

Section V

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Sportsmanship

The NCAA Principle of Sportsmanship and Ethical Conduct

For intercollegiate athletics to promote character development of participants, to enhance the integrity of higher education and to promote civility in society, student-athletes, coaches, and all others associated with these athletics programs and events should adhere to such fundamental values as respect, fairness, civility, honesty, and responsibility. These values should be manifest not only in athletics participation but also in the broad spectrum of activities affecting the athletics program. It is the responsibility of each institution to:

- (a) Establish policies for sportsmanship and ethical conduct in intercollegiate athletics consistent with the educational mission and goals of the institution; and
- (b) Educate, on a continuing basis, all constituencies about the above policies.

The following statement should be placed in game programs and, if possible, be read over the public address system prior to the start of Conference competitions:

"The Centennial 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 from the site."

In a unified effort to promote respect for student-athletes, coaches and officials in intercollegiate athletics, the Division III Commissioners Association encourages all institutions and conferences to pledge their commitment to our campaign to build positive spirit in the stands throughout Division III. Our message is simple:

Be Loud * Be Proud * Be Positive

Recruiting

Coaches Off-Campus Recruiting Guide, effective August 1, 2006

Freshman / Sophomore	Junior	Senior	Two-Year College Prospects	Four-Year College Prospects	Evaluations and Contacts
Recruiting Materials <ul style="list-style-type: none"> Permissible. Telephone Calls <ul style="list-style-type: none"> No limitations. 	Recruiting Materials <ul style="list-style-type: none"> Permissible. Telephone Calls <ul style="list-style-type: none"> No limitations. Off-campus contact <ul style="list-style-type: none"> Conclusion of junior year. 	Recruiting Materials <ul style="list-style-type: none"> Permissible. Telephone Calls <ul style="list-style-type: none"> No limitations. Off-campus contact <ul style="list-style-type: none"> Permissible. Official Visits <ul style="list-style-type: none"> Opening day of classes. 	Telephone Calls <ul style="list-style-type: none"> No limitations. Contacts <ul style="list-style-type: none"> Permissible. Official Visits <ul style="list-style-type: none"> October 15. 	Telephone Calls <ul style="list-style-type: none"> No limitations once permission granted. NCAA or NAIA Institution <ul style="list-style-type: none"> Only after written permission has been granted by the student-athlete's institution. Division III - Student-athlete self-release option available. Other Four-Year Institution <ul style="list-style-type: none"> Written permission not necessary. Official Visits - <ul style="list-style-type: none"> October 15. 	<ul style="list-style-type: none"> No restriction on the number of contacts and evaluations. Contacts restricted at prospect's practice / competition site until such time as the competition has concluded and the prospect has been released by the appropriate authority.

DEFINITIONS

Contact (NCAA Bylaw 13.02.2)

A contact is any face-to-face encounter between a prospect or the prospect's relatives or legal guardian(s) and an institutional staff member or athletics representative during which any dialogue occurs in excess of an exchange of a greeting. Any such face-to-face encounter that is prearranged (e.g., positions himself/herself in a location where contact is possible) or that takes place on the grounds of the prospect's educational institution or at the site of organized competition or practice involving the prospect or the prospect's high school, preparatory school, two-year college or all-star team shall be considered a contact, regardless of whether any conversation occurs. However, an institutional staff member or athletics representative who is approached by a prospect or the prospect's relatives or legal guardian(s) at any location shall not use a contact, provided the encounter was not prearranged and the staff member or athletics representative does not engage in any dialogue in excess of a greeting and takes appropriate steps to immediately terminate the encounter.

Prospective Student-Athlete (NCAA Bylaw 13.02.6)

A prospective student-athlete is a student who has started classes for the ninth grade. In addition, a student who has not started classes for the ninth grade becomes a prospective student-athlete, if the institution provides such an individual (or the individual's relatives or friends) any financial assistance or other benefits that the institution does not provide to prospective students generally. An individual remains a prospective student-athlete until one of the following occurs (whichever occurs earlier):

- The individual officially registers and enrolls in a minimum full-time program of studies and attends classes in any term of a four-year collegiate institution's regular academic year (excluding summer); or
- The individual participates in a regular-squad practice or competition at a four-year collegiate institution.

Recruited Prospective Student-Athlete (NCAA Bylaw 13.02.7.1)

Actions by staff members or athletics representatives that cause a prospect to become a recruited prospect at that institution are:

- Providing the prospect with an official visit;
- Having an arranged, in-person, off-campus encounter with the prospect or the prospect's relatives or legal guardian(s);
- Initiating or arranging a telephone contact with the prospect, the prospect's relatives or legal guardian(s) on more than one occasion for the purpose of recruitment.

Electronic Transmissions (NCAA Bylaw 13.02.10)

Electronically transmitted correspondence that may be sent to a prospective student-athlete by, or on behalf of, a member of the institution's athletics department staff is limited to electronic mail and facsimiles. All other forms of electronically transmitted correspondence (e.g., instant messaging, text messaging and social networking Web sites) are prohibited except as specified in this section. An institution's athletics department staff member may not use a service or software that converts electronic mail into a text message when received by the prospective student-athlete.

Exception - Public Release of General Athletics Information Sent Through Electronic Transmission (NCAA Bylaw 13.02.10.3)

Electronically transmitted correspondence in forms other than electronic mail and facsimiles may be sent to a prospective student-athlete by an institution's athletics department, or a campus department acting on behalf of athletics, provided the following criteria are satisfied:

- a. Any member of the general public may become a member of the group to which the electronic transmission is sent;
- b. A prospective student-athlete who chooses to receive electronic transmissions through the electronic service must retain the ability to decline receipt of the communications at any time or may unsubscribe from the electronic service at any time; and
- c. The content of any electronic transmission that is sent to a public group that may include prospective student-athletes must be the same for all members of the group (e.g., news alerts, admissions and alumni information, scores) and of a general nature.

Telephone Calls to Prospects

An institution may permit a student-athlete, a staff member, or a representative of athletics interests to telephone a prospective student-athlete at the institution's expense at any time, provided the call is only for the purpose of recruitment and is with full knowledge of the athletics department.

Visits to a Prospect's Educational Institution

Visits to a prospect's educational institution must receive the approval of the executive officer (or the executive officer's designated representative) of the prospect's educational institution.

