

PREFACE

This handbook was designed to assist you with information relevant to all Rider University student-athletes. However, the information contained in this handbook is not exhaustive. Should you have any questions not addressed in this handbook, please do not hesitate to ask your coach or a Rider University Department of Athletics representative for assistance. All student-athletes at Rider are expected to follow the policies and procedures set forth in this handbook, as well as the policies and procedures set forth online, in The Source and in any other additional Rider University manuals and catalogs.

Department of Athletics Directory

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Policy Statements and Guidelines

Rider University Mission

Rider University attracts and graduates talented and motivated students with diverse backgrounds from across the nation and around the world and puts them at the center of our learning and living community.

As a learner-centered University dedicated to the education of the whole student, Rider provides students the intellectual resources and breadth of student life opportunities of a comprehensive University with the personal attention and close student-faculty interactions of a liberal arts college.

Through a commitment to high quality teaching, scholarship and experiential opportunities, faculty on both campuses provide undergraduate and graduate students rigorous and relevant programs of study to expand their intellectual, cultural and personal horizons and develop their leadership skills. Our highly regarded programs in the arts, social sciences, sciences, music, business and education challenge students to become active learners who can acquire, interpret, communicate and apply knowledge within and across disciplines to foster the integrative thinking required in a complex and rapidly changing world.

Rider attracts highly qualified faculty, staff and administrators with diverse backgrounds who create an environment which inspires intellectual and social engagement, stimulates innovation and service and encourages personal and professional development. As key members of our University community, it is their commitment to our values, vision and mission that will ensure Rider's success.

The University's institutional identity will continue to reflect the strengths of its people, history, location and shared values, among which are a commitment to diversity, social and ethical responsibility and community.

The success of our graduates will be demonstrated by their personal and career achievements and by their contributions to the cultural, social and economic life of their communities, the nation and the world.

Department of Athletics Mission

The Rider University Department of Athletics provides a program of intercollegiate athletics for men and women that benefits all student athletes and serves to enrich the quality of student life and the campus environment. Student-athletes of diverse backgrounds and interests are provided with opportunities to realize their unique potential and develop their athletic, leadership and interpersonal skills through participation in extracurricular athletic activities without regard for race, color, creed, religion, national origin, gender, gender identity or sexual orientation. The Department of Athletics does all that is necessary to support the University's mission and to ensure that opportunities exist to participate in the total educational process and maintain the balance needed to allow student-athletes to achieve both academic and athletic excellence.

RIDER UNIVERSITY STATEMENT OF COMMUNITY VALUES

In our endeavor to make Rider University a just community, we commit ourselves, as caring individuals, to the following principles:

- that our rigorous intellectual life nourishes our minds and spirits;
- that no person roams these halls as a stranger;
- that integrity of word and deed forms the foundation of all relationships;
- that we recognize that real leadership is derived from service to others;
- that we celebrate our differences for they are our strength;

- that we are proud of this special place, entrusted to us by past generations, nurtured by us for future ones;
- that we share not one Truth, but respect our common pursuit for understanding; and through the time we spend here, we are forever joined to each other and to Rider University.

ATHLETICS DIVERSITY & INCLUSION STATEMENT

Comprised of highly qualified coaches, staff and administrators with diverse backgrounds, the Rider University Department of Athletics is dedicated to creating an inclusive environment that inspires intellectual and social engagement, stimulates innovation and service, and encourages personal and professional development for all involved with Rider athletics. A reflection of the strengths of its people, history, location, and shared values, the Department of Athletics is committed to promoting the shared University ideals of diversity, inclusion,

social and ethical responsibility and community. These ideals are reflected by the success of our student-athletes both in competition and in their contributions to the cultural, social and economic life of their communities, the nation and the world.

ATHLETICS ANTI-HAZING STATEMENT

The hazing of Rider University athletic teams or individual team members by student-athletes is not tolerated. Hazing is a violation of Rider's Student Code of Conduct and New Jersey law and can result in criminal prosecution and dismissal from the University. Any student-athlete found to be responsible for hazing will be subject to probation, squad dismissal and/or revocation of athletic scholarship in addition to those sanctions outlined in the Student Code of Conduct.

ATHLETICS ANTI-GAMBLING STATEMENT

In accordance with NCAA rules and regulations, a student-athlete cannot knowingly provide information to assist individuals involved in organized gambling activities concerning intercollegiate athletic competitions, solicit a bet on any intercollegiate team, accept a bet on any team representing the University, or participate in any gambling involving intercollegiate athletics through a bookmaker, a parlay card, or any other method employed by organized gambling. If a student-athlete has any concerns regarding gambling activities, he or she should bring these immediately to the attention of the coach or the athletic administration.

ROLES AND RESPONSIBILITIES OF STUDENT-ATHLETES

STUDENT-ATHLETE CODE OF CONDUCT

Due to the high visibility of the athletic programs, the Rider University Department of Athletics expects student-athletes to be a positive reflection of their team, their coach, and the University.

It is a privilege to be a Division I student-athlete and, as such, student-athletes at Rider are required to meet the following expectations:

1. A student-athlete shall show respect for him/herself, his/her team and teammates, and the University. A student-athlete shall never embarrass him/herself or any of the aforementioned groups;
2. A student-athlete shall not haze anyone on his/her or any other team. Hazing is a dangerous, unacceptable behavior;

3. A student-athlete shall demonstrate good sportsmanship at all times;
4. A student-athlete shall attend all classes, make all appointments with faculty and staff, and complete all class responsibilities in a timely fashion;
5. A student-athlete shall dress according to the standards and specifications of each team;
6. A student-athlete shall follow all guidelines and procedures for general health and rehabilitation as prescribed by the athletic training staff;
7. A student-athlete shall follow all conference and NCAA rules for illegal substance and tobacco use;
8. A student-athlete shall follow all federal, state, local, and University regulations pertaining to the use and abuse of alcohol; and
9. A student-athlete shall always behave with honesty, integrity and dignity.

STANDARDS OF CONDUCT (GENERAL GUIDELINES)

It is important that student-athletes have an understanding of additional responsibilities when they become members of an athletic team. Such responsibilities include: performing to the best of your ability academically and athletically; contributing your best efforts toward successful team cohesion and performance; and contributing in competition in a manner that reflects credit to you, your team, the Department of Athletics, and the University.

Because participating in athletics is a privilege, not a right, there may be times when these responsibilities involve sacrifice that might not be necessary if you were not a student-athlete. Student-athletes are members of a highly visible community within the larger University community. The success of Rider's athletic programs depends on the trust and support of the public. The goal of the Department of Athletics is to provide a quality educational experience for student-athletes, while enhancing the public's confidence. This confidence is gained through exemplary performance in competition by student-athletes, coaches, and staff. Student-athletes must be concerned with any behavior that might embarrass themselves, their team, and/or the University. This includes any activities conducted online. Student-athletes are held accountable by the same policies and procedures as other University students as outlined in The Source. In addition:

- Student-athletes are subject to the rules and regulations of the NCAA governing unsportsmanlike behavior, non-therapeutic drug use, gambling and bribery, and the acceptance of impermissible awards, benefits and expenses, as well as other forms of misconduct;
- Team rules for student-athletes are established by each individual sport's head coach and his/her staff within parameters set by the director of athletics, the Athletic Council, and the University. The head coach informs team members of the established team and training rules at the beginning of the academic year;
- The student-athlete must participate in practice and games/competitions, except when declared unfit by the team athletic trainer or doctor, or when he/she receives prior permission from his/her respective head coach;
- The student-athlete must obey the decisions of the coaches regarding manners and behavior at away games/competitions, including dress policies. The conduct of all team members is the responsibility of the head coach; and
- Failure to comply with team, Department of Athletics, or University policies may result in suspension, probation, or dismissal from the squad and non-renewal of athletic financial aid, as outlined under University, conference, and NCAA rules.

SOCIAL MEDIA GUIDELINES

Rider University supports and encourages an individual's expression of First Amendment rights of free speech. This includes participation in online social networking sites (e.g. Twitter, Facebook, Instagram, SnapChat etc.).

