athletic Conference.

### Academic resources

#### The Learning Center

The Learning Center provides services to enhance academic achievement. Our goal is to help students learn, and to help students learn how to learn. Services are **FREE** to students enrolled in Penn State Abington courses.

#### **Services that support students in attaining and maintaining academic progress include:**

- Tutoring in Math and Writing; by appointment or drop-in
- Tutoring in Other Subjects. (Ask us- if we can find a qualified student to tutor that course, we will schedule a session for you with them).

#### Contact Information

**Location:** Sutherland 315

**Phone:** Anne Prior 215-881-7537

**Web site:** [www.abington.psu.edu/LearningCenter](http://www.abington.psu.edu/LearningCenter)

**Email:** [axp28@psu.edu](mailto:axp28@psu.edu)

**Hours:** Monday – Friday, 8 a.m. to 5 p.m.

- Tutoring hours are NOT limited to office hours!

#### Academic Advising

Athletes develop a close bond with their coaches and teammates, and often seek them out for advice. However, these individuals should not serve as your primary resource of information in

matters related to your academic plans, goals, and questions. When you need academic advice, please contact your adviser first. To find the name of your adviser, access eLion at [www.eLion.psu.edu](http://www.eLion.psu.edu) and click on adviser information. Your adviser could be either a faculty member or a professional adviser in the DUS Advising Center.

You are strongly encouraged to discuss your academic plans and goals with an adviser. While your coach or teammate may have great ideas about your selection of a major, your academic adviser is knowledgeable about the many academic programs of the University. As such, your adviser can better serve you in defining and developing your educational plans. Working with your adviser and discussing your strengths, weaknesses, and interests will enable you to devise a plan of action that is best suited for your academic goals and skills.

In addition to your academic plans and goals, you may have questions about the academic policies and procedures of the University. During these times, meet with your adviser. Your adviser can interpret the many rules of Penn State and offer you guidance in handling academic problems that you are encountering. Penn State is a complex University; therefore, it is important for you to receive accurate information. While your adviser is responsible for informing you of relevant academic information, it is ultimately your responsibility to stay informed.

As a student-athlete you have a multitude of activities occupying your time. Although meeting with your academic adviser may seem trivial in relationship to your other responsibilities, it is important for you to meet with your adviser regularly. Some important times to meet with an adviser are during the scheduling periods, deciding to late drop a course, changing your major, etc. When you determine you need to meet with your adviser, please remember to prepare for your appointment.

There may also be times when your adviser contacts you for an appointment. It is your responsibility to contact your adviser and discuss any advising issues. Please do not disregard your adviser's attempt to contact you. Your adviser will attempt to contact you through your Penn State email account and if necessary using the mailing addresses on file (if there is not a local address on file then official communication will be sent to your permanent address).

Working with your academic adviser is one way to promote academic success; however, developing relationships with your professors will also prove essential to your academic health. Your college professors are not only available to you during classroom instruction, but also during their office hours. Office hours are a wonderful way for you to speak one-on-one with your professors. Take advantage of this time. If you are unable to go to the established office hours, contact the professor about arranging an alternative time for the two of you to meet.

Finally, as you embark on or continue your academic journey, remember you are responsible for your decisions. Your academic adviser and college professors are here to assist you along your journey; but you must have the drive, dedication, and desire to succeed academically.

## **Time Management**

### **This is your key to success!**

**Establish priorities!** There are two priorities for a student/athlete. The first is to be a student and the second is to be an athlete. The division III philosophy is that of establishing and maintaining an environment in which a student-athlete's athletic activities are conducted as an integral part of the

student-athlete's, educational experience, essentially finding a balance in being a success in both areas, but you have to help yourself!

- Set goals for each course and work to achieve those goals.
- Make sure you attend all classes unless you have been legally excused for any athletics contest.
- Be prepared well in advance and arrive to class on time.
- Stay bright and alert by maintaining a healthy sleep schedule. Depriving the body of sleep can be an athlete's biggest enemy!
- Keep up with your class work on a daily basis.
- Complete all assignments and **submit them on time**. You are NEVER excused from class assignments because of competition.

