



Holy Family
UNIVERSITY

DEPARTMENT OF
ATHLETICS

Department of Athletics

Coaches Handbook & Compliance Manual

September 2022

Table of Contents

Department of Athletics

Coaches Handbook & Compliance Manual

Table of Contents	2
2.0 HOLY FAMILY UNIVERSITY ATHLETICS MISSION STATEMENT	6
2.1 Philosophy of Intercollegiate Athletics	6
3.0 HOLY FAMILY UNIVERSITY SEXUAL HARASSMENT AND NONDISCRIMINATION POLICY.....	7
4.0 NON-FRATERNIZATION/CONSENSUAL RELATIONSHIP POLICY	7
5.0 CENTRAL ATLANTIC COLLEGIATE CONFERENCE CODE OF SPORTSMANSHIP AND ETHICAL CONDUCT.....	7
5.1 Responsibilities.....	7
5.2 Promotion of Sportsmanship and Ethical Conduct	8
6.0 HOLY FAMILY UNIVERSITY ATHLETICS DEPARTMENT POLICIES AND PROCEDURES.....	8
6.1 Gender Equity Policy	8
6.1.1 Accommodation of Interest and Abilities	8
6.1.2 Equipment and Supplies	9
6.1.3 Scheduling of Games and Practice Times	9
6.1.4 Travel and Per Diem Allowance.....	9
6.1.5 Coaches.....	9
6.1.6 Locker Rooms, Practice, and Competitive Facilities	10
6.1.7 Medical and Training Facilities and Services	10
6.1.8 Housing and Dining Facilities and Services	10
6.1.9 Publicity	10
6.1.10 Support Services.....	10
6.1.11 Recruitment of Prospective Student-Athletes.....	11
6.2 Mandatory Athletic Department Meetings Policy	11
6.3 Online Social Networking Policy	11
6.4 Recruiting Trips Policy	12
6.5 Scheduling Policies.....	12
6.5.1 Scheduling Philosophy.....	12
6.5.2 Missed Class Letter	13
6.6 Travel Policy and Procedures.....	13

6.6.1 Travel Arrangements	13
6.6.2 Receipts	13
6.6.3 Travel Group Maximum	13
6.6.4 Meal Per Diem	13
6.7 Equipment Ordering and Issuing Procedure	14
6.7.1 Purchases	14
6.7.2 Uniforms and Equipment	14
6.7.3 Uniform Issue	14
6.7.4 Equipment Issue	15
6.7.5 Uniform Return	15
6.8 Fundraising	15
6.9 Camps and Clinic Safety	16
6.10 Facility Use	16
6.10.1 Facility Scheduling Guidelines	16
6.10.2 Use of Facilities for Individual Use, Camps, Clinics	17
7.0 HOLY FAMILY UNIVERSITY COMPLIANCE MANUAL	17
7.1 Reporting NCAA Violations	17
7.1.1 Procedures	17
7.1.2 Reporting a Violation	17
7.1.3 Conducting Investigations	18
7.1.4 Violation Reports	18
7.2 Complimentary Tickets (Bylaw 16.2)	18
7.2.1 Current Student-Athletes	18
7.2.2 Prospective Student-Athletes	19
7.2.3 Non-permissible Procedures (Bylaw 16.2.2)	20
7.2.4 Holy Family University Complimentary Pass List Policy	20
8.0 RECRUITING	20
8.1 Coaches Certification Requirement (Bylaw 11.6)	20
8.2 Contact and Evaluation Periods	20
8.3 Correspondence	22
8.4 Official Visits	23
8.4.1 Official Visit Procedures	23
8.5 Unofficial Visits	23
8.6 National Letter of Intent	24
8.7 Publicity	24

8.7.1. Comments Prior to Signing	24
8.7.2 Media Release Regarding Signing (Bylaw 13.10.4).....	24
8.8 Tryouts.....	25
8.8.1 Current Holy Family University Students	25
8.8.2 Additions to Sports Rosters.....	25
9.0 Eligibility and Amateurism.....	26
9.1 Student-Athlete Statement and Drug-Testing Consent Form	26
9.2 Freshman Eligibility.....	27
9.2.1 Qualifier	27
9.2.2 Partial Qualifier	27
9.3 NCAA Temporary Certification for Incoming Student-Athletes.....	28
9.4 Continuing Eligibility.....	28
9.4.1 Progress Toward Degree	28
9.4.2 Incomplete Grades.....	29
9.4.3 Repeated Courses	29
9.4.4 Banked Credit Hours.....	29
9.4.5 Credit from Other Institutions	29
9.4.6 Designation of Degree	30
9.4.7 Seasons of Competition: 10-Semester Rule	30
10.0 NOTIFICATION OF TRANSFER/TRANSFER PORTAL PROCEDURES	31
10.1 Notification of Transfer.....	31
10.1.1 Hearing Opportunity.....	31
10.1.2 Appeals Process for Denial of One-Time Transfer Exception	32
10.1.3 Hearing Guidelines	33
10.1.4 Transfer Release Appeals Committee Decision.....	33
10.2 Voluntary Withdraw from Athletics Team.....	34
11.0 TRANSFER REGULATIONS FOR PROSPECTIVE STUDENT-ATHLETES	34
11.1 General Transfer Rule	34
11.2 2-4 Transfers and 4-2-4 Transfers	35
11.2.1 Exceptions or Waivers for Transfers from 2-Year Colleges	35
11.3 Four-Year Transfers	35
11.3.1 Attendance for One Academic Year.....	35
11.3.2 Attendance for Less than One Academic Year	35
11.3.3 Exceptions for Transfers from Four-Year Colleges	36
11.3.4 Graduate Student/Post-Baccalaureate/Second Baccalaureate Participation	36

12.0 FINANCIAL AID	37
12.1 Initial Athletic Awards.....	37
12.1.1 Steps in the Athletics Award Process	37
12.2 Terms of Athletics Aid.....	38
12.2.1 Reduction of Cancellation During Period of Award	38
12.3 Athletic Award Renewals	39
12.4 Other Financial Aid	40
12.5 Reduction Permitted When Necessary.....	40
12.6 Maximum Financial Aid Limitations by Sport	40
12.6.1 Maximum Awards	40
12.7 Eligibility for Institutional Financial Aid.....	41
12.8 Various Financial Aid Policies.....	41
12.9 Maximum Time Frame for Completing Degree Requirements.....	42
12.10 When Minimum Standards of Academic Progress Are Not Achieved.....	42
13.0 Countable Athletically-Related Activities (CARA)	42
13.1 CARA Logs.....	42
13.2 Championship Segment	43
13.3 Non-Championship Segment.....	43
13.4 Outside of Playing Season	43
13.5 Institutional Final Exam Period	43
13.6 Voluntary Athletically Related Activities	44
13.7 Fall Championship Pre-Season Practice	44
13.8 Vacation Periods and Between Terms.....	45
13.9 Winter Break.....	45
14.0 Student-Athlete Employment	45
15.0 Camp/Clinic Employment	45
15.1 Current Student-Athlete	45
15.2 Prospective Student-Athlete	46

COACHES HANDBOOK & COMPLIANCE MANUAL

1.0 About Holy Family University

Holy Family University is a private Catholic institution located in Philadelphia, PA. Founded in 1954, the University's mission is informed by its core values of family, respect, integrity, service and responsibility, learning, and vision. The University embraces diversity and inclusion, ensuring a welcoming and accessible learning community for all. The University is composed of four schools: Arts & Sciences, Business & Professional Studies, Education, and Nursing & Health Sciences. Nestled in the heart of a historic residential neighborhood in the Northeast, the University is just minutes from the excitement of Center City. Holy Family enrolls more than 3100 students at the undergraduate, graduate, and doctoral levels at its Philadelphia and Newtown campus locations.

Holy Family University is a sponsored ministry of the Sisters of the Holy Family of Nazareth.

2.0 HOLY FAMILY UNIVERSITY ATHLETICS MISSION STATEMENT

Holy Family University's Department of Athletics' goal is to assist in developing student-athletes to optimally utilize their academic and athletic skills and talents. It is a continual process designed to enrich student-athletes with the knowledge and ability to develop and improve basic skills to function responsibly in the University community and society.

Holy Family University is also committed to provide an environment for their administrative and coaching staff to develop professionally and personally. The commitment extends beyond the confines of the athletic department. The University promotes a shared experience with the university community, alumni and individuals that help to create a lifelong relationship between these groups and the University.

2.1 Philosophy of Intercollegiate Athletics

The philosophy of Holy Family University's Department of Athletics is to afford all men and women participants' equitable opportunity, promote sportsmanship, uphold moral principles, and nurture character, integrity, and personal responsibility. Holy Family University adheres to the principles of fair play and amateur athletic competition defined by the NCAA.

It is the intent of the athletics department to develop student-athletes who embrace and model the mission statement of Holy Family University. The department is dedicated to the idea that success in intercollegiate athletics must be accompanied within the parameters of and complementary to the academic arena in pursuit of educational excellence. The program is committed to the unquestioned integrity of student-athletics that is expected to foster the core values associated with Holy Family University. A proactive approach to interaction between administrators, staff, and athletes is the basis of a holistic methodology that is adapted to the development of the mind, body and spirit of every Holy Family University student-athlete.

3.0 HOLY FAMILY UNIVERSITY SEXUAL HARASSMENT AND NONDISCRIMINATION POLICY

<https://www.holyfamily.edu/about/administrative-services/university-policies/student-affairs-policies/sexual-harassment-nondiscrimination-policy>

4.0 NON-FRATERNIZATION/CONSENSUAL RELATIONSHIP POLICY

<https://www.holyfamily.edu/about/administrative-services/university-policies/human-resources-policies/non-fraternizationconsensual-relationship>

5.0 CENTRAL ATLANTIC COLLEGIATE CONFERENCE CODE OF SPORTSMANSHIP AND ETHICAL CONDUCT

https://www.caccathletics.org/information/administration/forms/2018-19_Codes/2018-19_CACC_Code_of_Sportsmanship-Ethical_Conduct.pdf

5.1 Responsibilities

Coaches

Coaches have the highest degree of influence over the student-athletes in their programs. Student-athletes should be taught and follow high standards of sportsmanship and ethical conduct. It is imperative that the coach demonstrate a good example of sportsmanship and ethical conduct. At no time should a coach engage in any type of communication, verbal or otherwise, with fans and spectators.

The coach shall:

- Display appropriate sportsmanship and ethical behavior.
- Teach and reinforce player's proper sportsmanship and ethical conduct.
- Review and discuss NCCA rules and regulations specific to their sport, including rules governing penalties for misconduct, with the coaching staff and players.
- Make every attempt to control the behavior of the coaching staff and players before, during and after the contest.
- If a fight occurs, do everything possible to keep uninvolved players out of the fight.
- Follow the designated procedure for reporting all incidents of unsportsmanlike or unethical conduct.