The University and the Department of Athletics do not place any restrictions on the use of these sites by student-athletes. However, as a member of one of our varsity athletic teams, you are a representative of the University and, therefore, always in the public eye. As such, you will be held accountable for any inappropriate postings on your social networks.

Examples of inappropriate postings include, but are not limited to: 1) photos of you or any other members of a Rider varsity athletics team engaging in unsuitable behavior with alcohol, drugs or any other illegal substance; 2) descriptive details or photos of parties or events; and/or 3) derogatory comments about the University, the Department of Athletics or any member of the administrative or coaching staff.

Student-athletes will face disciplinary sanctions and/or dismissal from their team if they are found to be in violation of the standards or philosophies of the University, the Department of Athletics (including the Student-athlete Code of Conduct), and/or the NCAA.

Therefore, it is imperative you keep the following points in mind if you participate in social networking:

- Before participating in any online community, understand that anything posted online is easily available to everyone. Any text or photo you post online is completely out of your control the moment it is uploaded, regardless of whether or not you limit access to your site;
- Refrain from posting personal information, photos, or other items online that could embarrass you, your team, the Department of Athletics or the University. This includes information, photos, and items posted by others on your page. In addition, do not allow your friends to post your information or photos including you on their own page if it could embarrass you, your team, the Department of Athletics or the University;
- Be aware of who you add as a "friend" or "follower". Unfortunately, many people are looking for opportunities to take advantage of student-athletes. Remember that your behavior at parties and/or any other social gatherings can quickly become public information without your knowledge or consent. Candid photos of you taken by others can be posted online within minutes and will circulate just as quickly;
- As part of their background checks on potential employees, employers now frequent social networks for information on candidates they are considering hiring. These types of searches have resulted in job offers being withdrawn after employers have discovered inappropriate information on an applicant's online profile;
- Members of the Rider University staff, including Department of Athletics coaches and administrators, have the right to monitor these sites and request removal of posted information, photos, or other items deemed detrimental to the University, the Department of Athletics, you, and/or your team; and
- Exercise caution as to what personal information you post on your social networks, including your whereabouts or plans. You could be opening yourself up to social predators.

Violation of any of these guidelines will result in the following penalties:

1st offense: Verbal and written warning

2nd offense: Verbal and written warning and suspension from team

3rd offense: Termination from team

ATHLETICS PARTICIPATION AND AID APPEAL PROCEDURES

INTRODUCTION

According to NCAA regulations, a student-athlete has the right to appeal the following University decisions concerning his/her athletics participation and/or aid:

1. Denial of a student-athlete's request to permit any other NCAA or NAIA institution to contact him/her about transferring (see NCAA Bylaw 13.1.1.3.1);
2. Denial of a student-athlete's request for a waiver of the one-time transfer-residence requirement (see NCAA Bylaw 14.5.5.2.10 (d)); and
3. Reduction or cancellation of athletically related financial aid during the period of the award or the reduction or non-renewal of athletically related financial aid for the following academic year (see NCAA Bylaw 15.3.2.4).

When a student-athlete has a concern regarding one or more of the above items, he/she should first meet with his/her coach in an attempt to resolve the issue. If this fails, or if a meeting is not possible, the student-athlete should meet with the athletic administrator responsible for his/her sport to attempt to resolve the issue. If still not resolved, the student-athlete should then meet with the director of athletics. The student-athlete has seven (7) days from the receipt of the decision of the director of athletics to inform the director of athletics of his/her desire to request a formal appeals hearing before the Rider University Athletics Appeals Committee.

ATHLETICS APPEALS COMMITTEE

The Rider University Athletics Appeals Committee is organized, convened, and chaired by the faculty athletics representative (FAR), who is a nonvoting member of the committee. In addition to the FAR, the committee consists of five (5) voting members – one male and one female student-athlete; one male and one female member of the Rider faculty; and one member, male or female, of the administrative staff external to the Department of Athletics.

ATHLETICS APPEALS HEARING PROCESS

The following outlines the athletics appeals hearing process:

1. Hearings of the Athletics Appeals Committee shall be established by the Chair on a mutually agreed upon date with all involved parties.
2. Hearings are closed unless the student-athlete or the Department of Athletics requests an open hearing. That request shall be granted at the sole discretion of the Chair.
3. All pertinent documents related to the case shall be supplied to the Chair prior to the hearing and may come from the Department of Athletics, the coaches, the student-athlete, and/or the faculty. The Chair shall share this information with the Committee prior to the hearing.
4. When necessary, the Chair may convene a meeting of the Committee in advance of a hearing to review all pertinent documents and to establish the necessary individuals to participate in the hearing.
5. The Committee, Department of Athletics representatives, and the student-athlete are the only parties who may question persons who make presentations at the hearing. The Chair shall moderate the proceedings to control the hearing and ensure the hearing follows procedural guidelines.
6. The student-athlete may request of the Chair that a parent or supporter be present at the hearing. Permission for a support person to be present is granted at the sole discretion of the Chair. The support person may not be an active participant in the

- hearing. Typically, attorneys will not be allowed to be present at the hearing.
7. Should the student-athlete fail to appear at the scheduled hearing, the Chair may postpone the proceedings or the Committee may proceed and determine the complaint on the basis of the evidence presented, provided that the absent student-athlete was duly notified in advance of the scheduled hearing.
 8. Upon conclusion of the hearing, the Chair and Committee shall retire for deliberation and decision-making. Once the Committee has reached its decision, all parties shall be informed in writing of the final decision as expeditiously as possible, normally within 48 hours.
 9. The decision of the Committee shall be based on a majority vote and that decision shall be final.

ATHLETICS GRIEVANCE PROCEDURES

INTRODUCTION

A student-athlete has the right to file a grievance concerning alleged inappropriate behavior of, or conflicts with, athletics personnel (coaches, administrators, or staff) or other student-athletes.

ANTI-HARASSMENT AND NONDISCRIMINATION POLICY

Rider's Anti-Harassment and Non-Discrimination Policy governs the treatment of harassment and discrimination cases at the University including allegations of sexual assault, sexual misconduct, sexual harassment, dating or domestic violence and stalking. The Policy can be found in The Source and on the web at www.rider.edu/thefsource.

ALL OTHER ATHLETICS RELATED GRIEVANCES

When a grievance involves any other type of alleged behavior by another student-athlete unrelated to those governed by the Anti Harassment and Non-Discrimination Policy, the student-athlete should first meet with his/her coach to resolve the issue. If this fails, or if a meeting is not possible, the student-athlete should meet with the athletic administrator responsible for his/her sport to attempt to resolve the issue. If still not resolved, the student-athlete should meet with the director of athletics to attempt to resolve the issue. When appropriate, the director of athletics may refer the matter to the appropriate campus authorities.

When a grievance involves any other type of alleged behavior by a student-athlete's coach unrelated to those governed by the Anti Harassment and Non-Discrimination Policy, the student-athlete should meet with the athletic administrator responsible for his/her sport to attempt to resolve the issue. If not resolved, the student-athlete should meet with the director of athletics to attempt to resolve the issue. When appropriate, the director of athletics may refer the matter to the appropriate campus authorities.

Please note that if a grievance involves a possible violation of NCAA, athletic conference, or institutional rules or regulations, the Department of Athletics rules violation self-reporting process will be initiated.

NCAA Rules and Regulations For Student-Athletes

It is Rider University's policy to remain in total compliance with all NCAA rules and

regulations. If a student-athlete has any questions regarding NCAA rules and regulations, he/she should contact his /her head coach or the Associate Director of Athletics for Compliance.

ETHICAL CONDUCT

All student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, Rider University, and you yourselves represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

ELIGIBILITY CENTER QUALIFICATION

Prior to a student-athlete's being certified to compete during his/her initial year of enrollment at any four-year institution., the student-athlete must be certified as either a qualifier or nonqualifier by the NCAA Eligibility Center. Student-athletes who have not completed this process prior to their initial practice with their team fall into one of two categories. Recruited student-athletes have 21 days to complete this process before being removed from all practice activities with the team, while walk-on student-athletes have 45 days to complete this process before being removed from all practice activities with the team. During this temporary certification period, the student-athlete is not allowed to compete for the team or receive athletic aid. If the student-athlete is certified as a nonqualifier by the NCAA Eligibility Center, the student-athlete becomes ineligible for practice and competition during his/her initial year of enrollment at the institution. The student-athlete also becomes ineligible to receive athletic aid during his/her initial year of enrollment at the institution.

