



SFU

SIMON FRASER UNIVERSITY ATHLETICS

COACHES HANDBOOK

&

COMPLIANCE MANUAL

2022

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Section 1: Welcome to SFU Athletics!

On behalf of SFU Athletics and Recreation and Canada's NCAA team, welcome to Simon Fraser University and our storied athletic program.

The Coaches Handbook and Compliance Manual has been developed by varsity staff to assist you with the successful operation and management of your sport program. It contains useful information about NCAA rules and compliance, SFU policies and procedures, conduct expectations and coaching responsibilities. Please take time to review and become familiar with the information contained in this handbook.

It is my privilege to work every day with such an impressive and exceptional group of leaders within SFU Athletics that are undeniably committed to the success of our student-athletes, both on the field of play and in the classroom. Thank you for your unwavering dedication in providing an outstanding student-athlete experience and in doing so, preparing our student-athletes for life after university.

Go SFU!

Theresa Hanson

Senior Director, Athletics and Recreation

Section 2: Membership and Compliance Purpose

The National Collegiate Athletic Association (NCAA)

Simon Fraser University is a member of the NCAA. As such, SFU and its Department of Athletics & Recreation, inclusive of administrative and support staff, coaches, student-athletes, and boosters are subject to the rules and regulations of the NCAA which govern departmental personnel behavior, student-athlete behavior, eligibility, financial aid, recruitment, non-therapeutic drug use, non-permissible awards, benefits/expenses, gambling, bribery, and other areas of misconduct. All such rules and regulations are found in the *NCAA Division II Manual*.

NCAA Division II Philosophy Statement

In addition to the purposes and fundamental policy of the National Collegiate Athletic Association, as set forth in Constitution 1, members of Division II believe that a well-conducted intercollegiate athletics program, based on sound educational principles and practices, is a proper part of the educational mission of a university or college and that the educational well-being and academic success of the participating student-athlete journey is of primary concern (*Bylaw 20.10* of the *NCAA Division II Manual*).

Conference Affiliation

The University and Department of Athletics & Recreation fully endorse the policies of the Great Northwest Athletic Conference (GNAC) as they relate to personnel conduct, student-athlete conduct, conference championship play, and inter-conference transfer of student-athletes. SFU athletics personnel and student-athletes are subject to the rules and policies of the GNAC respective to their sport.

Regarding the GNAC, the basic purpose of the Conference is to form and maintain among academic institutions of comparable educational and intercollegiate athletic programs, an athletic conference, the members of which shall incorporate intercollegiate athletics within their respective educational programs and shall place and maintain such athletics under the same administrative and academic control as exists in their other educational programs.

Simon Fraser University Athletic Compliance Policy Statement

Simon Fraser University (SFU) is committed and obligated to the principle of institutional control in operating its athletics program in a manner that is consistent with the letter and the spirit of the National Collegiate Athletic Association (NCAA), Great Northwest Athletic Conference (GNAC), and University rules and regulations. The University's commitment is to maintain control of its athletics programs through the administrators, faculty, and institutional bodies; to educate coaches, staff, student-athletes, and other individuals involved with the athletics program in their institutional responsibilities under the rules; to develop operating systems within the athletics department and the University that provide guidance in how to work within the rules; and to discover and report any violations of the rules that occur.

Section 2: Administration

Simon Fraser University Board of Governors

The Board of Governors has oversight, in accordance with the President's control and the Vice Provost and Associate Vice President, Students and International, and Senior Director, Athletics & Recreation's direct control over the intercollegiate athletics program, of general policies related to the program.

The President

The President is the University official responsible for certifying that the University is in compliance with the rules and regulations of the NCAA, as well as all conference memberships and affiliations.

Vice-Provost and Associate Vice President, Students and International

The Vice-Provost and Associate Vice President, Students and International has direct oversight of the Department of Athletics & Recreation and works with the Senior Director, Athletics & Recreation to ensure institutional control and proper and sound management of the entire program.

Senior Director, Athletics & Recreation

The Senior Director, Athletics & Recreation is responsible for all major decisions related to the intercollegiate athletics program. The Senior Director reports directly to the Vice Provost and Associate Vice President, Students and International and is responsible for the planning, management, administration, and direction of the Department of Athletics & Recreation and its programs within the mission of the University.

- Under authority delegated by the Board of Governors, the President, and the Vice-Provost and Associate Vice President, Students and International– the Senior Director, Athletics & Recreation has the basic administrative responsibility for the direct supervision, approval, conduct, and control of the athletics program. The Senior Director, Athletics & Recreation is responsible for the maintenance and implementation of all policies pertaining to intercollegiate athletics.
- The Senior Director, Athletics & Recreation approves the operating budget for each of the intercollegiate sports activities after consultation with the Associate Director, Finance & Administration. The Senior Director is responsible for all fiscal matters pertaining to the Department of Athletics & Recreation.
- The Senior Director, Athletics & Recreation has overall responsibility for the conduct of the coaches and the conduct of each individual program within the department, including adherence to budget and policy procedures.

Associate Director, Student-Athlete Services / Senior Woman Administrator (SWA)

The Associate Director, Student-Athlete Services/SWA's functions are the supervision and management of compliance, eligibility, student-athlete services, and academic support. The Associate Director, Student-Athlete Services/SWA reports directly to the Senior Director, Athletics & Recreation.

As defined in *Bylaw 4.02.5 of the NCAA Manual*, the SWA is the highest-ranking female administrator involved in the management of an institution's intercollegiate athletics program. The duties of the SWA include, but are not limited to:

- Involvement in a meaningful way in the decision-making process in the intercollegiate athletics program at the University, including budgeting, search committees for hiring of coaches, and other relevant issues affecting the welfare of student-athletes.
- Ensure representation of women's interests at the University, Conference, and NCAA levels.
- Provide pertinent input into the development and implementation of the gender-equity action plan as needed.
- Serve as a spokesperson for the needs and interests of women within the intercollegiate athletics department, campus, and community.

Associate Director, Athletics

The Associate Director, Athletics is responsible for the day-to-day operations of the varsity athletic program, including game operations, competition schedules, and event management. The Associate Director, Athletics reports directly to the Senior Director, Athletics & Recreation.

The duties of the Associate Director, Athletics include, but are not limited to:

- Overseeing the master varsity schedule and directing the scheduling of conference and non-conference competitions.
- Directing the travel program for all varsity teams.
- Manages and monitors the varsity team budgets.
- Provides leadership to support staff, student-athletes, and coaches by encouraging commitment, professionalism, innovation, business sense, and integrity.

Faculty Athletics Representative (FAR)

Each institutional member of the NCAA is required to appoint a Faculty Athletics Representative (FAR) (*NCAA Bylaw 6.1.4*). The NCAA requires that the FAR be a member of the faculty or administrative staff (who holds faculty rank) who is designated by the institution's -President to represent the university and its faculty in the institution's relationships with the NCAA, and its athletic conference(s) (*NCAA Bylaws 6.1.4 and 4.02.2*). The duties of the FAR are determined by the member institution.

The duties of the FAR shall include:

- Be a member of the faculty of the University and be on a tenure-track appointment with the rank of at least Associate Professor within their discipline and the University.
- Be an institutional representative to the National Collegiate Athletic Association (NCAA) and the Great Northwest Athletic Conference (GNAC).
- Meet at least once per semester with the President, Vice Provost & Associate VP- Students & International, and/or the Senior Director of Athletics & Recreation.
- Assist the President, Vice Provost & Associate VP-Students & International, and Senior Director of Athletics & Recreation in ensuring the Department of Athletics maintain compliance with all SFU institutional policies.
- Liaise with SFU Compliance Officer in ensuring the Department of Athletics maintain compliance with all NCAA policies.

- Play a central role in discussions of matters related to intercollegiate athletics at Senate meetings when necessary.
- Serve as a member of the Simon Fraser University Athletics Compliance committee.
- Resolve scheduling issues between student-athletes and instructors as necessary.
- Assist with NCAA rules interpretations when necessary.
- Assist the Athletics SFU Compliance Office with NCAA Appeals and waiver processes when necessary.
- Participate in investigating and reporting all major and secondary rule violations to the NCAA or GNAC when necessary.
- Attend meetings when necessary including the annual Faculty Athletic Representative Association (FARA) convention, NCAA convention, and GNAC conference meetings.
- Attend Student-Athlete Advisory Committee meetings when necessary.
- Attend Coaches and departmental Staff meetings when necessary.
- Assist with general student-athlete welfare issues as required such as, serving as the student-athlete representative when dispute arise with faculty concerning missed classed time for athletic competition.
- Serve on search committees for key athletics department personnel recruitment when necessary.

The Role of the SFU Compliance Office

- Evaluate current athletics programs to determine and assure the highest levels of compliance and record keeping.
- Provide administration of NCAA compliance programs, including but not limited to, initial and continuing eligibility, financial aid, and recruiting.
- Monitor and record student-athlete eligibility, recruiting, and financial aid information to assure compliance with all NCAA, conference, and institutional rules and regulations.
- Provide a program of continuing rules education and an interpretation center for student-athletes, athletics staff, coaches, boosters, alumni, and institutional staff.
- Plan and implement a program of in-service training and staff development for coaches and administrative staff.
- Identify, investigate, and report (as necessary) any and all NCAA and conference rules violations.
- Provide periodic reports to the Senior Director, Athletics & Recreation, the FAR, institutional officials, Compliance Committee, and others (as necessary).
- Serve as a liaison between the Department of Athletics & Recreation and the offices of Admissions, Registrar, and Financial Aid for all Compliance-related services for Athletics.

SFU Athletic Compliance Committee

The Athletic Compliance Committee ensures the commitment to NCAA compliance is a central element in all matters involving compliance-related activities. It is the responsibility of each Athletic Compliance Committee member and appropriate designees outside of the athletics department to have complete knowledge of NCAA, GNAC, and University regulations that relate to their duties. All staff members outside of the athletics department with compliance-related activities are responsible for comprehending and abiding by Simon Fraser University compliance policies and procedures. It is the purpose of the NCAA/Athletic Compliance Committee to:

- Review secondary violations, looking for patterns or other indications of systemic weakness in compliance processes and procedures or the adherence thereto.
- Provide the SFU Compliance Office with a receptive body, outside of Athletics with which to discuss areas of concern.
- Provide regular opportunity for members to meet and establish collegial and cooperative relationships as they carry out their compliance related duties.
- Be available as a ready body of senior university employees to serve as a coordinating group in responding to major violations should they arise.
- Review and approve reporting processes related to NCAA compliance.
- Review annually all matters related to compliance with NCAA and GNAC rules and procedures.
- Review annually specific incidents in which NCAA and GNAC policies and procedures may have been violated.
- Recommend appropriate remedial or preventative actions to ensure compliance with NCAA and GNAC policies.
- Fulfill other duties and responsibilities as may be assigned.

Membership:

- Faculty Athletics Representative
- Associate Director, Student-Athlete Services / Senior Woman Administrator
- Senior Director, Athletics & Recreation
- Director, Admissions,
- Director, Financial Aid & Awards
- Assistant Registrar, Records
- Director of Administration, Student Services
- Chair: Associate Registrar, Information, Records & Registration or designate
- Admin Support: Administrative Assistant to the Registrar

Committee Reporting Structure: This committee reports to the Vice-Provost and Associate Vice President, Students and International.

SAAC: Student-Athlete Advisory Committee

As required for membership to the NCAA, a Student-Athlete Advisory Committee (SAAC) is a committee made up of student-athletes to provide insight on the student-athlete experience. As a committee they are responsible for representing the student-athlete voice on campus to various organizations, as well as serving as a liaison between the administration and student-athletes.

SFU SAAC's mission statement: *To enhance the student-athlete experience through social and academic opportunities, ensuring student-athlete prosperity through effective communication between the athletic body and the administration, and fostering a positive student-athlete image within our community.*

Section 3: Conduct and Employment of Athletics Personnel

Conduct of Athletic Department and University Personnel

SFU Athletics strives for academic and athletic excellence, and always seeks the highest standard of ethical conduct from all members and representatives of the University's athletic program. All employees of the University's athletic program need to be aware of their responsibilities, the extra accountability to which they are held, and the limitations on the interactions which they may have with SFU student-athletes and prospective student-athletes.

The Department of Athletics & Recreation is committed to practices, procedures and policies that reflect the integrity of the program and its mission consistent with membership in the NCAA. Consistent with NCAA Article 6, Institutional Control, Bylaw 6.01.1, the control and responsibility for conduct inclusive of financial dealings of intercollegiate athletics shall be exercised by the institution itself and by the conferences of which it is a member.

Conflict of Interest

<https://www.sfu.ca/policies/gazette/general/gp37.html>

Simon Fraser University (GP37) Conflict of Interest Policy states the following:

Simon Fraser University is committed to academic freedom and to excellence in teaching and research. As a place of learning, the University encourages its faculty, staff, and students to be broadly involved in professional interests and activities compatible with the University's mission, values, and commitments. Occasionally, the best interests of the University and the personal interests of its Members may conflict or may be perceived to conflict.

To maintain public and professional trust and confidence, the University must deal with real or perceived conflicts of interest (COIs) in a fair, open, consistent, and practical way. Rather than taking a rigid approach, the University prefers to assess COIs on an individual basis and to manage conflict, where appropriate.

To that end, this Policy sets out a mechanism for identifying and addressing conflicts of interest, whether real or perceived, so that the University and its external constituencies can be confident decisions and actions are not inappropriately influenced by private interests. At the heart of this Policy is the duty of each Member to assess his or her own activities and to report any real or potential conflicts of interest as prescribed in this Policy and its accompanying Procedures.

The purposes of the Policy are (1) to set out SFU's position on real, perceived, and potential conflicts of interest; and (2) to require that conflicts, real or perceived, be disclosed and appropriately considered.