### **Priority Registration**

All returning varsity student athletes are given the opportunity to register for classes ahead of other students. You will be notified of your window to register by your head coach. Please take advantage of this important privilege.

### **Class Attendance**

A student should attend every class for which the student is scheduled and should be held responsible for all work covered in the courses taken. Instructors should provide, within reason, opportunity to make up work for students who missed class for regularly scheduled University-approved curricular and extra curricular activities (such as Martin Luther King Day of service, field trips, choir trips, and athletic contests). (Faculty Senate Rule 42-27)

### **Scheduling of Classes/Labs**

It is advised that student-athletes attempt to schedule course sections and lab sessions that will not conflict with team practices and games. Because academics are most important to the Penn State Abington student-athlete, student-athletes are not advised to avoid taking classes due to time conflicts. However, registering for another class time may alleviate scheduling conflicts.

### **Excused Absence from Class**

Respectfully notify professors **well in advance** when there is a conflict between that class and a departure for a game.

*"A student-athlete who represents the University in an athletic contest shall be excused from class and provided with an official excuse form." "No student-athlete shall be allowed to represent the University in an athletic contest unless the student has been officially approved for participation."*  
(Faculty Senate Rule 67-00)

It is **YOUR** responsibility to make the necessary arrangements to produce any missed work. A class excuse form will be provided by the athletic department via your coach, documenting departure & game times.

**Remember: being excused from class doesn't mean being excused from the responsibility for class time and materials missed.**

### **Class Absences**

Class Absence Notification due to extra-curricular activity should include all of the following:

- Students must notify instructors and request assignments prior to their Athletic participation.
- Students are expected to complete all work missed, according to the instructor's policies.
- Students need to be aware of each instructor's specific absence policy.
- Class excuse forms are sent to Faculty members with departure dates and times on a seasonal basis.

### **KINES 088- " The Varsity Sport Experience"**

#### **Phys Ed Credit: Varsity Sport Credit: Kinesiology.**

Student-athletes earn 2 kinesiology credits for participation in a varsity sport. For students in the Baccalaureate degree program, the credit goes toward meeting their 3-credit GEN. ED. requirements. Students will see this added to their transcript at the end of their first completed season of competition automatically.

#### **Requirements for KINES 088:**

- Credit is only given at the end of the competitive season
  - 100% attendance is expected at all contests
  - 100% attendance is expected at all practices
  - Final determination of awarding of varsity credit is determined by your coach
  - The student-athlete must complete the entire competitive season
- **IMPORTANT: CREDIT IS ONLY RECEIVED ONCE no matter how many sports or seasons of participation**

### **Athletic Training**

Before students participate in any varsity sport, it is **mandatory** that you receive a pre-participation sports physical and that the attached forms be completed by you and your practitioner and returned to the Athletic Trainer. These forms are **NOT** to be submitted to your coach. Whether you elect to have your pre-participation physical completed by Penn State Abington contracted physicians or by your own family practitioner, ***please complete all forms before your appointment.*** Be sure to have the forms with you for your medical appointment.

#### **Several items that you should know before you begin your participation in athletics:**

1. There is an element of danger in all sorts. By participating in sports, you assume risk. Injuries do occur.
2. In the event that you sustain an injury during your participation, please report it to your coach and to the athletic trainer immediately.

3. Penn State Abington offers an excess (secondary) insurance plan. Your parent/guardian's health insurance is still your primary coverage. Our athletic insurance helps to pay reasonable and customary charges after your primary coverage is exhausted.
4. The athletic trainer will complete the necessary claims forms, but it is your immediate responsibility to report the injury as soon as possible, and also to inform the athletic trainer if your primary health insurance information has changed (i.e., your parent changed policies, your parent changed employment, you no longer have insurance). The athletic trainer must report claims within 90 days of your initial injury; therefore it is extremely important you report the injury immediately.
5. **DO NOT** pay any invoices or balances before proper procedures and claims have been made. Prepayments could cause failures to receive payments in full. Please submit unpaid balances/invoices to the athletic trainer. To insure proper payment, only itemized statements are accepted. The athletic trainer will also need the Explanation of Benefits (EOB's) and any denials from your primary insurance carrier. Please submit these along with all your bills.
6. If you have medical insurance, you must complete the ***Penn State Abington Medical Insurance Information Form***. If you are not covered by medical insurance, please inform the athletic trainer and complete and ***Affidavit of No Insurance Form***. Keep in mind that if your insurance status changes; you are obligated to inform the athletic trainer of the change immediately.
7. In cases where the athletic insurance or family insurance does not cover the entire cost of the accident, it is the responsibility of the athlete to pay the additional medical costs.

