

# Student – Athlete Handbook



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# ASC Athletic Department Mission

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The Agnes Scott Athletic Department is committed to encouraging all Agnes Scott students in the development of a balance between intellectual engagement and an active lifestyle. Through intercollegiate competition, physical education, and recreational activities we empower our students to develop a life-long passion to live a well balanced, healthy, and productive life.

## NCAA Division III Philosophy Statement

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Colleges and universities in Division III place highest priority on the overall quality of the educational experience and on the successful completion of all students' academic programs. They seek to establish and maintain an environment in which a student-athlete's athletics activities are conducted as an integral part of the student-athlete's educational experience, and in which coaches play a significant role as educators. They also seek to establish and maintain an environment that values cultural diversity and gender equity among their student-athletes and athletics staff. *(Revised: 1/10/95, 1/9/06 effective 8/1/06)*

To achieve this end, Division III institutions:

- Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency (e.g., students, alumni, institutional personnel) than on the general public and its entertainment needs;
- Award no athletically related financial aid to any student;
- Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel and spectators;
- Encourage participation by maximizing the number and variety of athletics opportunities for their students;
- Assure that the actions of coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes;
- Assure that athletics participants are not treated differently from other members of the student body;
- Assure that athletics programs support the institution's educational mission by financing, staffing and controlling the programs through the same general procedures as other departments of the institution. Further, the administration of an institution's athletics program (e.g., hiring, compensation, professional development, certification of coaches) should be integrated into the campus culture and educational mission; *(Revised: 1/9/06 effective 8/1/06)*
- Assure that athletics recruitment complies with established institutional policies and procedures applicable to the admission process; *(Adopted: 1/12/04 effective 8/1/04)*
- Assure that academic performance of student-athletes is, at a minimum, consistent with that of the general student body; *(Adopted: 1/9/06 effective 8/1/06)*
- Assure that admission policies for student-athletes comply with policies and procedures applicable to the general student body; *(Adopted: 1/9/06 effective 8/1/06)*
- Provide equitable athletics opportunities for males and females and give equal emphasis to men's and women's sports;
- Support ethnic and gender diversity for all constituents; *(Adopted: 1/12/99)*
- Give primary emphasis to regional in-season competition and conference championships; and
- Support student-athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation in national championships, by providing all teams with adequate facilities, competent coaching and appropriate competitive opportunities.

The purpose of the NCAA is to assist its members in developing the basis for consistent, equitable competition while minimizing infringement on the freedom of individual institutions to determine their own special objectives and programs. The above statement articulates principles that represent a commitment to Division III membership and shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs by institutions and conferences.

# Athletic Policies and Procedures

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## ASC Sportsmanship & Athletic Conduct

As a member of the ASC community, you are expected to conduct yourself in a manner which brings credit to yourself, your team, and Agnes Scott College, both on and off campus. This conduct is expected whether you are representing ASC at an athletic contest or you are involved in a non-athletic activity.

As a team member you accept this responsibility, knowing your personal conduct is an important aspect of how other people will interact with you. Agnes Scott and your teammates are depending on you to do your very best as a student, and in preparation for and performance of your athletic skills.

### General Student-Athlete Misconduct

A student-athlete's inappropriate behavior and/or failure to comply with team policies and procedures may result in that student-athlete being suspended or dismissed from her team. Each coach will articulate his or her team policies at the beginning of each season. If in doubt, ask your coach.

Being a student-athlete in no way exempts you from federal, state, city and college laws and regulations that govern all other individuals. Students' misconduct includes, but is not limited to, the following actions:

1. Violation of NCAA, ASC Intercollegiate, or varsity team rules
2. Lying
3. Physical or verbal abuse
4. Alcohol and/or drug abuse
5. Stealing, accessory to theft, unauthorized entry and/or accessory to unauthorized entry
6. Gambling and bribery
7. Academic dishonesty
8. Disturbing the peace
9. Inappropriate social website postings

Please refer to the ASC College Handbook and/or the NCAA Manual for additional regulations.

**NOTE:** All ASC varsity athletes must read and sign Agnes Scott Athletics Code of Conduct in Appendix A.

## Rules & Regulations: Eligibility

The participation of students in certain extracurricular activities is subject to a number of rules and regulations dealing with eligibility:

- No student shall represent this college in any branch of intercollegiate athletics who is not regularly matriculated and taking a minimum of 12 academic hours during the fall and the spring semesters.
- The college imposes academic probation as a result of unsatisfactory academic performance. This probation notifies a student that unless her academic performance becomes satisfactory, she may be dismissed. No student shall represent this college in intercollegiate competition if on academic probation or disciplinary probation.
- A full-time, classified student usually is placed on academic probation at the end of a semester if she has grades of F in two academic courses; or has achieved fewer than twelve (12) semester-hours credit in academic courses; or has a semester grade point average less than the minimum for her classification:
  - **First –Year 1.60**
  - **Sophomore 1.80**

- **Junior 1.95**
  - **Senior 2.00**
- A full-time, classified student usually is placed on academic probation at the end of a semester if she has a cumulative grade point average less than the minimum for her classification:
  - **Sophomore 1.60**
  - **Junior 1.95**
  - **Senior 2.00**
  - or if she has not achieved the minimum semester hours for her classification in the next session:
    - **Sophomore 28**
    - **Junior 60**
    - **Senior 92**
  - (These numbers do not include credit for courses in physical education.)
- No student shall be a member of more than one intercollegiate athletic team at the same time except with express approval of the Athletic Director.
- For specific rules and regulations you should refer to the ASC College Catalog and the NCAA Manual. Student-Athletes are responsible for being familiar with and adhering to all College, Athletic Department, and NCAA rules, regulations and procedures.