The Policy defines "conflict of interest" as: *real, perceived or potential situations in which an impartial observer might reasonably question whether actions or decisions taken by the Member on behalf of the University are influenced by considerations of private interest to the disadvantage of the University.*

Training and/or review sessions for all coaches will be conducted annually. All full-time head and assistant coaches are required to prepare an initial full disclosure about their current Potential Conflict Activities and the Potential Conflict Activities in which they expect to participate in the following year; and to prepare an annual update disclosure for new or changed Potential Conflict Activities. The *Conflict of*

Interest Disclosure form, which includes a signed declaration, must be updated annually, and will be managed by the Associate Director, Finance and Administration.

SFU Athletics Coaching Staff

Coaches are teachers, mentors, and role models. As such, coaches share in the education, training, and development of student-athletes. Coaches are important partners in carrying out the mission of the University and the Department of Athletics & Recreation. Coaches have the responsibility to all student-athletes to take a sincere interest in academic, social, and athletic activities; and to ensure that each individual is treated with fairness and provided with the optimal opportunity to excel.

Coaches also have the responsibility to maintain a high level of personal conduct. They shall represent the Department, University, and the Conference in a manner that will enhance the image of the University and the intercollegiate athletics program and promote confidence in the Department.

Annual Coaches NCAA Certification

Policy

- a) The NCAA requires all coaches (full-time, part-time, volunteer, and seasonal) to complete and pass required modules on Division II University before being permitted to recruit off-campus and direct, supervise, or observe countable athletically related activities (CARA) as per bylaw 11.6.1.1 and 13.1.2.1.1.
- b) Certification requirement is to be passed on an annual basis.
- c) The NCAA Division II Annual Certification requirement is established by the Legislation Committee and designates educational modules that coaches must complete online.

Procedure

- a) Every year the NCAA will select specific learning modules from NCAA Learning Portal that all coaches must complete online.
- b) The SFU Compliance Office will notify coaches when this course module package is available each year and enroll them in the course.
- c) Coaches must submit their list of full-time, part-time, and volunteer coaches (name, email, and role) to the SFU Compliance Office so they can be enrolled.
- d) Each module will consist of a 5-question test at the end that coaches must successfully pass to complete the course. Failure to pass a test and the individual will need to wait 24 hours before attempting it again.
- e) Upon completion of the modules, coaches must submit their certificate of completion to the SFU Compliance Office no later than July 31.
- f) The SFU Compliance Office will enroll additional coaches throughout the year if necessary.
- g) Failure to complete the modules will result in the inability to recruit off campus and be involved in countable athletic related activities (CARA).

Coaches Code of Conduct

Coaches will operate all programs and activities within the rules and regulations of the Department, University, NCAA, and the Great Northwest Athletic Conference. Failure to conform to those directives may result in a formal reprimand, suspension with or without pay, or termination.

All coaching staff are expected to:

- Treat staff, faculty and student-athletes, with the utmost respect and dignity while embracing differences.
- Abstain from written/unwritten as well as verbal/non-verbal threats.
- Engage in behaviour that does not jeopardize the reputation of Simon Fraser University.
- Treat opponents and officials with due respect, both in victory and defeat.
- Establish an environment that encourages the growth and development of student-athletes
- Hold student-athlete safety and well-being (mental and physical) paramount. Directions and guidance from medical staff must be followed.
- Ensure that personal opinions are not promoted or shared on SFU Branded/Coach branded social media accounts.
- Not make amorous advances toward student-athletes and avoid excessive physical contact
- Promote academic success of student-athletes and ensure progress toward graduation.
- Follow team travel policy as set out in the travel policy section.
- Refrain from retaliating against individuals, who report transgressions by team members, coaches or SFU staff.
- Actively encourage student-athletes to uphold the rules of their sport and the student-athlete code of conduct.
- Care for the work environment whether on campus or off-campus. Coaches must ensure that gyms, courts, fields, training facilities, classrooms, conference rooms, video rooms and any other “space” used by the team, is left in a clean and orderly state. Equipment, goals and nets should be returned to their stored location. Any damage should be reported through the proper channels (facility/venue/event staff).

Responsible Coaching Movement

Providing safe, healthy, and inclusive environments for those involved in sports is paramount. As a sport organization, Simon Fraser University Athletics follows the guidance of the Coaching Association of Canada (Coach.ca).

Rule of Two

Coaches should always apply the Rule of Two during interactions and meetings with their athletes. These engagements should take place in open and observable settings with at least one other adult.

Safe Sport Training

All coaches will perform Safe Sport Training (or an equivalent), to be able to recognize, address and prevent maltreatment in sport. A coach.ca/NCCP profile will be required, in order to perform the training.

Once the training has been completed, the NCCP coaching profile/transcript will be updated with the completion date. Periodically, the Associate Director, Athletics will request a copy or image of the transcript or may have coaches update their safe sport training.

Safe Sport Training along with other ethics training opportunities are available at Coach.ca. Athletes, coaches and staff involved in sport, who have experienced maltreatment and require advice, guidance, help or resources, contact Canadian Sport Help Line at 1-888-83SPORT (77678) or visit www.abuse-free-sport.ca/. For resources visit www.coach.ca

Criminal Record & Vulnerable Sector Check

Head Coaches and Assistant Coaches working youth camps (17 years and younger) must provide a criminal record/vulnerable sector check. A record of no risk to youth, must be maintained in order to coach youth in camps. Records should be sent to the Associate Director, Athletics or AD_office@sfu.ca. Renewals are required every four years.

Inclusion and Diversity

SFU is committed to creating a diverse, equitable and inclusive community where all feel welcome, safe, accepted and appreciated in learning, teaching, research and work. The athletic field is an extension of the learning, teaching and working environment. Coaches are encouraged to review SFU's Equity, Diversity and Inclusion website: <https://www.sfu.ca/about/equity-diversity-and-inclusion.html>

Transgender Policy

We acknowledge that it is a fundamental human right for everyone to be recognized in the gender with which they identify. We also acknowledge that individual gender and sex can be different. Trans-athletes competing with the other sex athletes should do so without discrimination, ridicule and any form of maltreatment. Policy will be revisited and re-evaluated to ensure that processes reflect the most current research. All of those involved in varsity sports, will receive educational training and resources in this area. Furthermore, coaches must be aware of and follow the NCAA's transgender policy at www.ncaa.org ("Transgender Participation Policy").

Hazing

Simon Fraser University maintains a zero-tolerance stance and prohibits any initiation activities by team members that will physically harm, shame and or humiliate a member of the team.

Athlete Support

Coaches are to know the contents of the Student-Athlete Handbook. The complete handbook can be found at <https://athletics.sfu.ca> ("Student-Athlete Handbook").

Drug Policy for Student-Athlete

Simon Fraser University Athletics advocates the development of a healthy and responsible lifestyle for its student-athletes during their university experience as well as for the remainder of their lives. The use of illegal drugs and performance-enhancing substances, and the misuse of legal drugs, supplements, alcohol, and tobacco are completely inconsistent with the standards expected of student-athletes at Simon Fraser University.

As a member of the National Collegiate Athletic Association (NCAA), SFU adheres to the NCAA drug testing policies and, in the event, there is any inconsistency between the NCAA and SFU Drug, Alcohol, and Tobacco Policy, the SFU Drug, Alcohol, and Tobacco Policy will apply. Simon Fraser University and the NCAA share the responsibility of promoting a drug-free athletics environment with its member institutions to protect the health of student-athletes and preserve fair competition. NCAA and SFU institutional drug-test samples are collected and processed by an independent certified collection agency, Drug Free Sport using laboratories certified by the World Anti-Doping Agency, which establishes Olympic anti-doping policies.

Each student-athlete is responsible for what he or she puts into their body and each student-athlete is obligated to know relevant university policies, federal, provincial, and local laws and to conduct themselves in accordance with these laws and policies.

The intent of these Drug, Alcohol, and Tobacco policies is to prevent the use of substances on the NCAA banned drug class list or the World Anti-Doping Association (WADA) banned list by student-athletes through education, testing, and professional guidance.

Sickle Cell

The examination or evaluation of student-athletes who are beginning their initial season of eligibility and students who are trying out for a team shall include a sickle cell solubility test (SST), unless documented results of a prior test are provided to the institution.

Pregnancy

Coaches who are notified that their student-athlete is pregnant, should in a confidential manner, inform the Sports Medicine team lead. The student-athletes health and that of the unborn child is of primary concern - acting immediately will minimize risk to both. The Sports Medicine team lead will provide the appropriate steps to follow. Coaches must follow the recommendations set by the medical staff.

Student-Athlete Housing

SFU Residence and Housing and SFU Athletics work to provide housing for student athletes whose athletics and university admission circumstances have limited their ability to be offered a space in Residence; or student athletes who were not able to secure housing by the stated timelines. Residence and Housing will hold an agreed upon number of rooms until the first week of July, for athletes identified by SFU Athletics:

- Athletes must have a completed application and have been accepted to SFU before a Residence offer can be made.

- Athletes must meet all building eligibility and requirements. Special requests for assignment to areas for which the athlete is not eligible will be made on a case-by-case basis as it would be for any resident.
- Athletes' eligibility will also be based on any previous Community Standards concerns that would prevent them from receiving an offer.

Student Athlete Residence fees are due prior to the start of each term. A student athlete must adhere to all deadlines outlined in their residence contract. Late fees will apply.

Facility Bookings

SFU policy controls the scheduling of athletic facilities. Facility requests are assigned based on priority. Associate Director, Facilities should be contacted for bookings. For additional details, coaches should review the Athletic and Recreation Policies and Procedures Manual ("Facility Scheduling").

Outside Employment

Paid speaking engagements, appearances and endorsements are all considered personal income and taxable. Involvement with outside groups should not damage the reputation of Simon Fraser University. Outside employment should be brought to the attention of the Associate Director, Athletics and cannot interfere with contractual duties and responsibilities. Outside employers who hire coaches and use SFU facilities, must book and pay to use the facility.

Professional Development

A professional development leave can be granted to all full-time and part-time employee, in continuing positions. The Senior Director, Athletics and Recreation must approve the leave. For details visit the Simon Fraser University Policies and Procedures (AD 9-09) on Professional Development:

<https://www.sfu.ca/policies/gazette/administrative/ad9-09.html>

Program budgets have professional development funding available for memberships, books, manuscripts, conferences and courses. Contact the Associate Director, Athletics for further information.

Apparel & Brand Expectations

The SFU brand/logo is well recognized. It is important that we work, train, present and compete in our SFU brand/logo and honour our apparel agreement with Nike/T.Litzen. Brand guidelines can be found at <https://athletics.sfu.ca> ("Brand Guidelines")

Athletic Awards

The process for the SFU athletic awards is as follows: 1) Staff from the Athletic Communication and Marketing Department will send out a request for nominees to coaches; 2) An athletic awards committee will be arranged to determine finalists; 3) Athletes/staff (~25 people) vote to determine the award winners. Instructions will be circulated in the months leading up to the athletic awards gala.

SFU Employee Forms

New Employee Forms

New coaches (full-time and part-time) are required to complete the following forms:

- SFU Recreation Liability Release and Waiver
- SFU Employee & Volunteer Consent form
- SFU General Privacy and Confidentiality Agreement
- SFU Compliance – Employee Education form
- Volunteer Agreement (if necessary)

Returning Employee Forms

All returning coaches (full-time and part-time) are required to complete the following forms annually:

- SFU Recreation Liability Release and Waiver
- SFU Compliance – Employee Education form

Section 4: Ethical Conduct

Sports Wagering

Bylaw 10.3 specifically prohibits any gambling activities by athletics department staff, non-athletics department staff that has responsibilities within or over the athletics department, student-athletes, and conference personnel. The NCAA has defined sports wagering as placing, accepting, or soliciting a wager (an item of value) of any type with any individual or organization on any intercollegiate, amateur or professional team contest.

Staff members of the athletic department of a member institution and student-athletes shall not knowingly:

- Provide information to individuals involved in organizing gambling activities concerning intercollegiate athletics competition.
- Solicit a bet on any intercollegiate team.
- Accept a bet on any team representing the institution.
- Solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value.

Institutional staff members found in violation of the provisions of this regulation shall be subject to disciplinary or corrective action as set forth in Bylaw 19.5.2.2 of the NCAA enforcement procedures, whether such violations occurred at the certifying institution or during the individual's previous employment at another member institution. Prospective or enrolled student-athletes found in violation of the provisions of this regulation shall be ineligible for further intercollegiate competition, subject to appeal to the Committee on Student-Athlete Reinstatement for restoration of eligibility (see bylaw 10.4 for sanctions of student-athletes involved in violations of 10.3).

Booster Information

This section will provide an overview of the permissible activities a BOOSTER can and cannot do. It is important the coach understands the role of the booster as the coach may have the most interaction with a booster. A representative of an institution's athletic interests, otherwise known as a BOOSTER, is a person who:

- Participated in or are a member of an agency or organization that promotes in any way the intercollegiate athletic programs at SFU.
- Has made a financial contribution to SFU Athletics.
- Has assisted or have been asked to assist in the recruitment of a prospective student-athlete (PSA).
- Has provided benefits to student-athletes or members of their families enrolled at SFU.
- Has in any way been involved in promoting SFU Athletic programs.

The NCAA declares that each institution is responsible for the control of its intercollegiate athletics program and compliance with the rules and regulations of the NCAA. This control includes the conduct of representatives of the institution's athletic interests.

Boosters and Recruiting

Only coaches who successfully complete the annual NCAA Coaches Certification Modules are permitted to be involved in the recruiting process.

- A booster MAY NOT make any in-person, off-campus recruiting contacts with prospective student-athletes (PSA) or their relatives. This includes telephone calls, letters, emails, and faxes, along with any face-to face contact off-campus.
- On-campus contact is permitted, as are written communications. Contact during a PSAs official visit is confined to campus.
- A booster MAY NOT assist coaches by picking up transcripts, films, or any other information pertaining to a PSAs ability from the PSAs educational institution.
- A booster MAY forward information about PSAs to the appropriate coaching staff member if you were not asked to do so by an institutional staff member.
- A booster MAY view a PSAs athletics contest on your own initiative, provided you do not contact the PSA or his/her relatives, coach, principal, or counselor to evaluate the academic or athletic abilities of the PSA.
- A booster MAY speak to a PSA on the telephone ONLY if the PSA initiates the call. You are not permitted to have a recruiting conversation you must refer all questions about the athletics program to the coaching staff.
- A booster MAY NOT receive paid expenses from an institution to visit the institution's campus for the purpose of becoming familiar with the institution's academics and athletics programs and campus facilities in order to represent the institution better.