CACC student-athletes must understand that they are perhaps the most visible representatives of their institutions, the conference, the NCAA, and themselves. Student-athletes at CACC institutions are expected to treat opponents and game officials with civility, dignity and respect. At no time should a student-athlete engage in

any type of communication, verbal or otherwise, with fans and spectators. There will be no tolerance for taunting, fighting or other acts of aggression that demonstrate unsportsmanlike conduct or unethical behavior.

Spectators

The Conference hopes and believes that the establishment of the principles outlined in this policy will create an atmosphere that will attract more fans to our events and ensure a positive intercollegiate experience. The CACC Student-athlete Conduct Statement shall be read prior to each contest by a student-athlete from the home team. In addition, the Sports Information Director of each member institution shall ensure that the CACC Student-athlete Conduct Statement is printed in the game day program. It is expected that all spectators will behave in an appropriate manner. It is the responsibility of the host athletics administrator to monitor the behavior of spectators and when necessary, take necessary action to promote a positive game environment.

5.2 Promotion of Sportsmanship and Ethical Conduct

Before each CACC game, a recording with a selected student-athlete from the home school will be played, as the student-athlete will read the following sportsmanship statement (located on page 41) for spectators to hear through the public address speaker system, and the statement shall also be printed in the game day program:

Good (afternoon/evening) and welcome to our CACC contest between (HOME) and (AWAY). As Division II student-athletes, we promote good sportsmanship and a positive game environment at all of our contests. We expect that you, as spectators will do the same. We request that you cooperate and support participants, coaches, officials, and fellow spectators in a positive and mature manner. We encourage you to enthusiastically support your team! However, please refrain from using profanity, racial, ethnic or sexual comments or any other inappropriate behavior including the consumption or possession of alcohol and tobacco, because it will not be tolerated and is grounds for removal from the event. Thank you for your support and enjoy the game!

6.0 HOLY FAMILY UNIVERSITY ATHLETICS DEPARTMENT POLICIES AND PROCEDURES

6.1 Gender Equity Policy

In accordance with Holy Family University's mission concerning its intercollegiate athletics program, the University establishes the following goals related to gender equity:

6.1.1 Accommodation of Interest and Abilities

In compliance with Title IX's participation standards, Holy Family University will meet at least one of the following three criteria:

1. Proportionality: Providing intercollegiate opportunities for male and female students in numbers substantially proportionate to their respective enrollments;
2. Program Expansion: A practice of expanding programs to meet the interests/abilities of the underrepresented sex; or
3. Accommodation: Fully and effectively accommodating the interests and abilities of the underrepresented sex in light of available competitive opportunities.

6.1.2 Equipment and Supplies

Holy Family University will review annually the budget for each sport to ensure the quality, suitability, maintenance or replacement, and availability of equipment and supplies is equitable.

6.1.3 Scheduling of Games and Practice Times

On an annual basis, Holy Family University will ensure fairness in the following areas related to competitive schedule:

- Number of games scheduled;
- Number, length, and time of practices;
- Time of day of games;
- Preseason and postseason opportunities for teams.

6.1.4 Travel and Per Diem Allowance

Holy Family University will ensure that each team's budget will reflect equitably in the following categories:

- Modes of transportation;
- Lodging during travel;
- Length of stay before and after competitive events;
- Dining Arrangements both during travel and semester breaks;
- Per diem related to away from home competitions and during semester breaks.

6.1.5 Coaches

Annually, each of the following three areas related to coaching will be addressed equitably:

- Availability: Each athletics sports team will have a part-time or full-time head coach;
- Assignment: All coaching-related activities, such as recruiting and on –field or –court training, will be assigned equitably

- Compensation: All compensation for coaching staff will be equitable with regard to services rendered.

6.1.6 Locker Rooms, Practice, and Competitive Facilities

The quality, availability, and exclusivity of practice and competitive facilities, plus the quality and availability of locker rooms, and finally the maintenance and preparation of practice and competitive facilities will all be addressed equitably by Holy Family University administrators.

6.1.7 Medical and Training Facilities and Services

Availability will be equitable for all athletics in regards to medical services and sports performance facilities.

- An athletic trainer will be assigned to each team to oversee the sports medicine services for the assigned team's student athletes.
- An athletic trainer will cover in season practices and home competitions in the appropriate manner as outlined through the NCAA and NATA guidelines for appropriate medical coverage in intercollegiate athletics.
- The quality of weight training and conditioning facilities will be the same for each team.
- Supplemental accident/injury insurance coverage will be the same for all athletics, regardless of gender.

6.1.8 Housing and Dining Facilities and Services

Holy Family University will provide the same housing facilities to resident student-athletes as the general resident student body. Any special services provided as part of housing will be equitable for all student-athletes. In addition, all dining arrangements will be equitable across Holy Family University athletics team, depending on availability of dining services.

6.1.9 Publicity

Holy Family University Sports Information Director along with Public Relations will ensure that the availability and quality of sports information personnel and the availability and quality of publications and other promotional devices is equitable. Any access to other publicity resources will also be equitable.

6.1.10 Support Services

All administrative, secretarial, and clerical support and office space will be equitably arranged. Each head coach will be assigned an office space. In addition, each head coach will have access to the Athletics Department secretary to aid in the management of his or her respective sports team.

6.1.11 Recruitment of Prospective Student-Athletes

There will be equal opportunities for athletics personnel to recruit prospective student-athletes. In order to accomplish this, each athletics team will have equitable financial and other resources available for recruitment. It is expected that there will be equivalent benefits, opportunities, and treatment for all prospective student-athletes.

6.2 Mandatory Athletic Department Meetings Policy

Holy Family student-athletes and staff are required to attend all mandatory athletic meetings and/or functions (including, but not limited to, speaker presentations, workshops, and Student-Athlete Appreciation Day). If a student-athlete cannot make the mandatory meeting, he or she must submit in writing and gain approval from the Director of Athletics, or the Director of Athletics' designee, in advance, to miss the meeting. He or she will be subject to appropriate sanctions, including, but not limited to, a 1 contest suspension from competition for missing a mandatory meeting without prior approval. Repeated absences from such functions or meetings may result in reduction or non-renewal of athletics aid and/or removal from his or her athletics team.

6.3 Online Social Networking Policy

Social Networking websites have become increasingly popular among college students in recent years. These websites aim to connect individuals using a variety of tools including creating personal profiles or posting pictures.

Holy Family University student-athletes may participate **appropriately** in social networking websites. We remind you, however, that as a member of the Holy Family University Intercollegiate Athletics Department, you are a representative of the University. Your actions also impact the reputation of the Athletics Department and the attitude that the Holy Family Community has towards you and your fellow student-athletes.

Any Holy Family University student-athlete or staff member who has a profile on a social networking website will be held accountable for **ANY** and **ALL** material on their profile.

In addition, all student-athletes and staff members must comply with the following guidelines in the use of social networking websites:

- No offensive or inappropriate pictures can be posted on these websites.
- No offensive or inappropriate comments can be posted on these websites.
- Any information placed on these types of websites must not violate the mission statements and philosophies of Holy Family University, the Athletics Department, Central Atlantic Collegiate Conference, and/or the NCAA.

Any information placed on these types of websites must not violate the University Student Code of Conduct or the Athletics Department's Student-Athlete Code of Conduct. Holy Family University coaches and administrators reserve the right to monitor these websites, including student-athlete profiles on these sites. Violation of this policy may result in disciplinary action,

including but not limited to, non-renewal of athletics financial aid or dismissal from the Department and/or the University.

This policy will be in effect for the duration of each student-athlete and staff member's tenure at Holy Family University. We encourage you to use these powerful tools wisely and safely.

6.4 Recruiting Trips Policy

Any coach planning to make a recruiting trip funded by the University must submit a "Recruiting Request" form (Appendix 4: Recruiting Request Form) to the Director of Athletics for approval. The "Recruiting Request Form" must be submitted to the Director of at least one week prior to the planned trip, regardless of length. The coach will be notified by the Director of Athletics if the trip has been approved.

- Upon returning from an approved recruiting trip, all receipts and a travel reconciliation form must be submitted to the Director of Athletics within three days of a coach's return.
- All pcard card purchases need be reconciled with an itemized bill
- Reimbursement is contingent on approval by the Director of Athletics as well as submission of the travel reconciliation form and mileage worksheet.

6.5 Scheduling Policies

Only the Director of Athletics or his or her designee may sign athletic contracts. Head Coaches are free to discuss scheduling with coaches at other institutions. However, the Assistant Director of Athletics for Daily Operations approves all athletic contests, dates and times. Any schedule changes will be approved and processed by the Director of Athletics. A revised athletic contract will be processed.

In constructing schedules, the primary aim is to arrange schedules which will provide equal competition within the framework of your athletic program budget and NCAA regional play. These schedules should be consistent with the philosophy and objectives of Holy Family University, the Central Atlantic Collegiate Conference (CACC), and the NCAA.

It is the responsibility of the Head Coach to work with the Assistant Director of Athletics for Daily Operations to organize an annual contest schedule.

6.5.1 Scheduling Philosophy

- Have as many home games as away games if possible (Balanced Schedule).
- Limit the amount of class absences for both home and away contests.
- Back to back away games will be minimized. Non-Class dates, including Saturdays, Sundays, and Holidays will be utilized when possible to reduce missed class time.

6.5.2 Missed Class Letter

Holy Family University student-athletes are only permitted to miss class for games or competitions that are in the championship segment of their season. Student-athletes must identify conflicts in their schedules and obtain “Missed Class” letter(s) from the Associate Director of Athletics or designee. The student-athlete is responsible for providing the “Missed Class” letter(s) to their instructor prior to any class that he or she will have to miss due to a class conflict with a scheduled contest. Student-athletes are strongly encouraged to provide “Missed Class” letter(s) to their instructors and have any further discussions with faculty about class conflicts at the beginning of the championship segment of their season so a reasonable solution can be agreed upon by the professor and student-athlete. Student-athletes who wait until on or after the class conflict occurs to discuss missed class time are less likely to have a faculty member who is willing to accommodate him or her.

6.6 Travel Policy and Procedures

To provide consistency, the below away contest procedures will apply to all sports:

6.6.1 Travel Arrangements

The Assistant Director of Athletics for Daily Operations will make all travel arrangements for athletic teams. Arrangements include lodging, transportation, etc. The Assistant Director of Athletics for Daily Operations will confer with the Head Coach regarding bus departure times as well rooming lists. On all trips an itinerary will be provided. All travel arrangements are tentative until approved by the Director of Athletics.

6.6.2 Receipts

On the first working day, upon returning from a trip, all pcard purchases should be reconciled and receipts must be returned directly to the Director of Athletics. Any funds spent, where receipts were not obtained, will be paid by the coach. The University policy regarding receipts is very clear on these matters. Be sure to obtain receipts for any University money spent that you expect to be reimbursed.

