

I. General

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**CROSS-REFERENCE GUIDE TO VARIOUS MANUALS CITED IN THIS
INTERCOLLEGIATE ATHLETICS POLICY MANUAL**

The Pennsylvania State University Policy Manual and General Forms Usage Guide/Form Locator, available at <http://guru.psu.edu/policies/>.

The Pennsylvania State University Student Code of Conduct and Conduct Procedures, which are available for download at <http://studentaffairs.psu.edu/conduct/>.

The National Collegiate Athletic Association Constitution and Bylaws, which are contained in the NCAA Division I Manual, which is available for download at NCAA.org.

The Big Ten Conference Handbook, a copy of which is available for review at the Pennsylvania State University Athletics Department Compliance Office.

The Pennsylvania State University Code of Conduct for Intercollegiate Athletics, available for download at the website of the Pennsylvania State University Athletics Department, <http://www.gopsusports.com/>.

The Pennsylvania State University Intercollegiate Athletics Policy Manual, a copy of which is available for review at the Pennsylvania State University Athletics Department Compliance Office.

The Pennsylvania State University NCAA Compliance Manual, a copy of which is available for review at the Pennsylvania State University Athletics Department Compliance Office.

The Pennsylvania State University Student-Athlete Handbook and Planner, a copy of which is available for review at the Pennsylvania State University Athletics Department Compliance Office.

The Pennsylvania State University Intercollegiate Athletics Manuals for the Student-Athlete Services Office, Sports Camps, and Morgan Academic Support Center for Student-Athletes, copies of which are available for review at the Pennsylvania State University Athletics Department Compliance Office.

The Collective Bargaining Agreement between the Pennsylvania State University and Teamsters Local Union No. 8 (July 1, 2011 through June 30, 2014), a copy of which is available for download at <http://ohr.psu.edu/assets/employee-relations/documents/TeamstersContract2011-2014.pdf>.

FOREWORD

The purpose of The Pennsylvania State University (“Penn State” or the “University”) Intercollegiate Athletics Policy Manual (“ICA Policy Manual”) is to identify and clearly define basic departmental policies and procedures for the Department of Intercollegiate Athletics (“Athletics Department” or “Department”) at the Penn State-University Park campus. Any mission statement, policies, procedures, and/or code of conduct contained and/or referenced in this ICA Policy Manual should be construed in a manner consistent with the express terms, as well as the spirit and intent of the National Collegiate Athletic Association (“NCAA”) Constitution and Bylaws,¹ which are contained in the NCAA Division I Manual, and of the Big Ten Conference (“Big Ten”) Handbook, the Penn State Code of Conduct for Intercollegiate Athletics, and any applicable University-wide policies and procedures.

The policies and procedures in this ICA Policy Manual are intended to keep Athletics Department personnel, especially new personnel, informed about important NCAA, Big Ten, and University and Athletics Department policies and procedures. Every effort will be made to disseminate written changes in policies and procedures in order to ensure a current and up-to-date operating Manual. Careful adherence to the rules, regulations, and policies included or referenced in this ICA Policy Manual will promote understanding and unity, as well as aid in the attainment of Penn State athletic program goals and objectives.

The primary responsibility of the Athletics Department administration and coaches is to provide proper leadership and create an environment that fosters the opportunity for all “Covered Persons”, as that term is defined below, to achieve personal and professional goals, and to maintain academic and athletic integrity. Departmental administrators, head coaches, and other key personnel will be provided a copy of this Manual, which is to be used in conjunction with existing manuals within the University and the Athletics Department, the University Policy Manual and the University’s Form Locator, and the Penn State Code of Conduct for Intercollegiate Athletics. All employees of the Athletics Department are obligated to become thoroughly familiar with the contents of this ICA Policy Manual.

For further clarification of the policies identified in this Manual, consult the University Website for The Pennsylvania State University Policy Manual and Form Locator, available at <http://guru.psu.edu/>, the NCAA Division I Manual, Big Ten Handbook, and other related materials (e.g., NCAA Compliance, Student-Athlete Services Office, Morgan Academic Support Center for Student-Athletes, and Camps and Clinics) in addition to the Student-Athlete Handbook and Planner, which provide further detail on operational policies and procedures and all of which are listed on the previous page of this Chapter.

¹ See the prior page for a list of where to locate various materials referenced in this ICA Policy Manual.

A. **DEFINITIONS**

For purposes of this ICA Policy Manual:

“Athletics Department” means all University NCAA-sanctioned intercollegiate athletics teams and all persons engaged to perform services for those teams. The Athletics Department does not include events staff, ushers, security personnel, vendors, and other individuals who are engaged on a temporary basis to provide support at University athletic events.

“Athletics Integrity Agreement” means the agreement entered into by and among The National Collegiate Athletic Association, The Big Ten Conference, and The Pennsylvania State University, effective August 29, 2012.

“Athletics Integrity Council” means that body described in Part III B 2 of the Athletics Integrity Agreement, with the powers and duties described in that Part.

“Athletics Integrity Officer” means that individual described in Part III B 1 of the Athletics Integrity Agreement, with the powers and duties described in that Part.

“Covered Persons” means all student-athletes who participate on any University NCAA-sanctioned intercollegiate athletics team; all coaches and all managers of any of the University’s NCAA-sanctioned intercollegiate athletics teams; all University staff and other University employees who are directly involved with any of the University’s NCAA-sanctioned intercollegiate athletics teams; the University’s Board of Trustees individually and collectively (“Board” or “Board of Trustees”); the President of the University; and all members of the Athletics Director’s Executive Committee.

