



ATHLETIC MANUAL

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SECTION 1: CENTRAL PENN COLLEGE ATHLETICS PROGRAM**CPC Welcome**

Welcome to Knight Nation!

Athletics at Central Penn are geared to complement our academic programs and we believe that they are a vital part of the educational process and student experience. My hope for each of you is that you engage in a positive, life-changing experience through your participation in collegiate sports. The everyday challenges in competition can bring out true character and exemplify the importance of teamwork. This is something we desire to instill in our athletes, as it helps benefit your educational endeavors and enables you to achieve greater success in your future careers.

I want you to know that we are committed to offering you all of the support you need to succeed academically and athletically. The athletic department is looking forward to helping you find the proper balance between academics and athletics. It's important that you participate in all that CPC has to offer; we have an energetic and diverse student body on a dynamic campus. Be involved!

We are proud that our student-athletes are integrated within the greater campus community and, as a result, leave here more enriched because of their well-rounded experiences.

I look forward to getting to know you ... my door is always open!

As always, Go Knights!

Kasey Hicks

Athletic Director

Principles and Mission

Central Penn College Mission Statement

Central Penn College opens opportunities to students from a variety of academic backgrounds by providing the education needed for employment and advancement in their fields.

Non-Discrimination Statement

Central Penn College is committed to its diversity and inclusion of its student-athletes, athletics administrators and staff. Central Penn College does not discriminate on grounds of race, color, national origin, gender, sexual orientation, gender identity or expression, religion, age, creed, ancestry, veteran status, marital status, or disability. We are committed to providing equal opportunity to all employees and students associated with the College.

Athletics Mission

The mission of Central Penn College Athletics is to reinforce the mission of the college by promoting the development of “students from a variety of academic backgrounds”. This will be accomplished through fostering and celebrating academic achievement, engaging in athletic team practice and competition that embraces the meaning of sportsmanship and teamwork. The Central Penn Athletic department is committed to stimulating character development through reflective dialogue, leadership opportunities, and community engagement initiatives.

Programs and Facilities

Central Penn College Athletic Programs

Central Penn College offers men’s and women’s intercollegiate sports under USCAA Division II. Programs offered are listed below:

Men’s Sports

Baseball

Basketball

Soccer

Women’s Sports

Basketball

Soccer

Volleyball

Facilities

Central Penn College uses off campus facilities for practices and games. For an updated list of facilities per sport please reach out to the Athletic Director at Athletics@centralpenn.edu.

SECTION 2: STUDENT-ATHLETE POLICIES AND PROCEDURES

CPC Student-Athlete Code of Conduct

All student athletes are responsible for the contents of the student-athlete code of conduct and coaches should reinforce this code with their teams.

College Community: I will be a responsible and engaged member of the College community. I will strive to represent my team in and outside the classroom, and show respect for all members of the College and the broader community. I will lead by example. I will remember that both my own and my team's reputations are at stake when I am participating in intercollegiate competition, attending classes, and socializing with friends and others both in and outside of the College community.

Academic Standing: I will assume full responsibility for my academic progress and achievement. I will make every effort to stay in good academic standing at Central Penn College. I will attend all my classes unless excused for team travel and competition or some other legitimate reason. I will seek additional academic help if necessary to improve or maintain my academic standing. Additionally, I understand I must be enrolled in at least 9 credits for athletic participation and must earn 27 academic credits each academic year.

Travel as a College Ambassador: When traveling for competitions or training as a representative of both CPC and my team, I will behave responsibly and portray a positive image of Central Penn at all times.

Cyberspace: I will not author, forward, or post vulgar or offensive notes, texts, photographs, or other content that reflect negatively on me, my team, other individuals, or the College, or that conflict with the spirit or intent of this Code or the USCAA Code of Conduct. Whenever possible, I will discourage others from posting text or photographs that could be deemed unflattering or damaging to my, or others', reputation, or the reputations of the team or the College. I acknowledge that I am required to comply with all rules and guidelines set for student-athletes use of social media.