**For practices/competitions outside of these hours, the facility will open ONE hour prior to the specific time the team is expected to report, or as specified by the Head trainer.**

### **Athletic Training Room Rules and Procedures for Student Athletes**

#### Training Room Hours

Monday - Friday	As posted on the training door
Saturday and Sunday	Pending scheduled practices and games

#### Special Schedules

Scheduled Practice Session	Training room will be open 1 hour before scheduled practice time
Scheduled Events	Training room will be open 1½ - 2 hours before scheduled event
Unscheduled Practice Sessions	Training room and athletic trainer will not be available in which no prior arrangements have been made with the athletic trainer
School Breaks and Holidays	Training room will be open as needed to meet the needs of the teams involved

#### Training Room Rules

- The training room is a medical facility and should be treated as such.

- No one is allowed in the training room without supervision.
- Nothing is to be removed from the training without permission from the athletic trainer.
- No tobacco, alcohol or drug use of any kind will be tolerated.
- No loitering, horseplay, foul language or shouting will be tolerated.
- No one may use the athletic trainer's phone or computer without permission from the athletic trainer.
- Athletes MUST sign in prior to treatment.
- All injuries MUST be reported to the athletic trainer as soon as possible.
- If treatment is needed, it is the athletes' responsibility to be in the training room before practice and/or games in ample time so that the athlete and athletic trainer are not late for their practices or games.

### **General Policy Athletic Training Statement**

Our mission is to provide the best medical care possible for all athletes. The Athletic Department is fully committed to the health and welfare of the student-athletes participating in intercollegiate athletics and hopes to provide a safe environment by providing qualified sports medicine personnel and up to date athletic training facilities.

Penn State Abington athletics carries medical insurance for all injuries directly related to participation in practice or University sponsored athletic competition. We will act as the secondary providers while your personal or your parents insurance will act as the primary coverage in such events. It is strongly recommended that you or your parents carry insurance to cover any non-athletic injuries or illnesses since these are not covered by Penn State Abington.

### **Physical Examinations and Insurance:**

All student- athletes must have a physical examination completed by Athletic department medical personnel, or his/her doctor annually. Copies of the completed physical examination forms should be on file in the athletic office prior to the start of practice. In order for any student athlete to participate in intercollegiate athletics while enrolled at Penn State Abington, proof of medical insurance coverage must be provided. All costs for medical treatment, which results from injuries sustained while participating in intercollegiate athletics, must be covered by a primary insurance plan. In order to take the pre-participation physical exam, all student- athletes must provide the sports medicine services with proof of this insurance. The proof of insurance shall include the specific insurance company, policy number, and names of those covered.

### **Treatment of Injury and Illness**

- Promptly report all injuries and illnesses that might interfere with the ability to practice or compete, to the coaching staff and athletic training staff.

- Report to the training room when injured and continue to check in with the Head Trainer until instructed not to.
- Make every effort to allow adequate time for treatment and evaluation of injury prior to practice or contest.

**PLEASE make sure you read FULLY the “Athletic Training Room Policies and Procedures for Athletes”.**



# Varsity Sport Guidelines

## Pre-Season/Early Return

Student-athletes trying out for cross-country, soccer, and volleyball are permitted to return to campus prior to the established student return date. Pre-season/early return information will be communicated to each student-athlete in May/June. Student athletes must provide all necessary information regarding accommodation, time and date of return for the fall season prior to being allowed to practice. Your prompt attention to this matter is appreciated.

Penn State Abington requires an annual physical each year. If you have had any significant injury or illness the summer prior to return, or a pre-existing medical condition, you will need to return to campus with a signed release from your physician or you will not be allowed to practice or participate.