“Institutional Control” means the efforts the University takes to comply with the NCAA Constitution and Bylaws and the Big Ten Handbook, and to detect, investigate, and sanction violations that occur.

“Staff” of the Athletics Department means all Athletics Department employees, except coaches, who are directly involved with any of the University’s NCAA-sanctioned intercollegiate athletics teams, and all managers of any of the University’s NCAA-sanctioned intercollegiate athletics teams.

B. **STATEMENT ON NONDISCRIMINATION AND ON INTOLERANCE**

The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. It is the policy of the University to maintain an academic, athletic, and work environment free of discrimination, including harassment. The University prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, genetic information, national origin, race, religious creed, sex, sexual orientation, gender identity or veteran status, as described in University Policy AD42. The University also

prohibits retaliation due to the reporting of discrimination or harassment. Discrimination or harassment against faculty, staff or students will not be tolerated at Penn State.

The University reserves the right to investigate reported incidents of discrimination or harassment, and those determined to have perpetrated acts of discrimination or harassment will be subject to disciplinary measures up to and including expulsion or termination of employment.

The University is committed to creating an educational environment that is free from intolerance directed toward individuals or groups and strives to create and maintain an environment that fosters respect for others. As an educational institution, the University has a mandate to address problems of a society deeply ingrained with bias and prejudice. Toward that end, the University provides educational programs and activities to create an environment in which diversity and understanding of other cultures are valued.

Acts of intolerance violate the principles upon which American society is built and serve to destroy the fabric of the society we share. Such actions not only do untold and unjust harm to the dignity, safety and well-being of those who experience this pernicious kind of discrimination but also threaten the reputation of the University and impede the realization of the University's educational mission.

An act of intolerance refers to conduct that is in violation of a University policy, rule or regulation and is motivated by discriminatory bias against or hatred toward other individuals or groups based on characteristics such as age, ancestry, color, disability or handicap, genetic information, national origin, race, religious creed, sex, sexual orientation, gender identity, or veteran status.

Sanctions will be imposed for any violation of any provision of the NCAA Constitution or Bylaws, the Big Ten Handbook, and/or any University-wide or Athletics Department policy, rule or regulation related to intolerance.

At the same time, however, the expression of diverse views and opinions is encouraged in the University community. Further, the First Amendment of the United States Constitution assures the right of free expression. In a community that recognizes the rights of its members to hold divergent views and to express those views, sometimes ideas are expressed that are contrary to University values and objectives. Nevertheless, the University may not impose disciplinary sanctions upon such expression when it is otherwise in compliance with University regulations or federal or state law.

C. NON-RETALIATION STATEMENT

The University maintains a strict non-retaliation and non-retribution policy for anyone, including but not limited to any Covered Person who takes any action that he/she reasonably believed to be necessary to uphold or enforce compliance with the Penn State Code of Conduct for Intercollegiate Athletics, the University's obligations under the NCAA Constitution and Bylaws and the Big Ten Handbook, including NCAA and Big Ten principles regarding Institutional Control, responsibility, ethical conduct, and integrity, and this ICA Policy Manual.

This non-retaliation statement shall be subject to University Policy AD67 – Disclosure of Wrongful Conduct and Protection from Retaliation, which is available at <http://guru.psu.edu/policies/AD67.html>.

D. MANDATORY REPORTING

All Covered Persons shall report—anonously, if desired—any suspected violation(s) of the University’s or the Athletics Department’s policies, the NCAA Constitution and Bylaws, the Big Ten Handbook, this ICA Policy Manual, or the Penn State Code of Conduct for Intercollegiate Athletics, or any other conduct that materially undermines the University’s or the Athletics Department’s commitment to its Core Values of integrity, honor and respect.

Reports of suspected violations of NCAA Constitution or Bylaws or the Big Ten Handbook should be made to the office of the Associate Athletic Director for Compliance and Student-Athlete Services, but at the reporter’s option may be made through any one or more of the following methods listed below.

Reports of other suspected violations should be made via any one or more of the following methods, at the reporter’s option:

- (a) to the Athletics Integrity Officer;
- (b) via the University’s Compliance and Ethics Hotline (<http://www.psu.edu/ur/hotline.html>);
- (c) through the procedures set forth under University Policy AD 67, “Disclosure of Wrongful Conduct and Protection from Retaliation,” (<http://guru.psu.edu/policies/AD67.html>); or
- (d) through any other University procedure for reporting suspected misconduct, such as filing a report with the Office of Student Conduct (<http://studentaffairs.psu.edu/conduct/formsandbrochures.shtml>), the University Police (<http://www.police.psu.edu/witness/form.shtml>), or the Affirmative Action Office (<http://equity.psu.edu/reporhate>).

In addition to the mandatory reporting obligations above, all Covered Persons shall be subject to University Policy AD74 – Compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (the “Clery Act”), which is available at <http://guru.psu.edu/policies/AD74.html>. The Clery Act requires the University to report specified crime statistics on the University campus and areas within the same reasonably contiguous geographic area of the campus, and to provide other safety and crime information to members of the campus community. Consistent with the Clery Act and Policy AD74, all Covered Persons shall promptly report to a Campus Security Authority, as that term is defined in University Policy AD74, any suspected Clery Act-related crime, which includes criminal homicide (murder and both negligent

and non-negligent manslaughter), sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, and hate crimes.