ELIGIBILITY

ALL STUDENT-ATHLETES

Intercollegiate student-athletes are eligible for four seasons of competition at any collegiate level. These four seasons of competition must be used within the first five years of the date the student-athlete first registers as a full-time student at a collegiate institution and attends his/her first classes for that term

ACADEMICS

CREDIT LOAD

In order to be eligible for practice and competition, all student-athletes must be enrolled in a minimum full-time program of study. The minimum number of credits an undergraduate student-athlete may take in any one semester and still be eligible is 12. The minimum number of credits a graduate student-athlete may take in any semester and still be eligible is 9. The only exception to this is when a student-athlete is in his/her last semester of enrollment and is carrying the courses necessary for graduation.

Between terms, you are eligible to compete, provided you have been registered for the required minimum full-time load at the conclusion of the term immediately preceding the date of competition, or if you have been accepted for enrollment as a regular full-time student for the regular term immediately following the date of competition.

All student-athletes wishing to drop a course at any point during the semester will need the prior approval of the Associate Director of Athletics for Compliance to do so. This is to ensure the student-athlete is still enrolled in the minimum number of credits required to retain eligibility.

FULFILLMENT OF CREDIT HOUR REQUIREMENTS

Eligibility for competition shall be determined by the student-athlete's academic record in

existence at the beginning of the fall term or at the beginning of any other regular term of that academic year, based upon satisfactory completion of at least:

- a. Twenty-four semester hours of academic credit prior to the start of the student-athlete's second year of collegiate enrollment;
- b. Eighteen semester hours of academic credit since the beginning of the previous fall term or since the beginning of the certifying institution's preceding regular two semesters; and
- c. Six semester or quarter hours of academic credit the preceding regular academic term (e.g., fall semester, winter quarter) in which the student-athlete has been enrolled at any collegiate institution.

Fulfillment of Percentage of Degree Requirements

- a. A student-athlete who is entering his or her third year of collegiate enrollment shall have completed successfully at least 40 percent of the course requirements in the student's specified degree program.
- b. A student-athlete who is entering his or her fourth year of collegiate enrollment shall have completed successfully at least 60 percent of the course requirements in the student's specified degree program.
- c. A student-athlete who is entering his or her fifth year of collegiate enrollment shall have completed successfully at least 80 percent of the course requirements in the student's specified degree program.

Fulfillment of Minimum Grade Point Average Requirements

- a. A student-athlete who is entering his or her second year of collegiate enrollment shall present a cumulative minimum grade point average of 1.8.
- b. A student-athlete who is entering his or her third year of collegiate enrollment shall present a minimum grade-point average of 1.9.
- c. A student-athlete who is entering his or her fourth year of collegiate enrollment shall present a minimum grade-point average of 2.0.

STUDENT-ATHLETE ATTENDANCE

As stated in The Student Handbook, "Since absences may hinder the work and standing of a student, it is University policy that students be in regular attendance at all class meetings throughout the academic year". The question of excusing absences will be left to the individual instructor. Faculty members are expected to take into consideration validated absences due to field trips, religious activities, participation in varsity athletic contests, placement interviews for graduating seniors, and illnesses sufficiently serious to be certified by either the University or family physician.

Any absence due to an athletic event requires the professor's signature on the Rider University Student-athlete Missed Class Notification form. It is the responsibility of the student-athlete to follow all rules related to providing advance travel and competition notice to their professor. Each student-athlete is responsible for making up and completing all missed class work and assignments.

The University expects classes and exams to meet according to the established schedule and the Department of Athletics has a no cut policy. Violations of this policy will be addressed the individual head coaches.

FINAL EXAMS AND COMPETITIONS

Unless there is an exceptional circumstance (and on a case-by-case basis), athletic competitions will not be scheduled during final examination periods.

AMATEURISM

A student-athlete must be an amateur as defined by the National Collegiate Athletic Association (NCAA). The following are some of the most common acts by which students may make themselves professional athletes and, thereby, become ineligible:

- Sign a contract or enter into any agreement with a professional team;
- Compete with a professional team for compensation;
- Contact or have contracted orally or in writing to be represented by an agent in the marketing of an individual's athletic ability or in a sport;
- Receive money or remuneration for coaching in any sport (i.e., golf or tennis lessons);
- Participate in any athletic competition under an assumed name, or otherwise, with intent to deceive; or
- Engage for money, or other substantial consideration, in promotion wherein his/her usefulness or value arises chiefly from the publicity value of his/her name as an athlete rather than from his/her ability to perform.

To avoid any danger of losing NCAA eligibility or amateur status, a student-athlete should consult the Director of Athletics in the event that contact is made by a player's agent or any representative of professional sports. NCAA rules permit a student-athlete to play as a professional in one sport and participate athletically at an NCAA institution in another sport. However, once a student-athlete becomes a professional in any sport, he or she cannot receive any form of athletic aid.

FUNDRAISING

Please note, the NCAA has specific rules on the ways in which student-athletes may be involved in fundraising activities for an institution. All student-athletes who will be participating in fundraising activities for their teams must sign a Fund-raising Activity Request form and submit this form to the Athletic Department for approval prior to their engaging in the fundraising activity.

EXTRA BENEFITS

The NCAA defines an extra benefit as any special arrangement by an institution employee or a representative of the institution's athletic interest ("Booster") to provide a student-athlete (or a student-athlete's relative or friend) a benefit that is not generally available to other Rider University students and their relatives and/or friends, or, is not expressly authorized by the NCAA legislation. Therefore, please be aware of the following:

- A student-athlete cannot accept anything from an employee of Rider or a Rider athletics booster (e.g., use of a car, hair cut, clothing, gifts, money, tickets for any kind of entertainment, payment of long distance telephone calls).
- A student-athlete cannot accept free or reduced cost room and/or board from any Rider employee or booster of Rider's athletics programs. This includes Lawrenceville, in the student-athlete's home city or in any other location.
- A student-athlete cannot accept free or reduced merchandise or services from any merchant unless that free or reduced cost item is also available to the general public.
- A student-athlete cannot eat at a restaurant as the guest of an athletic booster or any employee of Rider.
- On infrequent special occasions (e.g., a birthday, Thanksgiving, etc.) a student-athlete may accept an invitation to the home of an employee of Rider or an athletic booster for a meal.
- A student-athlete cannot use a Department of Athletics copy machine, fax machine, or make a long distance telephone call using department equipment or the long distance access code of an employee of Rider or athletic booster, unless it is for academic

purposes.

- Members of the Department of Athletics staff or an athletic booster are not permitted to type reports, papers, letters, etc., for a student-athlete.
- A student-athlete cannot receive a special discount, payment arrangement, or credit on a purchase (e.g., airline ticket, clothing), or service (e.g., dry cleaning) from an employee of Rider or an athletic booster.
- A Rider employee or booster cannot provide a student-athlete with a loan of money, a guarantee of bond, the use of an automobile or the signing or the co-signing of a note to arrange a loan.
- A Rider employee may provide a student-athlete only reasonable and occasional local (i.e., within the Lawrenceville area) transportation.

EMPLOYMENT

Per NCAA rules, student-athletes are eligible to work on or off-campus jobs during the academic year, provided:

- 1) The student-athlete's compensation does not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he or she has obtained because of athletics ability;
- 2) The student-athlete is compensated for work actually performed; and
- 3) The student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services.

Please note, per departmental rules, all student-athletes must complete a Student-athlete Employment form and return this form to the Athletic Department for approval prior to their being permitted to work during the academic year. Student-athletes are permitted to be employed as part of the Federal Work Study Program, provided they ensure that their time sheets are accurately recorded and submitted on a weekly basis. Falsification of time sheets is a serious offense that could bring about institutional, federal, and NCAA sanctions.