Penn State Abington requires all students to carry medical insurance. The Department of Athletics provides secondary insurance for intercollegiate athletic participants. This insurance covers injuries that are sustained during official supervised practice or competition in intercollegiate sports only. Injured students must see a member of the training staff and fill out a claim form within 10 days of the injury. Claims must be submitted to primary insurance companies first. Once bills showing remaining balances and explanations of benefits are generated by the primary insurance company they can then be submitted to sports medicine department. The NCAA provides catastrophic insurance for claims in excess of \$75,000.

## Practice Policy

- All student athletes should provide their coach with a current copy of their class schedule prior to pre-season practice. Coaches will then aim to set practice times that will maximize the numbers of players in attendance.
- All players are expected to attend practice on time and be dressed appropriately.
- Should you be unable to attend practice for any reason, please contact the head coach directly. Do NOT call the Athletics department administrative assistant.
- Classes come first, so please do your utmost to attend all classes

## Squad Selection

Participation in collegiate athletics is a privilege and not a right. All potential student athletes will be given a fair opportunity to make the squad through a try-out period as determined by the head coach. Final roster decisions are based on how the coaching staff has evaluated the skills and attributes of each participant. The varsity squad will consist of those individuals whom the staff believes give the team the best possible opportunity for success. Roster size will be determined by the coaching staff and athletic administration. **All** candidates, including returning players, must earn a spot on the roster.

## Multiple Season Athletes

At Penn State Abington we realize the importance of the multi sport athlete; therefore we encourage our athletes to maximize their potential provided they meet the following:

- The student will compete fully in each season of play.
- Students will complete one season in its entirety before commencing practice or competition with the next sport.
- A student-athlete may not change teams during the season without permission of the coach of the sport he /she is presently participating in, the Athletic Director, and the coach of the team to which he / she is transferring.
- The student-athlete selects one sport during the same season. Coaches will not discourage athletes from multi-sport participation or participation in other extra-curricular activities at Penn State Abington, unless it interferes with preparation for the primary sport. Infractions should be reported to the Athletic Director.

## Post-Season Participation

Representation by Penn State Abington athletes (team and individual), will be predicated, in part, upon the following criteria:

- A realistic appraisal of the competition level in the NEAC, as it compares to the national competition setting.
- The level of athletic achievement reached by the athlete or team in conference competition.
- Season long consistency of the individual or team.
- Cost considerations and exposure value.
- Any qualifying standards that may exist.

## Student-Athlete Grievance Procedure

The main purpose for the following procedure is to provide a means for resolving conflict with a coaching staff member. Student-athletes who wish to become involved in conflict resolution are required to use the following procedures.

**FYI: Concerns should stay focused on specific individual situations. Areas of concern that are NOT appropriate to discuss with coaches are: *team strategy, play calling and other student-athletes.***

- **Step #1:** Communicate your worries and/or concerns to the team captain/leaders. If for some reason you are uncomfortable in expressing your concerns with the captain/leaders, move on to the next step.
- **Step # 2:** If you are not satisfied after discussion with a team captain or a team leader, or if you decided not to raise your concerns with a team captain or a team leader, the next step should be take your concern to your coach.
- **Step # 3:** If you do not believe that the initial conference with the coach has resolved the conflict, a request may be made for a meeting with the Director of Athletics. A meeting will be scheduled involving the coach, student athlete, and the Director. If appropriate, the Director of Athletics will inform the student-athlete in writing of any outcome of this process. Personnel issues will not and legally cannot be discussed with student-athletes. Therefore, it may not be possible to provide resolutions or answers to certain questions.

## **Dismissal from Athletic Teams**

1. A student-athlete may be removed from an athletic team at any time that the coach and athletic director feels that the student has violated the philosophy, guidelines, or principles of the team, Penn State Abington or the NCAA.
2. Student-athletes facing such disciplinary action may appeal their decision before the athletics director.