Alcohol and Drug Use: I will not consume alcoholic beverages on team trips or athletic events. I will comply with the team and college policies on illegal drugs and alcohol. I will not use or distribute banned substances, including illegal and "performance enhancing drugs," or take prescription drugs unless they have been prescribed for me by a medical professional.

Violence: I will not engage in and will not be tolerant of violent acts, including assaults on persons or property, hate crimes, hazing, stalking, sexual violence, or any other conduct prohibited by law or College policy. If I witness such acts perpetrated by others, I will report them to my coach or another College authority immediately. I acknowledge that the Department of Athletics may, in its discretion, immediately suspend me from my team and prohibit me from practice and competition until further notice in the event I am accused of a crime of violence or sexual assault.

Hazing: I will not participate or support hazing of any kind. Hazing of any student will not be tolerated and will result in College and Athletic Department disciplinary action, including, but not limited to, suspension or expulsion from a team, or the forfeiture of athletic eligibility. The NCAA defines hazing as “any act committed against someone joining or becoming a member or maintaining membership in any organization that is humiliating, intimidating or demeaning, or endangers the health and safety of the person. Hazing includes active or passive participation in such acts and occurs regardless of the willingness to participate in the activities. Hazing creates an environment/climate in which dignity and respect are absent.”

Nonconsensual Sexual Contact: I will not initiate or engage in nonconsensual sexual contact or sexual harassment, and I acknowledge that all forms of harassment and non-consensual sexual contact are prohibited both by law and Central Penn College rules.

Sanctions: Any inappropriate activity or language in violation of the above prohibitions, including first time offenses, is subject to investigation and possible sanction by CPC and/or the Athletics Department, as well as civil authorities.

Sanctions imposed by the Athletic Director may include, but are not limited to, the following:

- Written notification from the Athletic Director or assignee to the student-athlete outlining the policy and requiring that the unacceptable content be removed, or the social network account will be deactivated.
- Temporary suspensions from the team until prescribed conditions are met.
- Suspension from the team for a prescribed period.
- Indefinite suspension from the team.
- Dismissal from the team

Student-Athlete Information

Student Equipment Policy

- Athletic equipment is property of Central Penn College and is to be used solely for the purpose of competing in an athletic program. It is not to be used for any purpose other than team games/practices.
- You are responsible for all lost or stolen items.
- Do not alter clothing or protective padding. If this occurs without the approval of the Athletic Director, you will be billed automatically.
- All uniforms and game equipment must be returned to the head coach or Athletic Director at the conclusion of your season. Failure to do so, will result in being billed for a replacement uniform.

Academic Standards

Minimum Standard

<i>GPA Credits</i>	<i>Minimum GPA</i>
0-24	1.6
24-48	1.75
48+	2.0

Good Academic Standing

When a student's cumulative grade point average is 2.0 or better, that student is in good academic standing.

Academic Warning

When a student's cumulative grade point average falls below a 2.0, that student is on academic warning. A student will have two terms to achieve good academic standing.

Academic Probation

Academic probation occurs when a student's cumulative grade point average falls below a 2.0 after the term in which he/she was conditionally accepted or after the term in which he/she was placed on academic warning. A student on academic probation will have one term to achieve good academic standing. In order to improve student success, students will be limited to ten credits during the probation term. Academic probation occurs when a student's cumulative grade point average falls below a 2.0 after the term in which he/she was conditionally accepted or after the term in which he/she was placed on academic warning.

Academic Dismissal

When a student's cumulative grade point average falls 2.0 for three consecutive terms, that student is moved from academic probation to academic dismissal. When a student's cumulative grade point average falls below a 1.0 at any point, that student is academically dismissed.

Readmission after Dismissal

A student who fails to achieve good academic standing for three consecutive terms is academically dismissed and is suspended from the College for two terms. After the two term

suspension, a student may reapply through the admissions process. Readmission to the College is not guaranteed. Students who are reaccepted will be accepted under a new College catalog and subject to any College, School, or program changes. Students who are re-accepted under a 2.2 GPA will be accepted under a conditional status and given two terms to achieve good academic standing.