RECRUITING

GENERAL

Per NCAA rules, only certified institutional staff members are permitted to engage in recruiting activities with potential prospective student-athletes. Currently enrolled student-athletes are not permitted to engage in recruiting activities with potential prospective student-athletes, except on a limited basis and as specified in the Official Visit policy listed below.

OFFICIAL VISITS

Rider University is committed to operating its athletic program with the highest standards of behavior and practice in all areas, including recruiting. All university personnel and students involved in the recruiting of a prospective student-athlete will conduct all recruiting activities in accordance with this commitment and in compliance with all applicable National Collegiate Athletic Association (NCAA) and conference regulations. In pursuit of this goal, Rider University has established this policy to guide staff, coaches, student hosts, and visiting prospects. Further, this policy also establishes a procedure for staff and students to report concerns about recruiting practices, to state the University's intention to deal with any inappropriate recruiting activities swiftly, and to establish education and training in relevant areas to assist staff and students in adhering to these high standards.

Screening of Recruits Prior to Visit

- Coaches are responsible for evaluating a prospect's character and citizenship, and for recruiting individuals who will share Rider University's commitment to the highest standards of behavior and attitude.
- Coaches are required to communicate to prospects and their parents/guardians Rider University's expectations in terms of behavior and attitude prior to any official visit.
- Should a coach discover any questionable behavior in a prospect's background (i.e., arrests, indictments, citations, or any other incidents indicating a lack of character), the coach is to make the Director of Athletics aware of the issues and a joint decision will be made on whether or not recruitment will continue.
- The Official Visit Policy will be provided to the recruit by the coach no later than his/her arrival to campus for the official visit.

Process of Approval for an Official Visit

- All coaches must have all official visits approved by the Associate Athletic Director for Compliance prior to the prospect arriving on campus. For a visit to be approved, the coach must complete the Prospective Student-athlete Official Visit Form, and present valid SAT/ACT scores and a current high school academic transcript to the Associate Athletic Director for Compliance at least two days in advance of the scheduled visit. Additionally, as per NCAA regulations, all prospects must be registered with the NCAA Eligibility Center (www.eligibilitycenter.org) and must appear on the Institution's NCAA Eligibility Center for Rider before they will be permitted to come to Rider on an official visit.

Activities During an Official Visit

- Coaches are responsible for selecting student hosts who will follow the coach's instructions, NCAA and conference regulations, and avoid inappropriate behaviors.
- Coaches are responsible for informing the student host of New Jersey state laws regarding the restriction against providing alcohol to anyone under the age of 21.
- Coaches are not permitted to use outside student groups for recruiting purposes during a prospect's official visit, unless they have received prior approval to do so from the Director of Athletics.
- Coaches are expected to share with the prospect the educational components of the visit (e.g., meeting with faculty and /or advisors, reviewing academic expectations, etc.).
- Coaches are expected to inform student hosts of examples of appropriate activities on an official visit.

The following are examples of appropriate activities on an official visit:

- Taking the prospect to a snack or meal.
- Taking the prospect to the movies.
- Taking the prospect to an on-campus athletic or student event.

The following are examples of inappropriate activities on an official visit:

- Taking the prospect to adult entertainment venues or paying for escort services or exotic dancers.
- Providing the prospect with alcohol.
- Providing the prospect with excessive meals or transportation, i.e. limousines.
- Participating in those unethical or illegal activities which violate criminal law or NCAA or conference rules, such as the provision of drugs or participation in gambling activities.

Travel, Meals, Lodging, Recruiting Aides, Prospects and Student Host Forms

- Prospects utilizing air transportation to visit campus will use coach class on commercial airlines.
- For on-campus transportation, only the following vehicles will be used: vehicles normally used by the offices of Admissions and Student Financial Services to transport prospective students during campus visits; personal vehicles of student-athletes; personal vehicles of coaches; and Department of Athletics vehicles.
- All prospects and their parents/guardians will be housed in standard lodging available to all guests at a given hotel.
- All meals provided to prospects and their parents/guardians will be comparable to meals provided to student-athletes during the academic year.
- No personalized recruiting aides may be used for recruitment purposes during a visit, i.e. personalized jerseys and personalized audio or video scoreboard presentations.
- Student hosts are required to read and sign a Student Host Instructions/Receipt Form prior to receiving student host money.
- Student hosts are to use student host money to entertain the prospect in a manner pursuant to the policies outlined in this document.
- Following any entertainment activities, the student host must return the prospect safely to his/her place of lodging at a reasonable hour or by a curfew established by the coach.
- Any unused student host monies are to be returned to the coaching staff.
- Student hosts are to inform the coaching staff of all entertainment activities that occurred during the visit.

Oversight, Monitoring, and Enforcement

While the control of the intercollegiate athletics program rests with the Rider University President and the Director of Athletics, others at the institution have important roles to play in preventing and reporting recruiting abuses.

- The responsibilities of all head and assistant coaches are clearly stated above.
- The Associate Director of Athletics for Compliance is responsible for monitoring all recruiting activities to ensure coaches are fulfilling their responsibilities, as detailed above.
- Staff, coaches, and student-athletes are encouraged to inform the Associate Director of Athletics for Compliance or the Faculty Athletics Representative of any concerns they may have related to the recruiting process. In cases of potential NCAA or conference violations, already established institutional investigative and enforcement policies will be followed. If circumstances warrant further action, appropriate campus and/or law enforcement authorities will be informed.
- Staff, coaches and/or student-athletes found to be in violation of these policies will face appropriate disciplinary action, which may include termination of employment and cancellation of athletic aid. All disciplinary action taken against bargaining unit members will be in accordance with the applicable collective bargaining agreement.

Education

In order for these guidelines to be effective, they must be well understood and widely distributed.

- The Director of Athletics will reinforce these policies periodically throughout the year.
- The Associate Director of Athletics for Compliance will arrange for annual recruiting policy review sessions for all coaches and each team.
- The Director of Athletics will review his expectations for student host behavior with

all student-athletes at the annual fall all sports meeting.

- This recruiting policy will be included in the Rider University Student-athlete Handbook, in the Department of Athletics Policies and Procedures Manual, and on the Department of Athletics web site.

Recruiting Policy Review Procedures

These policies have been reviewed and approved by the Rider University President, Director of Athletics, Associate Director of Athletics for Compliance, Faculty Athletics Representative, and Provost. A copy has also been provided to the conference office.

PLAYING SEASON HOURS

DEFINITION

Each varsity sport at Rider University must adhere to the following practice and playing season regulations, as set forth by the NCAA:

In-Season

- 4 hours of athletic activity per day
- 20 hours of athletic activity per week

Out of Season (during the academic year)

- 8 hours of athletic activity per week

The daily and weekly hour limitations do not apply to the following time periods:

- During preseason practice prior to the first day of classes or the first scheduled contest, whichever is earlier; and
- During an institution's term-time official vacation period (e.g., Thanksgiving, spring break), as listed in the institution's official calendar, and during the academic year between terms when classes are not in session.

During the academic year, student-athletes shall not engage in any countable athletically related activities on one day per week during the playing season and two days per week outside the playing season. The required days off may occur on any day of the week and may change from week to week. A "week" is defined as any seven consecutive days, determined at the institution's discretion. Student athletes will be asked to verify playing season hours on a monthly basis during the academic year.

PLAYING ON OUTSIDE TEAMS

In sports other than basketball, during the academic year, student-athletes may not compete on any outside teams (i.e. club teams) except during officially recognized vacation periods, as publicized in the institutional catalogs. Additionally, NCAA rules prohibit the number of student-athletes who may participate on an outside team at any one time. In basketball, student-athletes may not participated in outside events at any time during the academic year, unless the event is Olympic Game tryout or competition, or another specified, permissible national or international competition. All student-athletes seeking to participate on an outside team must complete a Summer League Verification form and submit this form to the Athletic Department for approval prior to their being permitted to compete on an outside team.

COMPLIMENTARY ADMISSIONS

Rider University's policy for complimentary admissions is designed to comply with NCAA legislation. Each student-athlete is entitled to four complimentary admissions per home or away game to their specific athletic event.

