

Sacred Heart University



Pioneer Marching Band Handbook

“The Heart of Connecticut”

&

Pioneer Pep Band Handbook

“The Beast of the Northeast”

Pioneer Bands 2009-2010 Handbook

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“The Sacred Heart University Pioneer Band program is an open and inclusive organization, dedicated to providing its members with musical, educational, leadership, and social experiences. The Pioneer Bands does not discriminate on the basis of race, gender, age, sexual orientation, physical abilities, national origin, marital status, or religion.”

1. History of the Pioneer Marching Band

In the summer of 1993 Sacred Heart University played host to an unknown drum corps while they were in CT for a competition. Their presence on the quickly growing campus set off a chain of events that resulted in the formation of the first band at Sacred Heart University. Duane Melzer was hired as the first Band Director, and he put together a small Pep Band of 13 players to play for football and basketball games. By the fall of 1994 the band had grown to 30 players and presented its first halftime field show. This was followed shortly there-after by their first performance in the NY City Columbus Day Parade and St. Patrick's Day Parade.

In 1997, following the departure Mr. Melzer, the University appointed Marvin McNeill to the post of Director of Bands. Under McNeill's direction the Pioneer Marching Band experienced steady growth, ultimately numbering 65 members. During this time the band began to make appearances at local and regional Marching Band events, showing off their new uniform design. The band also made its first appearance at the Boston St. Patrick's Day Parade. The band also makes its first visit to an away football game, traveling to Pittsburgh as the team played against Robert Morris University. McNeil wrote the Pioneer Fight Song, which is still the Fight Song of SHU, and played at football, basketball, and hockey games.

In 2002 Marvin McNeil left to take a position with the University of Connecticut Band program, at which time Charles Bennedum was appointed interim Director. In 2003 Keith Johnston was hired as the new Director of Bands, and Charles Bennedum was appointed Assistant Director of Bands. Charles remained in that position until 2007 when he took another job. At that time Tim Holcomb was appointed as Asst. Director of Bands until he departed in 2009 and Andy Kolar was hired in the fall of 2009

With backing and support from the University the Pioneer Marching Band has begun another period of significant growth. The band has quickly developed a reputation for presenting fun and challenging field shows, and for turning football games into exciting events. As the band's reputation has grown they have received an increasing number of offers to perform at various shows and competitions both in CT and throughout the Northeast. In 2004 the Pioneer Marching Band made its first appearance at the highly regarded Halloween Parade in NY's Greenwich Village, performing for almost 2 million spectators. This was followed shortly thereafter by an appearance at the annual Thanksgiving Day Parade in Stamford, CT.

The Pioneer Marching Band has developed a reputation among area TV and film producers who seek a talented University Marching Band for different projects. Recent media appearances include a national television commercial for Verizon Wireless in 2004; an appearance on MTV in 2005; and an appearance in a national television commercial for Publisher's Clearing House, also in 2005.

The Pioneer Marching Band has performed in Lancaster, PA for Tournament of Bands, and at the Cavalcade of Bands PA Championship in Hershey, PA. Additionally, the Marching Band makes regular appearances at Walt Disney World's Magic Music Days parade at the Magic Kingdom.

The pride, dedication, and commitment to excellence of the Pioneer Marching Band has contributed to making it the largest and most visible organization on the campus of Sacred Heart University and allowed it to serve as musical ambassadors for the University. Through its many appearances the Marching Band brings the name of the Sacred Heart University to communities near and far and helps to raise awareness of the quality of both individual students and the University as a whole.

Other Pioneer Bands Organizations

Pep Band- "The Beast of the Northeast"

"If he doesn't play basketball, I want him to join the band!"

-Women's Basketball Head Coach Ed Swanson speaking about his newborn son, *March 2006*

The driving force behind the atmosphere at SHU basketball and hockey games, the SHU Pep Band is comprised of highly spirited players who entertain fans, and distract the other team. With its hallmark *SHU x 4*, the band cheers on the Pioneers, and plays some great music (ever hear of Brass Bonanza? Go Whalers!) In 2006 CSTV.com's Rink Rat rated the Pioneer Pep Band better than Cornell's "Big Red" band, especially praising the SHU bands varied repertoire, and performance of *Soul Bossa Nova*. The Pep Band performs at pep rallies, men's and women's basketball, men's ice hockey and special events. We turn games into events. Rehearsals are held at the discretion of the Director.