When distributing funds directly to student-athletes, use a “Meal Money” form and return it to the Sport Supervisor.

6.6.3 Travel Group Maximum

The individuals who count in travel groups include student-athlete participants, coaches, one athletic trainer, two managers, and one bus driver. The number of student participants, coaches and managers who travel may vary from contest to contest at the head coach’s discretion.

6.6.4 Meal Per Diem

The daily meal per diem is provided so that student-athletes and others representing the University at various sport-related activities are not disadvantaged in having to miss meals either normally provided by the University or be paid for by such individuals. The dollar amount for each trip will be decided on by the Director of Athletics in consultation with each coach. Meal

allocations are per individual and based on the number and type of meal(s) that will be missed due to participation.

- Meal money will be available every Tuesday by noon for the upcoming week. If meal money is needed before the assigned day call the Director of Athletics at extension 3514 and arrangements will be made.
- Meal money will be given to each sport supervisor. The sport supervisor will give meal money to head coaches.
- Any additions to the list must be given to the Director of Athletics.
- All players and coaches will sign and date the meal money form next to his or her name. No initials will be accepted.
- No expenses other than purchasing meals are to be paid for out of meal money.
- Completed form with all signatures and any remaining money (if any) is to be returned to the sport supervisor.

6.7 Equipment Ordering and Issuing Procedure

6.7.1 Purchases

All purchases for the athletic teams are to be made by the Director of Athletics. All coaches who wish to have new equipment will submit in writing a list of all items to be purchased. In most cases, equipment and items needed for games will be deducted from the Departmental Supply line budget associated with each individual team. Coaches must notify the Assistant Director of Athletics for Daily Operations of any faulty or malfunctioning equipment immediately. Final decisions will be made by the Director of Athletics and will be based on budget allocations and need.

6.7.2 Uniforms and Equipment

Coaches will create an order for all equipment, team gear and uniforms and submitted for a quote. Any amount over the budgeted departmental supply line will need to be funded by team fundraising. Adjustments can be made to the order at any time prior to the final approval. Final approval for the order can only be given by the Director of Athletics once agreed upon with the Head Coach.

6.7.3 Uniform Issue

The head coach from each team must set up a time with the Assistant Director of Athletics for Daily Operations for distributing uniforms. Each student-athlete will sign out the issued uniforms. Any student-athlete who will not be able to be present on the scheduled date and time must contact the Assistant Director of Athletics for Daily Operations to schedule a date and time that is mutually agreed upon.

No alterations are to be made to the uniform without prior approval. All approved alterations must be done in such a way that the garment can be returned to its original condition.

6.7.4 Equipment Issue

A coach can either email, call or have a meeting with the Assistant Director of Athletics regarding what equipment is needed. All equipment and team gear will be distributed to the coaching staff as it's delivered. Additional equipment, uniforms and gear may be ordered. Sneakers or Spikes are returnable only under the following conditions:

- Defective: Manufacturer defect only.
- Improper Fit: Must have original packaging and must never have been worn.

When trying on sneakers or spikes try them on a carpeted area. The sneakers or spikes are not returnable if they show signs of wear.

6.7.5 Uniform Return

All equipment and uniforms are to be returned no later than seven working days after the conclusion of the season. The date will be given to the head coach. Any student-athlete that does not return all uniform items will have a hold put on his/her university account until the missing items are returned or paid for replacement. Any items that are damaged must be noted on paper and placed in the bag so item(s) can be repaired or replaced.

6.8 Fundraising

All Holy Family University athletics teams must have prior approval from the Director of Athletics, Assistant Director of Athletics for Compliance and Assistant Director of Athletics for Daily Operations before initiating any fundraising events. The following steps must be followed when requesting approval for a fundraising event:

1. Head Coach submits "Promotional Activities" form to the Assistant Director of Athletics of Compliance or Daily operations for approval.
2. The fundraising request form details the type of fundraising, the date of the fundraising event, the request for initial cost cash advance, if necessary, and a brief description of the event.
3. The Assistant Director of Athletics for Daily Operations or Compliance will present the "Promotional Activities" form to the Assistant Director of Athletics for Compliance or Daily Operations for approval. If approved, the "Fundraising Request" is sent to the Director of Athletics for approval.
4. If the request is approved the initial costs are drawn from the appropriate fundraising accounts for the team.
5. With initial cost money, head coach will obtain all necessary supplies needed for the fundraising effort.

6. Within 48 hours of the conclusion of the fundraising effort, the initial costs are reconciled with receipts for the initial costs with the Director of Athletics.
7. The Director of Athletics records and deposits all funds to the Business Office or Development Office.

6.9 Camps and Clinic Safety

1. At minimum, the staff to participant ratio must be 10/12:1 participant to staff. This means for every 10-12 campers, there must be one staff member. This is to ensure the proper safety of each camper. E.g. A camp with 13 participants must have two staff members.
2. All registration forms must ask for the height, weight, hair and eye color of the participant to be used in the event of an Amber Alert.
3. All participants MUST BE REGISTERED.
4. All camp and clinic employees, volunteers, guest speakers must have up-to-date background checks and clearances in order to participate in the camp. Those without WILL NOT be permitted in the venue to work the event. Background clearances include the following and will not be accepted unless all are turned in: State Criminal, Child Abuse and FBI.
5. A certified athletic trainer must be present for all camps and clinics. If you use an HFU ATC for events during the school year (Aug 15-May14), there will be a cost, to be determined by the ATC. For camps and clinics over the summer months (May 15-Aug 14) an HFU ATC will be available at no additional cost.
6. The covering ATC will be given all medical information on each participant and will work with the camp and/or clinic director to maintain proper safety protocol.

6.10 Facility Use

6.10.1 Facility Scheduling Guidelines

All requests for use of athletic facilities must go through the Assistant Director of Athletics for Daily Operations.

Priorities

1. In-season varsity sports
2. Out of season varsity conditioning/scrimmages
3. Other Holy Family University events
4. Outside groups

6.10.2 Use of Facilities for Individual Use, Camps, Clinics

Scheduling of Holy Family University facilities for personal use, camps or clinics must go through the Assistant Director of Athletics for Daily Operations in consultation with the Director of Athletics.

Note: NCAA Bylaw 13.11.3.8 Private Lessons- Private Lessons are only permitted in the sports of golf, tennis and equestrian. It is not permissible for a coach to provide private lessons to prospect-aged individuals.

7.0 HOLY FAMILY UNIVERSITY COMPLIANCE MANUAL

7.1 Reporting NCAA Violations

7.1.1 Procedures

Holy Family University is committed to operating its athletic programs consistent with the NCAA and Central Atlantic Collegiate Conference (CACC).

In accordance with NCAA rules and regulations, Holy Family University will investigate all suspected or alleged violations of NCAA rules. If a violation has occurred, the Director of Athletics or Assistant Director of Athletics for Compliance will report the violation to the NCAA and the CACC.

All violations will be investigated and reported to the NCAA and CACC and other appropriate individuals. During the investigation of rule violations, factors that will be taken into consideration are whether the violation was intentional, whether any advantage was gained, whether the prospective student-athlete or student-athlete's eligibility is affected, and whether the violations are repetitive. It is our desire to encourage open communication regarding alleged violations. These procedures are intended to stress Holy Family University's commitment to NCAA compliance and accountability.

7.1.2 Reporting a Violation

All Holy Family University Athletic Department staff members, student-athletes, or University employees are obligated to report any known or possible violations. Any individual may report an alleged, rumored, or suspected violation. Violations may be reported verbally or in writing, and may be done anonymously to the Holy Family University Director of Athletics or Assistant Director of Athletics for Compliance.

If the alleged violation is communicated to any Athletic Department staff member, that individual is obligated to inform the Director of Athletics and Assistant Director of Athletics for Compliance.

Individuals outside of the Athletic Department may report an alleged violation to any or all of the following people: Director of Athletics, Assistant Director of Athletics for Compliance, or Faculty Athletics Representative.

7.1.3 Conducting Investigations

1. The Assistant Director of Athletics for Compliance is responsible for conducting investigations of all compliance-related violations.
2. The Assistant Director of Athletics for Compliance will maintain a written record of all potential violations as reported. If it is determined that a violation has taken place, the Assistant Athletic Director for Compliance will report the violation via RSRO. Reports will not be sent to student-athletes.
3. The Director of Athletics and Assistant Director of Athletics for Compliance will determine, based on the evidence taken as a whole, the occurrence of a violation.
4. Appropriate action, as deemed necessary by the Director of Athletics, with cooperation from the University and the NCAA, will be taken against individuals found in violation with NCAA practices and legislature.

7.1.4 Violation Reports

In accordance with the NCAA, violation reports must include the following information:

1. Date and location of violation.
2. Identities of the student-athletes, coaches, staff members, or any other individuals involved in the violation.
3. How the violation occurred
4. The cause of the violation and the circumstances surrounding the violation.
5. The action plan outlining any corrective and/or disciplinary measures taken by the University in response to the violation as determined by the Director of Athletics or University administration.
6. Information supporting whether or not the University believes that the violation has occurred and the specific legislation it believes was violated.

7.2 Complimentary Tickets (Bylaw 16.2)

7.2.1 Current Student-Athletes

Permitted a **maximum of four** complimentary admissions per home or away contest (if the away contest chooses to honor a complimentary pass list for the visiting team.)

NCAA Championships - An institution may provide a maximum of 6 complimentary tickets to all NCAA Championship contests at the site at which the student (or team) participates. (16.2.1.1.2)

Tournaments – Complimentary admissions may be provided to members of the institution's team for all contests in a tournament in which the team is participating, rather than only for the games in which the institution's team participates, provided the contests are at the site at which the institution's team participates. (16.2.1.1.3)

Designee – Complimentary tickets may only be distributed to those persons designated by the student-athlete, who have identified themselves and signed a receipt therefore.

Award Recognition - An institution may provide complimentary admissions to individuals designated by a student-athlete who is being recognized during an institution's regular-season intercollegiate athletics contest in a sport other than that in which the student-athlete participates.

A Student-athlete's unused complimentary admissions may be used by guests of another student-athlete on the team, provided the institution's team does not exceed the total limitation of four complimentary admissions (or, for NCAA championships and bowl games, six complimentary admissions) per student-athlete on the team (e.g., for a team with 10 student-athletes, 40 total complimentary admissions).

7.2.2 Prospective Student-Athletes

Official Visit – A maximum of 5 complimentary tickets may be provided to a prospective student-athlete and those accompanying him or her during an official visit.

Unofficial Visit – A maximum of 5 complimentary tickets to a home athletics event, regardless of location, in which the institution's intercollegiate team practices or competes.

Providing special seating arrangements during the conduct of the event (including intermission) for the prospective student-athlete or those persons accompanying the prospective student-athlete in the facility's press box, special seating box(es) or bench area is specifically prohibited.