E. CONSEQUENCES FOR VIOLATING THE POLICIES, PROCEDURES, OR CODE OF CONDUCT CONTAINED OR REFERENCED IN THIS ICA POLICY MANUAL

Any Covered Person found to have violated any policy, procedure, or code of conduct contained or referenced in this ICA Policy Manual may be subject to a disciplinary action as permitted by the NCAA, the Big Ten, and/or the University. For applicable disciplinary action(s) permitted by the NCAA and/or the Big Ten, please consult the NCAA Constitution and Bylaws and the Big Ten Handbook, and for applicable University disciplinary procedures/policies, please consult University Human Resources Policies and Guidelines, which are available at <http://guru.psu.edu/policies/#HUMAN>, and the University Student Code of Conduct and Conduct Procedures. In addition, any Covered Person found to have violated this ICA Policy Manual may be required to attend additional training sessions relating to the implementation of the Manual.

If the Covered Person who has been found to have committed any such violation is an employee of the University, the disciplinary action may include, but is not limited to, a verbal warning, written reprimand to be placed in the employee's personnel file, suspension with or without pay, or immediate termination.

If the Covered Person who has been found to have committed any such violation is a student-athlete, the disciplinary action may include, but is not limited to, a verbal warning, suspension from play and other team-related activities, termination of scholarship, or immediate expulsion from the University.

If the Covered Person who has been found to have committed any such violation is a member of the Board of Trustees, the disciplinary action may include the full range of sanctions that may be applicable to a Board member.

F. THE UNIVERSITY'S MISSION STATEMENT

Penn State is a multicampus public research university that educates students from Pennsylvania, the nation and the world, and improves the wellbeing and health of individuals and communities through integrated programs of teaching, research, and service.

Our instructional mission includes undergraduate, graduate, professional, and continuing education offered through both resident instruction and online delivery. Our educational programs are enriched by the cutting edge knowledge, diversity, and creativity of our faculty, students, and staff.

Our research, scholarship, and creative activity promote human and economic development, global understanding, and progress in professional practice through the expansion of knowledge and its applications in the natural and applied sciences, social sciences, arts, humanities, and the professions.

As Pennsylvania's land-grant university, we provide unparalleled access and public service to support the citizens of the Commonwealth. We engage in collaborative activities with industrial, educational, and agricultural partners here and abroad to generate, disseminate, integrate, and apply knowledge that is valuable to society.

G. THE ATHLETICS DEPARTMENT'S MISSION STATEMENT

Consistent with the institutional mission of the University, the Athletics Department strives for excellence by offering all students model programs to develop meaningful standards of scholarship, athletic performance, leadership, community service, ethical and sports-like conduct within the institution's educational and social environments. The Athletics Department is committed to creating a climate for students and staff that reflects diverse values and needs; fosters an appreciation of a multicultural human society; assures equal access to athletic and academic opportunities without regard to personal characteristics or ability; and seeks greater involvement with an increasingly interdependent world.

H. THE ATHLETICS DEPARTMENT'S VISION STATEMENT

The vision of the Athletics Department is to maintain a broad-based program the equal of any in the nation; to achieve the most favorable graduation rate possible for student-athletes; to aid in the social preparation of young people for the diverse world they are about to enter; to create an awareness of public service and the importance of participation in community outreach; to field teams that compete at the highest levels of national and conference play; to encourage individual excellence and the esteem that follows; to provide recreational facilities and opportunities to address numerous interest areas; and to entertain the University student body and staff, alumni and fans with a consistently high level of competition that does not compromise the integrity that has characterized the Penn State athletics program from its inception.

I. THE ATHLETICS DEPARTMENT'S CORE VALUES

The Athletics Department's core values – Integrity, Honor, and Respect – reflect those principles that serve as our measure of success, regardless of the outcome on the field. Core values define who we are, not how we did. Core values are those attributes that, whether experiencing the highest high or the lowest low, will not be compromised or abandoned.

J. THE ATHLETICS DEPARTMENT'S GOALS

- To ensure that all student-athletes receive equitable treatment with equal access to the highest quality coaching, medical care, academic support programs, facilities and equipment.
- To attain national prominence for academic and athletic achievement.
- To encourage student-athletes, coaches and administrators to engage in meaningful service activities to create a healthy and productive environment

between the University and the community.

- To offer numerous and varied club, intramural sports and recreational programs that respond to student interest and afford maximum participation by Penn State students and staff.
- To operate the athletic program in a fiscally-sound fashion, managing resources in a manner that will produce the most beneficial yield for the student-athletes, coaches and Staff.
- To continue the process of creating a culturally diverse Staff that reflects the student-athlete population and responds to the ethnic make-up of the University and the surrounding community.
- To field an athletic program that is representative of the University, its student body and its alumni worldwide and one that competes on an annual basis for the National Association of Collegiate Directors of Athletics Directors Cup, representative of all-sports supremacy in intercollegiate athletics.
- To maintain and enhance Penn State's traditional standards of Institutional Control.
- To comply fully with the NCAA Constitution and Bylaws, the Big Ten Handbook, the Penn State Code of Conduct for Intercollegiate Athletics, this ICA Policy Manual, and all applicable University-wide and Athletics Department policies and procedures, as well as the principles regarding Institutional Control, responsibility, ethical conduct, and integrity reflected in the NCAA Constitution and Bylaws and the Big Ten Handbook.

K. STATEMENT OF NCAA MEMBERSHIP

Penn State, as a Division I-A member of the NCAA, endorses the Division I Philosophy Statement as stated in the NCAA Manual and below as a guide for maintaining high quality programs within the Penn State Athletics Department.

As a member of Division I, the University:

1. Subscribes to high standards of academic quality, as well as a breadth of academic opportunity.
2. Maintains high[est] standards of athletics and academic integrity.
3. Strives in its athletics program for regional and national excellence and prominence. Accordingly, its recruitment of athletes and its emphasis on and support of its athletics program are—in most cases—regional and national in scope.
4. Recognizes the dual objective in its athletics program of serving both the

University community (participants, student-body, faculty-staff, and alumni) and the general public (community, area, Commonwealth, and Nation).