Practice or Competition Site

Recruiting contact may not be made with a prospective student-athlete before any athletics competition in which the prospective student-athlete is a participant during the day or days of competition, even if the prospective student-athlete is on an official or unofficial visit.

Such contact shall be governed by the following:

- a. Contact shall not be made with the prospective student-athlete at any site before the contest on the day or days of competition;
- b. Contact shall not be made with the prospective student-athlete from the time the prospective student-athlete reports on call (at the direction of the prospective student-athlete's coach or comparable authority) and becomes involved in competition-related activity (e.g., traveling to an away-from-home game) to the end of the competition even if such competition related activities are initiated before the day or days of competition;
- c. Contact shall not be made after the competition until the prospective student-athlete is released by the appropriate institutional authority and departs the dressing and meeting facility; and
- d. Contact shall not be made with the prospective student-athlete involved in competition that requires more than one day of participation (e.g., a basketball tournament) until after the prospective student-athlete's final contest is completed and he or she is released by the appropriate institutional authority and leaves the dressing and meeting facility.

Division III Official and Unofficial Visit Chart

	Official Visit	Unofficial Visit
Number of Visits Permitted	One per institution.	Unlimited.
First Opportunity to Visit	Opening day of classes of the prospective student-athlete's senior year in high school.	Anytime.
Permissible Length of Visit	Shall not exceed 48 hours.	No time limitations.
Meals	Three on-campus meals per day for prospect student-athlete, parents, guardian or spouse. Dessert or after-meal snack also permitted.	One on-campus meal for prospective student-athlete only.
Lodging	Permissible within 30-mile radius of institution's campus, comparable to student life for prospective student-athlete's, parents/guardian or spouse.	None, unless housing is generally available to all visiting prospective students.
Entertainment	\$20 per day for prospective student-athlete and host.	None.
Complimentary Admissions to Home Athletics Event	Admissions for prospective student-athlete, parents/guardian, spouse or individual of comparable relationship. No special seating.	Three admissions for prospective student-athlete and guests. No reserving additional game tickets. No arranging of special parking. No special seating.
Transportation	Round trip (e.g. airfare, mileage) cost for prospective student-athletes only. Prospective student-athlete's relatives or friends accompanying prospective student-athlete traveling in automobile is permissible.	

Scheduling

The Centennial Conference was founded on the principle that the institutions "agree to establish an all-sports conference in the spirit of rationalizing our competition by controlling travel, schedule and costs. Within an atmosphere of integrity and mutual trust, the member institutions pledge their commitment to the purpose and mission of the conference."

As members of Division III, the Conference members place special importance on the impact of athletics on the participants rather than on spectators and place greater emphasis on the internal constituency than on the general public and its entertainment needs.

Membership in the Centennial Conference has its rewards and its responsibilities. The Conference was established in a setting of mutual respect and confidence among the members of the Conference as institutions having a common dedication to the purposes and principles of higher education. The Conference enables member institutions to control athletic priorities through cooperation on athletic travel, schedules and costs.

As each member institution provides its students the resources and opportunities to excel in the classroom, so do they wish to provide student-athletes with the resources and opportunities to excel and compete on a Conference and national level. The members ought to look primarily within the Conference for standards of competitive excellence and, for most sports, ought to measure success or failure in competition with each other.

The Presidents' Council encourages the following standards for Conference master scheduling:

- The Conference master schedules are drafted by the Executive Director, pending approval from the Administrative Delegates.
- Centennial Conference regular-season competition should be scheduled in the latter portion of the season.
- Conference competition will take precedence over non-Conference competition in scheduling. Special considerations for "traditional opponents," or out-of-region tournament competition may be requested and an effort will be made to accommodate such requests.
- Every effort should be made to arrange schedules to enable teams in different sports to travel together to the same opponent.
- Conference contests may not be scheduled during examination periods.
- Conference competition may not be scheduled on religious holidays.
- No regular-season Conference competition should be scheduled on Sundays. (*Revised 5/30/07*)
- Mid-week contests, while classes are in session, should be local in nature so as to interfere as little as possible with class and lab time.
- Any changes in schedule must go through the institution's scheduling coordinator. While head coaches are welcome to make recommendations, all changes must be agreed on by the administrators responsible. All changes or cancellations must be confirmed in writing among the parties involved.
- A scheduling conflict between two Conference members regarding date and/or time that has not been resolved in a reasonable time by the two schools' Athletic Directors (or their designees) will be presented to the Executive Director for review and decision. The Executive Director will solicit information from all parties and render a decision, which will be communicated to the parties in writing (if time allows) and will be final.

Sports Sponsorship

Minimum Contests and Participants Requirements for Sports Sponsorship. In each sport, the institution's team shall engage in at least a minimum number of intercollegiate contests (against the varsity programs of four-year, degree-granting collegiate institutions) each year. In the individual sports, the institution's team shall include a minimum number of participants in each contest that is counted toward meeting the minimum-contests requirement. The following minimums are applicable:

Team Sports	Min. Contests	Individual Sports	Contests	Participants
Baseball	25	Cross Country	5	5
Basketball	18	Golf	6	5
Field Hockey	12	Swimming	8	8
Football	7	Tennis	10	6
Lacrosse	10	Track, Indoor	5	10
Soccer	13	Track, Outdoor	6	12
Softball	24	Wrestling	7	6
Volleyball	17			

only Conference sports listed

Practice

as defined in the NCAA Division III Manual (17.02.1)

The following are considered athletically-related activities:

