

**PENNSYLVANIA STATE ATHLETIC CONFERENCE  
Medical Hardship Waiver Petition**

Student-Athlete \_\_\_\_\_

Institution: \_\_\_\_\_

Sport: \_\_\_\_\_

Waiver Season: \_\_\_\_\_

**NCAA Bylaw 14.2.5 Hardship Waiver**

A student-athlete may be granted an additional year of competition by the conference of the 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 of the following conditions: *(Revised: 1/14/02 effective 8/1/92)*

(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; *(Revised 1/10/92 effective 8/1/92)*

(b) The injury or illness results in an incapacity to compete for the remainder of that playing season; and *(Revised: 1/14/97 effective 8/1/97, 1/14/02 effective 8/1/02, 1/13/03 effective 8/1/03 for any injury or illness occurring on or after 8/1/03)*

(c) The injury or illness occurs when the student-athlete has not participated in more than two contests or dates of competition (whichever is applicable to that sport) or 20 percent (whichever is greater) of the institution's scheduled or completed contests or dates of competition in his or her sport. Only scheduled or completed competition (excluding scrimmages and exhibition contests per Bylaw 17 in the applicable sport) against outside participants during the playing season that concludes with the NCAA championship, 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 scheduled or completed contests or dates of competition during that season in the sport. *(Revised: 1/10/92, 1/14/97 effective 8/1/97, 1/14/02 effective 8/1/02, 4/29/04, 1/10/05 for any competition occurring on or after 8/1/04)*

**Injury**

Date injury or illness occurred: \_\_\_\_\_

Student-athlete competed in \_\_\_\_\_ total contests (include all competition during championship season)

Total number of contests scheduled by institution: \_\_\_\_\_

Percentage of total scheduled contests student-athlete competed in: \_\_\_\_\_

**Required Documentation: (MUST be attached to this form)**

1. Contemporaneous medical documentation indicating continued medical evaluation/treatment and the nature and extent of the injury or illness. This must be from the examining medical professional (not team athletic trainer) and include:
  - a. Date the injury occurred;
  - b. Date of medical examination and diagnosis;
  - c. Reason student-athlete was advised to discontinue participation for the remainder of the season;
  - d. Statement that the injury resulted in **an incapacity to compete the remainder of the season**.
2. Final performance statistics from sports information office or record of contest-by-contest participation.
3. Final official schedule that includes a contest-by-contest breakdown of all scheduled competition.
4. Provide any additional details, documents, if needed.

**Required Signatures**

I am aware that the above named institution is filing a Medical Hardship Waiver Petition on my behalf and that the petition may include pertinent medical documentation in support of the waiver

Student-athlete's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Based upon the information submitted and my knowledge of this matter, I certify that this student-athlete meets the criteria of the hardship waiver legislation and request approval of this petition:

Director of Athletics signature: \_\_\_\_\_

Date: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Title: \_\_\_\_\_

<b>Pennsylvania State Athletic Conference Action</b>	
<b>Granted:</b> _____	<b>Denied:</b> _____
<b>Signature:</b> _____	<b>Date:</b> _____

## KEY INTERPRETATIONS

### MEDICAL INFORMATION

1. A medical doctor, not a team trainer, must provide the requisite diagnosis that a student-athlete's injury or illness results in an incapacity to compete for the remainder of the traditional playing season. [NCAA Interpretations Committee (IC) 8/22/91]
2. The documentation must be dated after the season is over so that the information can be confirmed by a physician that the student-athlete did not return to competition at the end of the season. [NCAA Eligibility Committee Policy]
3. The student-athlete who is eligible for hardship waiver may participate in limited practice activities to the extent that the student-athlete is physically able to do so. (i.e., as part of the rehabilitation), as long as it is verified by a medical doctor that the injury or illness precludes the student-athlete from competing in any contests. [IC 3/12/82]