5. Believes in offering extensive opportunities for participation in varsity intercollegiate athletics for both men and women.
6. Sponsors at the highest feasible level of intercollegiate competition one or both of the traditional spectator-oriented, income-producing sports of football and basketball.
7. Believes in scheduling its athletics contests primarily with other members of Division I, especially in the emphasized, spectator-oriented sports, as a reflection of its goal of maintaining an appropriate competitive level in its athletics program.
8. Strives to finance its athletics program insofar as possible from revenues generated by the program itself. All funds supporting athletics are controlled by the institution.
9. Understands, respects, and supports the programs and philosophies of other divisions. Occasionally, institutions from other divisions or athletic associations will seek membership in Division I. In such cases, the applicants should be required to meet, over a period of time, prescribed criteria for Division I membership in order to ensure that such institutions agree and comply with the principles and program objectives embodied in this statement.

L. STATEMENT OF BIG TEN GUIDING PRINCIPLES

The overall Principles contained in the Statement of Guiding Principles for the Big Ten Conference are as follows:

- Academic Priority
The Big Ten Conference recognizes the transcendent priority of a student-athlete's academic collegiate experience. It places its highest values upon high academic values. The student-athlete is student first, athlete second.
- Class Time Precedence
Big Ten student-athletes have the right to regularly prepare for and attend classes and final examinations without significant interruption from athletic participation. Each Conference member institution will adopt and adhere to policies which respect the academic priority of its student-athletes.
- Graduation Commitment
Each institution will provide every student-athlete the opportunity to earn a baccalaureate degree. Each student-athlete shall take full advantage of the opportunity to complete a degree successfully.
- Institutional Responsibility
The Big Ten Conference recognizes the imperative of Institutional Control over

intercollegiate athletics programs.

- Presidential Authority and Faculty Control
The governance of the Big Ten Conference depends on the concept of presidential or chancellorian authority. The principle of faculty control of the Joint Group shall be effectuated by authority delegated by the Council of Presidents. Further, member institutions should select Faculty Representatives for a significant number of years, so as to achieve continuity in the carrying forth of Conference academic principles and priorities and to permit the development of experienced faculty athletic leaders for both the Conference and the NCAA.
- National leadership
The Big Ten Conference, the Commissioner, the Conference office staff and its constituent members shall play an active leadership role in representing the values of its institutions in intercollegiate athletics at the national level.
- Diverse Representation
The Joint Group shall assure that the viewpoints of diverse groups in the Big Ten are considered in the governance of the Conference.
- Sports-like Behavior
The student-athletes of a member institution and individuals employed by or associated with that institution shall conduct themselves with honesty and sports-like behavior in accordance with the rules and agreements of the Big Ten Conference.
- Gambling
The Big Ten Conference has an affirmative responsibility to respond to violations of NCAA gambling legislation by student-athletes, athletics department Staff, and conference office staff members.
- Drug Testing
The Big Ten Conference values “drug free” participation and is concerned with the impact of the use of NCAA-banned substances on the physical and psychological well-being of its student-athletes and the integrity of intercollegiate competition. As such, the Conference has an affirmative responsibility to complement the efforts of its member institutions, the NCAA, and other national and international sports governing bodies to address the use of performance enhancing drugs.
- Equity
All member universities shall assure the fair distribution of resources, access to facilities, and treatment of student-athletes and personnel. The Big Ten acknowledges a responsibility to assert the value of achieving equal participation by men and women in intercollegiate sports.
- Competitive-Broad-Based Equity

The Conference is committed to providing broad-based equitable opportunities for men and women student-athletes, coaches, and administrators.

- Student-Athlete Experience
The intercollegiate athletics program of each member institution shall be conducted in a manner designed to protect and enhance the academic, physical, and social development of its student-athletes.
- Competition-Championships
The determination of a championship(s) in each Conference sport is an historic and valuable function of the Conference. The Conference championship represents the culmination of each season's competitive efforts for the vast majority of Big Ten student-athletes. The student-athletes' participation in determination of the Conference champion shall reflect the high value the Conference places on these events.
- Competition-Anti-Discrimination
The Big Ten Conference shall not schedule any regular season or postseason Conference competition at sites, venues, or facilities which result in discrimination on the basis of race, gender, national origin, or religion.

Each Big Ten institution shall have-a written policy which prohibits student-athletes representing the institution from participation at sites, facilities, or venues which have membership requirements or practices which result in discrimination on the basis of race, gender, national origin or religion.
- Competition-Business Affairs
The Conference athletics administrators and Conference office shall make every effort in the management and administration of the existing television agreements and related schedules to reduce missed class time and other intrusions into student life.
- Conference Finances
All member institutions share equally in supporting the cost of Conference office operations.
- Governance Involvement
Each member of the Joint Group has an affirmative obligation to accept and participate in various ad hoc, standing, or governance committee assignments.
- Business -Revenue Sharing
The Conference shall promote competitive equality and collegiality through distribution of televised revenues, tournament and bowl receipts, and football gate receipts. The principle of nourishing and maintaining the concept of the Conference shall have priority in the distribution of revenue.

M. **PRINCIPLES OF INSTITUTIONAL CONTROL**

Penn State is committed to the principles of Institutional Control and believes that the principle of shared compliance responsibilities is a critical component to the maintenance of Institutional Control. The University President, the Board of Trustees (individually and collectively), Athletics Department administrators, coaches, managers, Staff members, athletics support groups, student-athletes, and any other University staff and employees who are directly involved with any of the University's NCAA-sanctioned intercollegiate athletics teams are all individuals and groups representing Penn State's athletics interests and are responsible for ensuring Penn State's commitment to the integrity of the institution and its intercollegiate athletics program.