University Concert Band (MU-136)

The University Concert Band performs music from the traditional wind band repertoire, as well as contemporary and modern works. The University Concert Band also commissions new works for band/wind ensemble. Membership is open to all students with a background in performing instrumental music who are enrolled at Sacred Heart University. A placement audition is required. The Concert Band meets Monday evenings from 7:30-9:30 both fall and spring semesters. The schedule is flexible to allow for marching band practices, and pep band performances. The University Concert Band performs a Christmas Concert and Spring Concert each year. Concert Band is offered as a one credit course.

Jazz Ensemble (MU-138)

The Jazz Ensemble gives students the opportunity to develop their musical skills within the context of a variety of styles of jazz music. The Jazz Ensemble is often asked to perform for various events on-campus, and performs several concerts each year. The Jazz Ensemble meets during both semesters and is offered as a one credit course.

Percussion Ensemble

The Percussion Ensemble performs a variety of music genres. Keyboard percussion, battery percussion, and auxiliary percussion instruments are all explored. Membership is open to anyone on campus. Ability to read music is preferred but not required. The percussion ensemble performs at a variety of venues throughout the year.

Winter Guard

Sacred Heart University's Winter Guard program, Terpsichore, practices from January through April. The guard performs at local and regional Musical Arts Conference (MAC) events, and regional and national Winter Guard International (WGI) events. Membership is open to any Sacred Heart University student.

2. Band Grants

All 2008 Marching Band, Pep Band, and Winter Guard members are eligible to receive a Band Grant in the amount of \$1,000 applicable toward their tuition. A typical Band Grant package looks like this:

Marching Band	\$1,500
<u>Pep Band <i>or</i> Winter Guard</u>	<u>\$1,500</u>
TOTAL BAND GRANTS	\$3,000

Band Grants will be applied to your account by September. Please note that this applies to new and returning members.

Please do not call the band office or the office of Financial Aid during the summer to inquire about the status of your band grant.

If, after October 1, your band grant has not been applied to your account please contact the Director of Bands.

Requirements for receiving a Band Grant are based on attendance and participation. These policies are outlined in this handbook.

3. Marching Band Attendance Policy

Band members are expected to attend all rehearsals and performances. Students are also expected to be on time for all band functions. This means that you must show up early enough to set up all necessary equipment and be ready to **start** rehearsal at the designated time. Practices are scheduled and kept to a minimum to be as non-disruptive to your academic schedule as possible. In order to be able to continue to operate under this schedule it is imperative that all band members report for practice on-time ready to work.

PERCUSSION SECTION – Due to the amount of equipment involved in the percussion section ALL percussionists are expected to arrive at least 15 minutes prior to the start of any practice or performance to ensure that all equipment is in place and ready to go prior to the designated start time.

Performances

All performances are mandatory in order for band members to be eligible to receive the full Band Grant. Absences will be excused only under the most extraordinary circumstances. Only in cases of extreme emergency or personal illness will a person be excused from a performance. Personal obligations such as weddings, family gatherings, other club activities, etc. are not considered valid reasons for missing a performance. The Director must approve any absences in advance. Any absence, which is not brought to the Director's attention for approval prior to the performance, will be considered unexcused.

Unexcused absences may result in a \$150 fine deducted from your Band Grant, or dismissal from the Pioneer Bands program and forfeiture of your entire band grant.

The schedule for a typical performance day is as follows (subject to change):

11:00am	Full Band - Dressed/Warm-ups/Music by FLIK patio
12:00pm	March to Field/Parking Lot performances
12:50pm	Take Field for pre-game
1:00pm	Game Start Time
4:30pm	Approximate End of Game – Post-Game Field Show (if any)

Following Post-game show band members will be dismissed by the Drum Major.

Always check on the Director's door for the official Event Schedule!!