Boosters Involvement with Prospective Student-Athletes (PSA)

A PSA is someone who has started classes for the 9th grade. In addition, a student who has not started classes for the 9th grade becomes a 'PSA' with any financial assistance or benefits that SFU does not generally provide to student-athletes.

- A booster MAY NOT provide extra benefits, including discounted items or services, free meals, or use of an automobile.
- A booster MAY NOT speak with PSAs or their families off-campus about attending Simon Fraser University and his/her opportunities with SFU athletics.
- A booster MAY NOT contact a PSA to congratulate him/her on signing a National Letter of Intent to attend Simon Fraser University.
- A booster MAY NOT provide transportation or arrange for payment of transportation costs for a PSA or his/her relatives to visit campus.
- A booster MAY NOT earmark funds for specific PSAs to attend Simon Fraser University summer camps.

Booster Involvement with Current Student-Athletes

Receipt of a benefit by SFU student-athletes or their relatives is not a violation of NCAA rules if it demonstrated that the same benefit is generally available to the institution's general student population. SFU student-athletes shall not receive any extra benefit. The term "extra benefit" refers to any special arrangement by an SFU employee or an SFU booster to provide the student-athlete or his relatives or friends with a benefit not expressively authorized by NCAA legislation.

- A booster MAY NOT pay for or arrange for payment of room, board, or any type of transportation at any time for currently enrolled student-athletes, their relatives, or their friends.

- A booster MAY NOT provide student-athletes with any sort of extra benefit, which refers to any special arrangement to provide student-athletes or his/her relatives or friends with a benefit unavailable to the general student population.
- A booster MAY NOT provide student-athletes with any special discounts (e.g., free or reduced meals, housing), payment arrangements (e.g., cosigning a loan), credits on a purchase (e.g., airline ticket, clothing), or services (e.g., dry cleaning, transportation, use of telephone).
- A booster MAY NOT provide awards or gifts to student-athletes for any reason.
- A booster MAY NOT entertain student-athletes, their family, or friends.
- A booster MAY provide a student-athlete or team with a meal on an occasional basis. The meal can be catered, but it must be in your home, and you must notify the coach and receive prior approval from the SFU Compliance Office of Simon Fraser University.

Boosters and Employment

You may employ prospects during the summer prior to enrollment. Please note that this employment may not begin until the prospect has graduated from high school or withdrawn/graduated from junior college or prep school.

You may employ prospects during both the academic year and the summer months. Employment must follow the following regulations:

- The student-athlete's compensation must not include any remuneration for the value or utility the student-athlete may have for the employer because of the publicity, reputation, fame, or personal following that he or she has obtained because of athletics ability.
- The student-athlete must be compensated only for work actually performed.
- The student-athlete must be compensated at a rate commensurate with the going rate for similar services in that locale.

Booster Education

- Important booster rules can be found on the SFU Athletics website
- Rules information is also included in any media guides or game programs
- Booster information added to all donor receipts
- Annually, coaches provide the SFU Compliance Office with a list of booster email addresses. The SFU Compliance Office will provide each booster with a yearly letter (rules focused).

Promotional Activities and Fundraising

NCAA rules do permit student-athletes to become involved in limited promotional and fundraising activities; however, there are strict guidelines that must be followed to prevent rules violations and eligibility issues. Such activities are limited in scope and may only be done in support of the institution or charitable, educational, or non-profit agencies. Before a student-athlete engages in such activities, they must first seek approval from their Head Coach and the SFU Compliance Office.

Complimentary Ticket Policy – Staff

Athletic Department Staff may gain access to SFU Varsity events by scanning their SFU ID card at the main gate. Head Coaches and full-time Assistant Coaches may receive four tickets and part-time Assistant Coaches may receive two tickets for each event by requesting a promo card through the Events Coordinator, Athletics prior to the event.

There will be no issuing of tickets or provision of pass lists for family of varsity student-athletes.

Student- Athlete Exit Survey

At the end of every academic year, the Athletic Department sends a “Student-Athlete Exit Survey” to all student-athletes who have exhausted their eligibility. It is not mandatory that the student-athletes complete the survey, but we do encourage them to do so. All information collected remains confidential and is only viewed by the Senior Director of Athletics & Recreation and the Associate Director of Student-Athlete Services. By gathering this information from student-athletes, we hope to enhance SFU’s student-athlete experience.

Section 5: Rules Education, Violations, and Interpretations

Rules Education

Each individual involved in intercollegiate athletics is obligated to maintain competency in knowledge of the rules; to act within his/her realm of responsibility in full compliance with the governing legislation; and to report any violation of NCAA, conference, and/or institutional rules of which he/she is aware. The following are in place to help educate:

Administration, Coaching Staff, and Support Staff

- NCAA Manuals and publications, GNAC Bylaws, website access, and scheduled rules education sessions are available to all athletics staff.
- Each academic year the SFU Compliance Office will coordinate and conduct rules education sessions for coaches, and as necessary, for athletics administrators and support staff.
- Rules education sessions will also be conducted with other University personnel (e.g. Admissions, Financial Aid, Registrar) as deemed necessary.
- New Legislation proposals and subsequent passed legislation will be reviewed at Coaches meetings and at the SFU Athletic Compliance Committee Meetings.
- In addition to the above methods, rules education information will be disseminated by the SFU Compliance Office via various mediums, including posting on website and through social media channels. Representatives of the athletics interests of SFU will be included as deemed necessary.

Student Athletes

- New student-athletes (transfers included) are required to attend SFU Athletics start-up sessions.
- Prior to each team's season start, the SFU Compliance Office will hold fall start-up meetings for all student-athletes:
 - Topics discussed will be at the discretion of the SFU Compliance Office; however, topics will be relevant to student-athlete needs and address high-risk areas to the university.
 - Additional meetings will be scheduled with student-athletes as necessary (mid-year enrollees).
 - Other means of communication (newsletter, emails, compliance website, etc.) shall be used to disseminate educational materials to student-athletes throughout the academic year as necessary.
- All student-athletes (new and returning) must complete the online SFU Student-Athlete Education canvas course annually. This course reviews important information pertaining to student-athletes including but not limited to, code of conduct, SFU Athletics policies, NCAA rules and regulations, eligibility, academic requirements, drug policy and testing, and services offered.

Rules Violations

One of the guiding principles of the NCAA is the institution's compliance to rules and regulations with the responsibility of self-reporting any rule violations. In many cases, secondary infractions are inadvertent in nature but nonetheless self-reporting these violations reflect a solid program of institutional control.

As a member of Simon Fraser University Athletics, it is your responsibility to report any violations which you observe or hear of. Withholding information or supplying false information is a violation of Bylaw 10, Ethical Conduct. Disregard for the rules and regulations of our conference and governing body shall be

subject to disciplinary or corrective action as set forth in the provisions of the NCAA enforcement procedures. (NCAA Bylaw 11.1.2).

Self-reporting is important for several reasons. Immediate awareness of possible alleged violations provides an opportunity for the department to correct the situation before it develops into a major infraction and identifies issues that can be addressed in departmental policy and/or continuing education programs.

When a rule of compliance is broken, inadvertently or not, it results in a violation. Simon Fraser University strives to comply with all applicable rules and regulations of the NCAA and monitors its' programs to assure compliance and to identify and report instances in which compliance has not been achieved.

Secondary violations result in minor, if any, penalties, especially if they are infrequent and correctable. Coaches and athletics staff should always take a proactive stance in reporting such violations.

The investigation process is to be thorough and honest – cooperation is expected and appreciated. Providing false or misleading information during an investigation will result in harsher sanctioning from the institution and the NCAA.

Policy for Reporting NCAA Violations

In accordance with NCAA rules and regulations, all suspected or alleged violations of NCAA rules shall be investigated. If the Associate Director, Student-Athlete Services determines that a violation has occurred, the Senior Director, Athletics & Recreation or the Associate Director, Student-Athlete Services will report the violation (or possible violation) to the NCAA office as well as the GNAC office.

Who Can Report a Violation?

Any individual (e.g., athletic department staff member, student-athlete, prospective student-athletes, university employee, representative of the University's athletics interests, and member of the community) may report an alleged, rumored, or suspected violation.

The individual may report the alleged, rumored, or suspected violation verbally or in writing. He/she may report an alleged violation anonymously.

If a potential violation is communicated to any athletic department staff member, the staff member has an obligation to notify the SFU Compliance Office or the Office of the Athletic Director.

Investigating an Alleged Violation

The Associate Director, Student-Athlete Services and/or the Senior Director, Athletics & Recreation are responsible for conducting investigations. The Vice-Provost and Associate Vice-President Students and International is responsible for overseeing institutional investigations of any alleged major violations.

Investigation and Findings

The Associate Director, Student-Athlete Services shall carefully investigate any observation, allegation, or report which has been made. Such investigation shall include, but not be limited, to the following:

- Interviewing any and all relevant individuals (i.e. the individual(s) making the allegation (if known), the individual(s) against whom the allegation is being made, witnesses); and
- Reviewing any and all relevant documents or other material provided or discovered during the course of the investigation

Following the completion of the Associate Director's, Student-Athlete Services preliminary investigation:

- If it is concluded by Associate Director, Student-Athlete Services and the Senior Director, Athletics & Recreation that the allegation clearly lacks merit, the investigation shall be terminated
- If it is concluded by the Associate Director, Student-Athlete Services and the Senior Director, Athletics that a violation of NCAA legislation has occurred, the violation will be reported via the NCAA Request/Self-Report Online Case Management system. A copy of the case will be kept in the Senior Director's, Athletics & Recreation office.

Sanctions

Penalties for a secondary violation – if a penalty is warranted, the Associate Director, Student-Athlete Services shall recommend a penalty to be imposed by the Senior Director, Athletics & Recreation in accordance with NCAA Bylaw 19.5.1 and assess appropriate corrective measures. At the end of each academic year, the Associate Director, Student-Athlete Services shall prepare a memorandum detailing all secondary violations that have occurred that year. Such memoranda shall be furnished to the Vice-Provost and Associate Vice-President, Students and International, the Senior Director, Athletics & Recreation, and the Faculty Athletic Representative.

Any penalties imposed due to a secondary violation shall include rules education for the individual(s) found to have been in violation of a NCAA, GNAC, or SFU rule or regulation. Such rules education sessions may be held for the entire coaching staff in the particular sport.

- Should a letter of Admonishment be issued, the letter will provide, among other things, written notice to the responsible individual that his/her conduct resulted in a violation and that the individual must avoid all similar conduct in the future.
- Should a Letter of Reprimand be issued, such letter shall be considered severe and formal discipline. The letter will explicitly advise the individual that his/her conduct constituted a violation, that such conduct will not be tolerated, and that as a result of the conduct; the individual is being formally disciplined. Letters of Reprimand shall be placed in the individual's Personnel File.

Penalties for a major violation – Simon Fraser University will work with the NCAA Enforcement team in determining sanctions. The penalties presented to the President shall in no way limit her/his ability to self-impose additional penalties. The Senior Director, Athletics & Recreation and the Associate Director, Student-Athlete Services shall implement the President's decision.

Requesting a Rules Interpretation

The NCAA promotes the motto of "ask before you act" as does Simon Fraser University, so contrary to what you may have heard, it is not better to ask for forgiveness than permission. It is also prudent to obtain rules interpretations in-house rather than through coaching colleagues or staff at other institutions for whom there are no consequences for providing misinformation or false information.

- Any individual (e.g., athletic department staff member, student-athlete, University employee, representative of the University's athletics interests, member of the community) may request a rules interpretation.
- A request for an interpretation from a coach should always be in writing (*Request for NCAA or GNAC Rules Interpretation Form*) or sent in email format. This procedure will ensure a timely response and promote record-keeping.
- All requests for interpretation of NCAA regulations should be handled through the SFU Compliance Office. In the event that the SFU Compliance Office is unavailable and the situation

necessitates an immediate resolution, refer the request to the Senior Director, Athletics & Recreation.

- The SFU Compliance Office shall maintain a written record of all requested interpretations.

Section 6: Recruiting

All in-person, off-campus recruiting contacts with a prospective student-athlete or the prospective student-athlete's relatives or legal guardian(s) shall be made only by authorized athletics department staff members. Such off-campus contact by representatives of an institution's athletics interests is prohibited.

Recruiting is an important process for both the prospective student-athlete (PSA) and Simon Fraser University Athletics. SFU Athletics is committed to ensuring all recruiting rules and regulations are adhered to in order to protect both the integrity of SFU Athletic Staff as well as the prospective student-athlete. All SFU Athletic staff tasked with recruiting duties must adhere to the NCAA rules for all of the following:

- Recruiting rules for contacts and evaluations
- Recruiting trips
- Recruiting calendars defining contacts/evaluations/dead periods/quiet periods
- Official visits
- Unofficial visits
- Camps and Clinics
- NLI signing
- Publicity
- Tryouts
- At every opportunity communicate recruiting rules to boosters

NCAA regulations require that all coaches who engage in off-campus recruitment activities must complete and pass the NCAA Coaches Certification Modules on an annual basis. Coaches are enrolled in the course modules by the SFU Compliance Office and must pass a short test at the end of each module. These education modules are done online. Coaches must submit their certificate to the SFU Compliance Office by August 1. *Yearly recruiting calendars will be provided to coaching staffs. Contact the Compliance Officer for your calendar.*

Social Media

Prior to the prospective student-athlete (PSA) signing a National Letter of Intent (NLI), a coach can only do the following on social media:

- Friend or follow a PSA
- Private message a PSA
- 'Like' a PSA's post or a post about a PSA
Share or retweet a PSA post or a post about a PSA

The coach may **not** do the following on social media prior to the PSA signing an NLI

- Comment on a PSA's post or on a post about a PSA
- Tag or mention a PSA in a post

Once the PSA has signed an NLI, the coach can perform all activities listed above.