- (a) Practice, which is defined as any meeting, activity or instruction involving sports-related information and having an athletics purpose, held for one or more student-athletes at the direction of, or supervised by, any member or members of an institution's coaching staff. Practice is considered to have occurred if one or more coaches and one or more student-athletes engage in any of the following activities:
 - (1) Field, floor or on-court activity;
 - (2) Setting up offensive or defensive alignment
 - (3) Chalk talk;
 - (4) Lecture on or discussion of strategy related to the sport;
 - (5) Activities using equipment related to the sport; or
 - (6) Discussions or review of game films, motion pictures or videotapes related to the sport, or;
 - (7) Any other athletically related activity.
- (b) Competition;
- (c) Required weight-training and conditioning activities held at the discretion of or supervised by an institutional staff member;
- (d) Participation in a physical-fitness class (including a summer class) conducted by a member of the athletics staff not listed in the institution's catalog and not open to all students. Such a class may not include practice activities conducted under the guise of physical education class work;
- (e) Required participation in camps, clinics or workshops;
- (f) Individual workouts required or supervised by a member of the coaching staff. An institutional staff member may design a voluntary (see Bylaw 17.02.13) individual-workout program for a student-athlete, but cannot conduct the individual's workout outside the declared playing season;
- (g) On-court or on-field activities called by any member(s) of a team and confined primarily to members of that team that are considered as a requisite for participation in that sport (e.g. captain's practices);
- (h) Visiting the competition site in cross country, golf and skiing;
- (i) Reservation or use of an institution's athletics facilities when such activities are supervised by or held at the direction of any member of an institution's coaching staff; and
- (j) Involvement of an institution's strength and conditioning staff with enrolled student-athletes in required conditioning programs; and
- (k) Observation by an institution's coaching staff member of enrolled student-athletes in nonorganized sport-specific activities (e.g. "pick-up games").

The following activities shall not be considered athletically related:

- (a) Administrative and academic activities that are nonathletics in nature (e.g. academic meetings and compliance meetings);
- (b) Fundraising and community service activities not involving the use of athletics ability by student-athletes to obtain funds provided the activities receive approval from the institution's chancellor or president (or his or her designee) prior to the activity;
- (c) Observation of an officiating clinic related to playing rules that is conducted by video conference and does not require student-athletes to miss any class time to observe the clinic;
- (d) Observation of enrolled student-athletes in organized competition (e.g., summer league), provided institutional athletics personnel do not direct or supervise the organized activity; and
- (e) Voluntary individual workouts monitored for safety purposes by strength and conditioning personnel. If the strength and conditioning coach is also a coaching staff member for one of the institution's intercollegiate teams, the monitoring may occur only if that staff member performs monitoring duties for all student-athletes using the facility at that time.

Playing Season Regulations

see NCAA Manual.

Required Days Off (NCAA Bylaw 17.1.6)

- A. All Sports.** During the playing season, all athletically related activities shall be prohibited during one calendar day per week, except during the following:
 - 1. Participation during NCAA championships;
 - 2. Participation between academic terms when classes are not in session or during the institution's preseason practice that occurs prior to the first day of classes; or
 - 3. Participation during the institution's official vacation period when classes are not in session.
- B. Multi-Sport Athletes.** All athletically related activities shall be prohibited during one calendar day per week for every student-athlete, regardless of the number of sports in which a student-athlete participates.

General Regulations for Computing Playing Seasons (NCAA Bylaw 17.1.8)

- (a) Week.** Practice or competition during any part of a week shall be counted as a full week (e.g. practice or competition during nine weeks and one day shall be counted as 10 weeks). A week shall be defined by the institution as any consecutive seven-day period, regardless of the day on which the seven-day period begins. During a segment of the playing season, an institution may only redefine its week following a period of at least seven consecutive days that includes a vacation, final-examination period or holiday period during which no athletically related activities occur. An institution may redefine its week between segments of the playing season, provided the institution divides its practice and playing season into two distinct segments per Bylaw 17.1.2.
- (b) Consecutive Weeks.** In all sports, the playing season, or its segments, shall consist of consecutive seven-day periods and the institution's week cannot be redefined during any segment of the playing season (except as specified above);
- (c) Holiday, Vacation, Exam Periods.** In traditional and nontraditional segments, any practice or competition during published vacation, holiday and final-examination periods during the academic year shall be counted as part of the playing season. If practice or competition is not scheduled during any full week (seven consecutive days) that includes a vacation, final-examination period or holiday period, it neither shall be counted as part of the playing season nor constitute a break in a segment.

Student-Athlete Eligibility

I. NCAA Rules

The Centennial Conference is governed by the rules of the NCAA, Division III, and its own rules adopted at Annual Conference Meetings. The Conference may develop further rules relating to intercollegiate athletics within the Conference, including, but not limited to the following: conduct of athletes, coaches, officials, and spectators; eligibility for participation; recruitment of students who are athletes; scheduling; staffing.

II. Season of Intercollegiate Competition

A season of intercollegiate participation shall be counted when a student-athlete participates (practices or competes) during or after the first contest following the student-athlete's initial participation at that institution. A season of participation shall not be counted when a student-athlete participates in a preseason scrimmage or preseason exhibition conducted prior to the first regular season contest. This provision is applicable to intercollegiate athletics competition conducted by a Division III collegiate institution at the varsity, junior varsity or freshman team level. (*Revised 1/10/04*)

Did the Student-Athlete Use A Season?

Soccer student-athlete practices in the preseason and plays in a preseason scrimmage; quits before the season opener; does not participate in the spring. **NO.**

Football student-athlete practices in the preseason and plays in the preseason scrimmage; quits before the season opener; then practices in the spring. **YES** if occurring before August 1, 2007. **NO** if occurring on or after August 1, 2007.

Volleyball student-athlete goes out for the team in August; quits after just two "tryout" practices; then practices in the spring but does not play in spring nontraditional match. **YES** if occurring before August 1, 2007. **NO** if occurring on or after August 1, 2007.

Soccer student-athlete does not come out for the team and does not participate in any way (practices, film review, chalk talk, team meetings) during the fall; then practices in the spring but does not play in the nontraditional one date of competition. **NO.**

Football student-athlete plays in the preseason scrimmage and then the first two games of a 10-game season; gets hurt in the third game and receives a medical hardship waiver; in November practices again and then practices in the spring. **NO.**

Volleyball student-athlete transfers to your institution in December after being "redshirted" by a Division I school; practices with your team in the spring but does not play in the spring nontraditional one date of competition. **NO.**

Soccer student-athlete transfers to your institution in December from a Division III school after practicing in August and playing in the preseason scrimmage; quits before the first match at his first school; practices with your team in the spring but does not play in the nontraditional match. **NO.**

Softball student-athlete practices in the fall nontraditional segment; quits prior to the alumni game in October; does not participate in the spring. **NO.**

Baseball student-athlete goes out for the team in the fall; quits after just two "tryout" practices; the team plays an alumni game in October in nontraditional segment; player then practices a few times in the spring and then quits prior to the first contest. **YES** if occurring before August 1, 2007. **NO** if occurring on or after August 1, 2007.