Marching Band Rehearsals

Rehearsals will take place on **Monday and Thursday from 7:45pm – 9:45pm**. Except in cases of extreme emergency, illness, or class conflict, band members will not be excused from rehearsals. In case of emergency situations, students are asked to contact the band office either by phone (365-7664), or email (johnstonk@sacredheart.edu) at least two hours prior to the start of rehearsal. The Director will review all appointments or personal problems. These requests should be submitted two days prior to the intended absence. Note that personal obligations such as weddings, other club/organization activities, study sessions, etc. are not valid reasons for missing rehearsals.

Full attendance at pre-season band camp is a requirement for participation in the Pioneer Marching Band. Students unable to attend camp or any portion of camp face fines as well as other actions including forfeiture of their band grant, and possible dismissal from the Marching Band.

Unexcused absences from rehearsals will result in a fine of \$50 per unexcused absence. When a student has accumulated 2 unexcused absences he/she may forfeit their entire band grant amount, and may face additional disciplinary action including dismissal from the Pioneer Marching Band.

Tardiness

Practices are scheduled at such a time as to permit the majority of band student's ample time following the last class of the day to eat, check email, and get their instrument and music. Attendance will always be taken at the beginning of all rehearsals and scheduled performance days. If a student is late two (2) times he/she will be receive a \$50 fine deducted from their band grant. Additional tardiness may result in permanent dismissal from the Pioneer Marching Band and loss of band grant.

4. Pep Band Attendance Policy

All Pep Band members are eligible to receive a Band Grant in the amount of \$1,000 applicable toward their tuition. The following attendance requirements must be met to receive this Band Grant:

1. The Pep Band averages 30 regularly scheduled games during the school year. The Pep Band also plays for all tournament games in which Men's/Women's Basketball and Men's Ice Hockey compete.
2. In the event of an emergency, Pep Band members may request in advance to take an unexcused absence. A maximum of three (3) unexcused absences during the course of the Pep Band season may be requested.
3. Pep Band members must attend a minimum of 16 regular season games to receive their band grant. **ALL PLAY-OFF GAMES ARE MANDATORY!**
4. Regularly scheduled classes that conflict with games are considered excused absences. (n.b. study sessions and other activities that take place after class time are not excused).
5. Students that have classes ending at 7:35pm will be expected to be at the Pitt Center by 7:45pm for all scheduled basketball games. Students with classes beginning at 7:45pm are expected to be in attendance until 7:35pm for all scheduled basketball games. Home hockey games are exempt from this requirement.
6. If a Pep Band member has more than three (3) unexcused absences, a fine of \$50 per additional unexcused absence will be deducted from that student's band grant.
7. Once a Pep Band member has accumulated a total of six (6) unexcused absences they will lose their entire Pep Band grant amount.
8. If a student is late three (3) times he/she will be receive a \$25 fine deducted from their band grant.
9. Students who arrive after 7:45pm will only receive 1/2 credit for attendance.
10. Students who leave prior to 7:35pm will receive 1/4 credit for attendance.
11. Band members must notify the band staff via email (no IM's) in advance of any games they will be missing. The decision to classify an absence as excused or unexcused will be determined on a case-by-case basis without precedence.

Playoff Games

When Sacred Heart Basketball and Hockey teams advance to playoff rounds, the Pep Band travels with them.

NCAA Tournament/Travel Pep Bands - Due to NCAA regulations the band is limited to 30 members, including directors. **See page 15 for information on Travel Pep Bands.**

ALL PEP BAND MEMBERS SHOULD BE PREPARED TO PARTICIPATE IN PLAYOFF GAMES.

5. General Rules and Code of Conduct

- The Pioneer Marching Band and Pioneer Pep Band serve as ambassadors of Sacred Heart University, each band member represents the student body as a whole, and the University. As such, there will be no swearing, smoking, or drinking of alcoholic beverages while in uniform.
- It is expected that all Pioneer Band members will comport themselves in a professional, and courteous manner both in and out of uniform. This extends to your online profiles as well (Facebook, Myspace, Webshots, Twitter, etc.) Remember - if you can see it online, so can your parents, faculty, administration, and prospective employers.
- All Pioneer Band members are to restrain themselves from PDA (Public Display of Affection) while in uniform or representing the band in anyway.
- Intoxication during rehearsals or performances will not be tolerated and will be grounds for dismissal from the organization and reporting to the appropriate authorities.
- There shall be no consumption of intoxicating beverages aboard transportation to or from a performance. Use of alcohol or other banned substances will not be tolerated and will be grounds for dismissal from the organization and reporting to the appropriate authorities.
- During all overnight tours/events, all Sacred Heart University rules and policies will remain in effect.
- All members are expected to cooperate fully with instructional staff, drum major, section leaders and other student leaders of the band. Failure to do so will result in disciplinary action.