According to NCAA Bylaw 14.01.2, **eligibility** is defined as follows:

“To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete shall be enrolled in a minimum full-time program of studies, be in good academic standing and maintain satisfactory progress toward a baccalaureate or equivalent degree.”

- A minimum full time program at Agnes Scott College consists of not less than 12 academic hours, excluding physical education hours
- A student at Agnes Scott College is required to make satisfactory progress toward a degree and maintain a certain cumulative grade point average in accordance with her classification
- Students are advised to complete 25% of the semester hours required in academic courses for the degree during each academic year
- All team managers must be in good academic standing

Another important component of eligibility is amateurism. According to NCAA Bylaw 14.01.3.1, “A student-athlete shall not be eligible for participation in an intercollegiate sport if the individual has taken pay, or has accepted the promise of pay in any form...” Please refer to NCAA Bylaw 12 for further details regarding amateurism.

**PLEASE NOTE:** Athletes are encouraged to ask for assistance with any NCAA rule or bylaw question(s). If you have a question, please ask the compliance coordinator.

## **Academic Monitoring & Class Attendance**

### **Study Hall**

Study hall will be held on MONDAY, TUESDAY, & THURSDAY evenings from 8:00 – 9:30 pm during each semester. This time should NOT conflict with practice and/or meal times. It is highly recommended that student-athletes try to schedule group study sessions on Wednesday evenings since there will be no study hall. In addition, Head Coaches may request that student-athletes schedule faculty meetings and/or tutoring sessions on a fourth day of the week. This will be at the Head Coach’s discretion.

Study hall will be held in the Science Center and students are required to stay in the designated room for the entire 90 minute session. The ONLY exception to this is if a student requires additional help from the writing center, language arts center, science center, math learning center, etc. The student and tutor must complete the appropriate form when this occurs. (The form can be obtained from the study hall monitor).

All first-year student-athletes are REQUIRED to be in study hall until a 3.0 GPA is attained. All other student-athletes will be evaluated by the Head Coach and Athletic Director to determine if study hall is necessary.

There will be an athletic department appointed person serving as the study hall monitor in the designated room of the science center. Each student-athlete must sign in with the study hall monitor upon entering. Laptops will be provided in the designated room. USE OF CELL PHONES, IPODS, FACEBOOK, TWITTER, INSTAGRAM, ETC. WILL NOT BE TOLERATED.

### **Class Attendance**

If you will miss classes due to competition, your Head Coach will provide you with a letter from the Athletic Director containing your sport schedule which you must hand deliver to the professor of each class you would miss. This letter will be given to you by the end of the first week of school (for fall sports) or within three weeks of the first conflict. It is each student-athlete's responsibility to be proactive and alert the professor(s) and make up any work/class missed.

All student-athletes are expected to attend class. The only reason a student-athletes should miss class would be for travel and/or competition. Student-athletes are NOT allowed to miss class due to practice.

### **PE Credit for Varsity Athletics**

You may receive PE credit for participating in the traditional season of your sport. You can visit the Registrar's Office to obtain and complete the Special Permission/ Add Form, have the proper person sign it, and then return the form by the designated deadline.

## **Uniforms, Team Travel & Pregame Protocol**

### **Athletic Uniforms**

All uniforms, practice and competition gear, and other equipment or apparel issued by the Department are the property of Agnes Scott College. The head coach will outline policies regarding the use of clothing or equipment. All team clothing is for student-athlete use only. Clothing should not be loaned to friends and/or roommates. Clothing should be worn for official team events as directed by the Head Coach. All team game and practice apparel, travel bags, and equipment will be assigned by the Head Coach at the start of the season or as needed. All issued items must be returned by a date specified by the Head Coach. Throughout the season the student-athlete is responsible for maintaining care of her ASC athletic equipment and apparel. Assigned players or student workers will wash uniforms unless the Head Coach gives additional instructions. The ASC Athletic Department will bill each student-athlete on an individual replacement "cost-plus" basis for all clothing and/or equipment not returned by that individual. (See Appendix E)

Remember, the athletic department owns all equipment. If any Agnes Scott student-athlete does not return equipment issued by the completion of the season, a red flag will be placed on your account. This means you will not receive your grades or be able to register for the next semester grades until your equipment is turned in and the athletic director notifies the registrar.

## Team Travel

The Athletic Department has established general team travel rules. Athletes must travel to and from all “away” contests with the team unless the Head Coach and Director of Athletics give written permission (Appendix C) to do otherwise. Written permission must be given before the away trip. Being a participant on an Agnes Scott varsity athletic team does not necessarily imply an automatic place on the College’s travel squad. The Head Coach will define specific team rules regarding travel at the beginning of the season. Team members are expected to adhere to the policies set by their Head Coach and the Department of Athletics.

Managers are NOT able to travel with the team. Injured athletes are also NOT allowed to travel if it conflicts with class. The injured student-athlete’s primary responsibility is to attend class and follow appropriate steps to return to participation in her sport (i.e. rehabilitation).

## Pre-game Music

- See Appendix F

## Social Networking

The Department of Athletics understands the popularity and usefulness of social networking sites and supports its use by student-athletes provided:

- No offensive or inappropriate pictures are posted;
- No offensive or inappropriate comments are posted;
- Any information placed on the website(s) does not violate college, department of athletics or student-athlete codes of conduct;
- Photos and/or comments posted on these sites do not depict team-related or college-identifiable activities (including wearing/using team uniforms or gear inappropriately).

Student-athletes must remember that they are representatives of Agnes Scott College and are in the public eye more so than other students. Please keep the following in mind as you participate on social networking websites:

- Before participating in any online community, understand that anything posted online is available to **ANYONE IN THE WORLD**. Any text or photo placed online becomes the property of the site(s) and is completely out of your control the moment it is placed online – **even if you limit access to your site**.
- You should not post any information, photos or other items online that could embarrass you, your family, your team, the department of athletics or Agnes Scott College. **This includes information that may be posted by others on your page.**
- It is **STRONGLY ENCOURAGED** that you never post your home address, local address, phone numbers(s), birthdates or other personal information. You could become the target of predators.
- Student-athletes could face discipline and even dismissal for violations of team, department, college and/or NCAA policies.

