

**PENNSYLVANIA STATE ATHLETIC CONFERENCE
COACHING STAFF LIMITATIONS**

FOOTBALL

- 1 head coach
- 4 full-time assistant coaches (coaching contract with benefits)
- 5 paid part time coaches, or graduate assistants or volunteers

10 TOTAL COACHES

ALL OTHER SPORTS

- 1 head coach
- 1 full-time assistant (coaching contract with benefits) or part-time assistant or volunteer
- 1 paid part-time assistant (half time or less) or graduate assistant or volunteer
- 2 volunteers

5 TOTAL COACHES

NOTES:

1. When sports combine male and female squads, the size of the coaching staff may double.
2. In addition to the above limitations, an institution is permitted to utilize an unlimited number of full-time undergraduate students with no limitation of duties.
3. In addition to the above limitations, an institution is permitted to utilize a maximum of one social equity position per sport. These positions shall be determined by the President and reported to the Commissioner. (*Adopted: 5/19/2015*)
4. Division I sports are exempt from these limitations.

**PENNSYLVANIA STATE ATHLETIC CONFERENCE
BAND POLICY**

The Conference has adopted for all competition the current NCAA championship regulations regarding playing by bands and pep bands. See the NCAA championship handbook governing a particular sport. Bands or any component thereof are not allowed to play while the competition is in progress.

**PENNSYLVANIA STATE ATHLETIC CONFERENCE
CROWD CONTROL STATEMENT**

The Pennsylvania State Athletic Conference promotes good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal for the site of competition. Also, consumption or possession of alcoholic beverages is prohibited.

**PENNSYLVANIA STATE ATHLETIC CONFERENCE
POLICIES AND PROCEDURES UNRELATED TO SPORTS OPERATING CODES**

Meetings

1. All coaches meetings must be held either in Lock Haven, State College, or at a championship site.
2. Members of the Sports Committee Chairpersons shall be reimbursed for travel and per diem expense for all related Conference business meetings.

Officials

1. Members of an institution's administration, faculty, or staff are prohibited from being contracted to officiate any scheduled conference competition, except track/field, when their own school is involved.
2. If for any reason officials fail to appear at a scheduled contest, it shall be the responsibility of the host athletics administrator or his/her designee to determine whether qualified officials can be found and whether the game can be played.
3. If there is an officials assigning agency for a Conference sport, it must be used for all competitions, conference and non-conference.

Tickets

1. No complimentary tickets for Conference events. *(Adopted: 5/15/2012)*

Certification of Student-Athletes

1. For purposes of certifying the NCAA nine-credit rule following the fall semester each year, member institutions must determine its ineligible student-athletes by the first contest/date of competition after January 1st. *(Effective for certification of student-athletes progress toward degree for fall 2016 and thereafter)*

**PENNSYLVANIA STATE ATHLETIC CONFERENCE
NATIONAL LETTER OF INTENT PROCEDURES FOR MEMBER INSTITUTIONS**

1. Each institution (not the coach) is responsible to upload into the NLI database a copy of the National Letter of Intent and the Financial Aid Agreement within **14 days** of the final signature from the prospective student-athlete.
2. National Letters of Intent are subject to the time table located on the National Letter of Intent homepage (<http://www.ncaa.org/wps/wcm/connect/nli/nli>) and the applicable date should be checked on Letters of Intent for the appropriate sport prior to their issuance. An institution may require an earlier FINAL SIGNING DATE than those listed.

**PENNSYLVANIA STATE ATHLETIC CONFERENCE
DISTRIBUTION OF FUNDS RECEIVED FROM TELEVISION
AND/OR POST SEASON PLAY**

The Pennsylvania State Athletic Conference has adopted the following policy guidelines for distributing funds received by the Conference or member universities. This policy pertains to revenue received as a result of participation in post season play and/or televised athletic contests.

These policy guidelines became effective on October 31, 1990.

- * The Athletics Director of a member university that receives funds related to television or post season play shall notify the Conference Commissioner. The notice should include a report of reasonable expenses incurred by the university as a result of its participation in a televised event or post season play. The notice shall be forwarded to the Commissioner within thirty (30) days of the receipt of the funds.
- * The Conference Commissioner, in consultation with the President of the Conference, will review the aforementioned report. When the Commissioner and the President approve the report, the Commissioner will request the member institution to forward, within thirty (30) days, the funds to the Office of the Commissioner. Approved expenses will be deducted from the original amount, and retained by the university that received the funds.
- * No funds received by the Commissioner will be reallocated to member institutions. *(Adopted Nov. 9, 1998)*
- * Funds received by the Office of the Commissioner, but not as the result of the participation of any member, will be allocated as follows:
 - 50% to the Office of the Commissioner
 - 50% to be divided in 18 equal shares among the membership
- * All funds retained by the Conference Office will be placed in the general account of the Pennsylvania State Athletic Conference.
- * In order to participate in revenue sharing from a specific sport, an institution must sponsor the sport involved. *(Adopted July 10, 1991)*

**PENNSYLVANIA STATE ATHLETIC CONFERENCE
REGIONAL ADVISORY COMMITTEE SELECTION PROCESS**

When openings exist on Regional Advisory Committees for the rankings and selection of teams for post-season play the PSAC will use the following steps to fill the openings:

- 1) When possible, the sports committee chairperson for the particular sport (liaison) will be asked to fill the opening.
- 2) The Commissioner will solicit interest from all Athletics Administrators and Coaches of a particular sport for interest/nominations for the RAC openings.
- 3) A higher priority will be made to have divisional representation among the two RAC representatives in those sports that play divisionally in the conference.
- 4) Every effort will be made to insure representation from a coach and an administrator as the two PSAC representatives on RACs.
- 5) The Commissioner will review the appointments to the RAC with the Executive Committee of the Athletics Administrators before forwarding them to the NCAA.