Each Marching Band member is financially responsible for damage done to, or loss of their uniform. Replacement costs are as follows:

Coat:	\$250.00
Trouser:	\$150.00
Shake & Plume:	\$95.00
Shoulder Cords:	<u>\$35.00</u>
TOTAL:	\$410.00

Each Pep Band member is financially responsible for damage done to, or loss of their Pep Band Shirt. Replacement costs are as follows:

Shirt:	\$65.00
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Each member is financially responsible for any damage to, or loss of a school instrument. Students are expected to care for this equipment properly.

It is anticipated that members of the band will contribute to the support of the Sacred Heart University athletic teams, including helping to generate interest and excitement throughout the campus for these events. The more people that attend athletic events mean more people to hear and see us perform.

NB – All official communications from the Band to its members are made via email. Members are responsible for checking their email on a regular (i.e. daily) basis. Members should also regularly check the bands website (www.pioneerbands.org) for updates and scheduling information.

6. University Representation

As a member of the Sacred Heart University Pioneer Marching Band, and Pep Band you are an extension of the University, the community, and the state. Because of the number of public performances on and off campus, each member must exemplify the quality of SHU students at all times. For that reason, there will be no smoking in public, drinking of alcoholic beverages, use of illegal drugs or profanity by any member of the Pioneer Bands while participating in a SHU Band activity or while in uniform. A SHU Band activity is defined as the period of time beginning with the call time and ending with dismissal. In the case of out-of-town trips, this rule will be enforced from the call time the buses are loaded on campus until the time the buses are unloaded on campus at the conclusion of the trip. Such behavior will not be tolerated and constitutes grounds for immediate dismissal from the organization and could result in referral to the proper authorities.

Each band member is responsible for both the integrity and the consequences of his or her own actions. When engaging in an activity representing the SHU Bands and the University, band members must follow the highest standards of honesty, integrity, and fairness. It is imperative that no member participates in any activity while on campus, or while engaging in a band activity, that is (or gives the appearance of being) improper, illegal, or immoral, or could any way harm or embarrass the SHU Pioneer Band program, or Sacred Heart University.

7. Marching Band Staff and Student Leadership

Professional Staff

Director of Bands	Keith Johnston
Assistant Director of Bands	Andy Kolar
Guard Instructor	Laura Choquette
Drill Designer	Danny McBride
Graduate Assistant Instructors	

Student Leadership

There are many student leadership positions available

Drum Major

Section Leaders

Flutes
Clarinet
Alto Sax
Tenor Sax
Trumpet
Trombones
Low Brass
Percussion

Band Council Officers

President
Vice President
Secretary
Treasurer
Historian
Librarian
Recruitment
Senior Class Rep*
Junior Class Rep*
Sophomore Class Rep *
Guard Rep *
Freshman Class Rep *
CCO Rep*

*These positions will be voted on at Band Camp.

8. Performance Days

Football Games

Before Game

1. Report to the designated area at the designated call time.
2. Warm-ups will take place on the grassy area near the FLIK patio.
3. Line-up in parade formation on the street in front of South Hall.
4. The band will march up to the Pitt Center.
5. Depending on the day's schedule, the band may play at select locations around the Pitt Center.

Inspection

Before the band steps off to the stadium, section leaders and Drum Majors will inspect each section. They will check the condition and status of each member's music, instrument, and uniform, according to the policies listed in this handbook.

Pre-Game

Pre-game occurs approximately 10 minutes prior to game time. Follow the instructions of the Drum Majors. Note that it is not uncommon during pre-game activities that the band may stand at-ease for 1 or 2 minutes (or more) on the field depending on scheduling and other activities.