Softball student-athlete practices during the fall; the team does not have an alumni contest or any other outside competition in the fall; student-athlete practices again in the spring; quits before the first contest. **NO.**

III. Hardship Waiver (NCAA Bylaw 14.2.5)

A student-athlete may be granted an additional year of competition by the Conference or the NCAA Committee on Student-Athlete Reinstatement for reasons of "hardship." Hardship is defined as an incapacity resulting from an injury or illness that has occurred under all the following conditions:

(a) The injury or illness occurs before the completion of the first half of the traditional playing season in that sport for the season being waived (measured by the number of completed or scheduled (not exceeding the maximum limitations in each sport as set forth in NCAA Bylaw 17 as set prior to the first scheduled contest or date of competition) contests or dates of competition and results in incapacity to compete for the remainder of the traditional playing season; and

(b) The injury or illness occurs when the student-athlete has not competed in more than three contests or dates of competition (whichever is applicable to that sport) or one-third (whichever number is greater) of the institution's completed or scheduled (not exceeding the maximum limitations in each sport as set forth in NCAA Bylaw 17 as set prior to the first scheduled contest or date of competition) contests or dates of competition in his or her sport. Only competition (excluding preseason scrimmages and exhibition contests but including scrimmages and exhibitions after the first regularly scheduled contest) against outside participants during the traditional playing season, or, if so designated, during the official NCAA championship playing season in that sport (e.g., spring baseball, fall soccer), shall be countable under this limitation in calculating both the number of contests or dates of competition in which the student-athlete has competed and the number of completed or scheduled contests or dates of competition during that season in the sport.

IV. Criteria for Administration of Hardship Waiver (NCAA Bylaw 14.2.5.2)

- A. Nature of Injury / Illness.** It is not necessary for the incapacitating injury or illness to be the direct result of the student's participation in the institution's organized practice or game competition. The student-athlete may qualify for the hardship waiver as a result of any incapacitating injury or illness occurring after the individual becomes a student-athlete by reporting on call for regular squad practice or after attending the first day of classes as a full-time student at a member institution.
- B. Medical Documentation.** Contemporaneous or other appropriate medical documentation from a physician (i.e., a medical doctor) that establishes the student-athlete's inability to compete for the remainder of the traditional playing season as a result of that injury or illness shall be submitted with any hardship-waiver request. Chiropractic records do not constitute medical documentation for purposes of administering a hardship-waiver request. In cases involving a psychological or mental illness, such documentation may be provided by an individual who is qualified and licensed to diagnose and treat the particular illness (e.g., psychiatrist, psychologist).
- C. First-Half-of-Season Calculation.** In determining if an injury or illness occurs in the first half of the traditional season in a sport with an odd number of contests or dates of competition, the injury or illness must have occurred before the beginning of the varsity contest or date of competition that starts the second half of the traditional season (e.g., an injury or illness occurring at any time after the beginning of the fifth game of a nine-game football schedule would be considered to be after the first half of the institution's season and would not qualify the student-athlete for a hardship waiver).
- D. Reinjury in Second Half of Season.** A student-athlete who suffers an injury in the first half of the traditional season, enters competition during the second half of the traditional season and then is unable to participate further as a result of aggravating the original injury does not qualify for the hardship waiver.
- E. Percent Calculation.** The following requirements are to be met in determining the percent calculation under this waiver provision:
- 1. Denominator in Percent Calculation.** The denominator in the institution's percent calculation shall be based on the institution's number of completed or scheduled varsity contests or dates of competition [see Bylaw 14.2.5-(b)] as computed for playing and practice season purposes in Bylaw 17 for the applicable sport.
 - 2. Fraction in Percent Computation.** Any computation of the percent limitation that results in a fractional portion of a contest or date of competition shall be rounded to the next whole number (e.g., 33 percent of a 25-game basketball schedule - 8.3 games - shall be considered nine games).
 - 3. Conference Championships.** A conference championship shall be counted as one contest or date of competition in determining the institution's completed or scheduled contests or dates of competition in that sport, regardless of the number of days or games involved in the championship. However, for purposes of this regulation, the calculation of completed or scheduled contests or dates of competition in a particular season does not include postseason competition conducted after the completion of the institution's regular-season schedule and conference tournament.
 - 4. NCAA Regional Cross Country Meet.** The NCAA regional cross country meet may be counted as one date of competition in determining the institution's scheduled or completed dates of competition, provided no qualifying standards exist for participation in the meet.
- F. Foreign-Tour Competition.** A student-athlete who qualifies for a hardship for the previous academic year would not use a season of participation if the student-athlete represents the institution on a certified foreign tour during the summer-vacation period at the conclusion of that academic year.

Hardship Waiver Application

Student-Athlete: _____ Institution: _____

Sport for which Additional Season of Participation is sought: _____

Application forwarded by: _____ Date of Application: _____

Incapacitating Injury or Illness: _____

Date of Injury or Illness: _____

Did the Student-Athlete practice after the first contest in which he or she was eligible to compete? YES _____ NO _____

Certifying Institution when Injury or Illness Occurred: _____ Division: _____

Season of Intercollegiate Competition when Injury or Illness Occurred: 1st _____ 2nd _____ 3rd _____ 4th _____

Physician Providing Contemporaneous Medical Documentation: _____

1. Total Contests/Dates: _____ (Total traditional-season contests/dates of competition completed/scheduled by team)

2. First-Half-of-Season Calculation: _____ (One-half of [1] rounded down to nearest integer)

3. Contests/Dates of Competition Completed by Team at Time of Injury/Illness: _____ (Must be less than or equal to [2])

4. Three-Contests/Dates or First-Third-of-Season Calculation: _____ (One-third of [1] rounded up to nearest integer)

5. Number of Contests/Dates of Competition Participated In: _____ (Must be less than or equal to [4])

Conditions required to meet the definition of "hardship" per 14.2.5 (ALL THREE MUST BE MET):

Per 14.2.5.3.4.3 — A conference-championship event is counted as one event regardless of number of days or games involved, and post-season competition is not included for purposes of this regulation.