## Conflict Resolution

Should a student athlete, in season or out of season, have a conflict with another player from her team, she should address this conflict in the following steps:

1. Speak with the player in question
2. Speak with the team Captain



3. Speak with the Head Coach
4. Speak with the Athletic Director

Any conflicts involving a Coach should be addressed with that coach first, then the Athletic Director. The Athletic Director will not see you until the Coach has been addressed first.

## **Fair Treatment & Respect**

### **Definition of Bullying**

Bullying is behavior that is intentional, repetitive and hurtful resulting in an imbalance of power between the bully and the target. Bullying can take many forms, such as hitting or punching (physical bullying); teasing or name-calling (verbal bullying); intimidation using gestures or social exclusion (non-verbal bullying or emotional bullying); and sending intimidating messages through technology (cyber bullying).

### **Policy Statement**

Bullying is prohibited within the Agnes Scott Athletic Department. This policy applies not only to student-athletes who directly engage in an act of bullying but also to student-athletes who, by their indirect behavior, condone or support another student-athlete's act of bullying. No Agnes Scott faculty, staff or student, shall permit, condone, or tolerate bullying.

A person who engages in bullying or tolerates bullying will be subject to discipline in accordance with athletics department and/or college policies and procedures. The athletics department may take into account the following factors:

1. The developmental and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for student-athletes who engage in an act of bullying may range from behavioral interventions up to and including immediate removal from the team. Other consequences may occur from the College as well. The athletics department will act to investigate all complaints of bullying and will take appropriate action against any faculty, staff or student who is found to have violated this policy.

## **Statement and Policy for Inclusion and Respectful Treatment of Student-Athletes**

Agnes Scott College prohibits discrimination on the basis of race, color, national origin, religion, sex, sexual orientation, age, disability, genetic information, gender identity, and gender expression. Agnes Scott has a strong commitment to diversity. Therefore, in order to comply with this policy and to uphold the principles of equity and inclusion, Agnes Scott Athletics maintains the following policies to facilitate and encourage the participation of transgender students, staff, faculty and visitors. These policies cover participation in intercollegiate athletics and accommodation for transpeople who attend and participate in athletic contests that take place at Agnes Scott College.

### **POLICIES FOR INTERCOLLEGIATE TEAMS**

A transgender student athlete should be allowed to participate in any sports activity so long as that athlete's use of hormone therapy, if any, is consistent with the National College Athletic Association (NCAA) existing policies on banned medications.

Specifically, a transgender student athlete should be allowed to participate in sex-separated sports activities under the following conditions:

#### **A. Participation by Transgender Student-Athletes Undergoing Hormone Treatment**

1. A FTM (Female to Male) student-athlete who is taking medically prescribed testosterone related to gender transition may not participate on a women's team after beginning hormone treatment.
2. A FTM student-athlete who is taking medically prescribed testosterone related to gender transition may request a medical exception (since testosterone is a banned substance) from the NCAA and, if waiver is granted, subsequently participate on a men's team.
3. A MTF (Male to Female) student-athlete may continue to participate on a men's team if taking medically prescribed hormone treatment related to gender transition.
4. A MTF student-athlete being treated with testosterone suppression medication related to gender transition, for the purposes of NCAA competition, may continue to compete on a men's team but may not compete on a women's team until completing one calendar year of medically documented testosterone suppression treatment. Otherwise, the team's status would be changed to a mixed team status.

#### **B. Participation by Transgender Student-Athletes NOT Undergoing Hormone Treatment**

1. Any transgender student-athlete not undergoing hormone treatment may participate on the team that aligns with his or her assigned birth sex.
2. A FTM student-athlete who is not taking testosterone related to gender transition may participate on a men's or women's team.
3. A MTF student-athlete who is not taking hormone treatments related to gender transition may compete only on a men's or mixed status team.

### **SUPPORT, EDUCATION AND FACILITIES**

#### **A. Communication and Publications: Pronouns and Name Changes**

The preference for the use of masculine, feminine or gender-neutral pronouns should be the choice of the student-athlete. Coaches, administrators and athletes shall abide by a transgender student-athlete's name and pronoun preferences, which demonstrates respect for the individual's gender identity and expression.

## **B. Education**

At Agnes Scott College, student-athletes, coaches and department personnel should be educated about trans identities and the principles of transgender inclusion. They should be knowledgeable about how, in their particular roles, to support transpeople, and be prepared to put this knowledge to use.

Opposing Teams/Universities: Without violating a transgender student’s confidentiality or privacy, school leaders, athletic directors, and coaches should communicate with their counterparts at other schools prior to competitions in which a transgender athlete is participating about expectations for treatment of transgender student-athletes on and off the field. This does not require “outing” or otherwise identifying a particular student-athlete as transgender, but rather establishing general expectations for the treatment of all student-athletes, including those who may be transgender.

## **C. Access to Locker Rooms and Bathrooms**

Every student-athlete has access to a locker room, bathroom and shower facilities in a safe, comfortable and convenient environment. Transgender student-athletes may use the locker room, bathrooms and showers in accordance with their gender identity. If requested by the transgender student-athlete, a separate private changing, showering and toilet facility is available with locker accommodations.

If a transgender student-athlete chooses to use a separate locker room space – designated as gender-neutral – coaches and team members are strongly encouraged not to use the common locker room as a team meeting space or the only location that important team information is shared. Instead, coaches and team members are strongly encouraged to identify other spaces to conduct team meetings.