Conference Tournaments, NCAA Championships or Other Postseason Contests - The provision of complimentary or reduced-cost admissions to prospective student-athletes for a conference tournament, NCAA championship (all rounds) or other postseason contests (e.g., bowl game, NAIA or NIT championship) constitutes excessive entertainment and is prohibited. The prospective student-athlete may purchase tickets to such events only in the same manner as any other member of the general public.

Recruiting Dead Period – Complimentary admissions are prohibited to PSAs during a recruiting dead period except as provided for a PSA who visits an institution as part of a group.

Reserving Game Tickets - An institution may not reserve tickets (in addition to the permissible complimentary admissions) to be purchased by a prospective student-athlete (or individuals accompanying the prospective student-athlete) on an unofficial visit. Tickets may be purchased only in the same manner as any other member of the general public

Complimentary Admissions for High School/College Prep School/Two Year College Coaches - Entertainment of a high school, college-preparatory school or two-year college coach or any other individual responsible for teaching or directing an activity in which a prospective student-athlete is involved shall be limited to providing a maximum of four complimentary admissions, which must be issued on an individual-game basis, to home athletics contests at any facility in which the institution's intercollegiate team regularly practices or competes.

7.2.3 Non-permissible Procedures (Bylaw 16.2.2)

Sale of Complimentary Admissions – A student-athlete may not receive payment from any source for his or her complimentary admissions and may not exchange or assign them for any item of value.

Payment to Third Party – Individuals designated by the student-athlete to receive complimentary admissions are not permitted to receive any type of payment for these admissions or to exchange or assign them for any item of value. Receipt of payment for complimentary admissions by such designated individuals is prohibited and considered an extra benefit.

Student-Athlete Ticket Purchases – An institution may not provide a special arrangement to sell a student-athlete ticket(s) to an athletics event. Tickets shall be available for purchase by student-athletes according to the same purchasing procedures used for other students.

Sale Above Face Value – A student-athlete may not purchase tickets for an athletics contest from the institution and then sell the tickets a price greater than their face value.

7.2.4 Holy Family University Complimentary Pass List Policy

All changes to the complimentary pass list must be made two hours prior to the start of the first contest. No changes will be made after that time. **No exceptions.**

- All names on the list will be typed. No handwritten names will be accepted.
- It is the individual responsibility of each coach and student-athlete to check on a daily basis to see if the names on the list are correct for that game.
- One name will be permitted per allotted space. No multiple names (i.e. Mr. & Mrs. John Doe) per line.
- If there are any changes to the list, the following information is needed:
 - Name of person to be added.
 - Name of person to be removed.
- If a coach is adding a name to another coach's list, approval from that person is needed.
- No visiting team from the Central Atlantic Collegiate Conference shall be granted a Complimentary Pass List.

8.0 RECRUITING

8.1 Coaches Certification Requirement (Bylaw 11.6)

Before **any** coach can engage in off-campus recruiting of PSAs and/or direct, supervise, or observe countable athletically related activities, they must complete and pass the Annual Coaches Certification located in the NCAA Learning Portal. The certification is good from August 1st to July 31st annually, regardless of when the coach has taken the test. The certification will be made available starting in April prior to the upcoming certification year.

8.2 Contact and Evaluation Periods

A contact is any in-person, face-to-face encounter between a prospect or the prospect's parents, relatives, or legal guardian, and an institutional staff member in the excess of a greeting. Any pre-arranged encounter or any encounter on the grounds of the prospect's educational institution.

IMPORTANT NOTES:

1. Meeting a prospect by chance, exchanging hello's, and shaking hands, does not qualify as a contact if it is not on the grounds of the prospect's educational institution, however, any mention above or beyond a greeting is considered a contact, no matter how long the contact takes place, where it takes place, and what is being discussed.
2. Discussing the possible recruitment of a prospect to the parents or relatives of a prospect does count towards a contact with that prospect, even if the prospect is not present at the time of the contact with the parent.
3. A staff member who is approached by a PSA or the PSA's relatives or legal guardians at any location shall not be deemed contact provided the encounter was not prearranged and the staff member does not engage in any dialogue in excess of a greeting and takes appropriate steps to immediately terminate the encounter.

Contact Period - Permissible to make in-person, off-campus recruiting contacts and evaluations

Evaluation Period – Permissible to be involved in off-campus activities designed to assess the academic qualifications and playing ability of PSAs. No in-person, off-campus recruiting contacts shall be made with a PSA during an evaluation period.

Quiet Period – Permissible to make in-person recruiting contacts only on the member institution's campus. No in-person, off-campus recruiting contacts or evaluations are to be made.

Dead Period – Not permissible to make in-person recruiting contacts or evaluations on or off the member institution's campus or to permit official or unofficial visits by PSAs to the institution's campus. Coaching staff members may not serve as a speaker at or attend a meeting or banquet at which PSAs are in attendance except as provided in Bylaw 13.1.8 and 13.8.1.

At Holy Family University, all four contact and evaluation periods apply to the sport of Basketball. All other sports must adhere to the Dead Period during the specified dates during the calendar year.

*After a PSA has signed an NLI or institution's written offer of admission and/or financial aid or the institution has received his or her financial deposit in response to an offer of admission, coaches may have contact outside a permissible contact period.

Time Period:	Contact Period	Evaluation Period	Quiet Period	Dead Period
OFF-CAMPUS				
Contacts	Yes	No	No	No
Evaluations	Yes	Yes	No	No
Telephone Calls	Yes	Yes	Yes	Yes
ON-CAMPUS				
Contacts	Yes	Yes	Yes	No
Evaluations	Yes	Yes	No	No
Telephone Calls	Yes	Yes	Yes	Yes

8.3 Correspondence

Telephone Calls - Institutional staff members may receive telephone calls placed by a PSA or PSA's relatives or legal guardian(s) at any time.

Telephone calls (to PSA or PSA's relatives or legal guardian(s)) may not be made before June 15th immediately preceding the PSA's junior year in high school. There is no limit on the amount of calls that can be made.

Electronic Transmissions - Instant message, text messaging, etc., shall not be sent to a PSA or PSA's relatives or legal guardian(s) before June 15th immediately preceding PSA's junior year in high school. The correspondence shall be sent directly to the PSA or PSA's relatives or legal guardian(s) and shall be private between only the sender and the recipient (no use of chat rooms, message boards, posts to "walls").

*The requirement that electronically transmitted correspondence be private between recipient and sender is not applicable to electronic communication between the institution and a PSA after he or she has signed an NLI or institution's written offer of admission and/or financial aid or the institution has received his or her financial deposit in response to its offer of admission.

Printed Recruiting Materials - An institution may not provide athletically related recruiting materials (including email and fax) to a PSA and their relatives or legal guardians before June 15th immediately preceding the PSA's junior year of high school. Exceptions to this are:

1. Educational Information published by the NCAA (ex. NCAA Guide for the College Bound Student Athlete).
2. Educational Information published by Holy Family University's Assistant Director of Athletics for Compliance.
3. Camp Brochures
4. Questionnaires

Recruiting Advertisements - Recruiting-based advertising ("Come join our team"-type flyers, etc.) are restricted in high school publications or any publication specifically designed with the

interests of promoting high school sports prospects. All athletics-related advertising material should be created by Holy Family University staff members and approved by the Assistant Director of Athletics for Compliance.

8.4 Official Visits

A prospective student-athlete may make an unlimited number of unofficial visits to any NCAA institution, but may make only 1 official visit per institution. **Note:** NCAA Division I regulations still stipulate that a prospective student-athlete may make 1 visit per institution to a maximum of 5 NCAA Division I or II institutions. Official visits may be made after June 15th immediately preceding the PSA's junior year in high school.

Official visits shall not exceed 48 hours. The 48-hour period begins at the time the PSA arrives at Holy Family University or once entertainment or meals have been provided en route to HFU (prior to coming to campus).

8.4.1 Official Visit Procedures

Prior to any official visit, an "Official Visit Request" form must be submitted to the Assistant Director of Athletics for Compliance for approval by the Director of Athletics. This form must be received at least 48 hours in advance of the official visit. Prior to the official visit, the PSA must:

1. Be registered with the NCAA Eligibility Center
2. Present the institution (or have on file with the Eligibility Center) a high school or college-prep transcript) and
3. Be placed on the Institutional Recruiting List by the Assistant Director of Athletics for Compliance.

The day of the official visit, the student host must come to the Assistant Director of Athletics for Compliance office to pick up and sign the following:

1. Student Host Form
2. Official Visit Report
3. Prospect Declaration Form
4. Any requested meal money (max \$30/day)

The **next business day** following the conclusion of the official visit, the host student-athlete shall return any change from entertaining the PSA and all receipts to the Assistant Director of Athletics for Compliance. In addition, the host student-athlete shall return the signed "Prospect Declaration" and "Official Visit Report" forms to the Assistant Director of Athletics for Compliance

8.5 Unofficial Visits

A PSA may visit HFU at his or her own expense an unlimited number of times. A PSA may make unofficial visits before June 15th immediately preceding his or her junior year in high school.

An “Unofficial Visit Request” form must be submitted to the Assistant Director of Athletics for Compliance at least 1 day before the visit.

An institution may provide a PSA (and the PSA’s relatives or legal guardians) with one meal on or off campus in the locale of the institution during an unofficial visit.

8.6 National Letter of Intent

In order for a National Letter of Intent to be issued to a high school or college-preparatory PSA, the following requirements must be met:

1. A written offer of athletically related financial aid
2. Registered with the NCAA Eligibility Center
3. Placed on the IRL
4. Provided the institution with a current high school, college-preparatory school, or 2-year college transcript

8.7 Publicity

A member institution may not publicize any recruiting contact made between a staff member and a PSA or any visit by a PSA to the institution’s campus.

8.7.1. Comments Prior to Signing

Before the signing of a PSA to an NLI or an institution’s written offer of admission and/or financial aid, etc., a member institution may comment publicly only to the extent of confirming its recruitment of the PSA.

Exception – An athletics department staff member may take actions (“like”, “favorite”, republish) on social media platforms that indicate approval of content on social media platforms that was generated by users of the platforms other than staff members or reps of athletics interests.