**PROCEDURES FOR FILLING VACANCIES ON THE DIVISION II MANAGEMENT COUNCIL
PENNSYLVANIA STATE ATHLETIC CONFERENCE**

The following procedures will be used in order to fill a vacancy on the Division II Management Council.

1. Solicit nominations for the vacant position from each of the three constituencies required, Athletics Administrators, Senior Women's Administrators and Faculty Athletics Representatives.
2. Each constituency group selects a representative to be submitted for consideration. Only those members of a constituency group may vote for their respective nominees.
3. The slate of candidates, one from each constituency group, will be reviewed by the Board of Directors. The Board may choose to substitute any person from a respective constituency group if it deems necessary. The Board may also add the Commissioner's name to the Conference's slate of candidates.
4. Approval by the respective President from each of the nominee's institutions is required before submission to the Management Council.
5. Submission of the slate of candidates to the Division II Management Council.

**PENNSYLVANIA STATE ATHLETIC CONFERENCE
POLICIES AND PROCEDURES GOVERNING INFRACTIONS**

The following policies and procedures shall be in effect in the event a violation is committed or alleged to have been committed by a member institution.

Allegation of an NCAA Violation by a Member Institution

1. An alleged violation involving member institutions shall be considered internally by the respective directors of athletics.
2. The complainant athletics director informs the defendant athletics director either verbally or in writing of the alleged violation.
3. The athletics directors notify their respective presidents of the alleged violation.
4. If it is determined that a violation has occurred, the defendant athletics director files a written report with the Commissioner and self-reports to the NCAA.
5. If the complainant athletics director is not satisfied with the explanation of the defendant athletics director and wishes to pursue the matter further, he/she informs the Commissioner of the alleged violation via letter with a copy to his/her president, the defendant president and the defendant athletics director.
6. In consultation with the presidents involved, the Commissioner investigates the alleged violation.
7. The Commissioner reports his findings to the Infractions Committee.
8. The Infractions Committee reviews the Commissioner's findings and issues a final report to the Executive Committee of the Board of Directors.
9. The Board of Directors shall consider any appeals.

Violation Self-Reported by a Member Institution

1. Each violation shall be reported to the NCAA via the Requests/Self-Reports Online Case Management System (RSRO). The conference office has access to all institution's violations.
2. The Commissioner shall apply policies adopted by the Conference.
3. After a response is received from the NCAA, the Infractions Committee shall review the NCAA report.
4. The Infractions Committee may recommend any additional sanctions as deemed appropriate.
5. The Infractions Committee shall recommend to the Executive Committee of the Board of Directors the sanction (s) proposed by the Committee.
6. The Board of Directors shall consider any appeals.

Release of Information Regarding Violations

1. No member of an institution's staff shall divulge information to the news media regarding an alleged violation by another member institution.
2. In the event action is taken by the Conference regarding a violation, the release of any such information shall be made by the Conference Office in consultation with the involved institution.

**PENNSYLVANIA STATE ATHLETIC CONFERENCE
PROTEST PROCEDURE
(In-Season Non-Site)**

1. Complainant athletic director informs defendant athletic director either verbally or in writing of charge.
2. If Complainant is not satisfied with explanation and wishes to pursue the matter further, then complainant athletic director files a written letter of protest with the Commissioner with a copy to defendant athletic director.
3. Commissioner then investigates the matter, utilizing any means he deems necessary (consult with involved athletic directors, coaches, officials, sport committee, etc.)
4. Commissioner then makes a ruling.
5. If either party is not satisfied with the ruling and desires to appeal, the appeal is made to the executive committee of the athletics administrators.