In determining whether there has been a lack of Institutional Control when a violation of NCAA or Big Ten rules or regulations has been found, it is necessary to ascertain what formal institutional policies and procedures were in place at the time the violation occurred and whether those policies and procedures, if adequate, were being monitored and enforced. It is important that policies and procedures be established so as to deter violations and not merely to discover their existence after they have taken place. In a case where a violation took place but proper procedures existed and were appropriately enforced, especially when the procedures resulted in the prompt detection, investigation, and reporting of the violation, a lack of Institutional Control would not be the cause of such violation.

The University has developed a strong commitment to maintaining Institutional Control of its athletics program by:

1. Sharing responsibility for compliance throughout the institution;
2. Establishing a system of sound policies and procedures that will help ensure compliance with the NCAA Constitution and Bylaws, Big Ten Handbook, the Penn State Code of Conduct for Intercollegiate Athletics, this ICA Policy Manual, and both University-wide and any other Athletics Department policies and procedures;
3. Auditing and evaluating its compliance program to ensure that adequate internal controls are in place; and
3. Creating the position of Athletics Integrity Officer; and
4. Forming the Athletics Integrity Council;

The principles of Institutional Control mandate that it shall be the responsibility of all "Covered Persons":

1. To adhere to and enforce the NCAA Constitution and Bylaws, the Big Ten rules and regulations, the Big Ten Handbook, this ICA Policy Manual, the Code of Conduct for Intercollegiate Athletics, and any and all applicable University-wide and other Athletics Department policies or procedures;

2. To report any information concerning any violation or any possible violation of the NCAA Constitution and Bylaws, the Big Ten rules and regulations, the Big Ten Handbook, this ICA Policy Manual, the Code of Conduct for Intercollegiate Athletics, and any and all applicable University-wide or other Athletics Department policies and procedures;
3. To make all required reports and take prompt and appropriate remedial action whenever he or she finds that it is more likely than not a violation has occurred; and
4. To take appropriate action so that a student-athlete who has been determined to be ineligible or competed while ineligible, is withheld from further competition.

N. SPORTS SPONSORSHIP AND CONFERENCE AFFILIATIONS

Penn State sponsors 31 varsity sports. Their conference affiliations are as follows:

<u>Men's Sports</u>	<u>Conference Affiliation</u>
Baseball	Big Ten Conference
Basketball	Big Ten Conference
Cross Country	Big Ten Conference
Fencing	Independent, Mid-Atlantic Region
Football	Big Ten Conference
Golf	Big Ten Conference
Gymnastics	Big Ten Conference
Ice Hockey	Independent
Indoor Track	Big Ten Conference
Lacrosse	Colonial Athletic Association
Outdoor Track	Big Ten Conference
Soccer	Big Ten Conference
Swimming	Big Ten Conference
Tennis	Big Ten Conference
Volleyball	Eastern Intercollegiate Volleyball Association
Wrestling	Big Ten Conference
<u>Women's Sports</u>	<u>Conference Affiliation</u>
Basketball	Big Ten Conference
Cross Country	Big Ten Conference
Fencing	Independent, Mid-Atlantic Region
Field Hockey	Big Ten Conference
Golf	Big Ten Conference
Gymnastics	Big Ten Conference
Ice Hockey	College Hockey America
Indoor Track	Big Ten Conference
Lacrosse	American Lacrosse Conference
Outdoor Track	Big Ten Conference

Soccer	Big Ten Conference
Softball	Big Ten Conference
Swimming	Big Ten Conference
Tennis	Big Ten Conference
Volleyball	Big Ten Conference

0. ORGANIZATIONAL STRUCTURE OF PENN STATE ATHLETICS DEPARTMENT

As the executive officer for Intercollegiate Athletics, the Director of Athletics is responsible for administering both the men's and women's athletic programs, which includes establishing policies and overseeing business operations, personnel, and public relations. The Director of Athletics reports to the University President on budgetary, fiscal and non-academic personnel matters as well as on organization and policy matters.

II. Rights & Responsibilities

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A. Anti-hazing policy

For purposes of this Section:

“Hazing” means, consistent with the Pennsylvania Anti-hazing Law, 24 P.S. § 5351 et seq. and any applicable University policy, any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student or that willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by Penn State, including, without limitation, the University’s NCAA-sanctioned Division I intercollegiate athletics teams. The term “Hazing” includes, but is not limited to:

1. Any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics that are not part of an official or coach-sanctioned strength and conditioning program, or exposure to the elements;
2. Forced consumption of any food, liquor, drug or other substance, or any other forced physical activity that could adversely affect the physical or mental health or safety of the individual;
3. Any activity that would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other forced activity that could adversely affect the mental health or dignity of the individual;
4. Any willful destruction or removal of public or private property;
5. Placing an individual in a situation of actual or simulated peril or jeopardy;
6. Undignified stunts or methods, either private or public and/or any ordeal that is in any respect indecent or shocking to moral, cultural, or religious scruples or sensibilities; and
7. Kidnapping and paddling.

Any activity as described above upon which the initiation or admission into or affiliation with or continued membership in a recognized student organization, including the University’s NCAA-sanctioned Division I intercollegiate athletics teams, is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

The University and the Athletics Department maintain a strict anti-hazing policy. Thus, Covered Persons, either individually or as part of a group, shall not engage in Hazing. Any Covered Person engaging in any conduct or action that constitutes Hazing may be subject to civil or criminal liability under Pennsylvania’s Anti-hazing Law, 24 P.S. § 5351 et seq., or otherwise in accordance with state law, in addition to any applicable sanction imposed by the University and/or the Athletics Department.