## **Transportation Policy**

Penn State Abington adheres to a portal-to-portal transportation policy whereby student-athletes, coaches, and staff will be transported as a team to and from all scheduled intercollegiate events. In RARE instances, due to extenuating circumstances, students (athletes, team managers, athletic training aides) may request permission to travel in a personal automobile. The following procedure will be used when such a request is sought:

1. The student must first plan ahead, request, and be granted permission from the head coach to travel in a personal automobile.
2. The student must sign the Transportation Waiver of Liability Form. This form may be obtained through the department of athletics or the head coach.
3. A parent or legal guardian and head coach may also be required to sign the agreement.
4. The waiver needs to be turned in to the head coach or the director of athletics 48 hours prior to departure.
5. Phone calls from parents or guardians **will not** replace the waiver either in advance of leaving or at the site of away competitions.
6. If after an event a student wishes to travel home with a parent or legal guardian, the waiver does NOT need to be signed. However, the parent or legal guardian must speak directly with the coach in charge and inform him or her of their plans to transport their son/daughter from the contest.

**Coaches have the final say in whether a student-athlete is allowed to travel separately from the team either to a contest or on the return trip home. The department fully supports the coaches in these decisions.**

## **Recruiting Policies for Student Athletes**

**Hosting prospective students is an integral part of the recruiting process, and one that comes with a tremendous amount of responsibility. Coaches may ask you to escort a prospective recruit around campus. Please ensure the best possible experience for your additional policies and it is important that student-athletes are familiar with all policies.**

## Uniform and Equipment/Laundry Policy

- All student-athletes shall be held responsible for the care of all equipment that is issued to them.
- Coaches will issue team members any practice gear and assign a locker for storage of personal effects.
- Warm-ups are for game use only.
- Please, do not put personal items in the laundry for washing.
- Uniform clothing is to be returned to the equipment room and placed in the laundry bin immediately following the scheduled competition.
- Students must assume responsibility for returning each item at the end of the season or contest.
- Lost or stolen items are the **responsibility** of the borrower.
- The Student-athlete will be notified within one week after the completion of the season concerning missing equipment and replacement fees.
- If a student athlete fails to return equipment issued to him or her, a hold will be placed on their academic records and will only be released when the equipment/uniform is returned or the amount due the athletics department has been paid in full.
- All equipment will be billed at three times the replacement cost.
- Student athletes are not permitted in the equipment room unless there is a member of staff present.

## Sports Information

Penn State Abington Sports Information Director is responsible for all information provided to the public regarding Penn State Abington athletic teams, coaches and student-athletes. Student-athletes will be asked to fill out a questionnaire prior to each season. The questionnaire will provide the Sports Information Director with background information on each student-athlete in order to present accurate information in all publicity efforts. The Sports Information Director will be continually updating our website, game statistics and using social media outlets to promote our student athletes and our teams. This includes submitting athlete's names for athletic and academic honors associated with college athletics.

### Interviews:

At times student-athletes may be asked to perform interviews with local media. It is important at all times, that student athletes reflect a positive image of the University and the student-athletes of Penn State Abington. The Lions' athletic programs benefit from media exposure; therefore you should view your obligation to cooperate with the media as a chance to promote your team, yourself, your sport, and Penn State Abington. If you want advice on how to handle an interview, do not hesitate to talk to a member of the public relations staff. Student Athletes must work through the media staff to coordinate interviews. This allows us to ensure that requests for your time are legitimate and allows us to remind you of appointments. Also, in the event of a negative occurrence, we can handle requests appropriately and offer advice on how you might deal with certain questions. If you are contacted directly by a reporter, ask that person to arrange the interview through our office.

**Do not give out home/cell phone numbers to a member of the media – EVER!**

## Social Media

While many student athletes use social media sites to connect with family and friends, it is essential that you understand the higher profile you have as a representative of Penn State Abington. While we all enjoy positive public attention, your personal profile pages on sites such as Facebook, Myspace, Bebo and others should be maintained as a site that reflects positively on you, your teammates and your coaches. It is not the place to write derogatory comments about teammates, coaches or other members of the Penn State Abington community. Please be especially concerned about images on sites that may be interpreted as you doing something illegal (underage drinking, etc). It is your reputation we are trying to protect.

## **SAAC: Student Athlete Advisory Committee: Constitution**

### **MISSION STATEMENT**

The mission of the Penn State Abington Student-Athlete Advisory Committee (SAAC) is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete well-being and fostering a positive student-athlete image to the campus and community. We will do this through the legislative process, community involvement, and team building activities.