### CALCULATING HARDSHIP WAIVER

1. A student-athlete whose injury or illness occurred during the nontraditional season and resulted in the student-athlete's inability to compete in the traditional season has used a season of competition and must request an additional year of competition, from the conference or the NCAA for reasons of hardship. [IC 8/22/91]
2. In individual sports, all competition in the traditional and nontraditional season must be considered in calculating scheduled events, if the championship selection in a sport is based upon competition throughout the entire season (traditional and nontraditional segments). [NCAA Council 8/2/89]
3. If your institution competes separately in an individual sport against two or more institutions on one calendar day, all participation on that day counts as one contest (in the denominator) for calculating scheduled events for hardship purposes. A student-athlete representing your institution in any outside competition on that day is charged with only one event (in the numerator). [IC 8/22/91]
4. Track and field is considered to be a single sport. If a student-athlete participates only in field events (e.g. shot put), a track event can be used to determine your institution's scheduled events for a hardship waiver, even if the meet does not include field events. [IC 8/22/91]
5. Swimming and diving is considered a single sport. If a student-athlete participates in diving, a swim meet can be used to determine your institution's scheduled events for a hardship waiver, even if the swim meet did not include diving competition. [IC 8/22/91]
6. Indoor and outdoor track are considered a single sport. A student-athlete who participates in indoor track may utilize only indoor track events in determining the number of scheduled events for a hardship waiver. If a student-athlete participates in outdoor track, only outdoor events may be used to determine completed events for a hardship waiver. [IC 8/22/91]
7. In calculating the 20 per cent limitation (for Divisions I and II), you also round up. For example, 20 per cent of a 27-game basketball schedule is 5.4 games, so you would round up to six games. Conference championships count as one contest, no matter how many days or games are involved, and the counting of tournaments and multiple-team events is based on whether individual or team sports are involved. With individual sports, any one-day, one-location competition counts as one event, and each day in a tournament counts as one event. In team sports, every game of a tournament, doubleheader or multiple-team contest counts as a separate event. [Bylaw 14.2.5.3.4]

8. “..Further, if a student-athlete participates in a sport that conducts a traditional fall segment prior to the individual's participating in 20 per cent of the institution's complete traditional contests, the individual still is permitted to receive a hardship waiver even if he or she subsequently participates during the nontraditional spring segment, with the understanding that the injury or illness that occurred during the traditional segment resulted in the student-athlete's incapacity to participate for the remainder of the traditional segment.” [IC 1/14/88]
9. For additional Division I criteria for an injury or illness that occurred at a two-year college, see Bylaw 14.2.5.1.

**Pennsylvania State Athletic Conference  
Medical Absence Waiver**

Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Sport: \_\_\_\_\_

Academic Year/Semester in which absence occurred: \_\_\_\_\_

- 1.) APPROPRIATE MEDICAL DOCUMENTATION MUST BE ATTACHED
- 2.) LETTER OF EXPLANATION SURROUNDING CIRCUMSTANCES MUST BE ATTACHED

**NCAA BYLAW 14.4.3.5-(a) Medical Absence**

The credit hours required under the satisfactory-progress regulation of 14.4.3.1-(a) and (b) may be prorated at 12 units per term of actual attendance during an academic year in which a student misses a term or is unable to complete a term as a full-time student as a result of an injury or illness. Such an exception may be granted only when circumstances clearly supported by appropriate medical documentation establish that a student-athlete is unable to attend a collegiate institution as a full-time student as a result of an incapacitating physical injury or illness involving the student-athlete or a member of the student-athlete's immediate family. Credits earned by the student during the term to which the waiver applies may not be used in determining progress toward degree.

Signed: \_\_\_\_\_  
(Physician)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Director of Athletics)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Commissioner)

Date: \_\_\_\_\_

**Pennsylvania State Athletic Conference  
Complimentary Admission List for Visiting teams**

Names of student athletes or coaches desiring admission for their **guests** should appear in **alphabetical order**. NCAA regulations permit a maximum of four (4) complimentary admissions per student-athlete. PSAC policy limits the total number of complimentary admissions for visiting teams to (125) for football and (30) for basketball and wrestling. Two (2) complimentary admissions will be given per student-athlete at any institution that charges admission fees for contests other than football, basketball and wrestling. Recipients will identify themselves, sign the list and then receive a ticket stub. The name and the signature of each recipient must appear for each ticket distributed. Failure to comply with stated regulations will result in guests not receiving complimentary admissions. Submit to ticket manager one hour before game time.

**School:** \_\_\_\_\_ **vs.** \_\_\_\_\_ **Date** \_\_\_\_\_ **Circle** **MEN** **WOMEN**  
**One:** \_\_\_\_\_

Name of Player/Coach  
(List Alphabetically)

Name of Recipient  
(Print clearly or type)

Signature of Recipient

1. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
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2. \_\_\_\_\_

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3. \_\_\_\_\_

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4. \_\_\_\_\_

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5. \_\_\_\_\_

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8. \_\_\_\_\_

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**PSAC Complimentary Admission List (Visiting Team)**

**Page two of**

Name of Player/Coach (List Alphabetically)	Name of Recipient (Print clearly or type)	Signature of Recipient
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		

**PSAC Complimentary Admission List (Visiting Team)**  
**Page three of**

Name of Player/Coach (List Alphabetically)	Name of Recipient (Print clearly or type)	Signature of Recipient
19.		
20.		
21.		
22.		
23.		
24.		
25.		