Hazing is a fundamental violation of human dignity and is illegal, discriminatory, and destructive to team unity. Covered Persons are expected to report incidents of Hazing. The report of a possible allegation will be thoroughly investigated. Should a student-athlete subject to the complaint be found guilty, the student-athlete may be suspended from the team in addition to any other applicable sanctions under the University Student Code of Conduct and Conduct Procedures, which are available at for download at <http://studentaffairs.psu.edu/conduct/>.

B. EMPLOYEE RIGHTS AND RESPONSIBILITIES

1. Equal Opportunity

Penn State is an equal opportunity employer and, as such, takes affirmative action to ensure that applicants for employment are considered, and employees are treated, in compliance with the U.S. Constitution and the Constitution of Pennsylvania, applicable state and federal laws governing equal employment opportunity and non-discrimination in employment on the basis of age, ancestry, color, disability or handicap, genetic information, national origin, race, religious creed, sex, sexual orientation, gender identity, or veteran status. *See* University Policy AD42 and HR01.

It is the policy of Penn State to provide equal opportunity in all terms and conditions of employment, for all persons, as described in the University's human resources policies and procedures, which are available at <http://guru.psu.edu/policies/#HUMAN>. The intent of this policy is to prohibit discrimination (including sexual harassment) and to promote the full realization of equal employment opportunity through a continuing affirmative program in each administrative unit outlined in the Plan. This policy of equal opportunity applies to, and must be an integral part of, every aspect of personnel policy and practice in the employment, development, advancement, and treatment of employees, applicants for employment at the University, and student-athletes.

2. General

In addition to the Penn State University Policy Manual and its General Forms Usage Guide/Form Locator, which provide in-depth conditions for employment, the Athletics Department is committed to uphold the Constitution and Bylaws of the NCAA, the Big Ten Handbook, all applicable University-wide policies and procedures, the Penn State Code of Conduct for Intercollegiate Athletics, this ICA Policy Manual, and any other Athletics Department policy or procedure. Thus, this Chapter of the ICA Policy Manual provides a brief overview of rights and responsibilities under some of those documents as well as explains the additional responsibilities and conditions of employment within the Athletics Department.

3. Coaches/Staff Responsibilities and Authority

- a. Coaches and Staff of the Athletics Department must be leaders not only in promoting the high academic standards of the University, but also in supporting Penn State's commitment toward athletic excellence by complying with the NCAA Constitution and Bylaws, the Big Ten Handbook, the policies and procedures of the University and the Department, including this ICA Policy Manual and the Penn State Code of Conduct for Intercollegiate Athletics, and self-imposed standards of high moral and ethical conduct.
- b. The performance evaluations of athletic coaches and Staff shall be based, in part, on the individual's promotion of, and adherence to, the NCAA Constitution and Bylaws, the Big Ten Handbook, and the policies and procedures of the University and the Department, including this ICA Policy Manual and the Penn State Code of Conduct for Intercollegiate Athletics.
- c. Coaches/Staff also have other important responsibilities in a number of areas. They have the responsibility to provide the public with a quality program and to represent the Athletics Department, the University, and the Commonwealth of Pennsylvania in a manner that will enhance and promote confidence in the Penn State athletic program. Coaches/Staff have the responsibility to take a sincere interest in both the academic and athletic activities of all student-athletes and to ensure that each individual is treated with fairness and provided with the optimal opportunity to excel. They have the responsibility to operate all programs and activities within the NCAA Constitution and Bylaws, the Big Ten Handbook, and the policies and procedures of the University and the Department, including this ICA Policy Manual and the Penn State Code of Conduct for Intercollegiate Athletics.
- d. Coaches at Penn State must sign the "Additional Terms and Conditions for University Coaches" form prior to employment. This form represents the coach's acknowledgment of the additional conditions of employment by the Penn State Athletics Department and his/her agreement to comply with the NCAA Constitution and Bylaws, the Big Ten Handbook, and the policies and procedures of the University and the Department.

Coaches shall report by December 31 each year, on a form provided by the University, all athletics-related income and receipt of items of value from any source(s) outside the University, for the period of July 1 of the prior calendar year through the next June 30. *See* NCAA Bylaw 11.2.2. The completed form shall be submitted to the Director of Athletics, who shall forward all such forms for that year to the President of the University by the next January 15.

- e. Coaches/Staff shall comport themselves with honesty and sports-like conduct at all times, in a manner representative of the honor and dignity of fair play and generally recognized high standards associated with wholesome competitive sports.
- f. Coaches/Staff shall act in a manner consistent with the NCAA Constitution and Bylaws, the Big Ten Handbook, the University Policy Manual, this ICA Policy Manual, the Code of Conduct for Intercollegiate Athletics, and/or any other applicable University and/or Athletics Department policies and procedures. *See, e.g.*, NCAA Bylaws 10.02 and 10.3 (impermissible wagering), NCAA Bylaw 11.1.3 (impermissible use of NCAA affiliation for endorsement of products and/or services), NCAA Bylaws 11.3.2.1 through 11.3.2.8 (permissible and impermissible income and remuneration).
- g. Coaches shall, in the event a student-athlete has violated the NCAA Constitution and/or Bylaws, the Big Ten Handbook, and/or any applicable University or Athletics Department policy or procedure, immediately report any such violation to the appropriate University and/or Athletics Department personnel.
- h. Coaches shall immediately report to the Athletics Director or his designee any significant disciplinary sanction imposed on a student-athlete, including but not limited to dismissal from the team.
- i. Coaches shall immediately report to the Athletics Director or his designee any significant incident or any other incident that may reflect upon the reputation and/or interests of the University and/or the Athletics Department.