**PENNSYLVANIA STATE ATHLETIC CONFERENCE
NULLIFICATION PROCEDURES**

In the event, a student-athlete is deemed to have competed in a PSAC contest and determined to be ineligible, the league will not declare forfeitures and change won/loss records. Instead, the PSAC will use the following Nullification Procedures to change the won/loss percentage of the involved team and adjust standings appropriately. This reduction shall be used regardless of a win, loss or tie by the team using the ineligible student-athlete. *(Adopted: 5/5/14)*

1. Opponents of an ineligible individual or team that competes with an ineligible player should not be adversely affected.
2. The ineligible student-athlete and the institution he or she represents will be penalized. As it relates to access to PSAC Championships, a penalty will be assessed to the individual's team won/loss percentage which may impact the individual's and/or team's opportunity for selection to postseason competition.
3. All contests in which an ineligible student-athlete competes will be nullified (win, lose, or tie). The nullification of a contest will penalize only the individual and/or institution using an ineligible student-athlete.
4. The number of nullified contests is identified and a two-for-one penalty is assessed for each nullified contest. If a student-athlete was deemed ineligible and then reinstated through the NCAA reinstatement process, only those contests in which the student-athlete competed while ineligible will be nullified. The competition prior to or after that time will not be nullified.
5. The penalty assessed will vary from sport to sport. It will be a mathematical calculation that is relevant to each sport and reduces the percentage of the win-loss record. The value of the nullification will be consistent with what the NCAA Division II Championships Committees uses for in their selection process for NCAA Post-Season Play. The percentage of reduction to be used is the one listed under "In Region" Win/Loss.
6. For individual/team sports (i.e. golf); if the student-athlete competed while ineligible, the score achieved by the student-athlete would be deleted from the team score. In the case of golf (play 5 count 4), the fifth score would be calculated into the team score.
7. The Conference shall have the authority to take stronger action on top of the nullification if the offence warrants it i.e. intent to deceive, repeat offenders.

**PENNSYLVANIA STATE ATHLETIC CONFERENCE
CHEERLEADING SAFETY GUIDELINES AND RESTRICTIONS
(Updated: 10/9/13)**

General Guidelines

1. In accordance with NCAA recommendations, all PSAC cheerleading advisors are required to be safety certified by the American Association of Cheerleading Coaches and Advisors (AACCA).
2. All cheerleading programs will follow the AACCA College Cheerleading Rules at all times, and will also apply the PSAC cheerleading restrictions at all appropriate events.
3. All cheerleaders will have physical examinations conducted in the manner similar to student-athletes at the respective member institutions prior to participation.
 - a. PSAC restrictions will apply at all sports and venues.
 - b. AACCA rules must be followed for those activities that remain permissible.
 - c. The guidelines will apply for all conference and non-conference events.
 - d. The guidelines will apply for both home and away cheerleaders. Home game management will be responsible for enforcing these guidelines.
4. All cheerleaders will be required to provide, or will be provided, the same level of institutional medical insurance coverage as provided student-athletes at the respective member institutions prior to participation.
5. PSAC Cheerleading Restrictions will be reviewed and amended annually, as appropriate, with any recommendations or changes in the AACCA guidelines.
6. Institutions should review their coverage and liability in regard to cheerleader participation during camps, clinics and competitions.
7. Each member institution within the PSAC has the right to enforce additional restrictions to these guidelines or “grounding” of their respective cheer squads. At institutions with additional restrictions, the visiting cheer squad must adhere to the host site’s guidelines/restrictions.
8. All cheerleaders, including mascots, may not pass the goal posts on their half of the field during football games.

Restrictions

1. Partner stunts in which the base uses only one arm to support the top person are prohibited.
2. Basket tosses, elevator tosses and other similar multi-based tosses are permitted; however, any tosses of this nature are not permitted to flip and are limited to 1-1/4 twisting rotations.
3. Split catches are prohibited.
4. Cradle dismounts from pyramids shoulder height or above require one spotter in addition to the original base(s) (i.e. three catchers are required).
5. Twisting tumbling skills are prohibited.

Note: The above safety restrictions and guidelines are general in nature and are not intended to cover all circumstances.

Protocol

1. The PSAC website (www.psacsports.org) has a listing of all institutional cheerleading advisors, contact information, safety certification verification and additional institutional restrictions, if any. The PSAC Office will require coaches/advisors to submit proof of safety certification by **August 15** of each year, or will face restricted participation until certification is filed with the league office.
2. Cheer squads will not be permitted to participate in organized activities during athletic contests or be admitted free to contests unless the safety certified coach/advisor is present at home and/or away contests.
3. Host advisor/coach must greet/meet with the visiting advisor/coach prior to the game and inform him/her where the visiting cheerleaders will cheer during the game and discuss emergency plan.
4. Should a cheer advisor observe inappropriate/unsafe activities being performed by the opponents cheer group, the advisor must immediately notify the host athletic director and/or their own athletic director, as appropriate.
5. Cheer groups violating the guidelines and restrictions will be barred from any further participation at home or away contests for the remainder of the respective sport season. A second violation of the guidelines will result in a year-long (calendar year) suspension of activities.

EACH PSAC INSTITUTION IS RESPONSIBLE FOR THE CONDUCT OF THEIR CHEERLEADERS REGARDLESS OF VENUE

**STATEMENT OF CHARGE TO THE FACULTY ATHLETICS REPRESENTATIVES
TO THE PENNSYLVANIA STATE ATHLETIC CONFERENCE**

PREAMBLE

The common bond that links faculty athletics representatives across all NCAA member institutions is a commitment to academic integrity. In recognition of the role that the faculty athletics representatives play from campus to campus, this statement has been developed to emphasize the broad requirements of Conference representation as it pertains to the myriad of responsibilities as per the NCAA's "Statement of the Role of the Faculty Athletics Representative." (10/92)

THE CHARGE

This is the charge of the Pennsylvania State Athletic Conference to its faculty athletics representatives in their roles as representatives and links to the academy.