## **D. Accommodations for Travel**

When traveling, the athletic staff will work to identify safe spaces for transgender student-athletes to have their needs met with regard to changing spaces and restroom accommodations without compromising the student’s privacy and confidentiality. Transgender student-athletes should be assigned rooming assignments based on their gender identity, with the recognition that the student who requests extra privacy should be accommodated whenever possible.

## **E. Dress Codes and Uniforms**

Dress codes should enable all athletes and other sports participants to dress in accord with their gender identity. For example, instead of requiring gendered forms of “dressy,” such as a skirt or dress, dress codes should require students to dress with appropriate formality in ways that suit their gender identity. Since both transgender and cisgender athletes may have preferred gender expressions that do not conform to traditional norms of dress—for instance, not all women feel comfortable in a skirt—this policy should be understood to apply to all student athletes. Official team uniforms that are sport specific, ideally, should not conflict with a student athlete’s gender identity or expression.

## **CONFIDENTIALITY**

The privacy of transgender student-athletes is a priority, and all medical information will be kept confidential.

## **RESOURCES**

- Champions of Respect – Inclusion of LGBTQ Student-Athletes and Staff in NCAA Programs; [www.ncaa.org/lgbt](http://www.ncaa.org/lgbt)
- Athlete Ally; [www.athleteally.org](http://www.athleteally.org)
- Campus Pride; [www.campuspride.org/resources/athletics](http://www.campuspride.org/resources/athletics)
- Center for Student Engagement

# Programs

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## **Student Athlete Advisory Committee**

The Student-Athlete Advisory Committee (SAAC) provides a forum for communication between the student-athletes at Agnes Scott College and athletics administration. The intent of the committee is to disseminate information, and to maintain positive student-athlete and staff relations. The committee consists of two members from each varsity sport, the Faculty Athletic Representative and the staff member assigned by the Athletic Director.

## **Faculty Athletic Representative**

The purpose of the Faculty Athletics Representative (FAR) is to serve as an intermediary between ASC faculty and the Athletic Department, and to assist the Director of Athletics in insuring compliance with NCAA and institutional rules. The FAR will be selected for a term of three years.

# Athletic Department Awards

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## Participation Requirements for Awards

### Awarding of Varsity Letters

#### a. Requirements

##### 1. General

An athlete who participates in more than one-half of the total periods (i.e. time segments indigenous to the activity) during the regularly scheduled contests shall have earned a letter. Scrimmages do not count even though they may be regularly scheduled.

**NOTE:** These are the general guidelines. Certain sports (i.e. tennis) may require variations as to the general letter requirements

##### 2. Special

- a) A post-season championship, whereby the entire team is scheduled into same, will count as a dual meet/match competition.
- b) The winning of a NCAA individual championship would override the participation factor if it had not been satisfied at that time.

#### b. First Year Letter Requirements---Specialists

**Other-** An athlete, who participates in more than one half of the normal expected playing time for her specialty, shall have earned a letter. The athlete must, however, have participated in a minimum of 20% of the total regularly scheduled contests. For example, with a softball pitcher, what is the total number of innings possibly available to her based on the number of appearances she made during the season? If she threw in more than one-half of them, she has earned a letter provided she participated in a minimum of 20% of her team's contests.

#### c. Managers

Provided a manager fulfills the obligation of the position, she shall have earned her letter award as established:

1. The award should be made upon the coach's recommendation to the Director of Athletics.
2. A manager has equal opportunity with an athlete to win four (4) varsity monograms.
3. A manager must be in good academic standing.

#### d. Special Requests

The coach is at liberty to present in writing, a letter of recommendation to the Director, requesting a letter be awarded to any member of his/her team who, due to circumstances beyond said team member's control, did not qualify for her letter as set forth above. The senior who stays with her sport for four years at the varsity level shall automatically earn her letter.

#### e. Disqualifications

An athlete, who disaffiliates herself from her team, for reasons other than injury, even though the letter requirements have been satisfied at the time, shall not receive a letter award. She must complete the season as a bona fide team member in good standing.

## **Awards**

First:	Water Bottle (WB) – can only receive one
Second:	Varsity Sweatshirt (VS) – can only receive one
Third:	Fleece Jacket (FJ) – can only receive one
Senior Athletes:	If letter all four years, a framed sports souvenir will be given
Participant*:	(Non- award winner) - receives a participant certificate in each sport in which she participates

\*If a student-athlete was a letter winner at a previous institution and transferred to Agnes Scott, that counts toward her letter award earning. For example, Jane Doe transferred from GPC and was a first year letter winner for softball. Jane is now a sophomore at ASC and plays on the softball team and letters. She would qualify for the Agnes Scott second year letter award (varsity sweatshirt).

**NOTE:** First, Second, Third, and Senior awards are cumulative over the same sport only.

Student-athletes nominated for an award must be in good standing with the team by:

1. Practicing regularly
2. Maintaining eligibility
3. Additional criteria as established by the Head Coach

### **Sports Woman of the Year**

Presented to a sophomore, junior or senior student-athlete who not only reflects individual athletic accomplishments, but also embodies the ideals of team contribution, scholastic success (3.0GPA or better), as well as support of other athletic, college, and community endeavors.

### **Scholar Athlete of the Year**

Presented to the student-athlete who has performed a minimum of 45 semester hours at Agnes Scott College and has accumulated a superior grade point average (3.5 or higher) and achieved outstanding athletic accomplishments.

### **Rookie of the Year**

Presented to the student-athlete who demonstrates outstanding athletic success and an overall contribution to the success of her team(s) in her first year of varsity athletic participation.

### **Total Person Award**

Presented to the student-athlete who demonstrates excellence as a result of a balanced life that encompasses academic and athletic achievement and a personal well-being.

**NOTE:** Being a member of a varsity athletic team does not necessarily mean the individual will receive a varsity letter. Voluntarily or involuntarily dismissal will disqualify an athlete from receiving an end of season award.