Telephone Calls

Telephone calls or texts to PSAs, their relatives, and legal guardians may not be made prior to June 15th immediately preceding the student-athlete's Grade 11 year (junior year) in high school. Only certified athletic department staff members can make recruiting calls. Enrolled student-athletes and representatives of athletic interest (boosters) are not permitted to make calls to the PSA, relative, or legal guardians.

Compliance Assistant and Recruiting Contacts

Compliance Assistant is a NCAA online tool designed to help administrators ensure that their athletic department and student-athletes follow NCAA legislation.

All coaches are responsible for logging the first point of contact with a recruit into Compliance Assistant. Regardless if the first contact is an email, in-person contact or telephone call, it needs to be logged into Compliance Assistant to ensure it falls within the recruiting guidelines.

The following information must be recorded:

- Name of PSA
- Year in High school/Post-secondary
- Phone call date, times, name of person on phone or contact date, time, location
- Add any notes pertinent to the file in the note section

Telephone and Contact reports will be used by the SFU Compliance Office for auditing purposes.

Recruiting Logs Audits

Compliance Assistant recruiting records will be audited at random or as deemed necessary by the SFU Compliance Office.

- Recruiting reports will be produced via Compliance Assistant.
- Logs will be reviewed to determine the age of the PSA and recruiting period.
- Should a discrepancy be discovered, the coach shall be notified by the SFU Compliance Office and a meeting(s) will take place in order to obtain the coach's explanation. Should the meeting(s) with the coach result in a possible infraction, the procedures outlined in the *Investigating and Reporting Infractions* Policy shall be followed.

Contact and Evaluation Periods

Off-campus, in-person contact made by athletic department staff members are unlimited. However, contact can only be made in a contact period. Always know the contact period specific to your sport. Each coach/team is provided with recruiting calendars at the beginning of each varsity year (as produced by the NCAA). Contact with a PSA shall not be made before a contest or on the day or days of a competition. Contact may be made at the conclusion of the competition after the PSA has been released by the team coach and the team has left the dressing area.

There is no limit on the number of evaluations per prospect. Evaluations may only be done during an evaluation period as per the recruiting calendars. However, if a member of the athletic department staff who is conducting the evaluation speaks with the PSA, relative, or legal guardian, the evaluation then becomes a contact and should be counted as such. You must be in a contact period to talk with the PSA.

Dead Periods

During a dead period, it is not permissible to make in-person recruiting contacts or evaluations on or off the institution's campus. It is also not permissible for a PSA to have any official or unofficial visits to the institution's campus.

It remains permissible however, for an athletics staff member to write or telephone PSAs during a dead period.

4-Year Transfer Student Contacts

An athletics department staff member cannot make contact with a student-athlete or parent of the student-athlete who is attending a 4-year NCAA institution without first obtaining the permission to contact via the NCAA Transfer Portal. This applies to in-person contact, email contact, telephone contact, text, or social media contact. In order to contact a student-athlete who is attending a 4-year NAIA institution, a courtesy notification must first be sent to the institution.

Recruiting Trips

When a Coach goes on a recruiting trip, he/she must:

- Receive approval from the SFU Compliance Office to ensure the recruiting trip activity is permissible under NCAA and SFU policy.
- Provide the SFU Compliance Office with an email or document listing the name, date, and activity concerning the recruitment of the student-athlete(s).
- Ensure funds are available in the team budget for the expense.
- After returning from the trip the Head Coach must:
 - Complete an SFU travel claim for the expense and submit to the Associate Director, Athletics.
 - Ensure all recruiting information (contact & evaluations) are added to Compliance Assistant.

Official and Unofficial Visits

A coach may offer an official visit for a PSA to visit the campus. An official visit means the University may cover the cost of the trip (as per bylaw 13.6).

Before a PSA may visit campus on an expense paid trip, the visit must be given prior approval by the SFU Compliance Office. Coaches are responsible for ensuring that official visits are scheduled and conducted within the limits set by bylaw 13.6.2.

****During an official visit, PSAs should not have any contact with Boosters off-campus.**

Official Visit Form

Prior to an official visit you must complete the top portion of the *Official Visit Form* and supply a copy of the PSA's current transcript to the SFU Compliance Office. The SFU Compliance Office shall review the submitted transcripts, make certain the visit is not scheduled to take place during a dead period, make certain that the visit is not scheduled for longer than 48 hours, ensure the PSA has registered with the NCAA Eligibility Center, and added to the institution's IRL. Once all requirements are met, the SFU

Compliance Office shall approve the official visit. The SFU Compliance Office must review the *Official Visit Form* prior to the visit. Seven days prior to the visit is preferred, but the form will be accepted up to one day prior to the visit.

Once approved, the *Official Visit Form* will be returned to the coach who will then complete the bottom portion of the form once the official visit has been completed. The bottom portion of the form recaps all the expenses related to the visit. The completed form must be submitted back to the SFU Compliance Office within five business days of completion of the official visit. The SFU Compliance Office will review the returned forms to verify the following information:

- Visit not more than 48 hours
- Appropriate receipts and expense claims attached

Student Host Form

If a student host will be present with the visiting PSA, the student host must sign the *Student Host Form* prior to the official visit. The *Student Host Form* outlines appropriate conduct and rules regarding the official visit. After completion of the visit, this form must be returned with the official visit forms by the coach to the SFU Compliance Office within five business days of the official visit.

Prospective Student-Athlete Form

The PSA and Head Coach must sign off on an agreement, the *Prospective Student-Athlete Form*, prior to the start of an official visit confirming his/her understanding of the rules surrounding an official visit.

Unofficial Visit

A PSA may make unofficial visits to campus before his/her senior year in high school. PSAs may make as many unofficial visits as they would like, except during a dead period.

During an unofficial visit, the institution may not pay any expenses or provide any entertainment except a maximum of 5 complimentary admissions to a campus athletics event.

SFU may provide a PSA on an unofficial visit with one meal in the institutions on-campus dining facility and a parking pass.

An *Unofficial Visit Form* must be completed after the visit has been concluded and submitted to the SFU Compliance Office within 5 business days of the unofficial visit. Any meal and parking receipts must be attached.

Guest Pass

During an official or unofficial visit, admission to athletics event via a pass list is permissible. Up to 5 names (including the PSA) may be added to the guest list for those who may have accompanied the PSA on the visit. Tickets must be for seating in the general seating area. Provided seating in the press box, special seating boxes, or sideline/bench area is prohibited. A coach must complete the *Guest List Form* at least one day prior to the planned event. This form will be provided to the event staff who will secure the signature of those gaining entrance via an official or unofficial visit. The event coordinator will return the completed form to the SFU Compliance Office for review. This form will be filed with all official/unofficial documentation.

Tryouts

SFU may conduct a tryout for a PSA only on our campus or at a site at which it normally conducts practice or competition beginning June 15 immediately preceding the PSA's grade 11 year (junior year) and only under the following conditions (enrolled student-athletes listed separately):

General Rules for Tryouts

- **Prospective Student-Athlete (PSA)**

Not more than one tryout per PSA per sport, maximum two hours in length. The tryout may be conducted only for a high school PSA outside his/her traditional season in the sport. Junior college students must have completed their competitive season. A PSA must undergo a medical examination by a physician, and it must be administered with a six-month period prior to the tryout.

- **Enrolled Student-Athlete**

Not more than one tryout per enrolled student-athlete, maximum two hours in length. The enrolled student-athlete must be enrolled in full-time credit hours (12 credit hours). An enrolled student-athlete must undergo a medical examination by a physician. It must be administered within a six-month period prior to the tryout. Check with the SFU Compliance Office to determine if the enrolled student-athlete is in full-time credit hours.

Mandatory Pre-Participation Medical Prior to a Tryout

The PSA must provide and complete the following prior to the tryout:

- Completed Medical Examination
- Proof of Health Insurance
- Sickle cell testing results
- SFU Recreation Liability Release and Waiver form

Steps to Complete the Pre-Participation Medical:

**ALL PRE-SEASON MEDICALS MUST BE COMPLETED BY AUGUST 1ST*

1. Follow the link: <https://sfu.privitprofile.ca/index.jspa>
2. Register
3. Complete all required sections of your profile
4. Upload your insurance information
5. From the Home page, scroll down to the blue "Print Documents" tab (your personal details & E-PPE questionnaire must both indicate 100% complete in order to access). Within "Print Documents" check the boxes beside the "Privit Profile Medical History Summary" and "Medical Examination Form" to print both forms and bring them to your physician to be completed.
6. Upload your signed physical form from your doctor.
7. Once your submission is complete, your medical will be reviewed. Check back daily to see if you've been cleared. Sports Medicine will contact you if there are any problems related to clearance.

The PSA/enrolled student-athlete and/or coach must provide the above information to SFU Sports Medicine at least 24 hours prior to the tryout.

SFU Sports Medicine will sign off on the *Tryout Checklist Form*. Once Sports Medicine has signed off, the coach will sign acknowledging the PSA has been either cleared or denied for a tryout.

If the PSA/enrolled student-athlete is denied a tryout based on medical information, he/she must not tryout. This is the coach's responsibility to stop the individual from trying out if all requirements listed above are not completed and approved.

During a Tryout

- May provide tests to evaluate the PSA's strength, speed, agility, and sport skills. Except in the sport of Football and Wrestling, the tryout may include competition. In the sport of football, the PSAs shall not wear helmets or pads.
- Competition against the member institution's team is permissible, provided such competition occurs during the academic year and is considered countable athletically related activity.
- The time of the tryout activities shall be limited to two hours.
- May provide equipment and clothing on an issuance-and-retrieval basis to a PSA during the period of the tryout.

Boosters and Recruiting

Only coaches who successfully complete the annual NCAA Coaches Certification Modules are permitted to be involved in the recruiting process.

- A booster MAY NOT make any in-person, off-campus recruiting contacts or telephone calls with prospective student-athletes (PSA) or their relatives.
- On-campus contact is permitted, as are written communications. Contact during a PSAs official visit is confined to campus.
- A booster MAY NOT assist coaches by picking up transcripts, films, or any other information pertaining to a PSAs ability from the PSAs educational institution.
- A booster MAY forward information about PSAs to the appropriate coaching staff member if you were not asked to do so by an institutional staff member.
- A booster MAY view a PSAs athletics contest on your own initiative, provided you do not contact the PSA or his/her relatives, coach, principle, or counselor to evaluate the academic or athletic abilities of the PSA.
- A booster MAY speak to a PSA on the telephone ONLY if the PSA initiates the call. Boosters are not permitted to have a recruiting conversation and must refer all questions about the athletics program to the coaching staff.
- A booster MAY NOT receive paid expenses from an institution to visit the institution's campus for the purpose of becoming familiar with the institution's academics and athletics programs and campus facilities in order to represent the institution better.

Boosters Involvement with Prospective Student-Athletes (PSA)

A PSA is someone who has started classes for the 9th grade. In addition, a student who has not started classes for the 9th grade becomes a 'PSA' with any financial assistance or benefits that SFU does not generally provide to student-athletes.

- A booster MAY NOT provide extra benefits, including discounted items or services, free meals, or use of an automobile.
- A booster MAY NOT speak with PSAs or their families off-campus about attending Simon Fraser University and his/her opportunities with SFU athletics.

- A booster MAY NOT contact a PSA to congratulate him/her on signing a National Letter of Intent to attend Simon Fraser University.
- A booster MAY NOT provide transportation or arrange for payment of transportation costs for a PSA or his/her relatives to visit campus.
- A booster MAY NOT earmark funds for specific PSAs to attend Simon Fraser University summer camps.

Section 7: Eligibility

Certifying Eligibility Policy

It is the responsibility of Simon Fraser University to ensure each student-athlete meets all applicable eligibility requirements prior to representing the University in intercollegiate athletic competition. SFU will certify in writing the eligibility of each student-athlete. Coaches should ensure no competition or team travel commences until the *Eligibility Checklist* has been signed. The institution staff members certifying eligibility are:

- Associate Director, Student-Athlete Services
- Student Services NCAA Academic Advisor
- Assistant Registrar, Records

Official sign-off of eligibility certification must include the following positions:

- Associate Director, Student-Athlete Services
- Assistant Registrar, Records
- Head Coach
- Senior Director, Athletics & Recreation

All student-athletes must complete the following forms prior to eligibility certification

- NCAA Compliance Forms
 - NCAA Student-Athlete Statement
 - NCAA Drug-testing Consent Form
 - HIPAA/Buckley Amendment Consent Form
- Pre-season Medicals
- Outside Competition Form
- Athletics & Recreation Liability Release and Waiver
- Permission to release personal information (on Student-Athlete Consent form)
- Completion of the Student-Athlete Education Canvas Course

Certifying Eligibility Process

Freshmen Academic Certification

All incoming freshmen must be registered with the NCAA Eligibility Center and achieve both an academic and amateurism decision prior to competition. All student-athletes must have an amateurism decision for all sports for which they intend to participate in. Therefore, dual-sport student-athletes must request an amateurism decision from the Eligibility Center for each sport they intend to participate in when completing the registration process.

- All incoming freshman student-athletes will be added to SFU's *Student Information System's Team by Term* table.
- All incoming freshman student-athletes will be added to the NCAA's *Compliance Assistant* under student-athlete record.
- All incoming student athletes will be added to the NCAA Eligibility Center Institutional Request List (IRL). The NCAA Eligibility Centre is responsible for academic and amateur certification. SFU ensures eligibility status is reflected on the NCAA Eligibility Checklist.

- Review each student's transcript to ensure all freshmen are enrolled in 12 credit hours, unless the NCAA has approved a waiver to be in less than 12 credit hours.
- Run the NCAA Eligibility checklist.
- Secure appropriate signatures on the Eligibility Checklist and provide a copy of the completed form to the Head Coach.
- This whole process also applies to a freshman who is a mid-year enrollee.