- The faculty athletics representatives shall act as liaison from the Pennsylvania State Athletic Conference to their local academic communities. The faculty athletics representative serves to ensure academic integrity to facilitate institutional control of intercollegiate athletics and to enhance the student-athlete experience. It is anticipated that the liaison be a communication link that functions in two directions: (1) the obligation of the faculty athletics representatives shall be to communicate the academic view of their local campus perspective to the assembled Pennsylvania State Athletic Conference and (2) has an obligation to communicate the academic view of the assembled Pennsylvania State Athletic Conference back to their respective campuses.
- The faculty athletics representatives should maintain regular communication with members of the athletics administration on their local campuses.
- It is necessary that the faculty athletics representatives be cognizant of their responsibilities through regular review of pertinent NCAA regulations and actions of the Pennsylvania State Athletic Conference.
- The faculty athletics representatives from the member universities may be called upon to gather information on student athletes and to report the same to the aggregate.
- The faculty athletics representatives should be aware of and should review frequently conference compliance requirements as they pertain to the NCAA. They should also be aware of and should review periodically the support mechanisms in place to ensure the student athletes' academic success.
- The faculty athletics representative should play an important role in shaping voting decisions on Conference and NCAA legislation.

**PENNSYLVANIA STATE ATHLETIC CONFERENCE
RESPONSIBILITIES OF SPORTS CHAIRPERSONS**

The sport chairperson:

1. Shall be responsible for the sport as assigned by the chairperson of the athletics administrators.
 - a. You must be aware of, and coordinate, all activities, actions and events occurring in your particular sport.
 - b. Do not turn your responsibilities over to the coaches.
2. Shall assist coaches in making their sport as strong as possible within the PSAC and the NCAA.
3. Shall be responsible for assuring communication and control between the sport's coaches, the athletics administrators, and the Commissioner.
 - a. Your communication will allow the Commissioner to keep the Board of Directors informed of happenings in each sport. You are the official liaison for that sport.
4. Shall call coaches meetings, working with the sports committee and the coach's organization regarding the selection of meeting sites, dates, and agenda.
 - a. Shall notify all coaches, athletics administrators and the Commissioner of sites, dates and agenda.
5. Shall conduct all coaches meetings.
6. Shall provide sufficient advance notice of meetings and/or events to enable the athletics administrators and the Commissioner to attend, if they so desire.
7. Shall be responsible for presenting the needs, requests and recommendations of the coaches to the athletics administrators for appropriate action.
8. Shall be responsible to assist the conference office with the maintenance of the sport's operating code, including additional duties, as needed (i.e. mandated schedule).
9. Shall make sure that all details are planned for a championship event.
10. Shall attend and assist the host director with the championship event.
 - a. If, for good reason, you cannot attend the championship or a meeting, it is your responsibility to arrange for an athletics administrator to represent you and carry out your responsibilities.

**PENNSYLVANIA STATE ATHLETIC CONFERENCE
OFFICIATING COMMITTEE**

Statement of Purpose

The Officiating Committee provides the Conference a structure and process, within its bylaws and sports operating codes, that enables it, through its sport committees, athletics administrators, and Commissioner, or their designee(s), to be more accountable for the assigning and evaluation of officials, as well as for the approval of fees for officials services, for the purpose of gaining increased control over the consistent enforcement of established standards of fair play and safe competition, as well as the costs associated with the conduct of athletic contests.

Committee Make-Up

The committee will consist of sport liaisons of all team sports that employ an assignor.

Referral Process

- The committee meets the day prior to each of the fall and spring meetings of the Athletics Administrators. Agenda items for consideration should be forwarded to the chair of the committee in order to accommodate the process.
- All matters from the sports committees regarding officiating are to be brought forward to the committee, before they are introduced to the Athletics Administrators.
- The committee will consider and recommend officiating issues to the athletics administrators.
- All proposed fee restructuring must be considered at the fall meeting of the committee, and subsequently the Athletics Administrators, if it is to be implemented the following academic year.
- Whenever possible, the respective assignor or supervisor of any officiating group should be present at the committee meeting when proposed fee restructuring is introduced. Sport liaisons are permitted to attend committee meetings to discuss sport specific officiating issues.
- Coaches are strictly forbidden to cast votes regarding official's fees or fee restructuring.
- When possible, official's fees will be established for a minimum of three years.

**PENNSYLVANIA STATE ATHLETIC CONFERENCE
EQUAL OPPORTUNITY POLICY STATEMENT**

Pennsylvania State Athletic Conference (PSAC) is committed to providing equal opportunities and equal access to all individuals in compliance with applicable federal, state, and local laws.

PSAC does not discriminate in the conduct of athletic competitions and athletic programs or employment on the basis of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status, family medical history or genetic information, political affiliation or belief, marital status, parental status, or any other characteristic protected under applicable federal, state, or local laws.