# Health & Wellness

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## Agnes Scott Sport Medicine General Info

### Athletic Trainer

All intercollegiate athletes at Agnes Scott College have access to a certified athletic trainer to aid in injury prevention, evaluation, treatment, and rehabilitation of athletic injuries.

### Athletic Training Room Facilities

The Department of Athletics and Physical Education maintains an athletic training facility for the treatment of minor injuries that do not require a doctor's attention. The Athletic Trainer is in charge of the facility which is located on the first floor of the Woodruff Building.

### Sports Medicine & Facility Guidelines

1. All athletes needing treatment should report at least one hour before the start of practice and an hour and a half to two hours prior to game time. Pre-practice treatments will end 10 minutes before practice time.
2. All practice gear should be left outside the training room.
3. No cleats or muddy/grassy shoes in the training room.
4. When possible, please shower prior to post-practice treatments.
5. All athletes must report injuries to the Athletic Trainer immediately. After injury, student-athletes are required to follow the guidelines set forth by the ASC sports medicine staff. In order to return to practice and competition, the athlete must receive medical clearance. The Athletic Trainer will notify the athlete and coach when she is cleared for practice and/or competition.
6. All injured athletes must report for treatments as directed. Failure to keep appointments will be reported to the coaching staff.
7. All athletes are required to sign the treatment log prior to receiving treatment.
8. Use proper language when in the training room. No profanity or inappropriate conversations are allowed.
9. Only qualified members of the athletic training staff may apply treatments and taping. Therefore, do not help yourself. Ask and you shall receive!
10. All whirlpools and other modalities must be turned on and off by a member of the athletic training staff. No one is to administer self-treatment at any time.
11. All equipment and supplies must remain in the training room unless removal is approved and logged by a member of the athletic training staff.
12. The training room is not a place for socializing; if you do not need treatment, you should not be in the training room.
13. No food or drinks are allowed in the athletic training room.

## Student-Athlete Physical Exams & Medical Clearance Policies

### Physical Exam

Prior to practicing or competing in intercollegiate athletics, each student-athlete is required to pass a physical performed by the Nurse Practitioner, Athletic Trainer and ASC Team Physician.

### Medical Clearance

All student-athletes must be medically cleared prior to practicing with the team. Any student-athlete not cleared will not be permitted to practice with the team and will not be issued equipment.

### **First Year/Transfer Athletes**

The procedure for obtaining medical clearance for first year/transfer athletes is as follows:

1. **THE COACH SHALL SUBMIT A TENTATIVE LIST OF HIS/HER EXPECTED NEW TEAM MEMBERS TO THE ATHLETIC DIRECTOR AT LEAST FOURTEEN DAYS PRIOR TO THE FIRST SCHEDULE PRACTICE.**
2. Several medical forms, to be obtained by the Head Athletic Trainer, must be completed.
3. Each athlete is required to show up for the physical as set by the Head Athletic Trainer, Nurse Practitioner, and Team Physician. Failure to show up and complete all documentation will result in NO PARTICIPATION.
4. Athletes not cleared by the Team Physician will be referred to Health Services or a specialist for a follow-up consultation. Any testing that needs to be performed (i.e. ECG/EKG) will be at the student-athlete's expense.

### **Returning Athletes**

The procedure for obtaining medical clearance for returning athletes is as follows:

1. **THE COACH SHALL SUBMIT A TENTATIVE LIST OF RETURNING TEAM MEMBERS TO THE ATHLETIC DIRECTOR AT LEAST FOURTEEN DAYS PRIOR TO THE FIRST SCHEDULE PRACTICE.**
2. Each returning team member on the list must complete a returning athlete's form.
3. The Athletic Trainer, Nurse Practitioner and the Team Physician will review completed forms.
4. **NOTIFICATION WILL BE GIVEN SHOULD ANY INDIVIDUAL BE IN NEED OF A FOLLOW UP MEDICAL EXAM.**
5. Athletes not cleared by the Team Physician will be referred to Health Services or a specialist for a follow-up consultation.
6. Individual team members who return to Agnes Scott for practice are required to update their medical records.

### **Team Physician Guidelines**

1. If you are to see the physician on campus, come at the designated time, sign in, fill out the top portion of the physician note, and wait outside the training room until called.
2. Remember the team physician has the final say regarding participation in your sport.
3. If you are sent for a second opinion or to a specialist physician, you must get a referral from sports medicine. This form must be signed by the physician and returned to the head athletic trainer the following day.
4. If you are directed to see a non-ASC physician, you must be ON TIME. Remember you are representing Agnes Scott College. These medical professionals make every effort to return our athletes to campus as quickly as possible.

## **Drug, Alcohol & Tobacco Policies**

### **NCAA Drug-Testing Program**

Each student-athlete must have on file with the Director of Athletics a drug testing consent form for the current academic year. This, and other eligibility forms, will be administered at a mandatory team meeting conducted by the Director of Athletics. Failure to participate in this meeting will restrict you from practice and competition until cleared by the Director of Athletics.

### **Agnes Scott's Drug Policy**

The Agnes Scott College Athletic Department has developed a drug education and testing program to prevent and educate our student-athletes about the effects of drug abuse. The program includes educational tools,



random drug testing, disciplinary actions, and treatment options for all student-athletes. This policy became effective August 1, 2007 and is reviewed annually and will be revised if needed.

Student-athletes are asked to sign a consent form demonstrating their understanding of the NCAA drug-testing program AND Agnes Scott's drug-testing program and their willingness to participate. This consent statement is required of all student-athletes each academic year prior to participation in intercollegiate athletics. Failure to complete and sign the statement will result in the student-athlete forfeiting her eligibility for participation in all intercollegiate competition. Further information concerning the NCAA Drug-Testing Program can be found in the NCAA Manual. Further information regarding Agnes Scott's Drug Education and Testing Program can be found on the sports medicine website.