Following the on-field pre-game show the band will proceed into the stands.

Stadium Seating

Stands seating order (top to bottom)

Tubas	
Trombones - Baritone - Tenor Sax	
Trumpets	
Horn - Alto Sax	
Clarinets	
Flutes	
Percussion	
	Guard

Students are to remain standing until instructed by the Drum Major. We sit down together on the Drum Major's count of "3". Hats remain on until instructed by the Drum Major on the count of "3".

Game Etiquette

Students are expected to comport themselves with the highest decorum during all band events. Under no circumstances will any behavior be tolerated that brings discredit to the band, the team, or the University. In the event of rowdy behavior on the part of the crowd the band will perform appropriate music at sufficient enough volume to overpower the opposing fans. It is anticipated that band members will lose their voice during each game. Band members are encouraged to bring as many friends as possible to each game to hear the band, and cheer for our team. The more people you bring, the more people see and hear us.

Stadium/Game Procedures

1. When entering stands all members remain standing until the Drum Major gives the signal to sit. Drum major will then give the signal to remove hats.
2. All members are to sit within their own sections and **be prepared to play at all times.**
3. No one shall leave the stands during the game without the permission of the Director, staff, or drum major.
4. All band members must remain in full uniform, unless otherwise instructed.
5. Only band members will sit in the stands designated as the Band Area. Friends, alumni, and family may sit near the band, but not within the band proper.
6. Only behavior of the highest social caliber is to be exhibited by the band members while in uniform.
7. The band will assist the cheerleaders in making cheers successful, and lead the audience in support of the team. It is part of the philosophy of the Pioneer Bands that it is the band's responsibility to turn every game into an event.
8. The Drum Major will call music in the stands.
10. All members must refrain from negative comments directed toward the team or any other organization. We cheer for our team, not against the other team.
11. During football games, members must remain with the band until the band is officially dismissed, unless granted special permission by the Director.

Post-Game

If The Band performs a post-game field show, we show will be different than the show performed during half-time. Students who leave prior to performing in the post-game show will not receive credit for the day's attendance.

Dismissal

All members must remain and perform, through the post-game field show until dismissed. The band will be dismissed as a unit.

9. Uniforms and Equipment Policy

A. Uniform

- Cleaned and polished white shoes
- White Socks – must extend to the calf
- All parts intact and not missing
- Clean White Gloves
- Long hair tucked up inside hat (men and women)
- Pant legs hemmed to touch top of shoe
- No jewelry showing (rings, earrings) or non-prescription sunglasses
- Clean, unwrinkled Band T-shirt underneath

B. Instrument

- All parts working (slides, valves, keys, etc.)
- Outside of instrument shined
- Inside cleaned
- Clean mouthpiece and/or good reed
- Drums clean and in proper working condition/tuned/sticks properly taped
- Proper lyre or other attachments, as directed by staff
- Percussion are responsible for set-up, tear-down, and proper storage of all equipment.

NB – You are responsible for the upkeep and maintenance of your own instrument. The band staff are not instrument technicians. Many students have taken their instruments to Westport Music Center. They offer prompt service at a reasonable price.

Westport Music Center
1460 Post Road East
Westport, CT 06880
203-259-7615
www.westportmusic.com

C. Auxiliary Equipment

- Clean Flag
- Flag effectively attached to pole
- All special equipment ready for performance
- Proper rehearsal material
- Guard members are responsible for set-up, removal and proper storage of all equipment.

10. Trips and Touring

The Marching Band and Pep Band regularly travel to performances and exhibitions. These trips are classified as either Day Trips, or Overnight Tours.

Day Trips – The band departs and returns within a 24 hour period and does not provide hotel accommodations. Typically these include parades, exhibitions within CT, or performances within a 3-4 hour radius of the University.

Overnight Tours – The band provides hotel accommodations for one or more nights. Dates may be added pending the playoff schedule of the various athletic teams we support.

For all trips and tours students are expected to help load and unload the bus and equipment truck. Students will be notified regarding meals or per diem.

For Overnights the band will provide hotel accommodations. Students will sign up for rooms in advance. All rooming is based on 4 band members per room. There is no co-ed rooming during Overnights with the exception of legally joined spouses, where both are current members of the band.