Right to Appeal

The student has the right to appeal academic standing decisions. See the Academic Grievance Policy in the Student Handbook for more information.

Class Attendance and Absence Policy

Student-Athletes within the Central Penn intercollegiate athletic programs are bound to the same standard of academic excellence expected of all undergraduate and graduate students. Students must also meet all academic expectations set forth by the USCAA. Since the pursuit of both academic and athletic excellence is a time-intensive activity, it is inevitable that student-athletes will face conflicts between their class and athletic schedules. The following measure will be taken to ensure academic success:

- The Athletics Director and Head Coaches will take the academic calendar and schedule into account when scheduling athletic contests, practices and team meetings.
- It is recognized that certain course activities are necessary to meet course and/or program requirements. Student-athletes should make every effort to minimize conflicts with such academic activities, e.g. clinical, labs and field trips.
- Authorized absences for scheduled athletic competitions and related travel do not relieve student-athletes of their class responsibilities. They are responsible for any course material covered during a missed class. Class time is not to be missed for practice.
- Faculty members should not penalize student-athletes for missing classes due to conflicts with scheduled athletic contests or related travel when the appropriate communication and documentations steps are taken.
- Student-Athletes must have a ***Class Conflict Form*** signed by Faculty members prior to missing their class for approval and work assignments. Students can get a copy of this form from their coach or Athletic Director.

Student Support Services

Learning Center

- Student-athletes come to the Learning Center for study halls where they have access to study space, computers (and a printer next door), textbooks for the math and composition classes, calculators, resource pages with helpful tips and most of all, tutors. The Learning Center staffs tutors to help in math, writing, accounting, and anatomy, but many of the tutors are versatile and can help student-athletes in other classes. Learning Center staff check in with student-athletes during their study hall sessions to offer assistance and answer questions. In order to log their attendance in the study hall, student-athletes will need to sign in by scanning a code with the camera of their phone.

Center for Equity & Multicultural Affairs

- **Disability Support Services** assists students by providing letters of accommodation for students with qualifying disabilities. DSS also assists students in need of short term accommodations as the result of illness or injury.
- **Title IX** is a resource for students who have experienced or witnessed sexual harassment, relationship violence, or assault. Title IX also assists students who are expecting a child (or whose partner is expecting a child). Title IX works to ensure equity in athletic offerings for both men's and women's programs.
- **Student Rights & Responsibilities** is the place to go if you've been written up and you have questions about the judicial process, you've been sanctioned and need to file an appeal, or you need to file a grievance for anything non-judicial related
- **Multicultural Affairs** offers engaging events and programs to help you strengthen your cultural competency. Multicultural Affairs is also a resource for student if they have experienced or witnessed harassment on the basis of race, ethnicity, religion, age, ability, etc.

Advising

- The Student Success and Advising Center provides students with the support and resources they need from enrollment to graduation to not only navigate the college experience but to thrive academically, professionally, and holistically. If you ever have a question and aren't sure who to talk to, start with the Advising Center! If you're concerned about how you're doing in a class, want to talk about your progress in your degree or if you're in the right major, need to map out a plan to meet your athletic eligibility requirements, or just about anything else, they are there to help!

Counseling

- Counseling Services of Central Penn College is dedicated to the promotion of holistic student wellness through the use of a safe and confidential environment that aids to encourage student exploration of both academic and personal concerns. The college

offers Counseling Services to all students presently enrolled for free as part of their tuition, either in-person or virtually using a confidential platform. Student athletes use Counseling Services to address concerns on and off the field. Counseling can help bolster your skills to recover from a negative in game experience so that you can continue to perform for yourself and your team! Student athletes have a high level of demands placed on them, so taking care of your mental health will help you and your team in the long run.