_____ 14.2.5 (a) The incapacitating injury or illness occurs in one of the four seasons of intercollegiate competition at any two-year or four-year collegiate institution.

_____ 14.2.5 (b) The injury or illness occurs prior to the completion of the first half of the traditional playing season in that sport [measured by the number of completed or scheduled (not exceeding the maximum limitations in each sport as set forth in Bylaw 17 as set prior to the first scheduled contest or date of competition) contests or dates of competition and results in incapacity to compete for the remainder of the traditional playing season].

_____ 14.2.5 (c) The injury or illness occurs when the student-athlete has not participated in more than three contests or dates of competition (whichever is applicable to that sport) or one-third (whichever number is greater) of the institution's completed or scheduled (not exceeding the maximum limitations in each sport as set forth in Bylaw 17 as set prior to the first scheduled contest or date of competition) contests or dates of competition in his or her sport. Only competition (excluding preseason scrimmages and exhibition contests but including scrimmages and exhibitions after the first regularly scheduled contest) against outside participants during the traditional playing season, or, if so designated, during the official NCAA championship playing season in that sport (e.g., spring baseball, fall soccer), shall be countable under this limitation in calculating both the number of contests or dates of competition in which the student-athlete has participated and the number of completed contests or dates of competition during that season in the sport. *

* NOTE: Per official NCAA interpretation, a student-athlete must qualify under the applicable divisional standards of the team on which that student-athlete was competing at the time of the incapacitating injury or illness.

Student-Athlete Authorization

I authorize the release of the appropriate medical records pertaining to the Hardship Waiver Application as stated above for the confidential use of the appropriate officer(s) of the Centennial Conference in determining the disposition of this Hardship Waiver Application per NCAA Bylaw 14.2.5.

Student-Athlete Name: _____ Signature: _____

Date: _____

The Following Documentation MUST be Included with this Application:

- Cover letter from institution's athletic administrator(s) requesting consideration for hardship waiver
- Official Schedule — both scheduled and completed contests (excluding pre-season scrimmages and exhibition contests)
- Team Season Statistics Report and Box Scores or Game Reports of contests in which the student-athlete participated
- Contemporaneous Medical Documentation — contemporaneous records or other appropriate medical documentation from a physician (i.e. a medical doctor) that establishes the student-athlete's inability to compete as a result of the injury/illness

NCAA Investigations

I. NCAA Rules. The Centennial Conference is governed by the rules of the NCAA, Division III, and its own rules adopted at Annual Conference Meetings. The Conference may develop further rules relating to intercollegiate athletics within the Conference, including, but not limited to the following: conduct of athletes, coaches, officials, and spectators; eligibility for participation; recruitment of students who are athletes; scheduling; staffing. Within an atmosphere of integrity and mutual trust, the member institutions pledge their commitment to the purpose and mission of the Conference.

II. Types of NCAA Violations

A. Secondary. A secondary violation is one that provides only a limited recruiting or competitive advantage and that is isolated or inadvertent in nature. Repeated secondary violations by a member institution also may be identified by the NCAA assistant executive director as a major violation. If the Committee on Infractions determines that repeated secondary violations have occurred and that the institution is not taking appropriate action to prevent such violations, a penalty appropriate for a major violation may be imposed.

B. Major. All violations other than secondary violations are major violations, specifically including those that provide an extensive recruiting or competitive advantage.

III. Violation Procedures

A. Notification. When a member institution is informed by the NCAA that it is under investigation for a violation, the institution should inform the Executive Director of the notice within seven days.

B. Written Response. If the member institution chooses to provide a written response to answer charges of a violation, a copy of the response should also be sent to the Executive Director.

C. Finding. When the NCAA announces its finding in the case, the member institution should immediately inform the Executive Director, who will in turn inform the Executive Committee.

D. Appeal. If the NCAA finds a member institution in violation of NCAA regulations, the member institution has the right to give written notice of appeal of actions taken by the association. Should the institution choose to appeal, the Executive Director should be notified.

E. Intervention by the Conference. The Executive Director, in consultation with the member institution, may intervene to recommend a disciplinary measure at any time. Subsequent to the NCAA's action, such a disciplinary measure may be considered as "newly discovered evidence" by the NCAA (19.6.2.8.1.2).

F. Notification of Appeal. When a member institution is informed by the NCAA of the outcome of its appeal, the institution should notify the Executive Director, who will in turn notify the Executive Committee.

G. Centennial Executive Committee Review. After the outcome of the appeal has been released, the Executive Committee shall meet to discuss the situation and determine if further sanctions are warranted.

IV. Possible Centennial Conference Sanctions

The Centennial Conference Office will normally accept the findings of the NCAA and abide by its rulings, except in extraordinary circumstances where the Executive Committee finds an appeal is necessary. The Conference reserves the right to add additional sanctions, including, but not limited to:

A. No Action. The Conference's Executive Committee may choose to take no further action.

B. Private Reprimand. The Conference's Executive Committee will issue a reprimand to the chief executive officer of the institution in violation of NCAA and Centennial Conference regulations. This reprimand will state the circumstances of the case to the entire Presidents' Council.

C. Public Reprimand. The Conference's Executive Committee will issue a reprimand to the chief executive officer of the institution in violation of NCAA and Centennial Conference regulations. This reprimand will state the circumstances of the case to the entire Presidents' Council and will become a matter of public record.

D. Additional Suspension of Student-Athlete. The Conference's Executive Committee may deny eligibility to a student-athlete who participated in Conference events while in violation of NCAA or Centennial Conference regulations.

E. Individual or Team Awards Returned to Conference. The Conference's Executive Committee may require that an institution in violation of NCAA and Centennial Conference regulations vacate Conference championships, Player of the Year honors and All-Conference honors.

Secondary Infractions Self-Reporting

By definition, a secondary violation is one that is isolated or inadvertent in nature, provides or is intended to provide only a minimal recruiting, competitive or other advantage and does not include any significant recruiting inducement or extra benefit. Most secondary cases are self-reported (either by the institution or through a conference office).

I. Level I Secondary Violations. Level I secondary violations continue to be reported to and processed by the enforcement staff as they occur and are discovered. In addition, Level I violations may affect the eligibility of the involved prospective or enrolled student-athletes, so reinstatement of eligibility should be sought if appropriate.