Transfer Student-Athlete Certification

The following documentation must be provided to certify transfer student-athletes:

- Permission to Contact / Transfer Portal
- Transfer Information from the Transfer Portal or from the previous institution
- Prospective Student-Athlete Evaluation Form

To complete the *Prospective Student-Athlete Evaluation Form*, the coaches must obtain the transfer student's transcripts from all previously attended institutions. This form must be reviewed as follows:

- SFU Admissions will evaluate and confirm transfer credit requirements, GPA requirements, and progress-towards-degree requirements.
- SFU/NCAA Academic Advising will determine if the student-athlete is required to declare a major.
- SFU Compliance will determine the student-athlete's potential eligibility.
- The student-athlete must receive an amateurism decision with the NCAA Eligibility Center in order to be deemed eligible to compete. This applies to transfers and walk-ons.

All the above documents will be reviewed by the certification team and eligibility will be recorded using the following methods:

- All transfer student-athletes will be added to the SFU's *Student Information System's* Team by Term table.
- All transfer student-athletes will be added to NCAA Compliance Assistant student-athlete record.
- Use the NCAA Eligibility Center report to verify amateurism certification.
- Review each transfer student's transcript to ensure they are enrolled in 12 credit hours, unless the NCAA has approved a waiver to be in less than 12 credit hours.
- Run the NCAA Eligibility Checklist.
- Secure appropriate signatures on the Eligibility Checklist and provide a copy of the completed form to the Head Coach.
- This whole process applies to a transfer student who is a mid-year enrollee.

Continuing Student-Athlete Certification

All continuing student-athlete transcripts will be reviewed to determine the following:

- Progress-towards-degree requirements have been met (register and complete 24 credit hours each academic year maintain a minimum 2.0 CGPA).
- The student-athlete is accepted into a program of study by their 5th full-time semester or 3rd year of study.
- Review each student's transcript to ensure they are enrolled in 12 credit hours, unless the NCAA has approved a waiver to be in less than 12 credit hours.

- If the student-athlete is not accepted into a program of study, a Program Designation Contract must be completed by the student-athlete and the SFU/NCAA Academic Advisor.
- Prior to the first contest/competition, all continuing student-athletes will complete an *Outside Competition* form to determine athletic competition since the end of the spring semester (April).

Once academic and amateurism certification is confirmed, the following must occur:

- Run the Eligibility Checklist from the NCAA Compliance Assistant.
- The Associate Director, Student-Athlete Services and the Coach will review the content of the Eligibility checklist, prior to the coach signing the form.
- Secure additional appropriate sign off on the Eligibility Checklist.

Once all signatures are secured, the Eligibility Checklist will be sent via email, from the Associate Director, Student-Athlete Services to the Head Coach. An email copy is also sent to the Great Northwest Athletic Conference prior to the first competition of all sports.

It is the responsibility of the Head Coach to know the eligibility status of each student athlete before the student athlete competes/participates in the first collegiate contest/competition/scrimmage.

Mid-Year Certification

As per NCAA Bylaw 14.4.3 Eligibility for Competition, a student-athlete must obtain satisfactory completion of nine-semester hours of academic credit the preceding regular academic term in which the student-athlete must obtain a minimum cumulative GPA of 2.0 or above.

The Associate Director, Student-Athlete Services and the SFU NCAA Academic Advisor will review academic transcripts and determine mid-year certification based on the following:

- Full-time enrollment (minimum of 12 credit hours each fall and spring semester).
- Good academic standing.
- Minimum cumulative GPA of 2.0.
- Pass 9 credit hours in the previous full-time term.

Once mid-year academic certification is confirmed:

- The Associate Director, Student-Athlete Services and the SFU NCAA Academic Advisor will sign each team GPA report to complete mid-year academic certification.
- Provide email with certification form to each Head Coach.
- Include those who are not eligible in the body of the email.

Student-Athlete Participation Record

At the conclusion of the spring semester, each coach will be provided with a copy of the previous season's squad list. Coaches will be asked to identify those student-athletes who participated in any collegiate competitions/contests/scrimmages during the academic year. Those student athletes who have participated in a competition/contest/scrimmage are recorded as using a year of eligibility.

Roster Changes

Add to Roster – Coaches must submit an *NLI/FA Request Form* with appropriate documents for any student-athlete they add to the roster. This form must indicate if the student-athlete is receiving an NLI &

Financial Aid, Financial Aid, or an Invitation to Join. Coaches are reminded that submission of these forms does not permit the student-athlete to begin participation in practice activities. Before adding a new student athlete to the roster, the Coach must have a 'Prospective Student-Athlete Evaluation' completed by SFU Admission to ensure the student is admissible to SFU.

Remove from Roster – Upon the decision to remove a student athlete from the roster, Coaches must submit a completed *Remove from Roster Form* to the SFU Compliance Office. The coach must indicate the reason why the student-athlete is leaving the team and if athletic financial aid is to be continued. The coach must have a conversation with the student-athlete prior to removing them from the roster.

Voluntary Withdraw – If a student-athlete voluntarily withdraws from the team, the coach has the student-athlete complete the *Voluntary Withdraw Form*. The form must be submitted to the SFU Compliance Office upon completion.

End of Term Eligibility Audit

At the conclusion of each semester the SFU Compliance Office and the SFU/NCAA Academic Advisors Office will review each student-athlete's transcript to determine course work deficiency and if the student-athlete meets good academic standing status. Each student-athlete with course deficiency or eligibility issues will be notified via email one week after final grades are posted to the system.

Monitoring of Full-Time Enrollment Status

The Registrar's Office puts a hold on all student-athlete's course registrations in SFU's *Student Information System* preventing a student-athlete to drop below the required 12 credit hours. If a student-athlete wants to drop a course they must notify the SFU Compliance Office who will work with the Registrar's Office to temporarily remove the hold on their account. Additionally, the SFU Compliance Office will run a daily *Credit Hour* report (from SFU's *Student Information System*) to identify student-athletes who are not in 12 credit hours. Coaches will be advised immediately if a student-athlete has dropped below 12 credit hours and the coach will ensure no practice or competition takes place until the situation is rectified. The need for each student-athlete to remain in 12 credit hours is reviewed with the student-athletes at the start-up sessions for each team.

Medical Hardship Waivers

Receipt of a Medical Hardship Waiver is ultimately determined by the GNAC or the NCAA. Throughout the year, the Conference will issue periodic request for submission of such waivers. At that time, the Athletic Department will collaborate with Sports Medicine to collect the appropriate medical documentation for each student-athlete whose medical circumstance will be presented to GNAC or the NCAA for review.

Promotional Activity

A student-athlete may participate in promotional activities of a charitable organization, nonprofit agency, institution, or conference providing the following rules are adhered to:

- Written approval from the President or designee (Senior Director, Athletics & Recreation).
- The activity does not involve co-sponsorship, advertisement, or promotion by a commercial entity.
- The student-athlete does not miss class.

- All money derived from the activity goes to the institution, the conference, or charitable organization.
- The student-athlete may accept actual and necessary cost associated with the activity (e.g., volunteer t-shirt).
- The student-athlete's name or picture is not used to promote the commercial ventures of any nonprofit agency.

Prior to the event, the coach must have student-athletes sign the *Promotional Activity form*. This form must then be approved by the Senior Director, Athletics & Recreation.

Section 8: Financial Aid

One-year Limit

There are no guaranteed four-year scholarships in Division II athletics because NCAA rules do not permit an institution to award athletic financial aid for a period longer than one academic year. This financial aid must, however, be renewed, reduced, or cancelled prior to the next academic year.

Maximum Limit on Financial Aid

Simon Fraser University's Financial Aid Office annually calculates the cost of attendance that normally is incurred by students enrolled in a comparable program according to NCAA Division II rules. A student-athlete may receive athletic financial aid up to the value of a full grant-in-aid, plus any other institutional financial aid up to the cost of attendance.

The current year's Financial Aid Limits are posted on the SFU Athletic website under Athletic Financial Aid Maximum Amounts.

Athletic Financial Aid Agreements – Continuing Student-Athletes

Continuing student-athletes will be notified by Financial Aid and Awards on or prior to July 1st before the academic year in which the new Athletic Financial Aid Agreement will be effective.

Each coach will provide the SFU Compliance Office with the amount required to prepare the Athletic Financial Aid Agreement. The Head Coach signs and dates the agreement verifying the student-athlete information and the financial aid commitment amount as correct. Student-athletes who are multi-sport athletes will receive multiple Athletic Financial Aid Agreements (one for each sport).

The Athletic Financial Aid Agreement is forwarded to the Financial Aid and Awards Advising Assistant. The Financial Aid and Awards Assistant will review each agreement to ensure the required information, signatures and dates are present and accurate. The agreements are then compared to the master SFU Renewal of Athletic Financial Aid spreadsheet to verify the student information and the financial aid commitment are the same. If there is a discrepancy between the Athletic Financial Aid Agreement information and the SFU Renewal of Athletic Financial Aid spreadsheet, the Athletic Financial Aid Agreement will be returned to Athletics with a note outlining the discrepancy. The Director, Financial Aid and Awards will not sign the Athletic Financial Aid Agreement until all the information is correct and matches the information on the finalized SFU Renewal of Athletic Financial Aid spreadsheet.

Note: For student-athletes who received institutional athletically-related financial aid in the previous academic year but who did not receive the full disbursement of the committed amount due to ineligibility (e.g. CGPA below 2.00) and who will be receiving the same committed amount of institutional athletically-related financial aid for the upcoming academic year, a renewal Athletic Financial Aid Agreement is produced.

The Director, Financial Aid and Awards signs and dates the agreement. The signed agreement is then returned to Athletics for final sign off by the Senior Director, Athletics and Recreation. The SFU Compliance Office sends the completed agreements to the continuing student-athlete via email.

Upon receipt of a signed and accepted Athletic Financial Aid Agreement, Athletics will scan a copy of the completed agreement to a folder located on their shared drive. Athletics will enter the accepted Athletic Financial Aid Agreement commitment amounts into Compliance Assistant. Student-athletes who are

multi-sport athletes may receive multiple Athletic Financial Aid Agreements (one for each sport). The agreement will be retained in the student-athlete file on the shared drive.

Reduction or Cancellation of Athletic Financial Aid during the Period of the Award

During the period of a student-athlete's financial aid award (i.e., the term, the year), the student-athlete's athletic financial aid may be reduced or cancelled if they:

- Renders himself/herself ineligible for intercollegiate competition; or
- Fraudulently misrepresents any information on his/her admissions application, financial aid application, historical report, financial aid agreement, letter of intent; or
- Voluntarily withdraws from a sport for personal reasons; or
- Under disciplinary action for academic or non-academic misconduct from the University; or
- Fails to attend classes, team or individual meetings, study hall, assemblies, tutoring or study group sessions, athletic practice sessions or scheduled contests as specified by the team coach; or
- Fails to adhere to training rules and regulations or failure to comply with SFU's policies, rules and regulations; or
- Engages in gambling activities prohibited by NCAA legislation; or
- Engages in the use, possession, or traffic of an illegal drug substance, tested positive for a banned substance or failed to take a drug test when requested to do so by the NCAA, SFU, or by national or international sporting bodies; or
- Signs a professional sport contract; or
- Accepts money for playing in an athletic contest; or
- Agrees to be represented by an agent and/or accepts money from an agent; or
- Receives other financial aid that results in his/her exceeding the maximum allowable limits for financial support.

During the period of a student-athlete's financial aid award (i.e., the term, the year) his/her athletic financial aid may not be reduced or cancelled on the basis of:

- Athletic ability, performance, or contribution to the team's success; or
- An injury, illness, or physical or mental medical condition; or
- For any other athletic reason.

Renewal/Non-renewal of Athletic Financial Aid for the Ensuing Academic Year

- Athletic aid can be reduced or cancelled for any reason at the end of the academic year.
- NCAA rules require that the student-athlete be notified by July 1 of each year as to whether the student-athlete's financial aid will be renewed or not renewed for the following academic year. If the athletics department decides not to renew the student-athlete's financial aid, the student-athlete will be provided an opportunity for a hearing if requested.

Appealing the Reduction or Cancellation of Athletic Financial Aid

A student-athlete can appeal the reduction or cancellation of athletic financial aid during the period of the award or the reduction or cancellation of athletic financial aid for the ensuing academic year. The student-athlete shall be provided a hearing opportunity to appeal the decision.

If Simon Fraser University Athletics decides to reduce or cancel athletic financial aid based in any degree on athletics ability for the ensuing academic year, Simon Fraser University's Financial Aid & Awards office shall inform the student-athlete in writing on or before July 1, before the academic year in which the financial aid is to be effective.

If Simon Fraser University Athletics decides to reduce or cancel athletic financial aid during the period of the award, for any of the reasons listed above, SFU Athletics will notify the student athlete of the appeal process. The student athlete shall be informed in writing within 14 consecutive calendar days from the date SFU Athletics notified the student-athlete of the reduction or cancellation of financial aid.

Appeal Process

A student-athlete wishing to appeal the decision to reduce or cancel athletic financial aid during the period of the award must do so in writing.

The written request shall include:

- A completed and signed copy of *Athletic Financial Aid Appeal Application Form*; and
- A short letter stating the reasons for believing that the decision was unfair. Include names of institutional staff members (e.g., coach, financial aid officer) with whom the student-athlete has discussed the financial aid; and
- Copies of any relevant documents (e.g., copy of the Athletic Financial Aid Agreement, medical documentation, email communications) to support the appeal.

The student-athlete must submit these materials to the Director, Financial Aid & Awards within in fifteen (15) consecutive calendar days of receiving written notification of the action to reduce, cancel, or not renew institutional financial aid based in any degree on athletics ability. When the student-athlete submits the materials, he/she may request to the Director, Financial Aid & Awards for a hearing before the Financial Aid Appeals Committee. The Financial Aid Appeals Committee shall conduct a hearing within thirty (30) consecutive calendar days of receiving a written request for such a hearing unless all parties agree to a delay.

The Financial Aid Appeals Committee will assess cases based on the evidence and documentation submitted, both written and oral, the academic record of the appellant, and the probable actions of a hypothetical "reasonable person" who might encounter circumstances to those encountered by the appellant.

The student-athlete may wish to contact the Office of Ombudsperson for guidance.