- You may seek counseling for a variety of reasons including, but not limited to anxiety, depression, anger issues, grief and loss, substance use, pregnancy, past or present trauma, difficulties with roommates, LGBTQIAA concerns, difficulties making academic progress, or family concerns.
- Counseling is *confidential*. Counseling is *connecting*. Counseling is *embracing*. Counseling is *empowering*.

Housing Information

Student Guest Policy

Students and coaches may have overnight guests/recruits on campus. Approval must go through the Director of Residence Life and an OVERNIGHT GUESTS CODE OF CONDUCT WAIVER OF LIABILITY/PERMISSION/MEDICAL RELEASE FORM must be submitted.

Student-Athlete Early Move In Policy

In the event a student athlete or group of student athletes need to move in early for a term. The following will be set in place.

The request must be submitted by the Head Coach of the program in writing to the Director of Residence Life and Athletic Director for review.

This request must include:

- 1) Dates Requested for Move In (requested for during 2 week break)
- 2) Complete Roster of students who are interested to move in
- 3) A plan/schedule for practices and other activities to keep the students occupied while on campus during the term break.
- 4) The request for early move in needs to be received one month (30days) prior to the move in date being requested

Returning/Current Students/ Schedule Gap: their bill must be paid/ cleared with financial aid prior to the early move in date. They must also complete the Term Registration link for the dates and follow all polices. They must meet all current deadlines set by the college for bills, scheduling, etc. in order to be considered.

New Students: Must be paid and cleared through financial aid at the bill due date (Wednesday of Week 10) prior to moving on to campus and ALL Medical Forms completed and turned into

Residence Life. The student must meet all set deadlines (not extensions) for the upcoming term to be considered.

**Early Move in prior to term break will be considered, but the housing and utility will all be prorated and must be paid prior to move in. The student must also pay the 250\$ housing deposit, 100\$ tuition deposit, and clear for the rest of their bill prior to moving in. **

SECTION 3: UNITED STATES COLLEGIATE ATHLETIC ASSOCIATION (USCAA)

USCAA Philosophy of Athletics

The purpose of the USCAA shall be to provide wholesome athletic competition on a national level to small colleges who adhere to the rule and regulations set forth by this association and its Bylaws. The USCAA attempts to offer the opportunity for the student-athlete to develop mind, body, and spirit through athletic competition, and the USCAA will do this while promoting integrity, leadership, scholarship, and values of life. The USCAA believes in striving to place the pursuit of education as the main priority of its student-athletes.

The association intends to achieve this purpose by providing opportunities for small colleges to compete on an equal level of competition with schools of like size and athletic programs. Our association seeks to conduct national championships, name All-Americans, recognize scholar athletes, and promote USCAA member schools.

Eligibility and Compliance

Central Penn College utilizes the applicable national association eligibility rules adherence the appropriate academic year (USCAA).

Definitions

Term of Attendance: Refers to any quarter, semester, or trimester (excluding summer or inter-terms) in which the student becomes identified at the institution.

Full-Time Status: A student is considered full-time when he/she enrolls in 12 or more credit hours during a semester.

Non-Term: Enrollment in fewer than 12 institutional credit hours during a semester, summer session or inter-term.

Normal Progress: The accumulation of academic credit at a rate which systematically will lead to a student's graduation.

Season of Competition: Participation in one or more intercollegiate contests whether in varsity, junior varsity, or freshman program.