PSAC's nondiscrimination policy applies in all aspects of employment including recruitment, hiring, promotions, discipline, terminations, wage and salary administration, benefits, and training.

Inquiries regarding this policy should be directed to the Commissioner, Pennsylvania State Athletic Conference, 204 Ulmer Hall, Lock Haven University, Lock Haven, PA 17745; Telephone: 570-484-2103.

Adopted by the PSAC Board of Directors on May 22, 2018.

**PENNSYLVANIA STATE ATHLETIC CONFERENCE
DISCRIMINATION AND HARASSMENT POLICY**

Policy Statement

Pennsylvania State Athletic Conference (PSAC) seeks to provide a work environment that is free from discrimination and harassment because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status, family medical history or genetic information, political affiliation or belief, marital status, parental status, or any other characteristic protected under applicable federal, state, or local laws. PSAC also seeks to provide a work environment that is free from sexual harassment.

Discrimination and all forms of harassment are prohibited and subject to disciplinary action up to and including termination.

It is the purpose of this policy to define prohibited conduct and provide guidance on the procedures for addressing complaints.

Definitions

For purposes of this policy, "discrimination" is to be construed in accordance with laws applicable to PSAC, including the Pennsylvania Human Relations Act.

Discrimination is generally defined as an adverse action or decision based on or motivated by one of the factors specified in the Policy Statement above.

"Harassment" is a form of discrimination and is generally understood as being serious and persistent or pervasive conduct that has the purpose or effect of interfering with an individual's ability to perform in the work environment. Harassment also includes all forms of bullying such as cyber bullying. Harassment may be verbal, physical, or sexual.

"Sexual harassment" is a form of harassment under this policy and is a form of sex discrimination that is prohibited under applicable law. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other sexual conduct when:

1. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in other PSAC activities; or

2. Submission to, or rejection of, such conduct by an individual is used as the basis or substantial factor in assignment, advancement or evaluation, or in making other employment decisions affecting an individual; or
3. The conduct is so severe or pervasive that it creates a hostile or abusive work environment that unreasonably interferes with work performance or negatively affects an individual's employment opportunities.

Enforcement

PSAC will take action to prevent discrimination and harassment including, if necessary and as appropriate, disciplining any individual whose behavior violates this policy. Discipline may include, but is not limited to, oral or written warning, suspension, and termination.

Retaliation

No retaliatory action is to be taken against any person seeking advice, filing a complaint, or serving as a witness or otherwise cooperating in an investigation of discrimination or harassment. Any person found to have engaged in retaliatory action may be subject to discipline by PSAC.

Retaliation is considered a separate offense from the original complaint, regardless of the outcome of the original complaint.

See, also, PSAC Whistleblower Policy adopted May 15, 2012.

False Charges

Accusations of discrimination and harassment are serious matters. False accusations will not be tolerated and may result in disciplinary action to the extent permitted by law.

PSAC may also take disciplinary action against an individual who knowingly provides false information during the investigation of a complaint of discrimination or harassment.

Prompt Reporting

Because it is in the best interest of all concerned to expeditiously deal with allegations of discrimination and harassment, complainants are strongly encouraged to make reports or complaints to the Chair of the Board of Directors of PSAC as soon as possible after the incident. To the extent possible, complaint investigations and recommendations of findings will be completed within 180 days of the receipt of the complaint. However, PSAC may extend this 180-day period in appropriate circumstances such as the unavailability of witnesses. Both the complainant and the accused will be informed of the outcome upon completion of the process.

The address for reports or complaints is:
Pennsylvania State Athletic Conference
204 Ulmer Hall
Lock Haven University
Lock Haven, PA 17745
Attn: Chair, Board of Directors (CONFIDENTIAL)

The direct mailing address of the Chair of the Board of Directors may be found on PSAC's website: www.psacsports.org

Voluntary Meetings

During informal or formal complaint process, any face-to-face meeting between the complainant and the accused will be on a voluntary basis only.

Confidentiality

In recognition of the seriousness of the matters under this policy, the investigation and proceedings will be confidential to the extent possible with disclosures limited to those individuals who need to know in order to resolve matters. The

complainant and the accused will be encouraged to maintain confidentiality consistent with this provision. In appropriate cases, PSAC may need to proceed with an investigation over the objection of the complainant. PSAC will report matters subject to this policy to law enforcement or other governmental agencies to the extent required by applicable law.

Informal Complaint Procedure

Informal procedures involve efforts to mediate a resolution through the agreement of the complainant and respondent. No investigation, formal findings, or discipline will result from an informal procedure.

A complainant may elect to initiate the informal procedure at the time of filing either an oral or written complaint. After reviewing the complaint, the Chair of the PSAC Board of Directors (or a designee) will contact the accused to arrange a meeting to inform him or her of the nature of the alleged behavior that is the subject of the complaint. If the accused also agrees to the option of resolution by mediation, the Chair of the PSAC Board of Directors (or a designee) will either facilitate a resolution or appoint a mediator.

Since mediation involves mutual consent, either party has a right to withdraw from the informal process. In addition, if the complainant is not satisfied with the outcome of the mediation, he or she may choose to file a formal complaint with an external agency. If the Chair of the PSAC Board of Directors determines that there is a need for a formal investigation, he or she may initiate the formal process.