A coach or Staff member found in violation of the above rules, the NCAA Constitution and Bylaws, the Big Ten Handbook, and/or the policies and procedures of the University and/or the Department shall be subject to appropriate disciplinary or corrective action, as determined by Penn State or the Athletics Department, or both, including, but not limited to, termination of employment and those actions set forth in the enforcement provisions of the NCAA Constitution and Bylaws.

4. Team Rules

All head coaches of the University's NCAA-sanctioned intercollegiate athletics teams shall have the discretion to establish team rules but shall implement and enforce those rules consistently across similar sets of circumstances under which any particular team rule has been violated. Coaches shall enforce the rules without regard to the athletic ability of any particular student-athlete. In the event a student-athlete has violated a team rule or any applicable University or Athletics Department policy or procedure, the head coach of the student-athlete's sport

shall immediately report any such violation to the appropriate Athletics Department personnel and shall impose a penalty that is consistent with sanctions applicable University-wide to other students but may, in the coach's discretion, impose a harsher sanction.

Although it is recognized that head coaches have the discretion to establish team rules, it is recommended that the rules that are established contain, at a minimum, the following provisions:

- a. That the student-athlete must abide by the NCAA Constitution and Bylaws, the Big Ten Handbook, the Penn State Code of Conduct for Intercollegiate Athletics, and any and all applicable University and Athletics Department policies and procedures, including this ICA Policy Manual, and the University Student Code of Conduct;
- b. That the student-athlete shall regularly attend classes and study hall hours;
- c. That the student-athlete shall seek academic assistance in the event that he/she has received a failing grade on any test, quiz, or midterm, or final examination; and
- d. That the student-athlete shall respect the dignity of all persons regardless of the person's age, ancestry, color, disability or handicap, genetic information, national origin, race, religious creed, sex, sexual orientation, gender identity, or veteran status.

4. Human Resources

Except as expressly noted below, as employees of a University department, Athletics Department employees are governed by University human resources policies and procedures, *see* <http://guru.psu.edu/policies/#HUMAN>, and, where applicable, the Collective Bargaining Agreement between Penn State and Teamsters Local Union No. 8 (July 1, 2011 through June 30, 2014) ("Union Contract"), a copy of which is available for download at <http://ohr.psu.edu/assets/employee-relations/documents/TeamstersContract2011-2014.pdf>.

5. Parking

Parking also is governed by University policies and procedures. *See* <http://guru.psu.edu/policies/#BUSINESS>.

6. Key Security and Access

Key security and access also are governed by University policies and procedures. *See* <http://guru.psu.edu/policies/#SAFETY>.

7. Data Security

The University has established policies and guidelines for the protection and retention of information processed and stored by the University. This includes all data in any form (paper, film, videotape, electronic, etc.) owned by the University, including the Athletics Department, and used to conduct University or Department business. Please refer to the following University policies and guidelines:

- a. AD20 – Computer and Network Security, available at <http://guru.psu.edu/policies/AD20.html>;
- b. AD23 – Use of Institutional Data, available at <http://guru.psu.edu/policies/AD23.html>;
- c. AD71 – Data Categorization, available at <http://guru.psu.edu/policies/AD71.html>;
- d. ADG01 – Glossary of Computerized Data and System Terminology, available at <http://guru.psu.edu/policies/ADG01.html>;
- e. ADG02 – Computer facility Security Guideline, available at <http://guru.psu.edu/policies/adg02.html>; and
- f. ADG07 – Data Categorization Examples, available at <http://guru.psu.edu/policies/ADG07.html>.

Computerized Data

- a. Access to and use of computer facilities, electronically stored data, and software shall comply with all federal and Pennsylvania laws, the rules and regulations of the University, the Penn State Code of Conduct for Intercollegiate Athletics, this ICA Policy Manual, and all other policies and procedures of the University and the Department. Misuse of computers, computer facilities, and software are violations of law and may be charged as such. Members of the University community also may be subject to University action.
- b. It is a violation of University rules and regulations to:
 - 1) Intentionally and without authorization access, alter, interfere with the operation of, damage or destroy all or part of any computer, computer system, computer network, computer software, computer program, or computer database, or
 - 2) Intentionally or knowingly and without authorization give or publish a password, identifying code, personal identification number or other confidential information about a computer,

computer system, computer network or data base.

- c. University rules and regulations apply to all University computers and computer equipment, computerized data and all data owned or held through agreement by the University. These rules and regulations also may apply to computer equipment and data belonging to or held by agreement by members of the University community or others when violations are deemed to have a substantial adverse effect upon the University community or upon individual members of the University community.
- d. It is important that members of the University community respect the rights of each other by not violating authorized access to, or reproduction or destruction of, work.
- e. It also is important to exercise due care to protect data from unauthorized use, disclosure, alteration or destruction.

Personal Computers

Athletics Department personnel operating personal computers should take precautions to protect the data stored on hard drives and back-up disks.

The following procedures are recommended to ensure protection of data on a personal computer:

- a. Utilize passwords when units are networked.
- b. Back up the content of the hard drive onto an external drive to prevent accidental loss of data.
- c. Equip computers with power surge protectors.
- d. Lock rooms containing personal computers.
- e. Restrict use to authorized individuals (for example, no students, individuals from other offices, etc.).

8. Hiring/Termination Policies

- a. Establishment of New Full-Time Staff or Tech-Service Position.