During all trips and tours band members are expected to represent both themselves and the University at the highest level. All University rules and policies remain in effect during both trips and tours.

Travel Pep Bands

For most day trips, when a Pep Band accompanies an athletic team, we will take the entire pep band unless otherwise noted. This is especially true during NEC playoff games. For trips that are classified as a tour (i.e. that require an overnight stay), the size of the band is usually dictated by NCAA rules: 30 people including director's. Any deviation from this rule is subject to the circumstances of each event. The following criteria are used in selecting students for travel:

1. Instrumentation – Brass (trumpets, horns, trombones, baritone, tuba); Saxes (alto, tenor, bari); percussion; flutes and clarinets. Any flexibility in instrumentation is at the director's discretion.
2. Seniority
3. Playing ability
4. Attendance at games and rehearsals
5. Other factors – in making decisions where the above factors are equal, service to the band, enthusiasm, and attitude may be included as determining factors for selection.

Every student is considered individually and as fairly as possible. It must be recognized that **SELECTION FOR TRAVEL IS A PRIVILEGE, NOT A RIGHT.**

11. Band Council

The Band Council is the official representative body of the Pioneer Bands. Band Council responsibilities include management of the band's music library, uniform distribution, special events, and fundraising.

A number of leadership positions are available each year, including class representatives and officer positions. In addition, the Band Council actively participates in the band's comprehensive recruitment activities each year, appearing at festivals and competitions throughout CT, MA, NY, NJ, and PA. All band members are encouraged to participate in these activities, and add your own voice to the future of the Pioneer Bands.

12. Kappa Kappa Psi: The National Honorary Band Fraternity

Kappa Kappa Psi provides service and social activities that promote the existence and welfare of the Pioneer Bands program.

Kappa Kappa Psi is a co-educational honorary student service and leadership organization that is dedicated to promoting the existence and welfare of college and university bands; honor outstanding band members through the privilege of membership; stimulates campus leadership; provide a pleasant and helpful social experience for all members of the Pioneer Bands.

The Lambda Nu Chapter of Kappa Kappa Psi at Sacred Heart University was officially installed on May 21, 2005. The Brothers of Lambda Nu provide several important services to the band, including stage set-ups for performing groups, upkeep of the rehearsal field, and set-up of the marching band seating section at the stadium.

Membership in Kappa Kappa Psi is educational, social, and service-oriented. Unique from any other fraternity on the Sacred Heart University campus, Kappa Kappa Psi is co-educational and part of a national organization with chapters across the country, and around the world. In addition to their dedication to the Pioneer Bands, Brothers have the opportunity to meet and interact with band members from across the country to develop bonds, share ideas, and share their love of music.

The Lambda Nu Chapter is always seeking new members who share their values and goals. If you are interested please speak with one of the brothers and they will be happy to give you more information.

13. Band Awards

At the end of each year, during the spring, the annual Band Banquet is held for all Pioneer Band members - Marching Band, Pep Band, Winter Guard, Concert Band and Jazz Ensemble. During the banquet individual band members are recognized for their contributions to the band, and for their talents. The awards are voted on by the director's and include:

Outstanding Freshman
Outstanding Sophomore
Outstanding Junior
Outstanding Senior
The "Jennifer Binns" Positive Attitude Award
Most Improved
Outstanding Marcher
Outstanding Musician
Outstanding Leadership
Rookie of the Year
Jazz Musician of the Year
Outstanding Pep Band Member
Outstanding Guard Member
Pioneer of the Year

14. School Songs

Sacred Heart University Alma Mater

Hail to thee our Alma Mater,
Pioneers are we.
Sacred Heart's proud sons and daughters
Stand in unity.

Chorus

Swell the chorus, praise her glory,
On our fields and in these halls.
Loyal Hearts proclaim her story,
Red and White o'er all.

Alma Mater, grant us wisdom
Heart and Mind, renew.
Love and truth, her guiding vision,
Hail to S – H – U.