All information submitted will be handled in a manner consistent with the Freedom of Information and Protection of Privacy (FOIPOP) Act.

At the conclusion of the hearing, the Chair of the Financial Aid Appeals committee shall in writing:

- Request additional information, to be considered at a future hearing; or

- Find that there is insufficient cause to rescind the decision to reduce, cancel, or not renew institutional financial aid based in any degree on athletics ability; or
- Find that there is sufficient cause to modify or overrule the decision to reduce, cancel, or not renew institutional financial aid based in any degree on athletics ability. The institutional financial aid based in any degree on athletics ability is then made available to the student as soon as possible.

The Financial Aid Appeals committee shall consist of the following members:

- a) Chair – Associate Registrar (or designate)
- b) Elected Student official (or designate)
- c) Faculty Athletics Representative (or designate)

The Financial Aid Appeals Committee will issue a written decision to the student-athlete that sets out the reasons for the decision in a comprehensive manner.

The Financial Aid Appeals committee's recommendation to rescind, modify, or support the decision to reduce, cancel, or not renew institutional financial aid based in any degree on athletics ability is left to a majority decision of the committee. The decision of this committee is final. There is no appeal beyond the Financial Aid Appeals committee. The student-athlete shall be notified in writing within fifteen (15) consecutive calendar days of the committee's final decision. If the student-athlete wishes to discuss the results of the appeal, a meeting with the Chair or a designated member of the Financial Aid Appeals committee is arranged.

The Financial Aid Appeal Committee Chair shall submit an annual report summarizing the cases considered for the fall and spring terms by April 30th of the same academic year to the Associate Vice President, Students.

As indicated above, decisions of the Financial Aid Appeals Committee are final and not subject to further appeal unless significant new information is presented. The Associate Vice President, Students will consider such a further appeal considering the new information as presented.

Student-Athletes Not Receiving Aid

Student-athletes not receiving athletic financial aid will receive an SFU Student-Athlete Agreement. They will only need to sign this once during the time they are on the team roster. This agreement must be signed by the Coach and the Senior Director, Athletics and Recreation (or designee). Once signed, the SFU Compliance Office will send a copy to the student-athlete via email. Upon receipt of the agreement, it will be saved to the student-athlete file on the shared drive.

Athletic Financial Aid Agreements – Prospective Student-Athletes

New student-athletes being recruited may only receive financial aid offers during specified time periods as outlined by the NCAA legislation. Each coach will provide the SFU Compliance Office with the amounts required to prepare the Athletic Financial Aid Agreement. The Head Coach signs and dates the agreement verifying the student-athlete information and the financial aid commitment amount as correct. Student-athletes who are multi-sport athletes may receive multiple Athletic Financial Aid Agreements (one for each sport).

The Athletic Financial Aid Agreement is forwarded to the Financial Aid and Awards Advising Assistant. The Financial Aid and Awards Assistant will review each agreement to ensure the required information, signatures and dates are present and accurate. The Director, Financial Aid and Awards signs and dates the agreement.

The signed agreement is then returned to Athletics for final sign off by the Senior Director, Athletics and Recreation. The SFU Compliance Office sends the completed agreements to the prospective student-athlete via email. Upon receipt of a signed and accepted Athletic Financial Aid Agreement, Athletics will save it to the student-athlete file on the shared drive.

Financial Aid Increases

There is an opportunity to increase financial aid during the academic year. The deadline to increase athletic financial aid for the fall semester is September 15th. The deadline to increase athletic financial aid for the spring semester is January 15th. The SFU Compliance Office will send out a reminder as to when the deadlines to do this are. The Head Coach must fill out an *NLI/FA Request Form* and indicate the new financial aid amounts in the appropriate section and sign off on it. The process of gathering authorizing signatures and sending out to the student-athlete is similar to a regular athletic financial aid agreement.

Withdrawals

If a student-athlete falls below the 12 unit minimum enrollment requirement after their athletically-related financial aid has been disbursed (e.g. drops a course, withdraws from all courses), the student-athlete will retain the athletically-related financial aid they received (i.e. SFU will not request for the funds to be returned to the University). This is also applicable for “WE’s” (Withdrawals Under Extenuating Circumstances) regardless of whether the student-athlete received a tuition refund (full or partial). If a student-athlete is ineligible at the time of nomination (e.g. CGPA is below 2.00) and they subsequently apply for and is approved for a WE(s) for the previous term which results in the student-athletes CGPA being above a 2.00, they will not receive the subsequent disbursement of their institutional financial aid as they were not eligible for the funding at the time of the nomination. This is applicable to WE’s, grade changes, enrollment changes, etc.

Financial Aid External to SFU

If a student-athlete is receiving any funding from a scholarship and/or award and/or bursary from an agency external to SFU, and the funds are being used towards their educational costs, the student-athlete is required to notify SFU Athletics SFU Compliance Office and complete the *NCAA Student-Athlete External Awards Declaration Form*.

A student-athlete may receive financial aid, external to SFU, awarded solely on the base of having no relationship to athletics ability.

A student-athlete may receive financial aid, external to SFU, based on athletic ability through an established and continuing program, provided:

- The recipient’s choice of institutions is not restricted by the donor of the aid; and
- There is no direct connection between the donor and the student-athlete’s institution

As an SFU student-athlete, it is your responsibility to provide SFU with this information. It will be assumed that if you do not submit a completed *NCAA Student-Athlete External Declaration Form* to SFU Financial Aid and Awards by the deadline that you are not in receipt of any scholarship and/or award and/or bursary which is provided by an awarding agency external to SFU.

Summer Aid

Simon Fraser University does not provide athletic financial aid to student-athletes during the summer term.

Student-Athletes in their Final Term of Completion

Student-athletes going into their final year of eligibility and planning to finish with less than 12 credit hours in the spring semester must let the SFU Compliance Office know prior to the start of the academic year.

All financial aid agreements are signed for one academic year and are disbursed equally between the fall and spring. The University follows provincial financial aid guidelines and cannot disburse financial aid to anyone in less than 9 credit hours. If the student-athlete will not be enrolled in 12 credit hours (or a minimum of 9 credit hours) in the spring, we will need to pay out their entire athletic financial aid in the fall. In order to pay out the entire amount of financial aid in the fall, the student must provide a letter from their faculty advisor indicating the amount of credit hours the student requires to finish his/her degree. If the student-athlete will be in 9 to 12 credit hours in the spring, then their financial aid will stay as normal and be paid out equally in both semesters.

Section 9: Playing and Practice Season

Coaches must adhere to all playing and practice season regulations applicable to the segment of the playing season for which they are in.

Declaring Playing & Practice Season

Each sport must declare their playing and practice season. In May of each year, the SFU Compliance Office will set a meeting with each coach to review all information relevant to their playing season. A *Playing Season Declaration Form* for each team will be completed and signed by the Coach, the SFU Compliance Office, and the Senior Director, Athletics & Recreation. The following information will be included on the form:

- Practice start date
- First competition date
- Last competition date
- Contest exemptions

If a sport is limited to a specific number of days as their season, the coach must submit a calendar indicating all days that make up the number of days in their season (i.e., Track & Field has 156 days to complete their season). If a sport has two segments (Championship and Non-Championship segments), the SFU Compliance Office will set a meeting with each coach to review the second segment prior to the first date of classes in the spring semester.

Countable Athletically Related Activity – CARA

The NCAA has limitations on member institution's organized practice activities, the length of playing seasons, and the number of its regular season contests and/or dates of competition. The SFU Compliance Office will review the specifics with each sport prior to the start of their season however it is still the responsibility of each Coach to be aware of these limitations in place for their sport. There are specific CARA rules for each segment of the playing seasons.

In Season / Championship Segment

- 20 hours per week
- 4 hours per day
- 1 day off per week

Out of Season

- 8 hours per week
- No more than 4 hours may be spent on team activities such as practice or skill related instruction (*Football - no more than 2 hours)
- 2 days off per week

Non-Championship Segment – CARA limitations vary from team to team, the SFU Compliance Office will provide specific details to each team.

*Daily and weekly limitations DO NOT apply during the following periods:

- During Preseason practice prior to the first day of classes or the first scheduled contest, whichever is earlier (Bylaw 17.1.6.4.5).
- During an institution's official vacation period (e.g., thanksgiving, spring break) as listed in the institution's official calendar and during the academic year between terms when classes are not in session (Bylaw 17.1.6.4.6).
 - Daily and weekly limitations do apply during final examination periods.

Winter Break

The winter break is a seven-consecutive-calendar-day period from December 20 through December 26 or as determined by the NCAA. 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 start the following Tuesday. A student-athlete may not be employed at institutional camps and clinics, may not participate in CARA, and may not participate in voluntary athletically related activities on campus unless the facility is open to the general student body.

Countable and Non-countable Athletically Related Activities Examples

COUNTABLE CARA	NON-COUNTABLE CARA
Practice Activities	Compliance meetings
Athletic meeting initiated by the Coach	Meeting with a coach initiated by the student-athlete (no CARA may occur)
Competition – all associated activities regardless of their length count as 3 hours. No CARA may occur after competition.	Study hall, tutoring, or academic meetings
Required field, floor, court, track, or pool activities	Student Athlete Advisory Council (SAAC)
Required strength and conditioning activities	Voluntary strength and conditioning activity
Required participation in camps/clinics	Voluntary sport related activities – initiated by the student-athlete
Participation outside of the regular season in individual skill related instructional activities with coaching staff	Sports Medicine activities – taping, treatment, rehabilitation
Review of game film	Recruiting activities – acting as a student host

**This is not an extensive list of all activities that count or do not count against daily and weekly limitations. Contact the SFU Compliance Office if you have an activity not found on the list.

Recording of Daily and Weekly Hours

Every academic year, beginning in August, electronic excel templates of the SFU CARA log are emailed to each coach. Coaches are required to report on a weekly basis all CARA for each student-athlete.

The CARA template will include all members of the team as listed on the roster. The coach must account for each student-athlete's activity throughout the week.

CARA logs are due weekly to the SFU Compliance Office each Tuesday. The form must be completed in full and signed off by the Head Coach.

If a student-athlete is injured and does not participate in CARA for that week, the log must reflect 0 hours of participation. If you are still requiring that the injured student-athlete attend practice to observe only then the time must count as CARA hours.

CARA Audits

At least once per academic year each sport will have their CARA logs audited.

On a monthly basis, a selection of student-athletes from a specific team will be selected to complete individual CARA logs. These audits will be sent out by email from the SFU Compliance Office. The logs will be completed for a period of one week and must be returned to the SFU Compliance Office the following Tuesday.

The SFU Compliance Office will check individual student-athlete CARA logs against the team log submitted by the coach. Discrepancies discovered in logged date will be discussed with the student-athlete and the coach separately. If it is deemed a clerical oversight, corrections will be made and sign off on by the coach and the student-athlete. If the discrepancies result in a violation of CARA Bylaws 17.02 of the NCAA Division II Manual, investigation and reporting of the violation will proceed.

Summer Practice

A student-athlete **may not** participate in any CARA during the summer. However, a student-athlete may use the facilities to participate in voluntary workouts as long as they are initiated by the student-athlete and the activity is not supervised by or held at the direction of any member of the coaching staff.

*For the sports Swimming, Track & Field, and Wrestling – a student athlete may request a coach be present and provide them with a workout

A student-athlete may participate in strength and conditioning workouts **monitored** by the strength and conditioning coaches, they may not conduct the workout. These workouts must be voluntary, and a coach **may not** be present.

*For the sports Football, Soccer, and Volleyball – a student-athlete may participate in strength and conditioning workouts designed and conducted by the strength and conditioning coaches starting June 1st of each year.

A student-athlete may meet individually with a coach, provided it is at the student-athlete's request and no practice activities occur.

Scheduling of Athletic Competition Policy

A contest is any game, match, exhibition, scrimmage, or joint practice session with another institution's team, regardless of its formality, in which competition in a sport occurs between an intercollegiate athletics team or individual representing a member institution and any other outside team or individual not representing the intercollegiate athletics program of the same member institution (bylaw 17.02.2).

Each coach is responsible for creating a competitive schedule that adheres to NCAA guidelines for minimum participation and sports sponsorship. The Senior Director, Athletics and Recreation will have final sign-off of on yearly schedules for all sports.

The following criteria must be adhered to:

- The schedule must minimize missed class time for student-athletes.
- Must meet minimum number of contests per NCAA rules.
- Must not exceed maximum number of contests per NCAA rules.
- Must minimize at home competition and travel dates during exam periods.
- Meet team travel budget requirements.
- Adheres to the SFU Travel Policy.

Change in Conference Game Scheduling

The GNAC is responsible for scheduling home and away contests for the following sports:

- Football
- Men's & Women's Basketball
- Men's & Women's Soccer
- Softball
- Volleyball

If a change in schedule for these sports is required, the coach must complete a *GNAC Schedule Change request* and submit to the Senior Director, Athletics & Recreation for approval. Once approved, the Associate Director, Athletics will send it to the opposing school for approval. The opposing school will send the request form to the GNAC for final approval. The schedule change is not completed until the GNAC provides final approval.

Section 10: Team Travel Policy

Statement of Purpose

The following information is to serve as our basic principles in establishing and/or reinforcing travel policy and best practices for SFU Athletics & Recreation. While this is not an exhaustive list, the intent is to use these principles as a benchmark to manage our travel, and to project a more accurate budget based on approved conference schedules.

The travel budget will be closely monitored and managed by the Associate Director, Athletics. Each program is expected to follow budget guidelines, which will help manage travel across all budgets. In other words, if a specific trip is under (projected) budget, the team does not have surplus to spend on something else; similarly, if a specific trip is over (projected) budget, the department will cover the expenses. The expectation, within reason, is the travel budget as a whole will balance itself across all sports using the guidelines and practices as outlined below.

Extraordinary circumstances may warrant an exception to the following principles. Any exceptions must be approved by the Senior Director/Associate Director, Athletics prior to confirming travel arrangements outside projected travel budgets.