**PENNSYLVANIA STATE ATHLETIC CONFERENCE  
Championship Financial Summary**

**Sport:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Host Institution:** \_\_\_\_\_

**Submitted by:** \_\_\_\_\_

**DEADLINE: Due to the PSAC Office no later than 30 days after the championship**

**EXPENDITURES**

<b>1. Ticket Expenses (Bsk ONLY)</b> -----		\$ _____
Ticket Sellers/Collectors-----	\$ _____	
<b>2. Promotions</b> -----		\$ _____
Program Printing (Bsk ONLY)-----	\$ _____	
<b>3. Championship Site</b> -----		\$ _____
Facility Cost (rental fee only)-----	\$ _____	
Equipment (identify)-----	\$ _____	
<b>4. Game Officials</b> -----		\$ _____
Fees -----	\$ _____	
Mileage-----	\$ _____	
Lodging-----	\$ _____	
<b>5. Table Officials (Bsk ONLY)</b> -----		\$ _____
Scorer(s)-----	\$ _____	
Timer(s) -----	\$ _____	
Lodging-----	\$ _____	
<b>6. Liaison Expenses</b> -----		\$ _____
<b>GROSS EXPENDITURES</b> -----		\$ _____

**REVENUES**

<b>1. Ticket Sales</b> -----		\$ _____
Adult-----	\$ _____	
Student-----	\$ _____	
<b>2. Programs (Bsk ONLY)</b> -----		\$ _____
Sales-----	\$ _____	
<b>3. Other (Identify)</b> -----		\$ _____
-----	\$ _____	
-----	\$ _____	
<b>GROSS REVENUES</b> -----		\$ _____

**FINANCIAL SUMMARY**

<b>Total Gross Expenditures</b> -----	\$ _____
<b>Total Gross Revenue</b> -----	\$ _____
<b>NET REVENUE (OR EXPENDITURES)</b> -----	\$ _____

\_\_\_\_\_  
**Athletic Director Signature**                      **Date**

\_\_\_\_\_  
**Commissioner**    **Date**



# PENNSYLVANIA STATE ATHLETIC CONFERENCE

## Sport Liaison Expense Form For Conference Championships

**Please Print**

Full Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Sport: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City and State: Zip: \_\_\_\_\_

Championship Date: \_\_\_\_\_

Site: \_\_\_\_\_

\*\*\*\*\*

1. Date of departure: \_\_\_\_\_ Date of Return: \_\_\_\_\_

2. Round-trip transportation (must be over 50 miles round trip): 40¢ per mile by automobile for miles \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ \$ \_\_\_\_\_  
(This is the PSAC rate – not the State rate – please abide by these figures)

3. Per diem: \_\_\_\_\_ days at \$40 .....\$ \_\_\_\_\_

4. Lodging: PSAC will reimburse room and tax charges if individual is attending conference championship. A copy of hotel bill must be attached.....\$ \_\_\_\_\_

**NOTE: If the host institution is paying for the hotel room, they will charge back the hotel expense on the Championship Financial Report.**

**TOTAL EXPENSES:.....\$ \_\_\_\_\_**

I certify that the above is correct.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Commissioner: \_\_\_\_\_ Date: \_\_\_\_\_



**PENNSYLVANIA STATE ATHLETIC CONFERENCE (PSAC)  
National Letter of Intent Procedures For Member Institutions**

1. Each institution (not the coach) is responsible to submit a copy of signed National Letters of Intent within **21 days** of the final signature from the prospective student to the Conference Office.
2. The Conference Office will update an on-line listing of signees on the PSAC website ([www.psacsports.org](http://www.psacsports.org))
3. National Letters of Intent are subject to the following timetable and the applicable date should be checked on Letters of Intent for the appropriate sport prior to their issuance. An institution may require an earlier FINAL SIGNING DATE than those listed.

<u>SPORT</u>	<u>INITIAL SIGNING DATE</u>	<u>FINAL SIGNING DATE</u>
(Early Period) Baseball, Basketball, Cross Country, Golf, W. Lacrosse, Softball, Swimming, Tennis, Track & Field, Volleyball, Wrestling	November 11, 2009	November 18, 2009
Football (Midyear JC Transfers)	December 16, 2009	January 15, 2010
Football (Regular Period)	February 3, 2010	April 1, 2010
Field Hockey, Men's & Women's Soccer, Track & Field/Cross Country, Men's Water Polo	February 3, 2010	August 1, 2010
Basketball (Regular Period)	April 14, 2010	May 19, 2010
(Regular Period) Baseball, Golf, W. Lacrosse, Softball, Swimming, Tennis, Volleyball, Wrestling	April 14, 2010	August, 1, 2010