Transfer: A student who becomes identified with a USCAA institution after having previously identified with a two or four-year institution

Eligibility Requirements

- The student must be a graduate of an accredited high school or have earned a graduate equivalent degree (GED).
- All students must be enrolled in a recognized academic program and be making progress towards a 2/4 year degree at the attending college.
- All students must be enrolled in a minimum of 12 credits at time of participation. If a student is enrolled in less than 12 credits, he/she will be considered part-time for eligibility purposes.
- Second semester students must have achieved a GPA of 1.6. Thereafter, all students must pass 24 credit hours the two preceding terms of attendance. **Exception.** If a freshman completes their first semester at an institution and leaves the following semester, upon the student's return they may reestablish their eligibility by completing the necessary credits to reach 12 during a summer or interim period only.
- After accumulating 24-48 credit hours, the student must have achieved a 1.75 cumulative GPA.
- After accumulating more than 48 credit hours, the student must achieve a 2.0 cumulative GPA.
- Summer and inter-term credit hours can be used to satisfy the 12/24 credit hour rule and GPA requirement. Summer credit hours should be attached to the preceding spring term for eligibility purposes. Winter term credits should be attached to the first semester.

Eligibility, Termination, and Re-Establishments

- Each student is limited to four seasons of college competition within the respective sport.
- If a student is not enrolled as full-time status for 12 consecutive calendar months, he/she may return to a USCAA member college and be immediately eligible.
- A student who has not been identified with an institution during the first term does not become eligible to participate for second term until the first day of class.
- Two eligibility forms must be filed for sports spanning two semesters.
- A student who has graduated from a two-year institution the preceding semester shall be immediately eligible to participate.
- Military exemptions will be granted to students whose careers are interrupted by service in the military.
- A senior at a USCAA institution may be enrolled in less than 12 credits in their final semester or quarter if he/she are taking the credits necessary to complete graduation requirements.
- College graduates are ineligible for athletic competition with the USCAA. **Exceptions:** Student athletes may complete their fourth year of athletic eligibility only if they are participating as a full-time student at the institution for which they received their bachelor's degree.

Transfer Requirements

If a student transferring to a member institution has ever participated in intercollegiate athletics, the student must have been academically and athletically eligible had he or she remained at that institution. If the transferring student is ineligible, they are required to complete one full academic year of residence at the certifying institution before being eligible to compete for the member institution. An academic year shall be completed when the student is enrolled in and completed a minimum full-time program of studies for two full semesters or three full quarters.

The institution to which the student is transferring must submit a formal request to the institution that the student is transferring from to determine the student's eligibility (form found under administrative forms at www.theuscaa.com).

Students transferring into USCAA member colleges during a mid-season sport shall be eligible to participate immediately, provided that each institution's athletic director signs off on the transfer, and that the student was academically eligible at the institution he/she is transferring from.

Academic Probation

Student(s) who are placed on academic probation may still be eligible for any athletic participation, if the student-athlete meets the standards of the USCAA eligibility rules.

Appeal Procedure

A member college may appeal an eligibility decision. A letter from the Athletic Director and student must accompany the appeal.

- Student-Athletes must schedule a meeting with the Athletic Director to go over appeal process and steps.

SECTION 4: ATHLETIC COMMUNICATION GUIDE FOR COACHES

USCAA Code of Conduct

SPORTSMANSHIP CLAUSE

To promote a high level of professionalism and sportsmanship, the USCAA requires that student athletes, coaches, fans, and all other member administrators represent themselves, their team, University, and the USCAA with integrity at sanctioned championship events. Everyone should be respectful to opponents, parents, coaches, officials, and the surrounding community. Participation in USCAA events is a privilege, and should be treated as such. Unsportsmanlike conduct may result in the immediate ejection of the violator with the possibility of additional sanctions at the discretion of the USCAA Board of Directors.

COACH POLICY

1. Coaches have the primary responsibility for their own conduct and the conduct of their student athletes. Coaches are responsible for educating their student-athletes on what constitutes unacceptable behavior at USCAA events.
2. Verbal or physical abuse by coaches toward anyone is strictly prohibited. Violations may result in the removal of that coach from the event and suspension from future USCAA events.
3. Coaches are directly responsible for the supervision of their student-athletes during the Championship Banquet, at host hotels, and within the community. Violations by student-athletes may result in sanctions for the coaches and the school.
4. Coaches are strongly encouraged to educate their student-athletes on appropriate behavior in regards to officials, fans, and opposing players while on the playing surface.
5. If reports are made to any tournament representative, the coach will be contacted by an onsite official from the USCAA. Coaches are encouraged to handle these issues responsibly and in a timely fashion.