Chorus

Sacred Heart University Fight Song

Let's Raise A Cheer For Dear Old Sacred Heart
Our Pride Remains For Dear Old Sacred Heart
From Class To Field, Our Spirit Yields, The Quest For Victory
We Will Lift High The Name Of Sacred Heart
We Stand Behind You Dear Old Sacred Heart
Our Banner's High, `Til Victory's Nigh, Triumphant Pioneers!
S! -----H! -----U!
S-H-U Pioneers, Fight! Fight! Fight!
Red And White Fly High At Sacred Heart
Let's Raise A Cheer For Dear Old Sacred Heart
Our Banner's High, `Til Victory's Nigh, Triumphant Pioneers!

15. NEC Sportsmanship Policy

NEC Sportsmanship Policy

Sportsmanship Policy

A. Preface

NEC member institutions value the principles of sportsmanship and the ideal of pursuing victory with honor in intercollegiate athletics. The Conference believes that athletics should be conducted in a way that reflects positively on the individual participants and institutions. The standards of sportsmanship below are written to emphasize the basic expectations of the Conference related to sportsmanship and provide the Commissioner with broad authority to ensure that Conference activities are consistent with these principles.

B. Principles of Sportsmanship

The essential elements of sportsmanship and ethics in sports are embodied in the concept of character building and seven core principles: respect, responsibility, fairness, honesty, integrity, caring and civility. The highest potential of sports is achieved when competition reflects these seven principles.

C. Standards of Conduct

1. Member institutions' student-athletes, coaches and staff shall conduct themselves in an appropriate manner in connection with all intercollegiate sporting events in which they participate ("Events"). They shall conduct themselves as positive role models and represent their institutions in a manner that exhibits the principles of sportsmanship.

They shall exhibit respect and courtesy towards all participants and facilities, and comment about other institutions, coaches and student-athletes only in a positive manner.

2. Behavior that is not considered sportsmanlike or appropriate in connection with Events includes, but is not limited to, the following:

- a. Striking (e.g., kicking, hitting, throwing objects at) or other acts of violence, attempted acts of violence or attempts to incite violence;
- b. Obscene, profane, demeaning or unduly provocative language, gestures or actions directed towards an opposing team, institution, contest official, staff member or spectator;
- c. Public criticism of or publicly disparaging statements about an opposing team, institution, contest official, staff member, spectator, or the conference;
- d. Theft, damage or disrespecting of property in conjunction with an event;
- e. All other actions, as determined by the Commissioner, in violation the principles and standards of sportsmanship.

D. Recruiting

1. Institutional staff members shall maintain the highest standards of integrity in their recruitment of prospective student-athletes.

2. The staff shall only comment about other institutions, coaches, and student-athletes in a positive manner.

3. The staff shall fully disclose to prospective student-athletes all relevant information regarding the institution, its programs and the nature of any financial aid being offered.

4. Negative recruiting concerning another member institution of the Conference shall not be tolerated. This includes derogatory statements about another institution's program, any of its personnel, or the quality of its facilities to a prospect, the prospect's parents, high school coach, or other person interested in the prospective student-athlete.

E. Competitive Environment

1. The management and conduct of Events is the responsibility of the hosting institutions. In their discharge of this responsibility, all member institutions shall ensure a competitive environment that is safe, fair, and consistent with the principles and standards of sportsmanship.

2. All ancillary support groups subject to institutional control (e.g., spirit squads, bands, mascots) shall conform to the principles and standards of sportsmanship.

3. Institutions are responsible for the conduct of spectators at Events they are hosting. Spectators whose conduct is abusive to officials, participants or spectators, or that

violates reasonable social standards of conduct, should be removed from the Event.

4. Spectators should be located in the stands during a contest. They may not stand or sit near the edge of the playing area in order to harass the opposing team or officials. despite

F. Officials

1. It is required of all Conference member institutions to provide properly located, secure, safe and adequate dressing facilities for officials. If possible, dressing rooms should be isolated from competing teams and easily accessible without the necessity of officials mingling with crowds and/or players. Where it is impractical or impossible to provide ideal arrangements, a police escort shall be provided.
2. No one, other than the Commissioner or one of his/her designees, may invade the privacy of the officials dressing rooms, either before, during, or after the game.
3. Officials are not to discuss occurrences having to do with their game calls with news media representatives or at public gatherings.
4. Coaches are not to criticize officials to, or in the presence of, representatives of news media or other organizations. All criticism should be communicated through the Commissioner. Sports information directors shall make no references whatsoever in institutional media releases as to the quality of officiating.
5. Any correspondence between coaches and officials pertaining to the work of the officials is to be carried on through the Commissioner or one of his/her designees.