Formal Complaint Procedure

The following guidelines will apply if the informal complaint procedure is not elected or if the resolution is unsatisfactory.

A complainant initiates the formal complaint procedure by filing a written complaint with Chair of the PSAC Board of Directors, who will inform the accused of the allegations and provide the accused with a copy of the written complaint and a copy of this policy.

The formal complaint process will include an investigation, the scope of which will be determined by the Chair of the PSAC Board of Directors. Investigations will include, but are not limited to, access to records and interviewing the complainant, the accused and others who may have relevant information. The investigation is not intended to interfere with any rights of an individual under state or federal law.

The Chair of the PSAC Board of Directors (or a designee) will make a preliminary determination as to whether the complaint, if proven, would constitute a violation of this policy. If there is insufficient information to warrant a finding of discrimination or harassment, the complainant and the accused will be notified by the Chair of the PSAC Board of Directors that the complaint will be closed.

If there is sufficient evidence to support a finding that this policy may have been violated, the Chair of the PSAC Board of Directors (or a designee) will forward the recommended findings to the entire PSAC Board of Directors which will determine whether and in what manner the accused should be disciplined. The complainant will receive written notification of the final disposition of the complaint at the conclusion of the disciplinary process.

Individuals are encouraged to use procedures under this policy for filing a discrimination or harassment complaint but are not required to do so and may choose to pursue other civil and legal options. The complainant may at any time elect to file a complaint with an external agency responsible for enforcing laws regarding discrimination or harassment. This filing should generally take place within 180 days of the date of the alleged incident or knowledge of the alleged incident.

The applicable agencies and their websites provide more information:

Pennsylvania Human Relations Commission: <http://www.phrc.pa.gov/Pages/default.aspx>

Equal Employment Opportunity Commission: <https://www.eeoc.gov>

Conflicts of Interest

If the Chair of the PSAC Board of Directors is unable to perform his or her duties under this policy or is the subject of the complaint, the Vice Chair of the PSAC Board of Directors shall act in his or her place.

Student Complaints

If a complaint of discrimination or harassment is made against a representative of PSAC by a student, the complaint will be handled in accordance with the procedures stated in this policy. For this purpose, a representative of PSAC includes a director, officer, employee, or agent of PSAC.

Students making a complaint of discrimination or harassment against an individual who is not a representative of PSAC will generally be directed to contact the office of the vice president for student life or dean of students or equivalent office of the institution attended by the student. If the complaint involves an activity sponsored by PSAC, PSAC will cooperate with the student's institution to resolve the matter.

Adopted by the PSAC Board of Directors on May 22, 2018.

PENNSYLVANIA STATE ATHLETIC CONFERENCE TRANSGENDER STUDENT-ATHLETE POLICY

Policy Statement

Pennsylvania State Athletic Conference (PSAC) adopted a Statement of Core Values on May 18, 2010. First among the list of Core Values is a commitment to establish and maintain policies and procedures that ensure student-athlete welfare.

PSAC adopted an Equal Opportunity Policy Statement on May 22, 2018 that commits PSAC to provide all student-athletes with an equal opportunity to participate in athletics free from discrimination and harassment because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status, family medical history or genetic information, political affiliation or belief, marital status, parental status, or any other characteristic protected under applicable federal, state, or local laws.

PSAC prohibits discrimination and all forms of harassment in intercollegiate athletics conducted under its sponsorship.

Consistent with National Collegiate Athletic Association (NCAA) guidelines and best practices, PSAC seeks to encourage the participation of transgender students-athletes in PSAC-sponsored athletic competitions and programs.

The PSAC will follow NCAA Guidelines and Policies regarding the inclusion and participation of transgender student-athletes as adopted by the NCAA Board of Governors on January 19, 2022.

NCAA Guidelines and Policies:

<https://www.ncaa.org/sports/2022/1/27/transgender-participation-policy.aspx>

Adopted by the PSAC Board of Directors on May 22, 2018.

Revised by the PSAC Board of Directors Executive Committee on January 31, 2022

Related PSAC Policies:

Discrimination and Harassment Policy adopted May 22, 2018.

Equal Opportunity Policy Statement adopted May 22, 2018.

Sportsmanship & Conduct Policy adopted May 17, 2016.

Statement of Core Values adopted May 18, 2010.

Whistleblower Policy adopted May 15, 2012.

**PENNSYLVANIA STATE ATHLETIC CONFERENCE
MENTAL HEALTH BEST PRACTICES CHECKLIST**

1. Clinical Licensure of Practitioners Providing Mental Health Care

- A. Mental health care of student-athletes should be done in collaboration with the primary athletics health care providers (athletic trainers and team physicians) and the licensed practitioners who are qualified to provide mental health services.
- B. Formal mental health evaluation and treatment for student-athletes is provided ONLY by practitioners who are qualified to provide mental health services (clinical or counseling psychologists, psychiatrists, licensed clinical social workers, psychiatric mental health nurses, licensed mental health counselors, board certified primary care physicians with core competencies to treat mental health disorders.)
- C. Individuals providing mental health care to student-athletes have autonomous authority, consistent with their professional licensure and professional ethical standards, to make mental health management decisions for student-athletes.
- D. Individuals providing mental health care to student-athletes should have cultural competency in treating student-athletes from diverse racial, ethnic, gender identified, and other unique cultural experiences influencing help-seeking.
- E. Individuals providing mental health care to student-athletes ideally should have cultural competency in working with collegiate student-athletes, as evidenced by professional training related to athletics, continuing education courses related to athletics or other professional development activities or experiences related to athletics.