The enforcement staff has identified by bylaw cite several specific violations that are classified as Level I. In addition to those specified below, Level I violations include: Any intentional violations; any similar violations that previously have occurred in the same sport during that same year; and any violations not isolated or limited to a single occurrence. These limitations are necessary to try to ensure that only violations that would be considered secondary are identified by institutions and conferences as Level II.

To limit the number of violations classified as Level I, some violations that potentially could have serious consequences were classified as Level II violations. However, by limiting the general circumstances under which these violations can be considered Level II (e.g., only inadvertent violations can be Level II; all intentional violations are Level I), and by requiring specific actions to be taken by institutions in response to some Level II violations, most concerns have been addressed while still potentially reducing the volume of secondary cases processed by a significant amount.

Level I violations include the following bylaw cites, plus:

- Any intentional violations;
- Any similar violations that have occurred in the same sport during that year;
- Any violations that are not isolated or limited to a single occurrence.

Constitution 2 - All

Constitution 3 - All

Constitution 6 - All

Bylaw 10

10.01.1 - Standards of Honesty and Sportsmanship

10.1 - Unethical Conduct

10.2 - Knowledge of Use of Banned Drugs

10.3 - Gambling Activities

Bylaw 11

11.1.1 - Standards of Honesty and Sportsmanship

11.1.2.1 - Responsibility of Head Coach

11.1.4 - Representing Individuals in Marketing Athletics Ability/Reputation

Bylaw 12

12.1 - General Regulations (Amateurism)

12.2 - Involvement with Professional Teams

12.3 - Use of Agents

12.4.1 - Criteria Governing Compensation to Student-Athletes

12.4.2* - Specific Athletically Related Employment Activities - *Limited to violations that involve impermissible earnings of more than \$100

12.5.1 - Permissible Promotional Activities

12.5.2 - Media Activities

Bylaw 13

13.01.2 - Entertainment

13.01.4 - Recruiting by Representatives of Athletics Interests

13.02.2 - Contact (Definition and Application)

13.1.1.1 - High-School Prospects (Contacts and Evaluations)

13.1.1.2 - Four-Year College Prospects (Contacts and Evaluations)

13.1.2.1 - Talent Scout - Permissible Recruiters

13.2 - Offers and Inducements

13.5* - Transportation - *Limited to violations involving a value of more than \$100 in D-III
13.6.1.1 - One-Visit Limitation (Limitations on Official Visits)
13.6.4 - Accommodations on Official Visit
13.6.5* - Entertainment/Tickets on Official Visit - * Limited to violations involving a value of more than \$100 in D-III
13.6.6* - Lodging for Additional Persons - * Limited to violations involving a value of more than \$100 in D-III
13.7.2* - Entertainment/Tickets (Unofficial Visit) - * Limited to violations involving a value of more than \$100 in D-III

13.8* - Entertainment, Reimbursement and Employment of H.S. Coaches, etc. - * Limited to violations involving a value of more than \$100 in D-III
13.12.1.2 - Attendance Restriction (Sports Camps and Clinics)
13.12.1.4* - Employment of Prospects (Sports Camps and Clinics) - *Limited to violations involving a value of more than \$100 in D-III
13.12.2.1* - Student-Athletes Employment at Camp or Clinic - * Limited to violations involving a value of more than \$100 in D-III - Does NOT include Bylaws 13.12.2.1.2
13.12.4 - Privately Owned Camp
13.14.1 - Institutional Control (Use of Recruiting Funds)
13.14.2 - Visiting a Prospective Student-Athlete
13.15* - Precollege Expenses - * Limited to violations involving a value of more than \$100 in D-III, to a specific student-athlete

Bylaw 14

14.01.1 - Institutional Responsibility
14.01.2 - Academic Status
14.1.1 - Postseason and Regular-Season Competition
14.1.2 - Validity of Academic Credentials
14.1.7 - Admission and Enrollment
14.1.8.2 - Requirement for Competition (Full-Time Enrollment)
14.1.9 - Graduate Student/Postbaccalaureate Participation
14.2 - Seasons of Participation: 10-Semester/5-Quarter Rule (All of Bylaw 14.2)
14.4.1 - Satisfactory-Progress Requirements
14.5.1 - Residence Requirement (Transfer Regulations)
14.5.4 - Two-Year College Transfers
14.5.5 - Four-Year College Transfers
14.7 - Outside Competition
14.11.1 - Obligation to Withhold Student-Athlete from Competition

Bylaw 15

15.01.1.1 - Financial Aid to Attend Another Institution
15.01.2 - Improper Financial Aid
15.01.3 - Institutional Financial Aid
15.01.4 - Contributions by Donor
15.01.5 - Athletics Funds or Endowments
15.01.6 - Athletics Need Fund
15.01.7 - Eligibility of Student-Athletes for Institutional Financial Aid
15.01.8 - Maximum Institutional Financial Aid to Individual
15.1 - Maximum Limit on Financial Aid - Individual
15.2.3 - Financial Aid From Outside Sources
15.2.4 - Summer Financial Aid
15.3.1 - Eligibility of Student-Athletes for Financial Aid
15.4.1 - Consistent Financial Aid Package
15.4.2 - Administration by Regular College Agency
15.4.3 - Written Offer of Aid
15.4.4 - Need Analysis Method
15.4.5 - Athletics Staff Involvement
15.4.6 - Matrix-Rating System
15.4.7 - Adjustments to Financial Aid Package

Bylaw 16*

*Limited to those Bylaw 16 violations that involve a value over \$100 in D-III

Bylaw 17 - None

Bylaw 18 - All

Bylaw 30 - All, except for Bylaw 30.12 and 30.13 violations, which are Level II

Bylaw 31 - All

Bylaw 32 - All

Where to Send a Level I Secondary Infractions Case. If you discover that a Level I secondary violation has occurred on your campus, where the self-report of that violation should be sent depends on whether or not the violation affects the eligibility of any prospective or enrolled student-athletes and, if so, whether the institution is seeking reinstatement of eligibility.

If the violation does affect eligibility and the institution is requesting reinstatement, in order to process the violation in the most efficient manner, the report should be forwarded to Jennifer Strawley, NCAA director of student-athlete reinstatement. Once the student-athlete reinstatement staff completes the processing of the eligibility issue, the report will be sent to the enforcement staff.