In accordance with Agnes Scott's general policy that drugs may lead to impaired judgment and reduced achievement, the possession and use of illegal drugs is prohibited on campus and when on official school trips. Any student engaged in the unlawful use or sale of controlled substances should expect to be suspended or dismissed from the team, as well as the College.

### **Alcohol & Tobacco Policy**

Alcohol is restricted to campus-wide social functions held in designated areas as coordinated, evaluated, and approved by the Dean of Students, and to the designated areas of the residence halls. Alcohol and/or tobacco and athletic performance do not mix; therefore, any varsity student-athlete whose use of alcohol and/or tobacco conflicts with their participation in varsity athletics should expect to be suspended or dismissed from the team.

The use of all tobacco products is prohibited by NCAA rules for all intercollegiate activities. This policy includes practice, competition and all away events. The Athletic Department discourages athletes and non-athletes alike from using tobacco products at any time.

The Department of Athletics will enforce confirmed rules violations. Penalties for rules violations will be addressed at the beginning of each season for each team.

**NOTE: For more information regarding drug, alcohol, and tobacco use, student-athletes may refer to the current NCAA Manual and ASC College Handbook. Also, please refer to the Agnes Scott Sports Medicine website for other helpful information regarding policies, procedures, and resources.**

## **Appendices**

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## **Appendix A**

### **Student-Athlete Code of Conduct**

**FAIR PLAY, MUTUAL RESPECT, AND ETHICAL CONDUCT- THESE ARE THE MORAL PRINCIPLES THAT GOVERN ASC'S STUDENT-ATHLETE CODE OF CONDUCT. SINCE PARTICIPATION IN ATHLETICS IS VOLUNTARY AND ALL TEAMS MUST EXIST WITHIN THE FRAMEWORK OF CERTAIN POLICIES, RULES, AND REGULATIONS, THE STUDENT-ATHLETE ADVISORY COMMITTEE, IN CONJUNCTION WITH THE DEPARTMENT OF ATHLETICS, HAVE DEVELOPED THESE POLICIES CONCERNING VARSITY ATHLETIC PARTICIPATION.**

**AS A VARSITY STUDENT-ATHLETE REPRESENTING AGNES SCOTT COLLEGE, I MAKE THE FOLLOWING PLEDGE:**

1. I recognize that participation in intercollegiate athletics at Agnes Scott College is a privilege for which each participant accepts responsibility.
2. I understand that I will be held accountable for my behavior and athletic performance in training, in competition, and in my social life.
3. I will respect the rights, dignity, and worth of every human without regard to race, sex, color, religion, national origin, sexual preference, or any other characteristics prohibited by law.
4. I will treat opponents in the same manner that I would like to be treated and conduct myself with honor during competition. Following victory or defeat, I will congratulate my opponents in a sincere and sportsmanlike manner.
5. I will respect the integrity and judgment of contest officials. I understand that any disputes should be handled by a head coach or by the team captain where the rules of the sport dictate.
6. I recognize that as a student-athlete at Agnes Scott College, I am a student first and an athlete second. I will adhere to the ASC academic policies and requirements and understand that I am personally responsible for maintaining my academic eligibility. Academic requirements can be found in the ASC Catalogue and Student Handbook.
7. I will abide by the policies and procedures of the college, the athletic department (including team policies), and the NCAA, the full duration of the traditional and non-traditional phases of varsity athletes participation, including post-season play.
8. I will abide by all rules, regulations, and policies presented to the team members of my particular sport(s) by the Head Coach. I recognize that each team member is responsible to The College and to their teammates to uphold all team rules, regulations, and policies.
9. I will comply with Athletic Department policy prohibiting the use of any tobacco product or drugs not prescribed by a physician. I understand the Athletic Department's alcohol policy requires compliance with Georgia state law, ASC policy, and individual team rules.
10. I understand that before being permitted to participate in any practice or competition, I must have on file with the Director of Athletics the following completed and signed documents:
  - a. NCAA Student-Athlete Statement (Parts I, II, and III)
  - b. NCAA/ASC Drug Testing Consent
  - c. Sports medicine packet & clearance form
  - d. Sports information form
  - e. NCAA/ASC policy and procedures orientation
  - f. ASC Student-Athlete Code of Conduct pledge
  - g. Verification of ASC academic Code of Conduct pledge
11. I will immediately report any injuries or illness to my respective coach and to the athletic trainer. If declared medically unfit to participate in my sport by the athletic trainer, team physician or other

appropriate college official, I understand that I am still required to attend all practice sessions and all prescribed rehabilitation programs.

12. I will take proper care of college equipment, facilities, and properties. I understand that I will be held financially responsible for any damage or loss on a replacement cost-plus basis.
13. I understand that team membership includes more than attendance at practices and competitions. I will participate in team functions, carry out team duties as assigned, and assist with recruiting when requested.
14. I understand that all team members must travel to and from official team activities with the team. Exceptions to this policy are rare and must be approved by the Director of Athletics in advance.
15. At the beginning of my season, the athletic director will write a letter to each of my professors that includes a schedule of contests (date/time) and a list of any anticipated conflicts. I understand that I am responsible for being proactive in identifying and resolving conflicts between academics and athletics **in advance**.
16. I will be on time for every practice or contest that is not in conflict with an academic commitment. It is my responsibility to notify my coach **in advance** to discuss any potential absences from any scheduled team activity. If an emergency prevents me from notifying my coach in advance, I understand that I must notify my coach about the emergency as soon as possible.
17. I will put forth maximum physical and mental effort at every practice and contest. I will work hard to improve my skills during the season and in the off-season. I will work hard for my team as well as for myself.
18. If I quit or am dismissed from a team after the first contest of the season, I understand that I must clear all responsibilities and obligations with the Head Coach of that sport. I understand that I cannot participate in another sport until the previous sport season has been completed.
19. I accept the philosophy and policies of the NCAA, Agnes Scott College, Athletic Department, and team rules, regulations, policies, and procedures and this Code of Conduct is not an excuse for failing to comply with them.