2. Procedures for Identification and Referral of Student-Athletes to Qualified Practitioners

i. Mental Health and Catastrophic Emergency Action Plan (MHCEAP) that specifies:

- A. Situations, symptoms or behaviors that are considered mental health emergencies.
- B. Written procedures for management of the following mental health emergencies:
 - 1) Suicidal and/or homicidal ideation.
 - 2) Sexual assault
 - 3) Highly agitated or threatening behavior, acute psychosis or paranoia.
 - 4) Acute delirium/confusional state.
 - 5) Acute intoxication or drug overdose.
- C. Situations in which the individual responding to the crisis situation should immediately contact emergency medical services (EMS).
- D. Individuals responding to the acute crisis should be familiar with the local municipality protocol for involuntary retention, e.g., if the student-athlete is at risk of self-harm or harm to others.
- E. Situations in which the individual responding to the crisis situation should contact a trained on-call counselor.
- F. Identifying trained on-call counselors who will be able to provide direct and consultative crisis intervention
- G. Identify the appropriate chain of contacts for notification.
- H. The management expectations of each stakeholder within athletics during a crisis situation.
- I. Specific steps to be taken after an emergency situation has resolved to support the student-athlete who has experienced the mental health emergency.
- J. A procedure for reviewing preventive and emergency procedures after the resolution of the emergency situation.
- K. A formal policy for when student-athlete family members will be contacted in the event of a mental health emergency.

ii. Routine Mental Health Referral Plan that specifies: _

- A. Situations, symptoms or behaviors that may indicate a possible nonemergency mental health concern.
- B. The licensed mental health professional to whom student-athletes with possible nonemergency mental health concerns should be referred.
- C. Who should be responsible for making the referral to a licensed practitioner and who is qualified to provide mental health services.

iii. Communication about mental health management plans:

- A. MHCEAPs are provided to all stakeholders within athletics who work with student-athletes, clearly specifying each stakeholder's role in managing a crisis situation.
- B. Annual communication is conducted with all stakeholders within athletics who work with student-athletes about the importance of reviewing their role in all emergency action plans – specifically the MHCEAP.
- C. All stakeholders within athletics who work with student-athletes are provided with written instructions about the practitioners to whom student-athletes with potential non-emergency mental health concerns should be referred.

3. Pre-Participation Mental Health Screening

- A. Screening questionnaire(s) for mental health disorders are considered as part of the pre-participation exam and should be completed annually at minimum. However, it is the recommendation of this subcommittee that regular screens be performed as certain mental health conditions change frequently.
- B. A procedure is established for when and to whom symptomatic or at-risk student-athletes identified through this screening process will be referred.
- C. All decisions related to what approach will be taken to screening (including what screening instrument to consider and what responses or scores on this instrument warrant further follow-up) will be made by the primary athletics health care providers (athletic trainers and team physicians) in collaboration with the licensed practitioners who are qualified to provide mental health services.

4. Health Promoting Environments that Support Mental Well-Being and Resilience

- A. The primary athletics health care providers and the licensed practitioners who are qualified to provide mental health services to student-athletes meet on an annual basis and develop strategies for educating student-athletes about institutional procedures for mental health referrals and management.
- B. All SAAC representatives and student-athletes receive information on an annual basis about:
 - 1) Signs and symptoms of mental health disorders and how to obtain mental health guidance from the primary athletics health care providers (athletic trainers and team physicians) and licensed practitioners who are qualified to provide mental health services.
 - 2) Programming about preventing and responding to sexual assault, interpersonal violence and hazing.
 - 3) Programming about peer intervention in the event of teammate mental health distress.
- C. All coaches and faculty athletics representatives receive information on an annual basis about:
 - 1) Programming to support appropriate first response to emergency situations.
 - 2) Signs and symptoms of mental health disorders.
 - 3) The importance of, and how to, create a positive team culture that promotes personal growth, autonomy and positive relations with others.
 - 4) Information about sexual assault, interpersonal violence and hazing.
 - 5) How to encourage and support team members who are facing mental health challenges to seek appropriate management and referrals from the primary athletics health care providers (athletic trainers and team physicians) and licensed practitioners who are qualified to provide mental health services.
 - 6) The specific referral process that coaches should follow if they are concerned about a student-athlete's mental health.
 - 7) The importance of understanding and helping to minimize the possible tension that can exist in student-athletes about adverse consequences for seeking mental health care.