If the violation is considered "de minimis," eligibility is not affected and you do not have to declare the involved prospective or enrolled student-athlete ineligible, request reinstatement or send the case to Ms. Strawley. You do, however, need to report the violation to the enforcement staff. If the violation is considered a "restitution" violation, eligibility can be immediately reinstated upon the value of the benefit received being donated to a charity, if that value is \$100 or less. In that case you do not have to request reinstatement or send the case to Jenn. However, the prospective or enrolled student-athlete is not eligible to compete until restitution is made. Further, you still need to report the violation to the enforcement staff, and your report should include documentation of repayment.

If the violation does not affect eligibility, or if it does but the institution is not seeking reinstatement, the report should be sent to Chris Strobel, NCAA director of enforcement for secondary infractions. (It should be noted that some conferences process all secondary cases before sending the cases to the enforcement staff.)

II. Level II Secondary Violations. Level II secondary violations are processed by the institutions and/or their conferences. Each institution or conference must submit a Level II violations report to the enforcement staff. Although the staff will review the Level II reports, no formal processing of these reports will occur. In addition, Level II violations will not require institutions to seek reinstatement of eligibility for any involved student-athletes.

All inadvertent, isolated violations of the operating bylaws (Bylaws 10, 11, 12, 13, 14, 15, 16 and 17) not listed as Level I violations are considered to be Level II violations. All Level II violations are either de minimis (do not affect eligibility) or restitution (eligibility reinstated upon repayment of the value of the impermissible benefit to a charity, but no need to go through the formal reinstatement process). As mentioned above, some Level II violations will require institutions to take certain prescribed actions in response to the violations. The required actions are necessary to eliminate the recruiting/competitive advantage gained by the institution and/or to protect the health, safety or well-being of student-athletes. If an institution believes that the circumstances are such that the prescribed action is not appropriate, it may submit the violation to the staff for processing with an explanation as to why relief from the prescribed action should be provided. For Level II violations for which no prescribed actions are required, institutions and/or conferences should take whatever corrective and/or punitive actions they believe are appropriate in response to the violations.

Level II Violations and Prescribed Penalties. All inadvertent, isolated violations (for violations involving Bylaws 11, 12, 13, 14, 15, 16 and 17) not listed as Level I violations are considered to be Level II violations.

Bylaw 12.6 violations - Financial Donations from Outside Organizations. Any impermissible financial donations received from a professional sports organization must be deposited in the institution's general scholarship fund. Any impermissible financial donations from a nonprofessional sports organization must be returned to the organization.

Bylaws 13.5, 13.6.5, 13.6.6, 13.7.2 and 13.8 violations - For which the value of the impermissible benefit is \$100 or less. The involved prospective student-athlete(s) must repay the value of the impermissible benefit to a charity of the prospective student-athlete's choice to be eligible for intercollegiate competition at that specific institution. Documentation of such repayment should be kept on file by the institution. Any Bylaws 13.5, 13.6.5, 13.6.6, 13.7.2 and 13.8 violations for which the institution would like eligibility reinstated without repayment should be sent directly to SAR.

Bylaw 16 violations - Awards, Benefits and Expenses for Enrolled Student-athletes. For violations in which the value of the impermissible benefit is \$100 or less (except for Bylaws 16.8.1.1 and 16.8.1.2 violations). The involved student-athlete(s) must repay the value of the impermissible benefit to a charity of the student-athlete's choice prior to competing in the next contest. Documentation of such repayment should be kept on file by the institution. Any Bylaw 16 violations for which the institution would like eligibility reinstated without repayment should be sent directly to SAR. Bylaws 16.8.1.1 and 16.8.1.2 violations are de minimis and the involved student-athlete(s) should not be required to repay any expenses.

Bylaw 17 violations - Playing and Practice Seasons. All Bylaw 17 violations require a 2-for-1 reduction in athletically related activities (e.g., exceeding the 20 hour per week limit on practice activities by two hours would result in a four-hour reduction in practice activities the next week), except Bylaw 17.3 (First Contest/Date of Competition), which requires that a letter of admonishment be issued to the responsible individual(s). Any Bylaw 17 violations for which the institution is requesting relief from the prescribed penalty should be sent directly to the enforcement staff.

- For all other Level II violations, an institution and/or conference should take whatever corrective and/or punitive actions it feels is appropriate in response to a particular violation.

If you discover that a Level II secondary violation has occurred on your campus, the institution should impose the prescribed penalty for the particular violation, if any. If there is no prescribed penalty for the particular violation, the institution should take whatever action it believes is appropriate in response to the violation. A summary of the violation should then be added to the Level II Reporting Form and submitted to either your conference office or Chris Strobel on a quarterly basis.

Summaries of violations are due to the Centennial Conference Office on the following dates: October 1, January 1, April 1, July 1.

All-Conference Voting Procedures

- I. Nominations.** Approximately 10 days before the conclusion of the regular season, each coach of a participating Conference school should submit nominations of his/her athletes to be considered for All-Centennial status. No Conference-wide limit is made to the number of nominations that can be made for All-Conference consideration, although nominees should be starters or key reserves. Some sport committees may establish maximums for the number of nominees. Only one player may be nominated for Player of the Year status. A nomination form will be sent to the head coach and the SID prior to the deadline.
- II. Nomination Form.** The nomination form should include the name, number, year, and position for each nominee. Nominations should be sent to the Conference Office.
- III. Ballot.** The Conference Office will assemble the All-Conference ballot and distribute to each participating Conference school's head coach and Director of Sports Information. The ballot should be received no later than three days before the end of the season.
- IV. Voting Procedure.** Shortly after the conclusion of the regular season and prior to the start of the championship tournament, voting for All-Centennial teams should be concluded. Coaches should vote for 1st and 2nd team selections, and a Player of the Year. **No coach can vote for his/her own player!** The completed ballot should be returned to the Director of Sports Information and sent via email or FAX to the Conference Office.
- V. Determination of All-Conference Team.** Two (2) points will be awarded for a 1st team vote and one (1) point for a 2nd team vote. Players with the most points shall be accorded 1st team All-Centennial status. Ties will be broken in favor of the candidate with the highest number of 1st team votes. If the tie is still not broken, additional players may be added to the All-Star team. Any athlete receiving four (4) points will be assured of at least honorable mention status.
- VI. Determination of Player of the Year.** For Player of the Year honors, coaches should vote for 1st, 2nd and 3rd with five points for a 1st place vote, three for a 2nd place vote, and one for a 3rd place vote. **Once again, coaches cannot vote for his/her own player.** Ties will not be broken and co-winners will be named.
- VII. Announcement of Team.** The Conference Office will tabulate the voting and announce the All-Conference team within five days of the completion of the voting.
- VIII. Determination of Coach of the Year.** For selected Conference sports, a Coach of the Year will be chosen. Coaches will be asked to nominate **one** opposing coach for Coach of the Year. Coaches should vote for 1st, 2nd and 3rd with five points for a 1st place vote, three for a 2nd place vote, and one for a 3rd place vote. **Once again, coaches may not vote for themselves.** Ties will not be broken and co-winners will be named.