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

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

Print name: \_\_\_\_\_

## **Appendix B**

### **Team Dismissal Appeal Procedure**

In the event that a student-athlete, following the team's "cut" date, faces dismissal from the team, her eligibility is immediately suspended and the following process shall be utilized:

1. The student-athlete's head coach shall submit a written report to the Director of Athletics. The report should include the following:
  - a. The name of the student-athlete being dismissed from the team.
  - b. A description of the act(s) and/or behavior(s), date(s), time(s), place(s), and names of all persons who may have witnessed the act(s) and/or behavior(s) resulting in the dismissal. The coach shall also attach a current team roster.
2. Within three days of receiving the written report, the Director of Athletics shall inform the Dean of Students of the impending dismissal. Within 14 days of receiving the written report, the Director shall conduct a review to ascertain the facts, including interviewing all persons identified in the report. During this 14-day period, the Director may hold a joint conference with any and all persons named in the report, if appropriate. Nothing in this process prohibits the Director of Athletics from having an additional person present during any interview or conference.

**The Respondent has the absolute right to refuse to participate in the review process and shall be so advised by the Director.**
3. Within three days after completing the review, the Director of Athletics shall prepare a written summary of factual findings and is authorized to:
  - a. Reinstate the athlete's eligibility. The Director shall give written notice of reinstatement to the student-athlete, head coach involved, and Dean of Students. This decision shall be final and not be subject to further appeal.
  - b. Resolve the matter to the satisfaction of the Complainant, Respondent, and Head Coach involved. If the resolution is satisfactory to all parties, a written statement shall indicate the agreement reached by the parties and shall be signed and dated by each party, the Head Coach, and the Director. A copy of the agreement shall be attached to the Director's written summary.
  - c. Find sufficient reasons that exist to uphold the dismissal. The Director shall give written notice of dismissal to the student-athlete, Head Coach, and Dean of Students. This decision shall be final and not be subject to further appeal.

**Appendix C  
Travel Release Form**

**NOTE:** All varsity student-athletes are expected to travel to and from competition sites with their team. Under no circumstances shall any student-athlete be released to travel with anyone other than her parent or legal guardian.

**AGNES SCOTT COLLEGE  
REQUEST FOR TRAVEL RELEASE**

NAME \_\_\_\_\_ SPORT \_\_\_\_\_

I understand that by signing this waiver \_\_\_\_\_ (athlete name) will be allowed to travel independently from the Agnes Scott College team under the following circumstances (describe circumstances):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This travel waiver includes air transportation and ground transportation.

By signing this waiver, \_\_\_\_\_ (print name) will be responsible for returning \_\_\_\_\_ (athlete) to Agnes Scott College and I hereby release the coaching staff and the College from any liability from the time she is released by the head coach until the athlete returns to the Agnes Scott College campus. I understand and agree to have this form returned to the Agnes Scott Athletic Department no later than 24 hours prior to the athlete's departure from the team. I agree to immediately fax a copy and mail the original of this release form back to the Agnes Scott Athletic Department.

Athlete's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Coach's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Without all required signatures, this request is not approved.**

**Appendix D**  
**AGNES SCOTT ATHLETICS SPORTS INFORMATION PROFILE**

Formal Full Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_  
Sport(s) Currently Played at ASC: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Height: \_\_\_\_\_ Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_  
Name of Parent One: \_\_\_\_\_ Name of Parent Two: \_\_\_\_\_  
Parent One's Full Address: \_\_\_\_\_ Parent Two's Full Address: \_\_\_\_\_  
\_\_\_\_\_  
Parent One's Phone Number: \_\_\_\_\_ Parent Two's Phone Number: \_\_\_\_\_  
Parent One's E-mail Address: \_\_\_\_\_ Parent Two's E-mail Address: \_\_\_\_\_

Other Relative(s) E-mail: \_\_\_\_\_

Athlete's Campus Box: \_\_\_\_\_ Dorm Room: \_\_\_\_\_

Hometown: \_\_\_\_\_ High School: \_\_\_\_\_

High School Sports (include # of years/#of letters) \_\_\_\_\_

High School Coach's name/e-mail/phone: \_\_\_\_\_

Individual Athletic Honors (i.e. all-area, all-state, captain, MVP etc.):  
\_\_\_\_\_

Team Athletic Honors (i.e. state champions, district champions, etc.):  
\_\_\_\_\_

Individual Non-Athletic Honors and Organizations (i.e. honor roll, valedictorian, etc.):  
\_\_\_\_\_

Agnes Scott Athletic Honors (if returning student-athlete):  
\_\_\_\_\_

Relatives that have attended ASC:  
\_\_\_\_\_

Relatives that have been involved in college/professional sports (who? where? what sport?): \_\_\_\_\_  
\_\_\_\_\_

Hometown Newspapers (please list daily and weekly newspapers in your hometown, particularly those that covered your high school's sports teams) \_\_\_\_\_  
\_\_\_\_\_

Why did you choose Agnes Scott \_\_\_\_\_

Why did you choose Division III \_\_\_\_\_

I hereby consent to allow Agnes Scott College and individuals acting in the interest of the College to use the above information in materials prepared for publication and for purposes of publicity.

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

## Appendix E ASC Student-Athlete Agreement

I \_\_\_\_\_ agree that I will return any Agnes Scott equipment issued to me for the athletic year. I am aware that I have seven days to return all equipment issued after the completion of my season or if I discontinue my participation as an Agnes Scott varsity student-athlete.