A "comp ticket list" at the designated will-call area lists those individuals designated by the student-athlete to receive complimentary admission.. Hard tickets will not be given out. Once an individual has shown proper identification, he/she will receive a ticket stub designating where he/she will be seated.

TRANSFER PORTAL

NCAA rules require any current Rider University student-athlete wishing to speak with a coach at another institution about a possible transfer to first obtain permission from Rider's Compliance Office in order to be placed in the NCAA's transfer portal. Prior to requesting to be placed in the portal, the student-athlete is required to discuss his/her intentions with his/her head coach. Once placement in the portal is requested from the Compliance Office, the student-athlete is considered to be terminated from his/her team. At this point, the student-athlete will no longer be permitted to practice and or compete with his/her team. All other student-athlete privileges and requirements (i.e. study hall, access to weight training facilities, etc.) may also be terminated. If the student-athlete is on athletic aid, his/her athletic aid may also be cancelled, effective immediately. In certain circumstances, and with the approval of both the head coach and the Athletic Department, any and/or all of the above conditions may be voided when placement in the transfer portal is requested. Please note, a permission to contact is not the same as a "release" for NCAA transfer purposes.

Media/Public Relations Information for Student-Athletes

Rider Department of Athletics Media Policy:

The Rider University Sports Communications Office serves to facilitate communication between student-athletes, coaches and the media, including on-campus entities and student requests, to publicize the accomplishments and activities of student-athletes, teams and the University's Athletic Department. For the University-wide media policy, please see <https://www.rider.edu/news/university-marketing-communications/resources/policies-guides-manuals/media-access-policy>.

The Sports Communications Office will coordinate and organize all interviews for Rider student-athletes and coaches. The purpose of setting up interviews through Sports Communications is to ensure that student-athletes and coaches are informed and prepared for questions and concerns that may arise during the interview process and to ensure that all reporters have the correct news and statistical information as it pertains to the interviewee. Requesting the interviews in advance also allows scheduling of the interviews around class schedules and other team activities. Interview requests must be made at least 24 hours in advance. Student media are afforded the same editorial freedoms and privileges as external media.

Media credentials for writers, photographers and videographers are required for men's and women's basketball games and wrestling matches and must be requested at least 24 hours prior to each contest. Near the conclusion of each event, a member of the sports communications staff will collect postgame interview requests from members of the media in attendance. Postgame interviews will be conducted in a designated area following the NCAA-mandated 10-minute cooling off period. The locker room for all Rider teams is closed to the media.

While credentials are not required for all other sports, media interested in conducting interviews immediately following an athletic contest are asked to provide advance notice to the appropriate Sports Communications staff member (see sport responsibilities below) to ensure timely and effective coordination of the interviews.

It is preferred that interviews be conducted in a one-on-one fashion either before or after a practice or following a contest. All phone interviews will be conducted in the Sports Communications Office. Telephone numbers and email addresses for student-athletes,

coaches and staff will not be distributed.

Rider Sports Communications Staff:

Greg Ott, Assistant Athletic Director for Sports Communications

Sport Responsibilities – Men’s Basketball, Golf, Men’s and Women’s Soccer, Softball, Men’s and Women’s Tennis and Wrestling

Email – grott@rider.edu

Office Phone – (609) 896-5138

Cell Phone – (908) 783-5258

Norm Yacko, Assistant Sports Communications Director

Sports Responsibilities – Baseball, Women’s Basketball, Men’s and Women’s Cross Country, Field Hockey, Men’s and Women’s Swimming & Diving, Men’s and Women’s Indoor and Outdoor Track & Field and Volleyball

Email – nyacko@rider.edu

Office Phone – (609) 896-5135

Cell Phone – (856) 534-8424

Additionally, the NCAA Public Relations and Promotions Committee suggests the following media/public relations guidelines for student-athletes:

1. A student-athlete has a responsibility to the institution, coaches and teammates to cooperate with the media as the fans of the institution and those from the student-athlete’s intercollegiate experience;
2. The opportunity for a student-athlete to deal with the media is a learning experience in developing communication skills that can be helpful not only during the intercollegiate experience, but in the future professional and business careers;
3. A student-athlete should never agree to a telephone interview unless the Office of Sports Communications has coordinated the arrangements. This will provide the student-athlete with the opportunity to avoid contact by unauthorized persons who may attempt to gain and use information for gambling purposes;
4. The student-athlete should be aware of the importance of time in scheduled personal interviews or in returning telephone calls arranged by the Office of Sports Communications. If the student-athlete encounters problems in a scheduled appointment, the Office of Sports Communications should be notified immediately;
5. A student-athlete should not answer a question if he or she does not wish to respond to it. An appropriate response is “I’d rather not discuss the subject”;
6. If a student-athlete does not feel comfortable with the questions, answers, or general tone of the interview, he or she should terminate the interview and immediately inform the institution’s sports communications director; and
7. A student-athlete should be aware that a positive perception of the individual, the team, or the institution by the media, is developed by the impressions made through the interview process and his or her self-decorum.

ATHLETE OF THE MONTH AWARD

Each month, Rider head coaches nominate a male and a female athlete of the month. Nominations are voted on by the athlete of the month committee. Awards are announced at an appropriate public forum.

ATHLETE OF THE YEAR AWARD

At the conclusion of the academic year, Rider head coaches submit nominations of a male and a female student-athlete to the athlete-of-the-year committee. Awards are formally presented the following academic year at an appropriate forum.

ACADEMIC SUPPORT SERVICES FOR STUDENT-ATHLETES

(REVISED MAY 2019)

STUDY HALL

Study hall was established to aid Rider student-athletes in making normal progress towards graduation. Student-athletes with a GPA below 2.2 must attend study hall for six (6) hours per week, even if they drop below 12 credits and are not eligible for competition.

STUDY HALL HOURS (subject to change)

Location: The Canastra Health & Sports Center, Suites 102/103

Sunday *12pm-4pm*

Monday-Friday- *9am-5pm*

Tutoring may be incorporated into an individual's academic plan in the study hall program. This includes assistance received from official Rider University academic support programs only. Individuals who demonstrate a need for additional assistance may be assigned tutorial/structured hours, as determined by the academic coordinator for student athletes, and/or the Academic Success Center (ASC). Any student-athlete who uses the tutorial services in the Academic Success Center, Disability Services or who meets with a professor for additional assistance will receive "power hour" credit. For each hour of tutoring/professor meetings, a student-athlete will receive an additional half hour of study hall credit. All hours must be recorded through the ASC or with the professor in order for "power hour" credit to be given. Hours done with a professor must be recorded and forwarded via email to the academic coordinator within 48 hours of completion.

Coaches have the option of recommending student-athletes to the study hall program. Coaches may also increase the number of required weekly hours of study hall participation.

STUDY HALL ATTENDANCE POLICY, EFFECTIVE SEPTEMBER 4, 2008

The penalties below are for student-athletes who do not meet the required six hours of Study Hall per week:

- A. **First Warning:** Written warning given to the student-athlete (and copied to their coach) and the student-athlete must complete 10 hours of study hall the following week, in addition to any delinquent hours remaining from the previous week;
- B. **Second Warning:** Written warning given to the student-athlete (and copied to their coach) and meeting with the student athlete, their coach, the Associate Director of Athletics for Compliance and/or the Coordinator of Academic Support within three days of receipt of the warning. Also, student-athlete must complete 10 hours of study hall the following week, in addition to any delinquent hours remaining from the previous week;
- C. **Third Warning:** Written warning given to the student-athlete (and copied to their coach) and meeting with the Director of Athletics and student-athlete must miss the

next scheduled competition (not including exhibitions) and complete 10 hours of study hall the following week, in addition to any delinquent hours remaining from the previous week; and

- D. **Fourth Warning:** Written warning given to the student-athlete (and copied to their coach) and student-athlete is suspended from the team for a time period up to and including the remainder of the year. Suspension to be determined by the Director of Athletics and respective head coach.