The establishment of new full-time Staff or tech-services positions in the Athletics Department is subject to the relevant University policies and procedures. *See* <http://guru.psu.edu/policies/#HUMAN>. In addition:

- 1) The establishment of each new full-time Staff or tech-service position in the Athletics Department requires the prior approval

of, and a position description approved by, the Director of Athletics or his designee.

- 2) The Director of Athletics or his designee shall provide information on the new position to the University's Employment and Classification Division. The Division then has the responsibility to determine the proper classification under the provisions of the federal Fair Labor Standards Act and the proper salary range for the position.
- 3) All positions established, whether on newly-approved budgets or established through budgetary reallocation authorized by the Director of Athletics, have only tentative approval subject to review by the Employment and Classification Division.
- 4) Salary rates for Athletics Department Staff positions requiring specialized background peculiar to a single area of the University are set through consultation by the Director of Athletics or his designee and a representative of the University's Employment and Classification Division.

9. Wage Payroll Employees

- a. The status of all non-regular, non-full-time employees (e.g., part-time and casual employees) performing Academic, Staff, or Technical-Service work is described as "Wage Payroll" status. The Union Contract and the University's human resources policies and procedures thoroughly describe the definition and the specific policies relevant to Wage Payroll status. These University policies and procedures and the Union Contract also govern such issues as the establishment of a new Wage Payroll position, Wage Payroll pay policies (including check delivery), overtime, holidays, earned time, healthcare insurance, retirement benefits, records, and termination. In addition:
 - 1) The establishment of all new wage payroll positions in the Athletics Department requires the approval of the applicable Budget Administrator.
 - 2) A Wage Recommendation form shall be submitted by the hiring department to the Athletics Department Human Resources office.

10. Telephone Calls

- a. It is not permissible for employees of the University to use a University or Athletics Department telephone or credit card for personal reasons without charge or at a reduced rate.
- b. University departments receive direct monthly billings, indicating for

each phone call made: the time and date of the call, the number from which the call was placed, the number called, and the length and charge of the call.

- c. Telephone cards and credit card calls should be treated as any long distance call and used strictly for University business. Unauthorized use of University lines for personal long distance calls is a misuse of University funds and will be viewed accordingly.

C. STUDENT-ATHLETES RIGHTS AND RESPONSIBILITIES

1. General

Every student-athlete must recognize that his/her membership on a Penn State NCAA-sanctioned Division I athletic team is a privilege and not a right and must further recognize that his/her primary role is to be, first, a student, and an upstanding member of the Penn State community. Every student-athlete must be committed to academic and athletic excellence, scholarship, integrity, ethical conduct, diversity, leadership, public service, athletic performance, and sports-like conduct.

By accepting the privilege of belonging to a Penn State team, each student-athlete must fully abide by—in addition to the express terms contained in the Penn State Code of Conduct for Intercollegiate Athletics and the Student-Athlete Handbook and Planner that every student-athlete receives and additional copies of which may be obtained at the Athletics Department Compliance Office—the policies and procedures set forth in the University Policy Manual, the University Student Code of Conduct and Conduct Procedures, the NCAA Constitution and Bylaws, the Big Ten Handbook, this ICA Policy Manual, and any other applicable University and/or Athletics Department policies and procedures.

2. University Student Code of Conduct and Penn State Code of Conduct for Intercollegiate Athletics

Student-athletes are expected to adhere to the University Student Code of Conduct and Conduct Procedures as well as the Penn State Code of Conduct for Intercollegiate Athletics. Although the two documents contain similar and/or overlapping standards and expectations, they are two distinct documents. Whereas the Penn State Code of Conduct for Intercollegiate Athletics serves as a guidepost to direct the ethical bearing of the Athletics Department—of which every student-athlete is a member—the University Student Code of Conduct and Conduct Procedures operates both at the University and athletics level. Accordingly, the University Student Code of Conduct and Conduct Procedures applies to every student-athlete. Thus, student-athletes are subject to the regular University discipline system, as administered by the Director of the Office of Conduct Standards, for violations of the University Student Code of Conduct and Conduct Procedures.

3. Graduate Assistants

Consistent with Article 11.01.3 of the NCAA Bylaws, a Penn State graduate assistant coach must have received his or her first baccalaureate degree or exhausted athletics eligibility (whichever occurs later) within the previous seven years and must be a Penn State graduate student enrolling in at least 50 percent of the University's minimum requirements for a regular graduate program of studies. For purposes of this ICA Policy Manual, graduate assistant coaches are "Covered Persons" and are subject to all applicable policies and procedures that would ordinarily apply to any "Covered Person." Article 11.01.3 of the NCAA Bylaws also governs all other issues involving graduate assistant coaches, including, but not limited to, such issues as permissible compensation, permissible duration of service as a graduate assistant coach, and permissible recruiting activities.

4. Office Services

The NCAA Bylaws outline office services that may not be financed by the institution for student-athletes. Staff and coaches shall be reminded of these non-permissible services. These impermissible services include, but are not limited to, the following:

- a. Typing costs, even if typed reports and other papers are a requirement of a course in which a student-athlete is enrolled. Typing costs are not considered an institutional fee under NCAA rules and regulations, and payment would be considered an extra benefit not available to the general student body.
- b. Course supplies such as calculators or art supplies.
- c. Use of a copy machine when such use is permitted only for student-athletes.
- d. Use of a telephone or credit card for personal reasons without charge or at a reduced cost.

Support Staff is required to remain in compliance with and abide by Article 16.3 of the NCAA Bylaws, which contains a list of services a university may provide to student-athletes.