G. Member Institution Obligations

1. Each member institution shall be responsible for promoting sportsmanship and appropriate conduct and for ensuring that its participants conduct themselves in a sportsmanlike manner in connection with intercollegiate sporting events.
2. Each member institution shall adopt policies and procedures to implement the principles and standards of sportsmanship.
3. Each member institution shall take appropriate disciplinary or remedial actions in response to any conduct in connection with sporting events that is not sportsmanlike or appropriate by its participants.
4. The athletic director of a member institution shall promptly inform the Conference Commissioner of any conduct or actions by participants in connection with events that are not sportsmanlike or appropriate, and of any actions to be taken in respect of such conduct.

H. Powers of the Conference Commissioner

It shall be the responsibility of the Commissioner to promote and enforce these principles and standards of sportsmanship in connection with all Conference activities involving a member institution, including competition against non-conference opponents. The Commissioner shall have broad authority to interpret the standards, review disciplinary action taken by member institutions, and further penalize those deemed to have violated the standards.

I. Penalties

1. Specifically and without limitation, the Commissioner has the authority to require a member institution to take any one or more of the following actions: (i) publicly or privately reprimand any participant; (ii) forfeit any sports events or competitions; (iii) suspend or expel any person from attendance at or participation in one or more events; or (iv) pay a fine to the Conference (not to exceed \$50,000) for each occurrence of unsportsmanlike or inappropriate conduct.
2. In instances of flagrant misconduct, regardless of circumstance, all individuals involved shall receive a minimum penalty of a suspension from one or more contests. Flagrant misconduct shall include, but not be limited to, striking (e.g., kicking, hitting, throwing objects at), or attempting to strike an official, coach, player or spectator.
3. Repeat violations by an individual, team or institution will subject them to increasingly greater penalties.

J. Procedure

1. Incidents that may involve violations of these standards shall be immediately reported to the president and the director of athletics of the involved member institution and the Commissioner.
2. The director of athletics shall immediately review the incident to determine whether these standards have been violated.

3. As soon as possible, but no later than 48 hours or prior to the next competition, whichever is first, the director of athletics shall advise the Commissioner in writing of the finding and specific disciplinary action, if any, imposed by the institution. A copy shall go to the institution's president and faculty representative.

4. The Commissioner shall promptly review the incident and action taken, and make a determination regarding whether additional penalties should be imposed. The Commissioner may review all reports, video and other information related to the matter, as well as conduct further research. The Commissioner will notify the institution of any directive with additional penalties accordingly.

5. Penalties shall be imposed prior to the next competition.

6. Subject to the right of appeal established in Section K below, each member institution shall comply with all written directives issued by the Commissioner.

7. The Commissioner and athletic director may designate another member of their respective staffs to act on their behalf, and the Commissioner shall have the authority to waive the timing requirements set forth above.

8. Appeal

K. Right of Appeal

1. Any member institution shall have the right to appeal any directive of the Commissioner to the Council of Presidents' Executive Committee. To properly appeal a directive, the member institution must submit a written statement to the Conference office within 24 hours of receipt of the directive. The appeal should include the nature of the institution's objections to the proposed directive, supporting information, and the actions, if any, that the institution contends should have been taken or required by the Commissioner in the directive at issue.

2. The Commissioner shall promptly notify the Executive Committee and provide them with the institution's appeal materials, a summary of the directive, and supporting information.

3. The Executive Committee may affirm, modify or set aside the directive with or without affording the appealing institution a formal or informal hearing. All decisions by the Executive Committee shall be final.

4. If the Executive Committee finds that the appeal was made without basis, and determines that it was done in an effort to gain competitive or other advantage, it shall have the power to impose a fine to the institution no less than \$5,000 and no greater than \$50,000.

5. An Executive Committee member from the institution making the appeal shall be recused from hearing the appeal.