### **PURPOSE**

- To foster an environment that enables students-athletes to accept responsibility for their education and behaviors.
- To emphasize academics above athletics and help athletes understand the value of their education both in and out of the classroom.
- To give student-athletes a voice in determining the rules, regulations and policies that affect student-athletes' lives on campus and within the NCAA governance structure.
- To promote effective communication among the Penn State Abington athletic community including but not limited to varsity athletes, coaches, administrators, faculty, and the surrounding community.
- To actively promote and support Penn State Abington athletics.
- To enhance the image of student-athletes on campus and in the community by encouraging involvement of student-athletes in campus and community projects.
- To create a vehicle for student-athlete representation on campus-wide committees that discusses issues pertaining to student-athlete well-being.

### **MEMBERSHIP**

- Membership shall consist of 2 representatives from each of the men's and women's varsity athletic teams.
  - Members will be chosen by the coach of each team.
- Each Member serves a one year term.
  - Membership can be renewed each year.
- New members should be part of the sophomore or junior class.
  - Freshman can be selected if the coach believes there are no other acceptable candidates.

- Both members should attend every meeting.
  - One member's attendance is mandatory.
  - If a member misses three meetings they will be removed.
  - The coach will be notified of the dismissal and asked to appoint another member.
- Each member serves as a liaison between the committee and his or her individual athletics team.
- There is no term limit to service on SAAC
- Each member is expected to:
  - Represent the team's views at committee meetings.
  - Report to the team and the coach on all SAAC activities.
  - Organize team members to help with special projects.
- In the event that a team will not be represented at a meeting, but has concerns or comments for committee discussion, the representatives must propose agenda topics or voice concerns to the faculty advisor 1 week in advance.

## **OFFICERS/EXECUTIVE BOARD**

### **1. Chair**

- Along with the faculty advisor, presides over meetings.
- Serves as the student-athlete liaison to the institution.
- Functions as spokesperson to the conference SAAC, national SAAC, media and other intended parties.
- Appoints duties to committee members as needed to conduct SAAC business
- Participates in athletic department staff meetings and academic-athletic committee meetings as needed.

### **2. Vice-chair.**

- Exercises all functions of the chairperson in the chairperson's absence.

### **3. Secretary**

- Responsible for recording minutes at each meeting.
- Must review previous minutes at the beginning of each meeting.

## **ELECTIONS**

All executive board-elected positions are appointed during the first meeting of the year. Their term will be for a full academic year.

1. An official is elected when he or she receives the majority (over 50 percent) of team votes during an election.

2. Impeachment of an elected official can take place when the majority of the teams vote for impeachment. If an elected official is impeached, a new election will take place immediately following the impeachment vote.

## **MEETINGS/VOTING**

- Meetings shall be held monthly or as necessary.
- The director of athletics or a designee will brief the committee on such topics as proposed policy change and NCAA legislation. Special projects may be introduced at organized committee meetings.
- Meeting will be conducted in an orderly way as directed by the faculty advisor or committee Chair.
- Issues will be voted on by the council to make decisions on:
  - NCAA Legislation
  - Penn State Abington Athletic issues
  - Special events/projects
  
- There will be discussion of the issue by the council.
- Each **team** will have one vote.
- A majority will be used to decide the council's stance on the issue.
- Any tie vote will be broken by the Chairperson.
- Non-represented teams will forfeit their voting rights.

## **COMMITTEES**

There will be three standing subcommittees as follows:

- A. Community Service
- B. Faculty/Staff Relations (Academics)
- C. Communications, student-athlete visibility, campus inclusion

Additional subcommittees shall be created as needed by committee officers.

## **AMENDMENTS**

Proposed amendments to the constitution must be presented in writing to the entire membership, and a 2/3rds approval vote is required for passage of the amendment.

## End of Season

At the end of your season, you have several obligations to meet to remain in good standing with your team.

1. Return all of you department issued gear and uniforms in good clean condition to your head coach.
2. Complete the end of season survey sent to you by the athletics director –we will ask for your feedback on your overall athletic experience so we can continue to improve our program.
3. Complete your academic semester in good standing so you can remain eligible for practice and competition in the non traditional segment.