The penalties below are for student-athletes who do not meet their related academic requirements (i.e. scheduled tutoring sessions or RAP/REACH meetings):

- A. **First Warning:** Written warning given to the student-athlete (and copied to their coach);
- B. **Second Warning:** Written warning given to the student-athlete (and copied to their coach) and meeting with the student athlete, their coach the Associate Director of Athletics for Compliance and/or the Coordinator of Academic Support within three days of receipt of the warning;
- C. **Third Warning:** Written warning given to the student-athlete (and copied to their coach) and student-athlete must miss the next scheduled competition (not including exhibitions); and
- D. **Fourth Warning:** Written warning given to the student-athlete (and copied to their coach) and student-athlete is suspended from the team for a time period up to and including the remainder of the year. Suspension to be determined by the Director of Athletics and the respective head coach.

PERSONAL MISREPRESENTATION IN STUDY HALL, EFFECTIVE SEPTEMBER, 2021

Any student-athlete found to have personally misrepresented his/her actual, physical presence in study hall (i.e., signing in to study hall then leaving the room to attend class, practice, or some other activity without signing out, etc.) will be considered to have violated the “Personal Misrepresentation” article of the Rider University Code of Social Conduct, as stated in The Source. A student-athlete found in violation of this article will be reported to the Office of Community Standards to have his/her case adjudicated by the appropriate institutional authority, and may be subject to NCAA bylaw 15.3.4.2.4, which permits an institution to cancel a student-athlete’s athletic aid if the student-athlete is found to have engaged in misconduct by the university’s regular disciplinary authority.

Additional Notes:

- Deficient study hall hours and penalties carry over from one semester to the following semester;
- Fall sport student-athletes deficient in study hall hours from the previous spring will be allowed to practice, but not compete until they have made up their deficient spring study hall hours; and
- Winter or spring sport student-athletes deficient in study hall hours from the previous fall will be allowed to practice, but not compete until they have made up their deficient spring study hall hours.

These policies will be strictly enforced. Final authority on study hall attendance policy will be with the Associate Director of Athletics for Compliance in consultation with the Academic Coordinator for Student-athletes and the respective head coach. Please note, is the responsibility of the student-athlete to coordinate and schedule all makeup hours with the academic coordinator for student-athletes.

ACADEMIC PROGRESS, ACHIEVEMENTS & AWARDS

ACADEMIC PROGRESS REPORTS

A student-athlete's academic progress is monitored each semester. Midterm deficiencies and grades to date are monitored by the associate director of athletics for compliance.

Academic Probation

A student-athlete may be put on academic probation if he/she fails to maintain a 2.0 average. Student-athletes on probation and possessing a cumulative GPA below 2.2 are required to attend study hall and to meet all additional academic requirements.

ACADEMIC ACHIEVEMENT AWARDS

Each semester, the Department of Athletics recognizes the academic achievements of student-athletes who have achieved a semester GPA of 3.0 or above.

The criteria for an academic achievement award is as follows:

- Gold Award 3.66 4.00 GPA
- Silver Award 3.33 3.65 GPA
- Bronze Award 3.00 3.32 GPA

Other Academic Awards

The Dean's List is published at the end of every semester. To be eligible for the Dean's List, you must have a GPA of 3.25 with no course grade below a C.

LAPTOP LOANER PROGRAM

The Office of Student-Athlete Support Services offers laptops for temporary use, typically team travel. You must see the Coordinator for Athletic Academic Support in order to check one out. Once you sign the laptop out you are fully responsible for the laptop. If it is lost, stolen or damaged you will be held liable for the laptop. We have a limited number of laptops. Should you need one to use during a road trip it is strongly suggest you see the Coordinator of Athletic Academic Support to reserve one.

- Laptop must be checked on the Thursday prior to the road trip and returned to the office no later than the Monday following the road trip.
- All items checked out must be returned with the laptop or you will be charged
- Any questions about the functionality of the laptop must be sent to the Coordinator for Athletic Academic Support Services
- DO NOT STORE ANYTHING ON THE LAPTOP!!! It will be deleted upon return to the office.

STUDENT-ATHLETE GRADUATION SASH POLICY

Graduation sashes identifying an individual as a student-athlete can be purchased through SAAC by the individual student-athlete who wishes to wear one as part of his/her Rider University commencement ceremonial attire. It is not a requirement and graduating student-athletes may choose not to purchase one.

In order to purchase and receive a graduation sash, a student-athlete:

- must be an active roster member of an NCAA sponsored team at Rider University;
- must remain a student-athlete through the commencement date with the only exceptions being an exhaustion of eligibility prior to the date of graduation or pursuit of a professional athletics career after which he/she returns to complete degree requirements;
- can be a medical redshirt during their senior graduating season with approval of the director of athletics, the senior associate athletic director for compliance, the head athletic trainer and the NCAA faculty athletic representative;

- must appear on the graduation list for that academic year ending summer session II of said year; and
- cannot be under any University judicial discipline or hold for extracurricular activities including, but not limited to athletics, sorority/fraternity violations, residence hall violations, etc.

Student Financial Services Policies for Student-Athletes

ATHLETIC AID

Athletic aid is a financial aid award provided to a student-athlete based upon athletic ability. Per NCAA rules, athletic aid may not be awarded to a student-athlete for a period in excess of one academic year. If recommended by the respective head coach, athletic aid will be renewed during the period of a student-athlete's eligibility. The renewal of athletic aid is contingent upon the student-athlete's compliance with NCAA, University, and team policies. All student-athletes are notified of athletic aid status on or before July 1 prior to the upcoming academic year.

Athletic aid retention policies include, but are not limited to, the following:

1. Athletic aid may be canceled if the student-athlete fails to maintain satisfactory academic progress toward a degree in accordance with NCAA and University policies currently in effect;
2. Athletic aid may be reduced or canceled if the student-athlete:
 - a. becomes academically ineligible for intercollegiate competition;
 - b. fraudulently misrepresentation of any information on the admission application, letter of intent, etc.;
 - c. engages in serious misconduct that results in a substantial disciplinary penalty; and/or
 - d. voluntarily withdraws from a sport for personal reasons.

Please note, athletic aid may also be cancelled during the period of the award for either of the following:

- 1) Non-athletically related conditions (i.e. compliance with academic policies and standards, compliance with athletics department rules or policies); and
 - 2) Misconduct (if found to have engaged in such activity by the university's regular student body, even if the loss-of-aid requirement does not apply to the student body in general).
3. Athletic aid may not be reduced or canceled by the University during the period of the award on the basis of:
 - a. the student-athlete's physical condition;
 - b. the student-athlete's athletic ability or contribution to the team's success;
 - c. an injury that prevents the student-athlete from participation in athletics; and/or
 - d. any other injury.

Please note, if injured, a student-athlete is expected to follow the rehabilitation program outlined by the head athletic trainer and to continue to serve as a member of his/her respective team.

SCHOLARSHIP LIMITATIONS

Student-athletes who are awarded athletically-related financial aid are limited in the amount of other forms of financial aid sources they may receive. The student-athlete may be awarded a financial aid package that does not exceed the total amount of tuition and fees, room and board, and required course-related books. The Office of Student Financial Services and the Associate Director of Athletics for Compliance are jointly responsible for monitoring the financial aid records of all student-athletes and making the necessary adjustments to ensure compliance with NCAA financial aid limitations and federal guidelines.

BOOK SCHOLARSHIP POLICY

If you are a student-athlete receiving a book scholarship, please note the following NCAA bylaw.

15.2.3.1 Dollar Limit. There is no dollar limit for books a student-athlete may receive, provided each book is required for a course in which the student-athlete is enrolled.

As per the NCAA bylaw above, receiving books for a course in which a student-athlete is not enrolled is against NCAA regulations. Violations of this bylaw are considered very serious by the NCAA and student-athletes may be held personally accountable if they are found to have violated this bylaw.