8.7.2 Media Release Regarding Signing (Bylaw 13.10.4)

Publicity released by an institution concerning a prospective student-athlete's commitment to attend the institution shall occur only after the prospective student-athlete has signed a National Letter of Intent or after the prospective student-athlete's signed acceptance of the institution's written offer of admission and/or financial aid or after the institution has received his or her financial deposit in response to its offer of admission. Such communications, which are not limited in number or content, may be released to media outlets at the institution's discretion

8.8 Tryouts

Tryouts may be conducted with PSAs only on campus or at a site in which the institution normally conducts practice or competition beginning June 15 immediately preceding the PSA's junior year in high school and under the following conditions:

1. No more than one tryout per PSA per institution per sport. (This limit applies separately to the period in which the PSA is in high school and to the period beginning September 1 after the PSA's completion of high school)
2. The tryout may be conducted only for a high school or prep school PSA outside his or her high school's traditional season in the sport (which shall begin with the first official team practice and end with the team's final competition).
3. Prior to participation in the tryout, the PSA must submit to the Assistant Director of Athletics for Compliance a completed Tryout Packet which includes:
 - A. Enrolled Student/Recruit Participation Policy
 - B. Assumption of Risk Waiver
 - C. Medical Treatment and Coverage and Authorization for Medical Information Release Authorization
 - D. Physical examination completed in the past six months done by a physician or nurse practitioner whose medical licensure allows for health care practice independent of physician supervision
 - E. Holy Family University Athletics Sickle Cell Policy
 - F. Holy Family University Sickle Cell Testing Informed Consent Form
4. The tryout may include tests to evaluate the PSA's strength, speed, agility, and sport skills.
5. The time of the tryout activities shall be limited to two hours.
6. The institution may provide equipment and clothing on an issuance-and-retrieval basis to a PSA during the period of the tryout.

8.8.1 Current Holy Family University Students

For students who have spent more than two consecutive semesters at Holy Family University, the Assistant Director of Athletics for Compliance will certify that the student is meeting all progress toward degree requirements prior to being able to tryout. In addition, any student who is selected to join an athletics team must have his or her amateurism certified by the NCAA Eligibility Center.

8.8.2 Additions to Sports Rosters

Should a non-recruited student make an athletics team, the Assistant Director of Athletics for Compliance will contact the student to complete all necessary Holy Family University, Central Atlantic Collegiate Conference, and NCAA paperwork.

All current freshmen student-athletes must register with the NCAA Eligibility Center and complete all necessary paperwork for the NCAA Eligibility Center to process his or her file. Prior

to being eligible for competition, the NCAA Eligibility Center must determine if a freshman student-athlete is a qualifier. In addition, the NCAA Eligibility Center must certify a student-athlete's amateurism.

All transfer student-athletes must register with the NCAA Eligibility Center and have his or her amateurism certified by the NCAA Eligibility Center. In some instances, transfer student-athletes may be required to complete both an academic and amateurism certification within NCAA Eligibility Center.

9.0 Eligibility and Amateurism

Every prospective student-athlete entering a Division I or Division II institution for the first time must be certified through the NCAA Eligibility Center. The NCAA Eligibility Center certifies that every prospective student-athlete with no previous full-time college attendance meets the NCAA Division I and Division II eligibility standards to be qualified for financial aid, practice, and competition during the first academic year.

All SAT and ACT test scores must be reported directly to the NCAA Eligibility Center from the testing agency. Test scores will not be accepted if reported on a high school transcript. The code to be used to report scores to the NCAA Eligibility Center is 9999.

Following high school graduation, a prospective student-athlete must do the following:

1. Have the high school send his or her official final transcript to the NCAA Eligibility Center.
2. Confirm that all paperwork has been handed in to the NCAA Eligibility Center for final certification processing to begin.
3. Request Final Amateurism in their Eligibility Center account.

In addition, per NCAA Division II Bylaw 14.01.3.1, a student-athlete is not eligible for participation in an intercollegiate sport if the individual takes or has taken pay, or has accepted the promise of pay in any form, for participation in that sport, or if the individual has violated any of the other regulations related to amateurism set forth in NCAA Bylaw 12.

9.1 Student-Athlete Statement and Drug-Testing Consent Form

Before participation in intercollegiate competition (including scrimmages) each academic year, a student-athlete shall sign a statement in a form prescribed by the Management Council. Additionally, the student-athlete shall sign a form prescribed by the Management Council in which the student-athlete consents to be tested for the use of drugs prohibited by the NCAA. These forms shall be distributed by the Assistant Director of Athletics for Compliance through the NCAA Compliance Forms application.

9.2 Freshman Eligibility

9.2.1 Qualifier

All freshman-qualifying student-athletes, or qualifiers, that are planning on participating in Holy Family's athletic programs must meet the following NCAA eligibility standards, which are certified by the NCAA Eligibility Center, prior to entering their freshman year:

1. Completion of 16 approved core courses with a core-course GPA of 2.2 based on a scale of a 4.0 in the following areas
 - A. 3 years - English
 - B. 2 years - Mathematics
 - C. 2 years - Natural or Physical Science
 - D. 3 years - Additional courses in the above areas
 - E. 2 years - Social Science
 - F. 4 years - Additional courses in any of the above areas or foreign language, philosophy, or non-doctrinal religion
2. Earned the ACT/SAT score matching your core-course GPA on the Division II full qualifier sliding scale
3. Graduated from high school;
4. Achieve final amateurism certification

A qualifier is eligible to:

- Practice
- Compete for Holy Family University's athletics teams
- Receive athletics aid.

For student-athletes that do not meet all of the academic standards as a freshman, they are considered a partial qualifier.

9.2.2 Partial Qualifier

A partial qualifier graduates from high school meeting only one of the two requirements under a qualifier.

A partial qualifier is eligible to:

- Practice with Holy Family University's athletics teams
- Compete after serving one academic year in residence at Holy Family University

Athletics aid is not permitted to be offered to a partial qualifier without prior approval from Holy Family University's Director of Athletics.

9.3 NCAA Temporary Certification for Incoming Student-Athletes

The NCAA has temporary certification for student-athletes to practice before their high school grades and test scores have been certified and/or before their amateurism has been certified by the NCAA Eligibility Center. This certification does not allow student-athletes to participate in competition, which includes scrimmages.

Student-athletes may practice up to 45 days with a temporary certification. **Under no circumstances are student-athletes permitted to travel with the team or participate in competition during this time.** After 45 days, the student-athlete must be certified as a qualifier or partial-qualifier and be certified in amateurism to continue participating in countable athletically related activities and start competing.

Head coaches will receive a "Notice of Maximum Practice Limits for Pre-Certified Student-Athletes" prior to the start of his or her sports season. They will also be notified one week prior to the 45-day expiration date of anyone who is in jeopardy of reaching this limit. **At no time is a student-athlete permitted to compete against outside competition or travel with an athletics team until his or her eligibility is certified by all appropriate authorities.**

9.4 Continuing Eligibility

9.4.1 Progress Toward Degree

Holy Family University student-athletes must maintain all satisfactory-progress requirements to be eligible to participate in intercollegiate competition.

In conjunction with the Registrar's Office the Associate Director of Athletics for Academic Welfare will certify the academic eligibility of all student-athletes prior to the start of the fall term and again at the completion of the fall and spring terms.

All student-athletes must achieve the following prior to the start of the upcoming Fall semester to be eligible for intercollegiate athletics at Holy Family University:

1. Successful completion of nine (9) academic credits in the previous full-time term of attendance;
2. Earn at least 18 credits during the academic year (Fall/Spring semesters)
3. Earn at least 24 credits prior to the start of the *upcoming Fall semester of previous two academic terms*
4. A student-athlete who does not meet the 24-semester credit-hour requirement since the beginning of the previous fall term, may become eligible at the beginning of the next academic term by successfully completing 24-semester hours during the previous two semesters
5. Achievement of a 2.00 cumulative grade point average.

Student-athletes who become ineligible after the completion of the spring term may take summer courses to satisfy their academic deficiencies to regain their eligibility for the upcoming fall term. Student-athletes who become ineligible will be notified by the Assistant Director of Athletics for Compliance, in writing, of their status and what measures need to be taken for him or her to regain their eligibility.

Student-athletes who become academically ineligible for competition following the spring semester will also be notified by the Director of Financial Aid, in writing, of the nonrenewal of their athletics aid, if applicable, for the following academic year by July 1.

9.4.2 Incomplete Grades

A student who receives an incomplete grade in a course may use the course in question to fulfill minimum satisfactory academic progress requirements, subject to the following conditions:

1. The incomplete grade must have been removed in accordance with Holy Family's regulations applicable to all students;
2. Such a course may be counted only once after a grade has been achieved that is acceptable to Holy Family for determining satisfactory progress; and
3. The course with the acceptable grade shall be counted either during the term in which the student initially enrolled in the course or during the term in which the incomplete grade was removed and acceptable credit was awarded.

9.4.3 Repeated Courses

Credit for courses that are repeated may be used by a student to satisfy the minimum academic progress requirements only under the following conditions:

1. A course repeated due to an unsatisfactory initial grade may be used only once and only after it has been satisfactorily completed;
2. Credit for a course that may be taken several times shall be limited by Holy Family's requirements;
3. Credits earned in courses that may be taken several times may not exceed the maximum institutional limit for credits of that type for any baccalaureate degree program (or for the student's specific baccalaureate degree program once a program has been designated).

9.4.4 Banked Credit Hours

All credit hours, including those earned prior to, but not applicable to, the designation of a specific baccalaureate degree program, may continue to be used to maintain satisfactory progress.

9.4.5 Credit from Other Institutions

Credit hours earned at another institution before initial enrollment at Holy Family University may not be used to satisfy minimum academic progress requirements at that institution. However, a student-athlete's total academic record after initial full time enrollment at the Holy Family, including the record at other institutions later attended, may be considered in evaluating eligibility under the satisfactory progress legislation.

9.4.6 Designation of Degree

Another factor in continuing eligibility is the Designation of Degree. The Designation of Degree states the following:

1. During the first two years of enrollment at Holy Family University, a student-athlete may use credits acceptable toward any of the institution's degree programs.
2. Student-athletes must designate a baccalaureate degree by the beginning of their third year (fifth semester) of enrollment.
3. After a degree is designated, all credits meeting the 12/24 Rule must be credited toward that designated degree program.

Please note:

1. It is the responsibility of the student-athlete to notify the Associate Director of Athletics for Academic Welfare, in writing, of any change in his or her degree designation.
2. It is the responsibility of a student-athlete who has entered his or her fifth semester of enrollment, to notify the Associate Director of Athletics for Academic Welfare, in writing of any change in his or her degree designation. The student-athlete will be deemed ineligible until the change has been certified by the Registrar, or his or her designee.

9.4.7 Seasons of Competition: 10-Semester Rule

A student-athlete shall complete his or her seasons of participation during the first 10 semesters in which the student is enrolled in a collegiate institution in at least a minimum full-time program of studies.

Use of a Semester

A student-athlete is considered to have used a semester when the student-athlete is officially registered in a collegiate institution in a regular term of an academic year for a minimum full-time program of studies, as determined by the institution, and attends the first day of classes for that term, even if the student-athlete drops to part-time status during that first day of classes.

Two-Year Nonparticipation of Minimal Participation Exception

If for a consecutive two-year period immediately before the date on which the student-athlete begins participation (countable athletically-related activities), the student-athlete:

1. Has not competed and has not participated in other countable athletically-related activities in any sport beyond a 14 consecutive calendar day period; or
2. Has not participated in organized non-collegiate amateur competition while enrolled as a full-time student in a collegiate institution.

