



COMPLIANCE ISSUES & EDUCATION

The Assistant Director of Athletics serves as the Compliance Officer of the Institution and works to ensure all NCAA, MAAC, and Saint Peter's College Rules, Regulations and Policies are adhered to. The use of NCAA Manual, MAAC Manual, NCAA Guidelines to Rules Compliance, NCAA News, and the MAAC Compliance Manual are tools through which the Compliance Officer will develop policies and procedures regarding rules and regulations and ensure that Saint Peter's College complies as necessary.

Rules Education:

All coaches and institutional department liaisons to the Department of Athletics will receive the following educational materials:

- a. NCAA Division I Manual.
- b. Metro Atlantic Athletic Conference Manual.
- c. NCAA News.
- d. Saint Peter's College Department of Athletics Policies and Procedures Manual.
- e. Saint Peter's College Student-Athlete Handbook / Academic Planner
- f. Compliance Department Policies and Procedures Manual.

The Assistant Director of Athletics / Compliance Officer / Senior Woman Administration will conduct monthly educational meetings with various topics pertaining to NCAA rules compliance at Department of Athletics meetings. All institutional department liaisons to the Department of Athletics will be invited to attend the meetings and occasionally speak on meeting topics relevant to their area.

Each team's coaching staff, as a whole, is required to attend 100 percent of the monthly meetings that are scheduled. Each head coach is responsible for making sure a member of their staff is at the meeting and that information is passed along to the entire coaching staff.

Coaches are required to successfully complete the NCAA Coaches Certification Exam. The exam will be scheduled in June or July and subsequent testing dates arranged on an individual basis. Coaches requesting special assistance in preparing for the exam will receive extra educational sessions as necessary prior to the exam. In addition, practice tests and materials will be distributed to all coaches upon receipt from the conference office or via the NCAA web site. It is important to note that a 30-day waiting period between tests is mandated by the NCAA. During that time, all individuals who have failed their initial test will be tutored by the Compliance Officer to prepare them for a retake.

Any coach who does not show up for the exam at the designated scheduled times, and does not make an effort to make special arrangements to take the exam with the Compliance Officer will have their paycheck suspended until the test has been taken.

Sportsmanship: As required by MAAC bylaws, all coaches must sign a sportsmanship statement on an annual basis. The form will be administered to all coaches at the fall meeting.

Gambling: The growing concern of gambling activities has forced additional NCAA legislation for all coaches and department staff members. Any betting on intercollegiate or professional sports teams is unauthorized and will result in the dismissal of the staff member.

Compliance Reviews: As required by the MAAC Manual Bylaw VI-Compliance Program, this institution will participate in the NCAA Conference Compliance Review every fourth year. The MAAC staff will coordinate this review with the Compliance Officer. All individuals (e.g.: Academic / Athletic Coordinator and Financial Aid Liaison) will be notified of the review and will take part as needed.