Process for Identifying Books Needed for a Class and for Providing these Books to Student-Athletes

Start of the Academic Term

1. As soon as possible, and prior to the start of the upcoming academic term (including summer sessions), each coaching staff will submit the student ID number and course schedule of each of their book scholarship student-athletes to the university bookstore via interoffice mail. To do this, the coaches will work with the Associate Director of Athletics for Compliance to obtain their student athletes' course schedules for the upcoming academic term.
2. The university bookstore will review each student-athlete's course schedule and pull only their required course-related books (according to their submitted course schedule).
3. The university bookstore will create a book packet for each student-athlete on a book scholarship. If a required book is not available at the time the book packet is created, the university bookstore will make a note of this within the book packet. The university bookstore will then notify the Associate Director of Athletics for Compliance when the book becomes available, and the Associate Director of Athletics for Compliance will, in turn, notify the student-athlete's coaching staff.
4. The university bookstore will contact each coaching staff when the book packets are ready and each coaching staff will pick up the book packets for their teams and cross reference the books contained in the book packets with the course schedules of their student-athletes to ensure each book packet contains only the appropriate course-related books for a given student-athlete's course schedule. The Associate Director of Athletics for Compliance will assist each coaching staff with these reviews. If there is a discrepancy between the books contained in a student-athletes book packet and his/her course schedule, it will be addressed by the Associate Director of Athletics for Compliance. Under no circumstances will a student-athlete on book scholarship be permitted to purchase a book he/she needs for a course himself/herself without the prior approval of the Associate Director of Athletics for Compliance.

Process for Retrieving Books from Student-athletes

Conclusion of the Academic Term

1. As soon as possible, and no later than two weeks following the conclusion of each academic term (including summer sessions), each coaching staff will collect the book packets back from their student-athletes and cross reference the books returned with the books originally purchased to ensure each book originally contained in the book packet has been retrieved. The Associate Director of Athletics for Compliance will assist the each coaching staff with these reviews. Each coaching staff will then hold on to the book packets until further notice. Under no circumstances will a student-athlete be permitted to retain any books contained in his/her book packet without the prior approval of the Associate Director of Athletics for Compliance.

Note on misplaced/stolen books: If a student-athlete misplaces a book during the semester, or if a book is stolen during the semester, the student-athlete involved must notify his/her coaching staff immediately.

Student-athletes on book scholarship will be required to sign a Book Scholarship Policy for Student-athletes form every academic term to verify their understanding of this policy.

SUMMER SCHOOL ATHLETIC AID

Summer school request forms are distributed to each team's coach in April. For a student-athlete to receive athletic aid for summer school, he/she must first make a request to the respective head coach. The head coach must then seek approval from the director of athletics. The decision on approval of summer school athletic aid will be made based on the individual's academic need for summer school and available funding. Please note NCAA legislation limits the amount of permissible athletic aid for summer school to a percentage equal to the amount of athletic aid a student-athlete receives during the regular academic year.

Athletics Sports Medicine Policies and Procedures

MISSION STATEMENT

To provide optimal care to Rider University student-athletes who sustain injuries as a result of preparation for or participation in athletic competition/activities. To serve as a medical resource for student-athletes, parents, coaches, and administrators on matters pertaining to the field of sports medicine.

GENERAL DESCRIPTION AND LOCATION

The Rider University Sports Medicine Department consists of six athletic trainers: a head athletic trainer, three assistant athletic trainers, and two graduate assistants (all certified and licensed). The sports medicine staff works under the direction of a head team physician and an orthopedic consultant.

The Sports Medicine Department offices are located in Alumni Gymnasium and operate during the fall, winter, spring and summer. The phone number to the athletic training room is (609) 896-5052 and the fax number is (609) 896-5086. The hours of operation are Monday through Friday from 10:00 a.m. until 6:00 p.m. When practices fall outside of normal hours of operation, arrangements are made for athletic training coverage with that particular team. Weekend hours of operation are in accordance to scheduled practices and competitions, unless otherwise instructed by the head athletic trainer.

ATHLETIC TRAINING ROOM RULES

1. The athletic training room is a coeducational facility.
2. A member of the athletic training staff must apply all treatments and taping of injuries.
3. All bags, extra articles of clothing, cleats, and specific sports equipment are to be left outside of the facility or placed in a specified location. Cleats must be removed upon entrance to the athletic training room.
4. No food or drink is allowed in the training room as per OSHA regulations.
5. All fitness, rehabilitation, and aerobic equipment in the athletic training room is off-limits unless an athletic trainer is present and has specified its use for the student-athlete.
6. The Sports Medicine Department is open to all student-athletes who require its services. However, due to space concerns, it is requested that only those student-athletes with specific business enter the facility, and it is expected that all student-athletes will vacate the facility if asked to do so.
7. Student-athletes who are noncompliant in keeping daily appointments for physical therapy/rehabilitation without reasonable explanation will forfeit athletic training room privileges.
8. Disorderly conduct will not be tolerated.

STUDENT-ATHLETE MEDICAL ELIGIBILITY

- A. The physicians affiliated with the Sports Medicine Department give all first year varsity sport participants a comprehensive pre-participation medical examination. Dates of the pre-participation exams are arranged by the head athletic trainer and done in the fall preseason. A first-year varsity sport participant will not be allowed to practice or compete without completing the physical process.
- B. The physical examination is effective from the date of the exam through the duration of a student-athlete's athletic career at Rider University, provided that the student-athlete does not suffer any athletic injury or medical ailment necessitating medical re evaluation.
- C. Second, third, fourth and fifth-year varsity sport participants are not required to have a full pre-participation physical. They are required to fill out and sign a recertification form. On this form, a student-athlete must note any health changes he or she may have suffered from the previous year. Any health conditions a student-athlete has noted may require a follow-up by the appropriate medical specialist if the athletic trainers deem it necessary. All returning athletes must go through height, weight, blood pressure, and pulse examinations and have completed their insurance information.
- D. It is the student-athlete's responsibility to report any change in his/her family history personal health status that may have occurred over the previous year. Failure of a student-athlete to report any medical changes, or any other special health conditions he/she may have, on the various health forms, will automatically release Rider University from liability in the event that further injury is caused by the unreported condition or conditions.
- E. Decisions concerning the availability of an injured student-athlete for return to practice and/or game competition are based upon the communication between the injured student-athlete, the athletic trainers, and the physician (s) responsible.
- F. Varsity sport candidates with special medical conditions may be required to have a special examination by the appropriate physician prior to athletic participation.

- G. The loss, or absence of one of the paired organs, (e.g., kidneys, eyes) may disqualify a student-athlete from athletic participation. In order to participate in athletics at Rider University, a student-athlete who fits into this category will be required to sign a medical waiver. The signature of a parent and/or guardian also will be required.
- H. All health history, medical records, detailed daily treatment, and therapy records are kept on file by the athletic training staff. Records are kept confidential and are maintained for a seven-year period following initial enrollment by a student-athlete.

ATHLETIC INJURIES

Injured student-athletes are strongly encouraged to seek out the aid of a certified athletic trainer providing one is available for assistance in non-emergency situations. The athletic trainers are available for assistance throughout the day, either in the training room or out on the athletic fields. In the event that an athletic trainer is not present, call Campus Security at x7777 or the Student Health Center at x5060. Please keep in mind that all injuries and illnesses should be reported to the sports medicine staff as soon as possible.

ILLNESSES

If a student-athlete becomes ill or suffers a nonathletic related medical problem, he or she may still seek assistance from the sports medicine staff. At that time, the certified athletic trainer will provide proper referral to the appropriate medical specialist. The ailing student-athlete may be referred to the student health center depending upon the nature of the complaint. Student-athletes who have already sought assistance for their medical problems should notify a certified athletic trainer as soon as possible after doing so to provide adequate follow-up care.

OUTSIDE REFERRALS

All athletic injury situations are initially handled within the Rider University sports medicine network of physicians and providers. If an injured student-athlete desires a second medical opinion or prefers a specific physician, he or she may do so as long as the sports medicine staff is notified of this decision and all medical information is provided. If opinions differ between physicians on clearance for participation the Rider University team physicians will make the final decision.

POLICY AND PROCEDURE MANUAL

A more comprehensive manual of the sports medicine department policies and procedures including coverage guidelines, specific injury protocols, and emergency procedures can be found on the sports medicine web page, or is available upon request.