We recognize that the travel budget is a projection based on information available at the time of budget development, and that changes may occur. The intent is to manage our travel in a fiscally responsible manner, ensuring consistent and equitable practices across all teams, while being responsive to the safety and wellbeing of our student-athletes and team staff.

Major Injury/Sickness while outside of the B.C. Mainland area & Internationally

- Supervision/support plans will be established on a case by case basis by Athletics Admin, Head Coach and Sports Medicine.
- Should a student-athlete be required to stay outside of the B.C. Mainland area, confirmation of an SFU staff member to stay with the athlete will be executed.

Travel Principles

I. Travel Partners

Flights / Car Rental / Bus Line / Host Hotel

- Official providers and contact information can be found in Appendix A

II. Number of Travelers

For conference and non-conference travel, the following table will provide maximum transportation limits for all varsity sports. Please note this includes Athletic/Student Therapist(s) if applicable.

Team	Air / Bus Travel (athletes / staff*)	NCAA DII Championships (athletes / staff*)
Basketball	12 + 4 (16)	15 + 5
Football	54 + 10 (64)	58 + 12

Cross Country	10 / 10 + 3 (23)	7 / 7 + 2
Golf	5 / 5 + 2 (6 per team)	5 / 5 + 1
Soccer	20 + 4 (24)	24 + 4
Softball	18 + 4 (22)	20 + 6
Swimming	18 / 18 + 3 (39)	Qualify
Track & Field (Indoor)	15 / 15 + 3 (33)	Qualify
Track & Field (Outdoor)	20 / 20 + 4 (44)	17 + 3
Volleyball	13 + 4 (17)	17 + 3
Wrestling	N/A	Qualify

III. Itineraries - TEAM

Effective April 15, 2021, travel itineraries MUST be sent to ad_office@sfu.ca the **Tuesday prior to competition departure**. This information is required for the safety of all SFU travelers in case of emergency and/or for updates from Risk Services.

- All itineraries must use the following template: rsa > VARSITY > TRAVEL Templates - VARSITY

Itineraries – COACHES (recruiting USA/Int'l)

When planning on recruiting/traveling to the USA/internationally for work you must:

- 1) Inform Compliance to confirm you are not recruiting within a quiet period
- 2) Self-Register your travel via the SFU Travel Registry:

<https://mytrips.travelsecurity.com/Login.aspx?ci=LYueM6q2BZg%3d>

It's imperative when travelling as an individual staff to self-register via the above link when on SFU business. This is a university requirement.

IV. Mode of Transportation

Generally, trips of over 800 km or 8 hours duration will be via air travel. Some exceptions apply (i.e. softball due to potential of rainouts, etc).

Most ground travel to destinations outside Canada will be via highway coach with a hired bus driver. Passenger vans must have 12 or less seats (including the driver's seat). **NOTE:** for an 11 passenger van, driver requirements are a Class 4 license with a second person (who meets the age criteria of the rental company) who also has a Class 4 license should an emergency situation arise.

For ground transportation at destinations with air travel, generally vans/SUV's will be rented as long as there are enough drivers over the age of 25. If there are not enough drivers over 25, a highway coach or mini bus is to be hired to transport team(s) as necessary. Highway coach buses are strongly recommended if the final destination is more than 2 hours from the airport.

Be sure to note:

- Student-athletes are **NOT** permitted to drive rental/team vehicles to/from competition
- Student-athletes can **NOT** claim mileage/gas/parking to/from competition
 - Athletes should be travelling in a bus or rental vehicles as part of a team to and from competition

- Exceptions at the discretion of Head Coach – written communication must be provided from Student-athlete to coach and kept on file and approved by Associate Director, Athletics

V. Airport Transfers

- Airport transfers can be coordinated through our Partner Bus Line company for all travelers leaving from/returning to Simon Fraser University
- Depending on number of travelers, taxis/Uber/Lyft or 38/56 passenger buses will be used

VI. Accommodations

- All varsity teams will stay in GNAC or host approved host hotels
- Each athlete will have their own bed, generally 2 student-athletes to a room. Should a suite with a pull-out bed be available, 3 student-athletes are approved to share a room
- Coaches will have a maximum of 2 coaches to a room depending on the number of coaches traveling. Professional Physiotherapists/Athletic Therapists travelling with a team will **NOT** share a room with student-athletes or student-trainers
- Student-trainers **CAN** room with student-athletes (of the same sex)
- Coaching staff will **NOT** share rooms with student-athletes

VII. Per Diems / Team Meals

- Please refer to travel budget regarding funding for meals. Meal money, whether team meals or per diems or a mix of both, are at the discretion of the head coach and are based on a projected budget
- Meals may be claimed when not provided (e.g. of provided: continental breakfast in hotel, hosted banquet, meal purchased by fundraised money)
- Per diem allowances for meals may be claimed without receipts at the rates established on page 6, and cannot be claimed on behalf of others
- All travelers must sign upon receipt of per diem. Template of Per Diem sign off form can be found: [rsa>VARSITY>TRAVEL Templates – VARSITY](#)
- Per Diem calculation/request form, located: [rsa > VARSITY >TRAVEL Templates – VARSITY](#)
 - This sheet is very helpful in calculating Per Diem per trip
- Refer to **Appendix B** for Per Diem rates
- If coaches are purchasing additional team meals, costs that have not received prior approval and/or are above and beyond the projected budget will be charged back to Fund 21
- ALCOHOL is **NOT** to be consumed on transportation vehicles during travel – i.e. airplane, bus or passenger vans

VIII. Cash Advances / Per Diem Calculations

Should you require a cash advance prior to travel, it must be submitted **2 WEEKS** before SFU Finance's payment dates (Monday & Wednesdays).

- If submitted within the above timeframe, funds **SHOULD** arrive in your account the following Tuesday or Thursday morning
- Cash Advances are in Canadian funds
- Cash Advances will only be approved if they include:

- An itinerary listing: location, opponent(s), dates, # of travelers (athletes/staff) and number of meals (breakfast(s) / lunch(es) / dinner(s))
- Per Diem calculation sheet, located:
rsa > VARSITY > TRAVEL Templates – VARSITY
- Cash Advances submitted less than 2 weeks prior to travel date will NOT be approved
 - Exception to rule is post-season travel – contact the Associate Director, Finance immediately with your Cash Advance request
- Cash Advance instructions located:
 - rsa > VARSITY > TRAVEL Templates – VARSITY

IX. C-Card

C-Card Travel Tips

Login to your [CentreSuite](#) C-card account regularly, as it is the best way to monitor your credit balances and transactions and to check that your available credit is sufficient **BEFORE** you begin your travels.

Login

- Please contact the Finance Assistant (aradmin@sfu.ca) for education on how to login to your CentreSuite

Tips to minimize the likelihood of your C-card being declined when traveling:

Before each trip

- E-mail Rita at rita_narovlyansky@sfu.ca and copy aradmin@sfu.ca with travel plans, dates and places that you and/or team will be visiting.
 - Rita Narovlyansky is SFU's Procurement Programs Coordinator and will provide Scotiabank with your travel information. This will reduce the chances of your transactions being flagged as fraud.
- Check C-card balance on [CentreSuite](#)
 - If your available balance is low or not enough for your anticipated travel needs, email Rita and copy aradmin@sfu.ca for a temporary limit increase.

What to do if your c-card is declined?

- Contact Rita via email or at (778) 782-4388;
 - If emailing Rita, please also copy the Finance assistant at aradmin@sfu.ca

For a list of restricted C-Card transactions see **Appendix C**

Section 11: Sports Medicine

Sports Medicine personnel will provide medical care to all student-athletes for any illness or injury incurred while directly participating in sanctioned athletic practices or intercollegiate competitions. The goal of Sports Medicine staff is to provide for the physical and mental well-being of all SFU student-athletes through the prevention, evaluation, treatment, and rehabilitation of athletic related injuries and where appropriate the referral to the appropriate medical provider.

Sports Medicine Clinic Hours

Clinic hours vary depending on the time of the year. During the varsity season, the clinic is generally open Monday – Friday, 8:00am – 7:00pm. Weekends the clinic will only be open for scheduled games and will open 1.5 hours pre-game (3 hours pre-game for football).

Medical Information for all Student-Athletes

Prior to participation in ANY SFU activity, including but not limited to off-season conditioning, weight-training, practice sessions, or contests, each student-athlete must have provided the following documentation through the online sports medicine PRIVIT system:

- Completed and signed SFU Pre-Participation Medical form with examination performed by the student-athlete's family physician or a medical doctor (cost covered by student-athlete)
- Completed and signed Medical Insurance Information form
- Copy of medical insurance (BC MSP, other Provincial Medical Coverage, or temporary medical (only until January 1st then BC MSP required).
- Presented a sickle cell test result

Failure to complete any of the above forms will result in the loss of practice and competitions.

All student-athlete records shall be kept confidential and in a locked cabinet or on Presagia (a secured online medical documents program); unless expressed written consent is provided by the student-athlete.

Each record shall be maintained for a period of seven (7) calendar years after the student-athlete completes their eligibility with SFU Athletics or leaves SFU Athletics.

Medical Insurance Information: All SFU Students

- Athletes from British Columbia: **Keep your BC MSP**
- Athletes from out of province: **Keep your provincial coverage**
- International Students: **Guard Me Medical coverage (in tuition) and Apply for BC MSP**
-

Supplementary Medical Insurance

Athletics & Recreation maintain supplementary accidental medical insurance policies for varsity student-athletes which covers the cost of hospitalization or immediate medical care resulting directly from a varsity sport injury or from any associated travel. The supplemental coverage is for the amount NOT

covered by your primary insurance. If the student-athlete fails to maintain his/her basic MSP or extended health insurance, the University will not accept responsibility or financial liability for any required medical or dental treatments. For further details, please contact Sports Medicine at 778-782-4457.

Non-Athletic Related Injuries

The NCAA does not allow the University to pay for non-athletic related injuries or illnesses that an individual student-athlete may fall victim to.

SFU Concussion Management Plan

1. Student-Athletes will sign a statement in which student-athletes accept the responsibility for reporting their injuries and illnesses to the SFU Sports Medicine Staff, including signs and symptoms of concussions. During the review process student-athletes will be presented with educational material on concussions.
2. SFU has an emergency action plan (EAP) on file for each athletics venue to respond to student-athlete catastrophic injuries and illnesses, including but not limited to concussions, heat illnesses, spinal injuries, cardiac arrest, and respiratory disease (i.e., Asthma). All Sports Medicine Staff will review and practice this EAP annually.
3. All SFU student-athletes are required to have basic medical insurance. This allows equitable access to health care providers for each sport.
4. SFU Sports Medicine Staff (Certified Athletic Therapists, Physiotherapists, Physicians, and Team Student Trainers), have the unchallengeable authority to determine management and return-to-play of any ill or injured student-athlete, as he or she deems appropriate. SFU coaches do not serve as the primary supervisor of SFU Sports Medicine staff.
5. SFU Athletics has a written team physician concussion management plan. Additionally, the following components have been identified:
 - a. SFU coaches receive education regarding concussions and acknowledge they understand the concussion management plan.
 - b. SFU Sports Medicine staff record baseline concussion assessments for each student-athlete prior to the first practice in all sports. These same baseline assessment tools are used post-injury at appropriate time intervals. The baseline tools used at SFU are SCAT 5, Balance Error Scoring System (BESS), VOMS, and ImPACT Testing.
 - c. When a student-athlete shows any signs, symptoms, or behaviors consistent with a concussion, the student-athlete shall be removed from practice or competition and evaluated by Sports Medicine Staff with experience in the evaluation and management of concussions.
 - d. A student-athlete diagnosed with a concussion shall be withheld from competition or practice and not to return to activity for the remainder of that day.
 - e. The student-athlete will receive serial monitoring for deterioration. Student-athletes are provided with written instructions upon discharge, preferably with a roommate, guardian, or someone able to follow and understand the instructions.
 - f. The student-athlete will be evaluated by a team Physician if deemed necessary by SFU Sports Medicine Staff (Certified Athletic Therapists or Physiotherapists).
 - g. Once asymptomatic and post-exertion assessments are within normal baseline limits, return-to-play will follow a medically supervised stepwise process.

- h. Final authority for return-to-play resides with the team Physician or the Physician's designee.
- 6. SFU Sports Medicine staff will document the incident, evaluation, continued management, and clearance of the student-athlete with a concussion.

Section 12: Camps & Clinics

All camps and clinics organized or operated by SFU coaches will be considered institutional camps or clinics. All institutional camps and clinics must be operated in accordance with NCAA regulations, as well as institutional policies. Camps and clinics hosted on the campus of SFU require a high level of organization and coordination between Coaches, the Youth Program Manager and the SFU Compliance Office. Coaches will meet with the Compliance Office to review all aspects of the camp to ensure it is NCAA compliant. The *Camps and Clinics Approval Form* will be signed by the Coach, Youth Program Manager and the Compliance Office. The *Camps and Clinics Approval Form* will be kept in the SFU Compliance Office.

During the camp or clinic each coach must submit a copy of the *Camps and Clinics Employment Form* to the Youth Program Manager. These forms will be used as notification of compensation for the camp employees and will be submitted to SFU Payroll if necessary. SFU employees, student-athletes, and volunteers must all sign the *Camps and Clinics Employment Form* regardless of remuneration.

The Youth Program Manager will keep a list of the participants in each camp or clinic.

Camp & Clinic Brochures

All camp brochures and website advertisement must be approved by the SFU Compliance Office prior to distribution.

Non-Institutional Camps & Clinics

All Simon Fraser University staff members wishing to work at a non-institutional camp or clinic must first receive approval from the SFU Compliance Office. Employment at such camps is permissible on the condition that the non-institutional camp is operated in the same manner as an institutional camp or clinic.

No SFU Athletics staff member may be employed, either on a salaried or a volunteer basis, by a camp or clinic that is established, sponsored, or conducted by an individual or organization that provides recruiting or scouting services concerning prospects.

SFU Athletics staff may serve in any capacity (e.g., counselor, guest lecturer, consultant) in a non-institutional, privately owned camp or clinic, provided the camp or clinic is operated in accordance with restrictions applicable to institutional camps (e.g., open to any and all entrants, no free or reduced admission to or employment of athletics award winners). In the sport of football, participation in such camps/clinics is limited to the summer term.