Academic Honor Roll

- I. An Academic Honor Roll will be named for each of the Conference's championship sports.
- II. To be nominated for the Academic Honor Roll, a student-athlete must meet the following criteria:
 - A. Must be a sophomore or higher in class standing.
 - B. Must have a cumulative grade point average of 3.40 or higher (or its equivalent as determined by the institution) based on a 4.0 scale. The GPA must be at least 3.40, not 3.39 and rounded to the nearest tenth of a point.
 - C. The student-athlete must be a starter or key reserve on her/his team. A key reserve is defined as a player that has participated in at least 50 percent of her/his team's varsity competitions (e.g., contests, matches, meets) or a player that participated in the Conference championship in the following sports (cross country, golf, swimming, track and field, wrestling).
- III. Any student-athlete meeting this criteria and being nominated by the institution will be named to the Honor Roll.
- IV. Two weeks before the conclusion of the regular season, a representative of each institution (AD, SWA, SID, coach) should submit nominations for the Academic Honor Roll. There is no limit to the number of nominations from each team for the Honor Roll. A nomination form will be sent to each institution prior to the deadline.
 - A. Fall Deadline: Thursday, October 22, 2009
 - B. Winter Deadline: Thursday, February 11, 2010
 - C. Spring Deadline: Thursday, April 22, 2010
- V. The nomination form should include name, year, position, major, cumulative grade point average, hometown and high school.
- VI. The Conference Office will compile all nominations and release the Academic Honor Roll to the institutions and media outlets before the conclusion of the regular season.

Conference Awards

I. Team Champion Awards. Awards shall be made to the team champion in each sport where a champion is determined. The institution shall receive a permanent award, and the athletes and coaches shall receive personalized certificates. The team trophy shall be an engraved plaque that will remain permanently with the winning institution. A traveling trophy will also be presented to the team champion that will remain in its possession for one year.

- The traveling trophy shall be presented at the conclusion of the tournament championship or to the head coach of the championship team at the sport's committee meeting. If the coach is unable to attend the meeting, the trophy shall be taken by the Executive Director who shall guarantee its safe arrival to that campus.
- In case of multiple champions, the teams will share the trophy. If two teams tie for the championship, each school shall have the trophy for six months. If three teams tie for the championship, each school shall have the trophy for four months, etc. It is the responsibility of the schools involved in the tie to make arrangements for transporting the trophy to the respective campuses.
- If there is a two-way tie for the championship, the winner of the regular season game between the two teams shall have first choice in possession of the trophy.
- If there is a tie involving multiple teams, the team with the best record in games involving the tied teams shall have first choice. If two teams still remain tied, apply rule 3.
- If the tie still exists, the most recent team to have the trophy shall have last choice.
- If the tie still exists, a coin will be tossed by the Executive Director. The team first in alphabetical order will be "heads," while the other shall be "tails."

II. Individual Champion Awards. In certain sports where an individual champion is determined by event (cross country, swimming, track and field, wrestling), medals may be awarded to the first, second and third place finishers. An engraved plaque will be presented to the Outstanding Performer of the Meet. In sports where an individual champion is determined by a single competition (golf, tennis), medals may be awarded to the first team, as determined by the standard Conference procedure. An engraved plaque shall also be presented to the champion.

III. Player of the Year Awards. The awards shall be plaques similar to the team champion plaques but smaller in size.

IV. All-Conference Teams and Post-Season Awards

A. Baseball

2 pitchers, catcher, first baseman, second baseman, shortstop, third baseman, 3 outfielders, designated hitter. Player of the Year, Pitcher of the Year.

B. Basketball

2 backcourt players, 3 frontcourt players, Player of the Year.

C. Cross Country

Top seven runners at Conference championship meet, Runner of the Year.

D. Field Hockey

10 players with recommendation that a minimum of 3 represent defensive players, goalkeeper, Player of the Year.

E. Football

Offense: 2 Wide Receivers, 1 Tight End, 4 Tackles and Guards, 1 Center, 1 Quarterback, 2 Running Backs, 1 Place-Kicker.
Defense: 4 Linemen, 4 Linebackers, 4 Backs, 1 Kick Returner, 1 Punter. Offensive and Defensive Player of the Year.

F. Golf

Top five finishers at Conference championship tournament. Player of the Year.

G. Men's Lacrosse

3 attackmen, 3 midfielders, 1 defensive midfielder, 1 specialist, 3 defensemen, 1 goaltender, Player of the Year.

H. Women's Lacrosse

3 attackers, 4 midfielders, 3 defenders, 1 at-large, 1 goalkeeper, Player of the Year.

I. Soccer

3 forwards, 3 midfielders, 3 backs, 1 at-large, 1 goalkeeper, Player of the Year.

J. Softball

2 pitchers, catcher, first baseman, second baseman, shortstop, third baseman, 3 outfielders, designated player, utility player, Player of the Year, Pitcher of the Year.

K. Swimming

13 individual event winners, 5 relay winners, Swimmer of the Meet.

L. Tennis

6 singles players, 3 doubles teams, Player of the Year.

M. Track and Field

18-19 individual event winners, 2 relay winners, Performer of the Meet.

N. Volleyball

7 players with at least 1 setter but not more than 2 and 1 libero, Player of the Year.

O. Wrestling

10 weight class winners, Wrestler of the Year.