The student-athlete must have otherwise been eligible under all institutional, conference, and NCAA rules.

10.0 NOTIFICATION OF TRANSFER/TRANSFER PORTAL PROCEDURES

NCAA transfer rules are designed to help student-athletes such as you make sensible decisions about the best place to earn a degree and develop athletic skills. The decision to transfer to another school involves important and sometimes difficult choices. Make sure you understand the rules, the options and the potential consequences of your decision. You do not want to risk your education or your chance to play NCAA sports.

10.1 Notification of Transfer

An athletics staff member or other representative of the institution's athletics interests shall not make contact with the student-athlete of an NCAA Division II institution, directly or indirectly, without first obtaining authorization through the notification of transfer process. Before making contact, directly or indirectly, with a student-athlete of an NCAA Division I or Division III institution, an athletics staff member or other representative of the institution's interest shall comply with the rule of the applicable division for making contact with a student-athlete. Before making contact, directly or indirectly, with a student-athlete at an NAIA institution, the Division II institution's director of athletics (or an individual designated by the director of athletics) must send notification of recruitment to the NAIA institution.

A student-athlete may initiate the notification of transfer process by providing his or her institution with a written notification of transfer at any time. The student-athlete's institution shall enter his or her information into the NCAA Transfer Portal within seven-consecutive calendar days of receipt of a written notification of transfer from the student-athlete.

Important Considerations for Entering the Transfer Portal:

- Once you enter the transfer portal, your roster spot may be vacated at the discretion of the coach. There is no guarantee that your roster spot will be available at the start of the next academic term if you ultimately decide not to transfer.
- Athletic aid may be reduced or cancelled for future terms if you ultimately decide not to transfer.

Important Considerations for Entering the Transfer Portal:

- Once you enter the transfer portal, your roster spot may be vacated at the discretion of the coach. There is no guarantee that your roster spot will be available at the start of the next academic term if you ultimately decide not to transfer.

Athletic aid may be reduced or cancelled for future terms if you ultimately decide not to transfer.

10.1.1 Hearing Opportunity

Per NCAA regulations, a student-athlete, who is denied permission to contact another four-year institution, or one-time transfer exception when applicable, has a right to appeal the decision within 14 days from the date stated on the notice from the Director of Athletics. The Faculty Athletics Representative and a committee comprised of individuals outside of the Department of

Athletics will preside over the hearing.

10.1.2 Appeals Process for Denial of One-Time Transfer Exception

In accordance with NCAA regulations, a student-athlete who is denied a release request or the one-time transfer exception, when applicable, is entitled to appeal the decision to the Faculty Athletics Representative. A committee appointed and chaired by the Faculty Athletics Representative or his or her designee will review the appeal.

The student-athlete who is denied a release or the one-time transfer exception will be notified of his or her denial and opportunity for a hearing in writing by the Faculty Athletics Representative within 14 consecutive days of the student-athlete's initial written request for a release.

The letter from the Faculty Athletics Representative will be sent overnight FedEx delivery and will include Holy Family University's established policies and procedures for conducting the required hearing, including the deadline by which a student-athlete must request the hearing.

Circumstances that would support denying a transfer release may include, but are not limited to:

1. The student-athlete engaged in misconduct warranting the denial; or
2. Evidence presented demonstrates a violation of Bylaw 13.1.1.2 (another institution contacted our student-athlete without permission).

The student-athlete has 14 days from the date stated on the letter to appeal the decision in writing to the Faculty Athletics Representative. The following information must be included in the letter to the Faculty Athletics Representative:

1. Student-athlete's name, Datatel ID, year in school, sport, local address, and local phone number;
2. Describe/explain reasons for believing the decision was unfair, including names of institutional staff members (coach, financial aid officer, etc.) with whom the student-athlete has discussed the decision.
3. Copies of any relevant supporting documents.

Upon receipt of the student-athlete's request for a hearing, Holy Family University's Faculty Athletics Representative and Transfer Release Appeals Committee will conduct the hearing within 30 consecutive calendar days of receiving the student-athlete's request.

The Faculty Athletics Representative will notify the student-athlete and the Director of Athletics of the date, time and place of the Transfer Release Appeals Committee meeting. All parties must submit any supportive documents to the Faculty Athletics Representative no later than two days prior to the administrative review.

Participants at the hearing will be the student-athlete and the Transfer Release Appeals Committee. The student-athlete may, however, elect to bring a representative to the hearing.

The Faculty Athletics Representative must be informed at least two days prior to the scheduled hearing if the student-athlete will have representation and whether the representation has legal training. The Assistant Vice President for Finance/Budget/Institutional Research will provide representation for the Department of Athletics, if there is a student-athlete representative.

10.1.3 Hearing Guidelines

1. Hearings are conducted by the Transfer Release Appeals Committee.
2. All hearings and meetings are confidential and closed to the public.
3. The student-athlete may have a representative present for the hearing. The representative may participate in the hearing **only** when recognized by the chair of the Transfer Release Appeals Committee.
4. The following are guidelines for conducting the appeal hearing:
 - A. The chair shall call the meeting to order and introduce the principles.
 - B. The chair will only permit questions and information that are pertinent to the incident that resulted in the action in question.
 - C. The chair shall ask the student-athlete to present his or her case either written, orally, or both.
 - D. Immediately following the closing of the hearing, the chair shall conduct the deliberations in a closed session. A written decision will be provided to the student-athlete and Director of Athletics within five business days of the hearing. The student-athlete's decision will be sent certified mail to their permanent address.

10.1.4 Transfer Release Appeals Committee Decision

The Transfer Release Appeals Committee shall reach a decision and notify both parties in writing within 5 business days of the date of the hearing.

One of two actions will be taken:

1. If the Transfer Release Appeals Committee finds that the decision to deny the student-athlete's transfer release request is not a violation of NCAA regulations or institutional policies, and that no extenuating circumstances are present, the appeal is immediately denied.
2. If the Transfer Release Appeals Committee finds that the decision to deny the transfer release request is a violation of NCAA regulations or institutional policies or that there are extenuating circumstances the appeal is immediately approved. The release is immediately granted.

The decision of the Transfer Release Appeals Committee shall be final and no further

appeals shall be available at Holy Family University.

The granting of a transfer release has no effect on the student-athlete's status as a member of the relevant athletics team.

NOTE: If a student-athlete does not appeal the decision within 14 days from the date stated on the letter, the Faculty Athletics Representative will consider the matter closed.

10.2 Voluntary Withdraw from Athletics Team

Should a student-athlete wish to withdraw from an athletics team, he or she must complete a "Voluntary Withdraw" form. The "Voluntary Withdraw" form must be signed and returned to the Assistant Director of Athletics for Compliance within fourteen (14) days of the date stated on the form. If a student-athlete fails to sign the "Voluntary Withdraw" form or fails to contact the Director of Athletics or designee in the Department of Athletics via telephone or email within fourteen (14) days of the date indicated on the form, it will be deemed that the student-athlete has voluntarily withdrawn from his or her sport.

A student-athlete, who voluntarily withdraws from an athletics team, may have his or her athletically related financial aid prorated for the remainder of the semester, or cancelled prior to the beginning of the next academic term or year if voluntary withdraw occurs between semesters. The student-athlete will be notified in writing by the Director of Financial Aid within 14 consecutive days of cancellation of the opportunity for an appeal. The letter from the Director of Financial Aid will be sent via email and will include Holy Family University's established policies and procedures for conducting the required hearing, including the deadline by which a student-athlete must request the hearing.

11.0 TRANSFER REGULATIONS FOR PROSPECTIVE STUDENT-ATHLETES

11.1 General Transfer Rule

All transfer student-athletes (2-4 and 4-4 transfer) must spend one academic year in residence at Holy Family University prior to being eligible for competition unless they meet one of the legislated exceptions. A student-athlete must be enrolled for 2 consecutive semesters in 12 credits or more to fulfill an academic year in residence.

Important note: Student-athletes often misconstrue an academic year in residence, and he or she may believe that a year spent not attending school or attending school as a part-time student will fulfill this requirement; it will not.

The NCAA offers exceptions to the residency legislation; the most common is the One-Time Transfer Exception for 4-4 transfers, which will be discussed towards the end of the Transfer section.

11.2 2-4 Transfers and 4-2-4 Transfers

Please see Appendix A and B for complete flow chart of 2-4 year transfer requirements and 4-2-4 year transfer requirements.

11.2.1 Exceptions or Waivers for Transfers from 2-Year Colleges

If a 2-4 transfer student-athlete does not meet the transfer regulations and cannot play immediately, there are several exceptions that may be filed. Listed below are the most common. A complete listing and explanations of each are found in the NCAA Division II Manual under Bylaw 14.5.4.5.

Note: In order for ANY student-athlete to use these exceptions, he or she must first be a qualifier.

- Discontinued or Non-Sponsored Sport Exception
- Non-recruited Student Exception
- Two-Year Non-Participation Exception
- Return to Original Institution Exception.

Important note: Just because a 2-year transfer was registered full-time and successfully completed a number of courses at the 2-year college, does not mean that all of those credits will transfer to Holy Family University. Holy Family University will apply a maximum of 75 credits towards the student-athlete's degree program. A student-athlete may need to transfer in more than 75 credits to be eligible for competition, but only 75 of those credits will apply to his or her degree program.

If the student-athlete does not meet the 2-4 transfer regulations, he or she may have to spend an academic year in residence.

11.3 Four-Year Transfers

All transfer student-athletes who transfer from a 4-year college to Holy Family University must follow the General Transfer Rule (must spend one academic year in residence). There are exceptions to fulfilling the year in residency requirement.

11.3.1 Attendance for One Academic Year

A transfer student-athlete from a 4-year institution who attended a 4-year institution at least one academic year shall be eligible for financial aid and practice at a Division II institution under the rules of the institution and the conference of which the institution is a member, regardless of the student-athlete's qualification status (per Bylaw 14.3.1) at the time of initial enrollment.

11.3.2 Attendance for Less than One Academic Year

A transfer student-athlete from a 4-year institution who was a partial qualifier or a non-qualifier and who attended the 4-year institution less than one full academic year shall not be eligible for competition during the first academic year of attendance at the certifying institution.