Employment of SFU Student-Athletes in Institutional Sports Camp or Clinic

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

- Must perform duties that are of general supervisory character in addition to any coaching or officiating assignments.
- Compensation received shall be commensurate with the going rate for camp or clinic counselors of like teaching ability and camp or clinic experience and may not be received based on the value the employer may have for the person because of their athletics reputation.

- May not receive compensation if only lecturing or demonstrating.
- May not be permitted to conduct own camp or clinic.

Section 13: Emergency Action Plans (EAP)

BEEDIE FIELD EAP (Softball practices and competitions)

a) Emergency Personnel

- SFU Sports Medicine staff
- SFU Team Trainers/Clinic assistants on site for practice and competition

In the event of an absence of Sports Medicine staff member, the coaching staff or other appropriate personal should activate EAP and call 911.

b) Activating Emergency Medical Services

- Call 9-1-1
- Provide Information
 - name, address, telephone number of caller
 - number of athletes
 - condition of athlete
 - first aid treatment initiated by first responder
 - specific direction as needed to locate emergency scene
 - other information requested by dispatcher

Call 9-1-1 from any phone, but if you call from a campus phone, Campus Security will be automatically notified of the call location.

SFU Campus Security provides emergency support, first aid response, and helps guide emergency responders (fire, ambulance, police) to the right place on campus quickly. Call Campus Security at 778-782-4500 for additional support.

The “Blue Light” red button direct-dial Emergency Phone located on the north sideline will connect you directly to SFU Campus Security.

Prior to an event, a member of the SFU Sports Medicine staff will discuss EAP with the visiting team.

c) Emergency Equipment

- Supplies available at the field of play are:
 - trauma kit
 - splint kit
 - portable AED
 - ice (both benches)
 - crutches
- Other non-emergency equipment available: ice bags, towels, water and PPE Kit.
- Additional emergency equipment available in SFU Sports Medicine clinic (778-782-4457) located inside the Lorne Davies Complex.

d) Venue Directions

Emergency Access: Enter at the East gate to Terry Fox Field.

From Gaglardi Way – keep in right lane, until to you see Terry Fox Field on your left and see the gate to the field. SFU Campus security will be waiting at the gate to provide access. Follow the road around the Field/Track and all the way until the end, where the Softball is located.

CENTRAL GYM EAP (Wrestling practices and competitions)

a) Emergency Personnel

- SFU Sports Medicine staff
- SFU Team Trainers/Clinic assistants on site for practice and competition

*In the event of an absence of a Sports Medicine staff member, the coaching staff or other appropriate personal should activate EAP and call 911.

b) Activating Emergency Medical Services

- Call 9-1-1, telephone is located in the Lifeguard Office
- Provide Information
 - o name, address, telephone number of caller
 - o number of athletes
 - o condition of athlete
 - o first aid treatment initiated by first responder
 - o specific direction as needed to locate emergency scene
 - o other information requested by dispatcher

Call 9-1-1 from any phone, but if you call from a campus phone, Campus Security will be automatically notified of the call location.

SFU Campus Security provides emergency support, first aid response, and helps guide emergency responders (fire, ambulance, police) to the right place on campus quickly. Call Campus Security 778-782-4500 if not using a campus phone.

The “Blue Light” red button direct-dial Emergency Phone located at the main entrance between the East & Central Gyms in the Lorne Davies Complex will connect you directly to SFU Campus Security.

Prior to an event, a member of the SFU Sports Medicine staff will discuss EAP with the visiting team.

c) Venue Directions

Emergency Access: follow along the North side of the building until the doors at the end of the path. Entrance to the Central Gym is directly to your left and then turn right when in the Gym.

From Gaglardi Way – keep in left lane, at the roundabout, take 2nd exit onto University Drive West. At the second stop sign, turn right on to Gaglardi Way, go through the building underpass and when beside the SFU Information building, by foot, follow along the North side of the building until the doors at the end of the path. Entrance to the Central Gym is directly to your left and then turn right when in the Gym.

MARGARET & PAUL SAVAGE POOL EAP (Swimming & Diving practices and competitions)

a) Emergency Personnel

- A certified National Lifeguard (NLS) is on site for completion and practices.

- During regular business hours, SFU Sports Medicine staff are available for support in the SFU Physio Clinic located in the Lorne Davies Complex (778-782-4457).

*In the event of an absence of a Sports Medicine staff member, the coaching staff or other appropriate personnel should activate EAP and call 911.

b) Activating Emergency Medical Services

- Call 9-1-1, telephone is located in the Lifeguard Office
- Provide Information
 - name, address, telephone number of caller
 - number of athletes
 - condition of athlete
 - first aid treatment initiated by first responder
 - specific direction as needed to locate emergency scene
 - other information requested by dispatcher

Call 9-1-1 from any phone, but if you call from a campus phone, Campus Security will be automatically notified of the call location.

SFU Campus Security provides emergency support, first aid response, and helps guide emergency responders (fire, ambulance, police) to the right place on campus quickly. Call Campus Security 778-782-4500 if not using a campus phone for additional support.

The “Blue Light” red button direct-dial Emergency Phone located in the Lorne Davies Complex lower foyer across from the elevators, will connect you directly to SFU Campus Security.

Prior to an event, a member of the SFU Sports Medicine staff will discuss EAP with the visiting team.

c) Emergency Equipment

- Supplies available at the pool are:
 - spine board
 - trauma kit
 - AED

d) Venue Directions

Emergency Access: Enter at the East glass doors to pool.

From Gagliardi Way – keep in left lane, at the roundabout, take 2nd exit onto University Drive West. At the second stop sign, turn right on to Gagliardi Way, go through the building underpass and when beside the SFU Information building, the pool will be on your right side. By foot, the entrance to the pool is provided through the East glass doors.

TERRY FOX FIELD EAP (Football, Soccer, and Track & Field practices and competitions)

a) Emergency Personnel

- SFU Sports Medicine staff
- SFU Team Trainers/Clinic assistants on site for practice and competition
- *Doctor will be on site for SFU hosted Football games

*In the event of an absence of a Sports Medicine staff member, the coaching staff or other appropriate person should activate EAP and call 911.

b) Activating Emergency Medical Services

- Call 9-1-1
- Provide Information
 - name, address, telephone number of caller
 - number of athletes
 - condition of athlete
 - first aid treatment initiated by first responder
 - specific direction as needed to locate emergency scene
 - other information requested by dispatcher

Call 9-1-1 from any phone, but if you call from a campus phone, Campus Security will be automatically notified of the call location.

SFU Campus Security provides emergency support, first aid response, and helps guide emergency responders (fire, ambulance, police) to the right place on campus quickly. Call Campus Security at 778-782-4500 for additional support.

The “Blue Light” red button direct-dial Emergency Phone located on the north sideline will connect you directly to SFU Campus Security.

Prior to an event, a member of the SFU Sports Medicine staff will discuss EAP with the visiting team.

c) On Field Communication

- Hand signals will be established:
 - Life threatening injury: wrists crossed over chest
 - Non-life-threatening injury: arms extended out to the side
 - Physician assistance required: wrists crossed over head
- *Two-way radios will be provided for the visiting team’s staff for all SFU hosted Football games.

d) Emergency Equipment

- For competition, supplies available on the sideline are:
 - trauma kit
 - splint kit & spine board
 - portable AED
 - oxygen
 - ice (both benches)
 - crutches
- Other non-emergency equipment available: ice bags, towels, water and PPE Kit.
- Additional emergency equipment available in SFU Physiotherapy clinic (778-782-4457) located inside the Lorne Davies Complex.

e) Venue Directions

Emergency access: Enter at the East Gate to Terry Fox Field.

From Gagliardi Way – keep in right lane, until to you see Terry Fox Field on your left and see the gate to the field. SFU Campus security will be waiting at the gate to provide access.

WEST GYM EAP (Basketball, Volleyball, and Wrestling practices and competitions)

a) Emergency Personnel

- SFU Sports Medicine staff
- SFU Team Trainers/Clinic assistants on site for practice and competition

*In the event of an absence of a Sports Medicine staff member, the coaching staff or other appropriate personal should activate EAP and call 911.

b) Activating Emergency Medical Services

- Call 9-1-1
- Provide Information
 - name, address, telephone number of caller
 - number of athletes
 - condition of athlete
 - first aid treatment initiated by first responder
 - specific direction as needed to locate emergency scene
 - other information requested by dispatcher

Call 9-1-1 from any phone, but if you call from a campus phone, Campus Security will be automatically notified of the call location.

SFU Campus Security provides emergency support, first aid response, and helps guide emergency responders (fire, ambulance, police) to the right place on campus quickly. Call Campus Security at 778-782-4500 for additional support.

The “Blue Light” red button direct-dial Emergency Phone is located in the Lorne Davies Complex lower foyer across from the elevators, and will connect you directly to SFU Campus Security.

Prior to an event, a member of the SFU Sports Medicine staff will discuss EAP with the visiting team.

c) Emergency Equipment

- For competition, supplies available on the sideline are:
 - trauma kit
 - splint kit
 - portable AED
 - ice (both benches)
 - crutches
- Other non-emergency equipment available re ice bags, towels, water and PPE Kit.
- Additional emergency equipment available in SFU Sports Medicine clinic (778-782-4457) located inside the Lorne Davies Complex.

d) Venue Directions

Emergency Access to Lorne Davies Complex West Gym: Enter at the North Entrance to Lorne Davies Complex (LDC) through West Parkade.

From Gaglardi Way – keep in left lane, at the roundabout, take 2nd exit onto University Drive West. At the stop sign, turn right into the West Parkade. By foot, go into the West Parkade and head south, straight back to the Lorne Davies Complex West Gym.

Appendix A: Travel Contacts

Please refer to most updated travel policy.

Document location: [rsa > VARSITY > TRAVEL Templates – VARSITY](#)

Appendix B: Per Diem Rates

Please refer to most updated travel policy.

Document location: [rsa > VARSITY > TRAVEL Templates – VARSITY](#)

Appendix C: C-Card Restrictions

Personal purchases / Split Purchases

CCard transactions may not be split to pay for orders over the transaction limit. Purchases over the transaction limit should instead be processed by making a requisition in FINS (fins.sfu.ca) and submitted to Procurement Services for ordering. Individuals and/or departments that misuse a CCard by splitting transactions risk losing card privileges.

Email purchases

Transmission of email is not secure and the emailing of credit card numbers is not permitted. The preferred purchase methods include online, telephone, or fax.

Prohibited Purchases

The credit card program has been opened to allow to travel expenses (air, hotel, and car); however, all CCard expenses must comply with SFU's travel and expense policies: <http://www.sfu.ca/policies/gazette/administrative/ad3-02.html> and <http://www.sfu.ca/content/dam/sfu/finance/Payments/BusinessAndTravelExpenseProceduresJune2016.pdf>

- Alcohol, regulated
- Apparel (Policy AD 11.21 - Ethical Payment applies)
- Cash advances, negotiable securities, ATM transactions, and financial instruments including bank drafts and money orders
- Cable modem, DSL, or other internet connection charges and/or services
- Cellphones, accessories, and all monthly charges
- Coffee (Policy AD 11.21 - Ethical Payment, specifically fair trade coffee)
- Computer desktops, laptops, and tablets
- Construction, renovations, or architectural services
- Controlled substances
- Independent contractor or consulting services
- Contracted goods and services
- Cylinder gases
- Direct employment of individuals
- Donations
- eBay, craigslist, etc. purchases
- Employee moving expenses
- Entertainment
- Fines
- Firearms, ammunition, explosives
- Food (exception: food expenses for travel)
- Fuel (exception: fuel expenses for travel)
- Furniture
- Gift cards/gift certificates
- Hazardous materials
- Human pathogens
- Laboratory and research animals
- Lease of equipment
- Maintenance agreements
- Parking tickets
- Precious metals
- SFU inter-departmental and ancillary purchases, such as Bookstore, Document Solutions, Ceremonies and Events, Food Services, Facilities Management, etc.
- Telecommunications (equipment and service)
- Telephone cards
- Training that is a taxable benefit
- Temporary office help
- Tuition, fees, or scholarships (exception: HR courses run through EventBrite)
- Vehicle leases and repairs (exception: car rental expenses for travel)
- Any other purchase for which a vendor requires a contract to be signed

Cardholders should be aware of recurring purchase agreements that include automatic charges to the CCard over a specified timeframe or automatic renewal clause that can only be cancelled by giving written notice.



Appendix D: Annual Tasks for Coaches

All members of the SFU coaching staff are required to complete the following tasks, on an annual basis by July 31, unless indicated otherwise:

- CPR/AED/First-aid certification (renewed as required)
- Coach.ca Safe Sport Training (proof of completion [image] provided to AD_office@sfu.ca)
- Criminal Record/Vulnerable Sector Check – Head Coaches and Assistant Coaches working youth camps (17 years and younger) must provide and renew every 4 years
- NCAA learning modules
- Sexual violence education and prevention workshop
- Updated list of coaching certifications and licenses (provide to Associate Director, Athletics)
- Review “Leading the Way: Working with LGBTQ Athletes and Coaches” resource [LeadingTheWay_v2017.pdf \(coach.ca\)](#)

Appendix E: Website Addresses

Simon Fraser University	https://www.sfu.ca/
Simon Fraser University Athletics	https://athletics.sfu.ca/
Simon Fraser University Recreation	https://sfurec.ca/
Simon Fraser University Policies and Procedures	https://www.sfu.ca/policies.html
Simon Fraser University Human Resources	http://www.sfu.ca/human-resources.html
Great Northwest Athletic Conference	https://www.gnacsports.com/
National Collegiate Athletic Association	https://www.ncaa.org/
Sport British Columbia	https://sportbc.com/
Coaching Association of Canada	https://coach.ca/
Safe Sport Training Canada	https://safesport.coach.ca/
Safe Sport Coaching Toolbox	http://safesport.coach.ca/Toolbox
Abuse Free Sport	http://www.abuse-free-sport.ca/