If I fail to return equipment within this period of time, I authorize the department of Athletics and Recreation to bill my bursar account, # \_\_\_\_\_ for the amount to any equipment or charge me a \$50 late fee for returning any equipment after the deadlines stated above. I realize that if I do not return any equipment there will be a hold on my account, which will keep me from registering for classes or receiving any grades.

My signature below indicates that I have read, understand and agree to the conditions listed above.

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

### Price List

#### **Basketball**

Jersey \$50  
Short \$50  
Travel Jacket \$65  
Travel Pants \$60  
Shooting shirt \$25  
Gray Sweat top \$25  
Gray Sweat pants \$25  
Practice Jersey \$15  
Practice Shorts \$15  
Team Bag \$20  
\*Shoes \$65

#### **Volleyball**

Boathouse Jacket \$40  
Boathouse Pants \$40  
Uniform Top \$40  
Game Spandex \$30  
Practice t-shirt \$15  
Team Bag \$50  
\*Shoes \$65  
Knee Pads \$30  
Ankle Braces \$40/pair  
Travel Top \$60  
Travel Bottoms \$60

#### **Tennis**

Uniform top \$25  
Uniform skirt \$25  
Travel Top \$60  
Travel Bottoms \$60  
\*Shoes \$65

#### **Lacrosse**

Goggles \$35  
Stick \$125  
Laundry Bag \$15  
Practice Jersey \$25  
Game Jerseys \$75  
Game Skirts \$50  
Gloves \$25  
Travel Warm Ups \$100  
\*Shoes \$75

#### **Soccer**

ASC Sweat suit \$70  
ASC Sweat top \$45  
Game shorts \$35  
Game top \$35  
Socks \$20-pair  
Rain Jacket \$50

#### **Softball**

Boathouse Jacket \$40  
Boathouse Pants \$40  
Practice T-Shirt \$15  
Under Armor Shirt \$75  
Sliders \$30  
Bat Bag \$50  
Socks \$6/pair  
\*Visor \$15  
\*Shoes \$65

\*This price must be paid if you quit the team prior to the end of the season

NOTE: Items and prices are subject to change by your Head Coach at any time.



## **Appendix F**

### **PRE-GAME MUSIC POLICY**

*In an effort to maintain a fan-friendly environment at home athletic contests, the Agnes Scott Athletic Department requires its teams to adhere to a pre-game music policy.*

Pregame music is NOT solely for the enjoyment of the team. It is also to enhance the entertainment experience of those people in attendance. Student-athletes must consider the larger audience when selecting their music. *Although a pre-game warm-up track may be created by a particular team, it is not mandatory. If a team declines to submit pre-game music, it will be provided by the Game Event Management Coordinator/SID.*

1. Music must be submitted on CD, iPod or flash drive for review to the *Game Event Management Coordinator/SID* at least four business days prior to the first home game. Any changes made during the season must also be approved prior to being played. Teams should submit a **minimum** of 60 minutes of music.
2. CDs delivered to the scorer's table/press box/ other areas where a sound system is located on a game day, will not be used.
3. Music may not contain lyrics that are inappropriate for public broadcasting in a family environment. Inappropriate subject matter includes but is not limited to: profanity, violence, alcohol or drug use, racism, sexism, homophobia, and sexual references. In addition, music that contains bleeped-out lyrics will not be accepted. A "clean" track may still be eliminated due to inappropriate subject matter. The *Game Event Management Coordinator/SID* will make the final determination on any track. If it's questionable, don't include it.
4. If a CD contains any song that is deemed unacceptable, the team will be notified and may submit a revised CD. If the revised CD is also unacceptable, the team will lose its right to provide its own warm-up music for the rest of the season.
5. Music will be played in the order submitted on the CD/playlist. Any comments directed at members of game operations staff such as "Turn it up, change the song, play our music, etc..." will result in game operations staff taking control of ALL music played at the venue for the remainder of that day and may result in loss of all music privileges for the offending team(s).
6. Student-athletes are not allowed to adjust the volume, skip/play a different song, or make any other adjustments to the sound system. The first offense will be a warning and the second offense will result in loss of music. In-game music (once the game/match has started) will be at the discretion of the PA announcer or other person designated to play music.
7. Music will begin prior to a contest as listed below:
  - Softball: 60 minutes prior to game time or as close to the start of scheduled pre-game batting practice as possible. Once infield/outfield is completed, the music selection reverts to the game operations staff.
  - There will be no "walk-up" or pitching songs in softball
  - Soccer, basketball, volleyball, lacrosse: 60 minutes prior to game time
  - Tennis: N/A.

## Important Phone Numbers

<b>Public Safety:</b>		<b>Catherine Geerlings</b>	6358
Emergency	6400	Head Volleyball Coach	
General	6355	304 Woodruff Building	
<b>Front Desk</b>	6495	<b>T.J. Greggs</b>	6491
		Head Tennis Coach	
		106 Woodruff Building	
<b>Weight Room</b>	6190	<b>Beth Vansant</b>	6133
107 Woodruff Building		Assistant Athletic Director	
		Director of Athletic Training	
		300C Woodruff Building	
<b>Joeleen Akin</b>	6133	<b>Training Room</b>	6496
Athletic Director		104 Woodruff Building	
Physical Education Chair			
301 Woodruff Building			
<b>Rosemary Davis</b>	6941	<b>Jamenda Whitehead</b>	6497
Head Soccer Coach		All Sports Camp Director	
305 Woodruff Building		Assistant Basketball Coach	
		300A Woodruff Building	
<b>Mary Chind</b>	6362	<b>TBD</b>	6492
Sports Information Director		Head Lacrosse Coach	
Game Event Coordinator		302 Woodruff Building	
300B Woodruff Building			
<b>Trish Roberts</b>	6359	<b>Talya Trudell</b>	6475
Head Basketball Coach		Head Softball Coach	
303 Woodruff Building		306 Woodruff Building	