Expectations for Coaching Staff

Professionalism: It is important to maintain a professional relationship with student-athletes at all times. While we encourage coaches to get to know athletes on a personal level, be aware and maintain a healthy balance. Coaches should not use harsh or vulgar language with student-athletes and should maintain positive communication and constructive criticism with each player.

Accountability: As a coach, you are responsible not only for yourself but also for your players and their actions. Coaches report directly to the Athletic Director. If you have a problem or need help with something, please reach out to a campus administrator.

Communication: It is important to keep lines of communication open between coaches, players and staff. Be sure to start your season off with a player meeting to inform student-athletes of your individual team rules and expectations.

Practice/Games: While there are a few sports with exceptions, all sports should be practicing or playing games a minimum of five days per week. When using off-campus sites, please be sure to clean up and leave the facility as it was found. Create and demonstrate an importance of attendance at all practice and games.

Official Tryouts and Rosters: All teams must hold an official tryout for a minimum of 1 day, but cannot exceed 3 consecutive days. Upon completion of tryouts, coaches must submit an official roster to the AD electronically.

Game Excusals: Many times athletes need to be released early from class for travel and games. Students may be released early from class for games, but should not leave class for practice. Early dismissal from class must be recorded by each individual student-athlete through the completion of a Class Conflict Form and turned into the coaching staff.

Athletic Trainer: An athletic trainer has on campus hours to help athletes with injuries. Generally, the athletic trainers work specific schedules that alter per each season. Please obtain

the athletic trainer's work schedule from the Athletic Director and encourage student-athletes to utilize the services. Coaches should always text or email the trainer if injuries occur or need attention following an away game. Trainer contact information can be communicated through the AD.

Coaches Meetings: The CPC Athletic Department will hold quarterly coaches meetings that are mandatory for each head coach. Additionally, pre-season and post-season meetings for each sport will be scheduled through the AD.

Fundraising: Any, and all, fundraisers need to be approved by school administration. Coaches can work with the Advancement Office to plan fundraising opportunities. The Knights Athletic Booster Club will also play a hand in fundraising for all sports teams.

Budgets: Coaches (along with AD) monitor and/or manage team account. Any credit spent during team travel must be documented with dated receipts.

Schedules: Coaches are responsible for working with the AD to create competitive game schedules. Teams may not plan more than one overnight visit per each regular season schedule

Conduct of Staff in Relation to Students

As a Central Penn College Coach/Employee you are a leader within the Athletic Department and an authority figure to our student-athletes. It is important to maintain ethical and appropriate conduct at all times.

Prohibited Behavior:

- Fraternizing and/or dating student-athletes
- Providing alcohol or drugs to any student-athlete (including but not limited to prescription drugs)
- Consumption of alcohol with, or in proximity to, student-athletes on campus
- Physical or Verbal Assault of a student-athlete

Volunteer Coaches Policy

Coaches are able to bring on volunteer coaches to their program. All volunteer coaches must go through the interview process with the Athletic Director prior to their start with the program. In addition to the interview process, all volunteers must go through background clearances and informational paperwork with an HR representative.

Recruiting Expectations

Each coach is expected to be actively recruiting for their programs in the off-season. The strength of a program often times lies in a coaches ability to bring in new talent.

- Coaches will be emailed any recruit forms filled out online by potential and interested student-athletes and will receive a monthly *Interested Recruit List* forwarded from the Admissions Department. The expectation is that all coaches will reach out via email or phone call to connect with these prospect athletes and in a timely manner.
- Coaches are expected to work hand-in-hand with the Admissions Department when following a recruit through the acceptance process.
- Program recruitment goals will be set and communicated with the Athletic Director in yearly coaching evaluation.
- Any additional questions or needs on the recruiting process can be directed to the Athletic Director at any time.