11.3.3 Exceptions for Transfers from Four-Year Colleges

One-Time Transfer Exception

This is the most common exception to the year-in-residency rule for 4-4 transfers. The exception states that a 4-4 transfer can be immediately eligible if:

1. The student-athlete has not transferred previously from one 4-year institution, unless, in the previous transfer, the student-athlete received an exception per Bylaw 14.5.5.3.6 (discontinued/non-sponsored sport exception) or 14.8.1.2 (d) (residence requirement);
2. The student is in good academic standing and meets the progress toward degree requirements at the previous 4-year institution at the time of transfer. He or she must have been academically eligible had he or she remained at the institution. The student-athlete must also be eligible at Holy Family University;
3. The previous 4-year institution declares, in writing, that it has no objection to the student being granted the One-Time Transfer Exception. (Note: This is expressed in the student's transfer portal request information. If it is not, it shall be obtained in writing by the Assistant Director of Athletics for Compliance.)
4. A student-athlete who has one season of competition remaining in his or her sport or two full-time semesters remaining in which to compete, shall meet the following requirements:
 - A. He or she must have completed an average of 12 semester hours of transferable degree credit acceptable towards any degree program at Holy Family University for each academic term; and
 - B. He or she must have achieved a cumulative GPA over 2.000 within that transfer credit.

Other Common Exceptions (Bylaw 14.5.5.3)

- Discontinued/Non-Sponsored Sport Exception
- Two-Year Non-Participation Exception
- Non-Recruited Student Exception

11.3.4 Graduate Student/Post-Baccalaureate/Second Baccalaureate Participation

A student-athlete enrolled in a graduate or professional school of the institution he or she previously attended as an undergraduate, a student-athlete who is enrolled and seeking a second baccalaureate or equivalent degree at the same institution, or a student-athlete who has graduated and is continuing on as a full-time student at the same institution may participate in intercollegiate athletics, provided the student has eligibility remaining and such participation occurs within the applicable 10-semester period.

Transfer Exception: A student-athlete who enrolls in a graduate program, professional school or second baccalaureate or equivalent degree program at an institution other than the institution he or she previously attended as an undergraduate may participate in intercollegiate athletics, provided the student-athlete has eligibility remaining.

12.0 FINANCIAL AID

12.1 Initial Athletic Awards

The awarding of Athletics Aid for prospective student-athletes can only be done with the completion of the “Scholarship Request” form. Any and all requests to award athletics scholarships must be returned to the Assistant Director of Athletics for Compliance and be approved by the Director of Athletics.

All scholarship discussions with any member of the coaching staff at Holy Family University are tentative until approved by the Directors of Athletics and Financial Aid. Athletic aid agreements are official notices of approval and supersede any conversations, arrangements, or negotiations with members of the coaching staff. The Department of Athletics financial commitment, in its entirety, will be reflected in the athletic aid agreement. Any changes made to future athletic awards may only be approved by the Director of Athletics and Director of Financial Aid in writing. Members of the coaching staff are not authorized to make written or verbal changes to athletic aid agreements.

NOTE: It is the responsibility of the head coach to communicate to the prospective student-athlete that Holy Family University athletics aid is awarded for a maximum period of one-year. All scholarship renewals will be reviewed and approved by the Director of Athletics following the conclusion of each academic year.

Athletics scholarship requests will not be approved until the prospective student-athlete has applied to the NCAA Eligibility Center if a high school or 2-year college prospect.

Upon approval from the Director of Athletics, the Assistant Director of Athletics for Compliance will prepare the Athletics Aid Agreement and National Letter of Intent, if applicable, for signature by the Director of Athletics and Director of Financial Aid. Athletic Aid Agreements will only be sent during the appropriate signing period (November 13 – August 1).

12.1.1 Steps in the Athletics Award Process

1. The coach for each sport will submit a “Scholarship Request” form to the Assistant Director of Athletics for Compliance. The Assistant Director of Athletics for Compliance is responsible for verification that sufficient funds are available to make the recommended award and for monitoring the permissible number of awards that can be allocated for his/her respective sport.
2. The Assistant Director of Athletics for Compliance will confirm that the prospect has registered with the NCAA Eligibility Center.
3. The intended recipient’s current financial aid package will then be evaluated by the Assistant Director of Athletics for Compliance and Director of Financial Aid to determine if the awarding of Athletics Aid will affect the financial aid of the prospective student-athlete.
4. The Assistant Director of Athletics for Compliance presents the “Scholarship Request” form to the Director of Athletics for approval.

5. Upon approval from the Director of Athletics, the Assistant Director of Athletics for Compliance prepares the Athletics Aid Agreement and National Letter of Intent, if applicable, for signature by the Director of Athletics and Director of Financial Aid.
6. Upon receipt of appropriate signatures on the Athletics Aid Agreement, the Assistant Director of Athletics for Compliance will send the letter to the recipient during the appropriate signing period.

12.2 Terms of Athletics Aid

Holy Family University Athletic Aid Agreements are awarded for a maximum period of one-year. It is the responsibility of the head coach to be certain that the student-athlete understands that a renewal is not automatic, and an agreement cannot be altered or changed after the period of the award begins.

12.2.1 Reduction of Cancellation During Period of Award

Athletics aid may be reduced or canceled during the period of the award if the recipient:

1. Renders themselves ineligible for intercollegiate competition;
2. Fraudulently misrepresents any information on an application, letter of intent, or financial aid agreement;
3. Engages in serious misconduct warranting substantial disciplinary penalty;
4. Voluntarily withdraws from a sport at any time for personal reasons; however, the recipient's athletics aid may not be awarded to another student-athlete in the term in which the aid was reduced or canceled. Further, if the athletics aid is canceled before a regular academic term (e.g., preseason practice), the aid may not be provided to another student-athlete during the ensuing academic term;
5. He or she does not maintain full-time enrollment;
6. He or she provides false information on his or her application, letter of intent, financial aid agreement, or any NCAA, Central Atlantic Collegiate Conference, or institutional form, including, but not limited to, eligibility forms; ***Athletics aid is contingent upon the filing for financial aid and will not normally exceed the amount of a student-athlete's individual limits. All financial aid applications and supporting documents must be completed annually by the stated deadlines. If a student-athlete fails to earn the required cumulative grade point average to maintain his or her academic scholarship, his or her athletic scholarship will not be increased to make up the difference.***

A student-athlete must be aware that his or her athletics aid **MUST** be reduced or canceled if:

1. He or she signs a professional sports contract for his or her sport;
2. He or she agrees to be represented by an agent;
3. He or she receives other financial aid that exceeds his or her individual limits; or
4. He or she has employment earnings that exceed NCAA maximums.

12.3 Athletic Award Renewals

All scholarship renewals will be reviewed and approved by the Director of Athletics following the conclusion of each academic year. All scholarship renewals and non-renewals will be sent to current student-athletes by July 1st. All Athletic Aid Agreements must be returned to the Assistant Director of Athletics for Compliance no later than July 31st.

If a head coach wishes to make an increase or initial athletics award offer to a current student-athlete, the head coach must submit a "Change of Scholarship Request" form to the Assistant Director of Athletics for Compliance no later than May 1st. The Director of Athletics must approve all initial athletic award requests and all athletic award change requests.

NOTE: If a student-athlete fails to earn the required cumulative grade point average to maintain his or her academic scholarship, his or her athletic scholarship will not be increased to make up the difference.

1. The intended recipient's entire academic record and history of athletics participation will then be evaluated by the Assistant Director of Athletics for Compliance in order to determine if all eligibility criterion for the award recommended are met.
2. The intended recipient's current financial aid package will then be evaluated by the Assistant Director of Athletics for Compliance and Director of Financial Aid to determine if the awarding of Athletics Aid will affect the financial aid of the student-athlete.
3. Upon approval of the athletics award, a copy of the original Athletics Aid Agreement will be sent to the student-athlete for signature. The student-athlete will scan and email or fax a copy of the signed agreement to the Assistant Director of Athletics for Compliance.
4. The Director of Financial will keep a copy of the Athletics Aid Agreement in each student's file in the Financial Aid Office. The CAi internet software will be used to track financial aid by the Assistant Director of Athletics for Compliance.
5. The Assistant Director of Athletics for Compliance will review amounts posted to the Financial Aid section of DATATEL against the original financial aid offer prior to preparation of the Official Squad List that will be submitted to the Central Atlantic Collegiate Conference office.

In the case of nonrenewal or reduction for the upcoming academic year, the decision to not renew or reduce is left to the discretion of Holy Family University and may be based upon a combination of one or more factors, including but not limited to:

1. Failure to comply with team and/or Department of Athletics rules and guidelines;
2. Unsatisfactory academic progress;
3. Failure to adhere to Holy Family University, Central Atlantic Collegiate Conference, and NCAA policies and procedures;
4. Failure to uphold Holy Family University's Mission statement; and

5. Athletics ability, including but not limited to performance, contribution to the team's success, or for any other athletics-related reason.

12.4 Other Financial Aid

Any financial aid awarded to a student-athlete from a source other than Holy Family University or the student-athlete's parent(s) must be reported by the student-athlete to the Financial Aid Office. Failure to comply with this requirement may result in a loss of eligibility or reduction of institutional financial aid awarded on the basis of athletics participation.

12.5 Reduction Permitted When Necessary

Per NCAA regulations, a student-athlete's financial aid package may not exceed a full grant-in-aid, which includes the total cost of tuition, the general fee, room, board, and required course-related books and supplies as determined for all Holy Family University students by the Financial Aid Office. In the event that a student-athlete's financial aid exceeds a full grant-in-aid, Holy Family University must reduce the institutional financial aid, including athletics aid, so as not to exceed a full grant-in-aid.

12.6 Maximum Financial Aid Limitations by Sport

To stay within the maximum amount of financial aid allowed for each sport each year, it is necessary to track the kind and amount of financial aid student-athletes receive. For each student-athlete that is receiving financial aid, it must be determined whether the aid-type applies to individual and/or institutional limits. Once that aid has been identified, it can then be determined which student-athletes are considered "counters".

What is a Counter? A counter is a student-athlete who is receiving athletics aid and is included in the maximum awards limitations set forth in Bylaw 15.4. A student who does not receive athletics aid shall not be a counter.

12.6.1 Maximum Awards

Per NCAA regulations, the number of financial aid awards, which includes non-exempt academic awards, that an institution may provide in any academic year to counters in each Division II sport is:

Men's Sports

Basketball:	10.0
Cross-Country/Track:	12.6
Soccer	9.0

Women's Sports

Basketball	10.0
Cross-Country/Track:	12.6
Lacrosse	9.9
Soccer	9.9
Softball	7.2
Volleyball	8.0

12.7 Eligibility for Institutional Financial Aid

Eligibility for institutional financial aid during each academic year after a student-athlete's initial year in residence or after the student-athlete has used one season of eligibility in a sport shall be based upon the rules of the institution.