ATHLETICS FACILITIES POLICIES

VARSITY ATHLETICS STRENGTH AND CONDITIONING CENTER POLICIES AND PROCEDURES

The Rider University Varsity Athletics Strength and Conditioning center is the weight room and conditioning facility for student athletes. Located in the Canastra Health and Sports Center, the facility features 12 “top of the line” multipurpose racks, six Olympic platforms, loose free weights, cardio equipment, and exercise machines.

The following policies will be enforced:

1. Coaches must coordinate their team’s lifting times each semester with the strength and conditioning coordinator;

2. Outside of team training times, student-athletes can use the strength and conditioning center during open hours;
3. If a coach chooses not to use a scheduled team lifting time, he/she needs to coordinate the change with the strength and conditioning coordinator so that other teams can utilize the time slot;
4. No one is permitted to use the strength and conditioning center outside the scheduled hours without supervision from the strength and conditioning coordinator;
5. Student-athletes need to use the locker rooms to store their personal belongings; and
6. Before entering the room, student-athletes need to make sure they either have a change of sneakers or make sure the ones they are wearing are clean of dirt or mud.

HOURS OF OPERATION (SUBJECT TO CHANGE – CALL X7790 IN ADVANCE TO VERIFY HOURS)

Monday-Thursday:	6 a.m.	–	7 p.m.
Friday:	6 a.m.	–	6 p.m.
Saturday:	10 a.m.	–	2 p.m.
Sunday:	12 p.m.	–	7 p.m.

Note: Proper ID required at all times.

EQUIPMENT ROOM POLICIES AND PROCEDURES

RECEIPT OF EQUIPMENT

The main equipment room is located in the basement of the Canastra Health and Sports Center. There are two laundry rooms one in the back of Alumni Gym across from the Volleyball Locker Room. The other located in the basement of the Canastra Health and Sports Center.

USE OF EQUIPMENT

All Rider student-athletes have 30 minutes from the conclusion of a practice or a home competition to hand in soiled uniforms. At no time should the student-athlete wash his/her own uniform or practice gear, unless instructed by the equipment manager. On a daily basis, the laundry will be transported via the equipment van to the laundry room in the Canastra Health and Sports Center basement or Alumni Gymnasium. Laundry will be laundered by students who are hired and under the direct supervision of the equipment manager. All clean laundry will be available prior to the next practice or competition.

Please keep in mind that the issued equipment should never leave the locker room or competition site. You will be held responsible for all lost or damaged equipment. Accommodations will be made for out of season sports in regards to off season workouts.

RETURN OF EQUIPMENT

At the conclusion of each season, all selected equipment by the coach must be returned to the equipment room. Student-athletes will be billed for any equipment that is not returned. As per Rider University policy, outstanding bills will result in the withholding grades and/or diplomas. There will be a one-week grace period following the conclusion of each season.

ATHLETICS STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)

SAAC CONSTITUTION

Preamble: The Student Athlete Advisory Committee (SAAC) is a representative body of student-athletes that addresses the academic and athletic concerns of the student-athletes and serves in an advisory capacity to the director of athletics. In addition, SAAC promotes all athletic programs while servicing the community through involvement in campus and community projects.

ARTICLE 1: THIS ORGANIZATION SHALL BE KNOWN AS THE STUDENT ATHLETE ADVISORY COMMITTEE.

- A. SAAC shall be a Type II organization.
- B. This committee is established in response to, and governed by, Article 6.1.4 of the NCAA bylaws.

ARTICLE 2: MEMBERSHIP SHALL BE DIVIDED INTO ACTIVE, ASSOCIATE, AND EX OFFICIO MEMBERS.

- A. Active membership shall be divided into board members and alternate members.
 - 1. Each varsity team shall have one board member and one alternate member; the only two exceptions to this are Men’s Indoor/Outdoor Track, which will share the same board/alternate members and Women’s Indoor/Outdoor Track, which will share the same board/alternate members and the director of athletics has the prerogative to add one board member.
 - 2. Board/alternate members are to be chosen annually via team ballot vote from among those team members who show interest in helping to fulfill the mission of SAAC (as stated in the Preamble).
 - 3. If no voluntary interest is expressed, board members will be chosen from among all team members via team ballot vote. In either case, the person with the majority vote shall be the board member and the person with the next highest vote shall be the alternate member.
 - 4. All board/alternate members must hold at least a sophomore status.
 - 5. Only board members may vote or serve as officers of the committee.
 - 6. Alternate members:
 - a. Will become active board members whenever that respective team board member is absent or resigns from the committee; and
 - b. May be present at all committee meetings, but shall not have voting privileges and may not hold executive office.
- B. Associate membership is extended to:
 - 1. All varsity student-athletes who are not board/alternate members and the cheer-leading squad which may have one (1) associate member.
 - 2. Furthermore, associate members may be present at all committee meeting but shall have no voting privileges and may not hold executive office.
- C. *Ex officio* members shall include:
 - 1. The director of athletics who shall attend meetings upon his/her discretion or as invited;
 - 2. The faculty athletics representative who shall attend meetings and serve in an advisory capacity and as an informational source; and
 - 3. The Department of Athletics administrative personnel who shall attend meetings as requested by the director of athletics and shall serve in an advisory capacity and as an informational source.

ARTICLE 3: OFFICERS

- A. The elected officers of the committee shall be President, Vice-President, and Secretary/Treasurer.
- B. The officers shall be elected by committee members to serve a one-year term beginning in May and ending the following May.
 - 1. There are no restrictions limiting the number of executive positions a committee member may hold over the course of their membership on this committee.
 - 2. There are no restrictions limiting the number of years a committee member may serve as a particular officer.
- C. Duties
 - 1. President:
 - a. Represents the organization to the campus community;
 - b. Acts as a direct liaison between SAAC and the Department of Athletics;
 - c. Presides over all meetings;
 - d. Has the authority to call emergency meetings of the executive committee when necessary;
 - e. Delegates responsibilities and subcommittee assignments;
 - f. Is responsible for presenting each meeting agenda to members;
 - g. Is responsible for correspondence with other campus organizations, (i.e., attend SGA Senate meetings; meets with the Director of Campus Activities); and
 - h. Is a member of the Metro Atlantic Athletic Conference SAAC.
 - 2. Vice-President:
 - a. Fulfills duties of president when he/she is asked to do so.
 - b. Assists with Community Service set up/breakdown;
 - c. Is a member of the Metro Atlantic Athletic Conference SAAC;
 - 3. Recording Secretary/Correspondence Secretary/Treasurer
 - a. Records and distributes minutes at every meeting;
 - b. Takes attendance at every meeting;
 - c. Is responsible for absentee notification;
 - d. Is responsible for informing members of meetings and activities;
 - e. Is responsible for the publicity and news of all SAAC activities;
 - f. Is responsible for all finances of organization;
 - g. Presents financial status of committee to membership as needed; and
 - h. Requests approval from the director of athletics for any expenditure;
 - i. Additional duties as assigned by SAAC President;

ARTICLE 4: MEETINGS

- A. SAAC shall meet twice a month during the academic year, except January.
- B. Special meetings may be called upon request of two or more officers, upon request of four or more board members, or by the director of athletics.
- C. Meetings of the executive committee and ex officio members shall be held as requested.
- D. Absences
 - 1. The first unexcused absence will result in member and coach notification; the second unexcused absence will result in permanent removal from the committee.

2. Team travel and medical absences shall be the only excused absences.
3. It is the responsibility of the board member to inform his/her alternate in the case of an absence.

ARTICLE 5: SUBCOMMITTEES

- A. Subcommittees will form as needed via presidential appointment and serve to plan and develop activities and projects relating to the committee.
- B. Subcommittee meeting schedules will be determined by the respective subcommittee chair.
- C. Subcommittee chairs shall update the committee at every meeting.

Article 6: Amendments

- A. Proposed Amendments to the Constitution shall be presented in writing at a regular meeting by any member of the committee. Pending approval by the director of athletics, action on the proposed amendment shall be taken at the next regular meeting. A two-thirds majority of members of the committee present and voting shall be required for the amendment to pass.