## Awards and Recognition

- **Wes Olsen Scholar-Athlete of the Year** – Awarded to the male and female student-athletes who has excelled above and beyond normal standards academically and athletically. In addition the recipient of this award will have demonstrated strong leadership abilities.
- **Team Scholar-Athlete Award** – Awarded to the student-athlete with highest cumulative GPA on their team and a minimum of three fulltime semesters in the Penn State system.
- **Team MVP** – Awarded to the student-athlete who is the most valuable player on their team.
- **Team Coach's Award** – Awarded to the player that has exemplified commitment, leadership and dedication.

\*These awards are presented at the end of the season banquet.

## Student Services Directory

<b>Department</b>	<b>Phone</b>
Academic Records (Registrar)	215-881-7330
Admissions	215-881-7600
Advising Center	215-881-7328
Athletics	215-881-7440
Bookstore	215-881-7415
Bursar	215-881-7325
Business Administration	215-881-7305
Career Services	215-881-7529
Continuing Education	215-881-7400
Science, Engineering, and Technology Education	215-881-7675
Financial Aid	215-881-7348
Health Services	215-881-7350
IIT (Computer Center)	215-881-7675
Intramural Sports, Recreation, & Fitness	215-881-7831
Intercultural Affairs	215-881-7501
International Programs	215-881-7501
Library	215-881-7424
Police Services	215-881-7575
Student Activities	215-881-7507
Student Affairs	215-881-7335
Vehicle Registration	215-881-7422



# **PennState Abington**

## **EQUIPMENT ISSUE FORM**

**NAME** \_\_\_\_\_

**SPORT** \_\_\_\_\_

**PSU ID#** \_\_\_\_\_

**DATE** \_\_\_\_\_

**UNIFORM #** \_\_\_\_\_

**I have been issued the following University owned clothing and equipment:**

- Home Jersey**
- Home Pants/Shorts**
- Away Jersey**
- Away Pants/Shorts**
- Belt**
- Hat/visor**
- Ball (specify)\_\_\_\_\_**
- Practice jersey (s)**
- Practice pant (s)**
- Travel Bag**
- Warm up top**
- Warm up pant**
- Other (specify)\_\_\_\_\_**

I understand that these items are University owned items and they must be returned to the athletics department upon my separation from the team and/or the end of the season. I further acknowledge that if I fail to return the equipment and clothing listed above within a reasonable time period as established by the Athletics Department, a hold will be placed on my student account and will be charged three (3) times the retail value of each item I do not return.

I acknowledge that this equipment and clothing was issued to me in good condition and it is my responsibility to return it in good condition, less normal wear and tear.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
date



## Student Athlete Class Excuse Form

This student was granted permission to be absent from class on the date listed below due to a varsity athletic competition. In accordance with Faculty Senate Policy 67-00, a student athlete who represents the University in an athletic contest shall be excused from class. Being excused from class does not excuse the student from the responsibility for any material missed.

\_\_\_\_\_  
**Student Athlete (Print name)**

\_\_\_\_\_  
**PSU ID**

\_\_\_\_\_  
**Date of Competition**

\_\_\_\_\_  
**Sport**

\_\_\_\_\_  
**Report Time**

\_\_\_\_\_  
**Estimated Return Time**

I will be missing class to attend the above listed activity. I understand that I am responsible for all work missed.

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date**

All athletic schedules are subject to change. All schedules and subsequent changes can be found on the school's athletic website (<http://www.abington.psu.edu/psasite/athletics/index.html>). For any questions regarding a team's schedule please contact the Sports Information Director, Kathy Drysdale at 215-881-7404. For all other concerns please contact the Director of Athletics, Dr. Karen Weaver 215-881-7443.

Penn State Abington Athletics





**Penn State Abington**  
**Athletic Contract 2010-2011**

I \_\_\_\_\_ (Print Name) \_\_\_\_\_ have read the Penn State Abington Student-Athlete Handbook and fully agree to abide by the established policies and regulations.

Sport \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Submit to head coach.