Student responsibilities include, but are not limited to:

1. You must notify the Financial Aid Office if there are any changes in enrollment status, housing status or address. Students who borrow through the Federal Stafford Loan program must also notify their lender of these changes.
2. You must advise the Financial Aid Office of any additional aid received, including outside scholarships and/or tuition reimbursement.
3. If you plan to withdraw or take a leave of absence, you are expected to inform the Financial Aid Office and the Registrar's Office.
4. You must submit to the Financial Aid Office any required documentation for verification of financial and other relevant information pertaining to your financial aid application. All requested information must be received by the deadline stipulated on the request letter before any disbursement of funds will be made and before Federal Stafford Loan applications are certified. **Students who do not submit the required information will not receive aid.**
5. For each year aid is desired, including athletics scholarships, students must reapply by the priority deadline date and file any renewal forms required for outside aid received. All applications must be completed accurately.
6. Borrowers of Federal Stafford Loans and Perkins Loans must attend entrance counseling sessions prior to borrowing and exit interview sessions prior to graduation or ceasing to be enrolled part-time (at least six credits).
7. Students should read and understand all forms that they are asked to sign. Students are responsible for keeping copies of these forms. Students are also responsible for all agreements that they sign.
8. You must give permission to the Financial Aid Office to relate pertinent financial or academic information to donors of aid as requested.
9. You must maintain satisfactory academic standing and progress as defined by the institution.
10. Students who wish to appeal their financial aid award may do so by writing to the Financial Aid Office, explaining, in detail, the financial situation or reason for appeal. The letter should also include any supporting documentation.

12.8 Various Financial Aid Policies

<https://www.holyfamily.edu/admissions-aid/financial-aid/financial-aid-policies>

12.9 Maximum Time Frame for Completing Degree Requirements

Holy Family University funded financial aid (scholarships, grants, and discounts) is not available for more than four full-time years of study. Also, PHEAA grants are only available for eight full-time semesters and sixteen part-time semesters.

12.10 When Minimum Standards of Academic Progress Are Not Achieved

Students who fail to meet academic progress requirements will be notified by the Financial Aid Office after information on academic progress is available at the end of the academic year (typically May). Students who fail to meet these requirements will not be considered for financial aid until all standards have been achieved. Under no circumstances will financial aid be awarded retroactively to the semester(s) in which the standards were not met. Students who fail to meet these requirements have the opportunity to make up the hours and grade point requirements needed during the Summer Sessions (at their own expense). Once the summer course work is posted by the Registrar's Office, the student will be considered for financial aid for the next semester if the requirements are met. It is the student's responsibility to ensure the grades and credits completed have been properly posted with the Registrar's Office and to notify the Financial Aid Office once this has occurred.

The student may request a waiver of the requirements due to extenuating circumstances. A letter should be written to the Director of Financial Aid indicating why the requirements were not met. Approval or disapproval of this appeal will be made by the Financial Aid Appeals Committee. The student will be notified in writing of the committee's decision.

13.0 Countable Athletically-Related Activities (CARA)

CARA include any required activity with an athletics purpose, involving student-athletes and at the direction of, or supervised by any member or members of an institution's coaching staff (including strength and conditioning coaches) and must be counted within the weekly and daily limitations.

Administrative activities (academic meetings, compliance meetings, or athletic training treatments) shall not be considered CARA. End-of-season team and individual meetings (conclusion of regular academic term, conclusion of playing season) are not considered CARA provided the meeting does not include any athletically related activities (e.g., watching game film, physical activities).

13.1 CARA Logs

Due to the substantial amount of time student-athletes are required to participate in practice and competition, the Assistant Director of Athletics for Compliance requires Countable Athletically-Related Activity logs be completed bi-weekly.

13.2 Championship Segment

1. Maximum of 20 hours/week with 1 day off/week
2. Maximum of 4 hours per day
 - A. All contests will count as 3 hours no matter the duration
3. Practice may not be conducted at any time (including vacation periods) after competition
 - A. Practice between contests, rounds or events during a multiday or multi-event competition (e.g., double-header in softball) is permitted

13.3 Non-Championship Segment

1. Maximum of 15 hours/week with 2 days off/week
2. Maximum of 4 hours/day
3. Limited to a period of 45-consecutive calendar days, omitting vacation and exam days officially announced or on days that the institution is closed due to inclement weather, as long as no practice or competition occurs on such days.

13.4 Outside of Playing Season

Maximum 8 hours/week in weight training, conditioning, and/or team activities with no more than 4 hours/week spent on team activities; 2 days off required/week

Basketball: Starting September 7 or the institution's fourth day of classes for the fall term, whichever is earlier, through the day before October 15

Spring championship sports: From September 7 or the institution's fourth day of classes for the fall term, whichever is earlier, through the day before the institution's declared start of the non-championship segment

Fall championship sports: Starting on the institution's fourth day of classes for the spring semester through the day before the declared start date of the non-championship segment.

Following the institution's final contest or date of competition in the segment that concludes with the NCAA championship, a student-athlete is prohibited from engaging in CARA for a 14-consecutive-calendar day period. Between the end of the 14-consecutive calendar-day break period or the end of the non-championship segment, and one week prior to the beginning of the institution's final exam period, a student-athlete's participation will be limited to the Outside of Playing Season hour limitations.

13.5 Institutional Final Exam Period

All countable athletically related activities outside the playing season are prohibited one week prior to the beginning of the institution's final examination period through the conclusion of the institution's final examinations. Participation in voluntary individual workouts monitored by

strength and conditioning personnel for safety purposes per Bylaw 17.02.14 shall not count against the weekly hour limitation.

13.6 Voluntary Athletically Related Activities

In order for any athletically related activity to be considered "voluntary," all of the following conditions must be met:

1. The student-athlete must not be required to report back to a coach or other athletics department staff member (e.g., strength coach, trainer, manager) any information related to the activity. In addition, no athletics department staff member who observes the activity (e.g., strength coach, trainer, manager) may report back to the student-athlete's coach any information related to the activity;
2. The activity must be initiated and requested solely by the student-athlete. Neither the institution nor any athletics department staff member may require the student-athlete to participate in the activity at any time. However, it is permissible for an athletics department staff member to provide information to student-athletes related to available opportunities for participating in voluntary activities (e.g., times when the strength and conditioning coach will be on duty in the weight room or on the track). In addition, for students who have initiated a request to engage in voluntary activities, the institution or an athletics department staff member may assign specific times for student-athletes to use institutional facilities for such purposes and inform the student-athletes of the time in advance;
3. The student-athlete's attendance and participation in the activity (or lack thereof) may not be recorded for the purposes of reporting such information to coaching staff members or other student-athletes; and
4. The student-athlete may not be subjected to penalty if he or she elects not to participate in the activity. In addition, neither the institution nor any athletics department staff member may provide recognition or incentives (e.g., awards) to a student-athlete based on his or her attendance or performance in the activity.

NOTE: Recording the activity and uploading to a social media platform or sharing with a coach is considered reporting of the activity and would no longer deem the activity "voluntary."

13.7 Fall Championship Pre-Season Practice

Member institutions may not start preseason practice earlier than 17 days before the first permissible date of competition in the championship segment (Thursday preceding September 6).

**In men's and women's soccer and women's volleyball, during NCAA Division II Festival Championship years, the first permissible date of competition shall not be before August 30. Practice may not start prior to 17 days before this date.*

Prior to the start of an academic year and during the pre-season practice period, institutions are limited to six hours of practice per day; five of the six hours may be physical activity,

conditioning, or weight training. Each session may be a maximum of three hours. There must be a continuous three-hour break between each session.

13.8 Vacation Periods and Between Terms

Daily and weekly hour limitations do not apply to CARA during an institution's official vacation period, as listed in the institution's official calendar, and during the academic year between terms when classes are not in session.

13.9 Winter Break

The winter break shall be a seven-consecutive-calendar-day period from December 20 through December 26. When December 20 falls on a Friday, Saturday or Sunday, the winter break shall be a seven-consecutive-calendar-day period that begins on the following Monday. When December 20 falls on a Monday, the winter break shall be a seven-consecutive calendar-day period that begins on the following Tuesday. During the winter break, a student-athlete may not be employed at institutional camps and clinics, may not participate in any countable athletically related activities and may not participate in any voluntary athletically related activities on campus unless the facility is open to the general student-body.

14.0 Student-Athlete Employment

Per NCAA regulations, all compensation received by a student-athlete must be consistent with the limitation on financial aid set forth in NCAA Bylaw 15. Compensation may be paid to a student-athlete:

1. Only for work actually performed;
2. At a rate commensurate with the going rate in that locality for similar services; and
3. An employer shall not use the athletics reputation of a student-athlete employee to promote the sale of the employer's product or services.

Holy Family University student-athletes must speak with the Assistant Director of Athletics for Compliance prior to beginning any employment.

15.0 Camp/Clinic Employment

15.1 Current Student-Athlete

A student-athlete who is employed in any sports camp or clinic must meet the following requirements:

1. The student-athlete must perform duties that are of a general supervisory nature in addition to any coaching or officiating assignments.

2. Compensation provided to the student-athlete shall be commensurate with the going rate for camp or clinic counselors of similar teaching ability and camp or clinic experience and may not be paid on the basis of the value that the student-athlete may have for the employer because of the athletics reputation or fame the student-athlete has achieved. It is not permissible to establish varying levels of compensation for a student-athlete employed in a sports camp or clinic based on the level of athletics skills of the student-athlete.
3. A student-athlete who only lectures or demonstrates at a camp/clinic may not receive compensation for his or her appearance at the camp/clinic.

Self-Employment. A student-athlete with remaining eligibility is not permitted to conduct his or her own camp or clinic

Employment in Own Institution's Camp or Clinic. A member institution (or employees of its athletics department) may employ its student-athletes as counselors in camps or clinics, provided the student-athletes do not participate in organized practice activities other than during the institution's playing season in the sport

Concession Arrangement. A prospective or enrolled student-athlete, at his or her own expense, may not operate a concession to sell items related to or associated with the institution's camp or clinic. However, the institution may employ the prospective or enrolled student-athlete at a rate commensurate with the going rate in that locality for similar services.

15.2 Prospective Student-Athlete

An institution may employ a prospective student-athlete at institutional sports camps or clinics. A prospective student-athlete who has signed a National Letter of Intent or written offer of admission and/or financial aid or the institution has received his or her financial deposit in response to its offer of admission may only be employed at an institutional sports camp or clinic by the institution with which he or she signed a written commitment. A prospective student-athlete who has not signed a National Letter of Intent or written offer of admission and/or financial aid or the institution has not received his or her financial deposit in response to its offer of admission may be employed at any institutional sports camp or clinic. Employment of a prospective student-athlete at institutional sports camps or clinics shall only occur under the following conditions:

1. Compensation provided to the prospective student-athlete is only for work actually performed and at a rate commensurate with the going rate in that locality for similar services;
2. The employment does not begin before the completion of the prospective student-athlete's senior year of high school and the prospective student-athlete has completed all competition for the academic year in his or her sport;
3. The prospective student-athlete must perform duties that are of a general supervisory nature in addition to any coaching or officiating assignments; and
4. A prospective student-athlete who only lectures or demonstrates may not receive compensation for his or her appearance.