*Adapted from the NCAA Mental Health Best Practices Guide
Recommended for Adoption by PSAC ATCs February 2017
Adopted PSAC Board of Directors May 2017
Full Institutional Implementation August 2018*

**PENNSYLVANIA STATE ATHLETIC CONFERENCE
CONCUSSION POLICY**

That in light of the recent release of the inter-association guidelines (NCAA Release July 2014), PSAC member institutions include in their NCAA-mandated Concussion Management Plan, consultation with academic services and other support accommodations on-campus as appropriate, for student-athletes that are diagnosed with concussions that may impact their academic success. A review of the institutional policies should be completed by January 30, 2015 with documentation from the institution's president indicating the review and particular features outlined by the Health & Safety Committee have been implemented.

The features outlined by the Health & Safety Committee include:

- a) An annual appropriate educational component incorporated for faculty, staff, coaches, administrators and student-athletes
- b) A mechanism on campus to notify a student-athlete's professors, through appropriate channels as soon as possible, that an initial diagnosis of a concussion has occurred
- c) An official notification from the Team Physician to professors and other campus personnel that a diagnosis of concussion has been confirmed
- d) That institutions include in their student-athlete waiver packets a release form allowing medical documentation to be shared to appropriate on-campus individuals, if the release of that information benefits the health & welfare of the student-athlete

Adopted by Board of Directors in electronic vote, September 2014

PENNSYLVANIA STATE ATHLETIC CONFERENCE
Policy for the Continuation of Practice and Competition in the Event of Work Stoppage

Purpose: In the event of a work stoppage on a member campus or campuses, this policy will ensure that member institutions continue to conduct practices and competition in a manner that protects the health and safety of student-athletes and fulfills the mission of the Conference. This policy only applies during that period in which a work stoppage is occurring on a member campus or campuses.

1. Clinical Licensure of Practitioners Providing Mental Health Care

- A. Mental health care of student-athletes should be done in collaboration with the primary athletics health care providers (athletic trainers and team physicians) and the licensed practitioners who are qualified to provide mental health services.

1. Resumption of Play/Required Number of Practice Days

- A. If the start of practice is delayed for any reason, teams will be required to follow NCAA preseason acclimatization practice policies for the start of each respective season.
- B. A team will be required to practice 1 day for every 4 days of missed practice prior to any competition after the first five days of practice.

2. Practice Guidelines

- A. It is in the best interest of the student-athletes to continue to focus on conditioning. An institution should determine the best manner in which to conduct conditioning activities in a safe and monitored environment. The presence and availability of a certified athletic trainer for practices should be regulated by policies and practices already in place at the institution.
- B. Under no circumstances should the institution sanction the conduct of a “captain’s practice” led only by student-athletes.
- C. Institution’s MUST review Play and Practice Regulations, particularly required/non-required activities as well as daily and weekly practice/play hour limitations to prevent any NCAA violations.

3. Cancellation, Rescheduling and Forfeiture

- A. In the event conference mandated play is disrupted, the conference will not reschedule any missed contests.
- B. If two PSAC teams are mandated to compete on a given day and one of the teams is not available to play, the team available will be given a win and the unavailable team a loss in the conference standings.
- C. If two PSAC teams are mandated to compete on a given day and BOTH teams are not available, both teams will be given a loss in the conference standings. The conference would determine its conference tournament participants based on winning percentage.
- D. The PSAC will work with teams available for competition to find alternative competition, as needed.
- E. Game Officials will still be paid by the originally scheduled host institution in the event a contest they are scheduled to work is not played.
- F. The conference will not permit institution’s that have failed to make their team(s) available for conference mandated play to participate in NCAA tournament play in those respective sports. Section 14.6 of the PSAC Bylaws states that “a Member’s non-compliance with championship participation rules or participation in mandated regular season competition shall be grounds for probation, suspension, termination, or other disciplinary action approved by the Board or by the Commissioner pursuant to Board-approved policies.” In this case non-participation in the mandated portion of the regular season shall be considered a breach of this regulation and the disciplinary action will be non-participation in NCAA play.

G. The conference will not permit institution's that have failed to meet the NCAA minimum dates of competition for consideration for post-season play for a particular sport to seek a waiver from the NCAA for participation. NCAA Bylaw 18.4.2.1 (a) requires that to be eligible to participate in NCAA play, an institution must be "eligible under the rules of the member conference". An institution that fails to meet NCAA minimum competition dates will be considered ineligible by the conference. For those sports with automatic qualification for the conference champion to the NCAA tournament, in the event a team that wins the conference tournament has failed to meet the mandated schedule, the conference will award its automatic qualification to the highest seeded team that completed its mandated schedule(2).

H. Exceptions to this policy will only be at the discretion of the majority of the Board of Directors.

4. NCAA Eligibility and Waivers

Member institutions and the conference will make every attempt to ensure the continued eligibility of student-athletes. Depending on the situation, the conference and member institutions may need to seek eligibility waivers for student-athletes. In the past, the NCAA has provided waivers for student-athletes that have reached hardships due to events outside the student-athlete's control.

***Approved PSAC Board of Directors 8/8/2005
Amended 9/19/2016
Amended 5/21/2019***