

**Agnes Scott College  
Athletic Department  
Student-Athlete Handbook**



**SCOTTIES**  
AGNES SCOTT

**Updated August 25, 2017**

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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. Sexual Harassment or Assault
5. Bullying
6. Alcohol and/or drug abuse
7. Stealing, accessory to theft, unauthorized entry and/or accessory to unauthorized entry
8. Gambling and bribery
9. Academic dishonesty
10. Disturbing the peace
11. 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

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 at least 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 no 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 all semester hours required for the degree during each academic year, to graduate in 4 years.
- 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 takes or has taken pay, or has accepted the promise of pay in any form, for participation in that sport...” 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, Rosemary Davis.

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

- The National Collegiate Association regulations require a student be in good standing at the college to participate in intercollegiate athletics. As a result, a student on academic probation may not participate in NCAA-sanctioned competitions.
- 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.
- No student shall represent this college in any branch of intercollegiate athletics unless enrolled in a minimum of 12 academic hours during the fall and the spring semesters, regardless of the institutions definition of minimum full-time program of studies.
  - This includes falling below 12 credits when withdrawing from a class
- A full-time, degree-seeking student is placed on academic probation at the end of a semester if she has an 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 class standing. Class standing is based upon the student’s initial date of matriculation at the college. These minimums are:
  - **First-Year 1.60**
  - **Sophomore 1.80**
  - **Junior 1.95**
  - **Senior 2.00**
- In addition, at the end of an academic year, a full-time, degree-seeking student is placed on academic probation if she has failed to earn 24 semester hours of credit in academic courses in that academic year, or if her cumulative GPA is less than the minimum required for her class standing (that class standing is based upon her completed credits at the end of the academic year). These minimums are:
  - **First-Year 1.60**
  - **Sophomore 1.80**
  - **Junior 1.95**
  - **Senior 2.00**

### **Criteria for Class Standing**

- For entrance to the sophomore class or the third semester:
  - Completion of 28 semester hours (32 semester hours are normal progress)
  - Completion of the First Year Foundational Courses and English 110
- For entrance to the Junior Class or the fifth semester:
  - Completion of 60 semester hours (64 semester hours are normal progression)
  - A student must declare a major
- For entrance to the Senior Class or seventh semester:
  - Completion of 92 semester hours (96 semester hours are normal progress)

**Note: These numbers do not include credit for courses in physical education.**

**Please Note:**

- A degree-seeking student who withdraws while on academic probation will remain on probation when she is readmitted, until her academic performance at Agnes Scott returns her to good standing.
- Appeals regarding probation will be heard by the vice president for academic affairs and the dean of the college.
- 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 Academic 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.

## **Academic Monitoring & Class Attendance**

### **Study Hall**

Study hall will be held two nights a week from 8:00 – 10:00 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 non –Study Hall evenings. In addition, Head Coaches may request that student-athletes schedule faculty meetings and/or tutoring sessions for additional assistance. 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 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. The study hall monitor will collect all cell phones at the beginning of study hall and they will be returned at the conclusion. In season sports are given a 15 minute window of time to arrive in study hall. This window is not to be abused, rather this allows for ample time to finish practice, visit the athletic training room if needed, and eat dinner. **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 containing your sport schedule which you must 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 student-athletes refrain from the use of inappropriate and offensive behaviors:

Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:

- Photos, videos, comments or posters showing personal use of alcohol, drugs and tobacco e.g., no holding cups, cans, shot glasses, etc
- Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Pictures, videos, comments or posters that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.



- Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (e.g., derogatory comments regarding another institution; taunting comments aimed at a student-athlete, coach or team at another institution and derogatory comments against race and/or gender). No posts should depict or encourage unacceptable, violent or illegal activities (e.g., hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, illegal drug use).
- Content online that would constitute a violation of the USA South or NCAA rules (e.g. commenting publicly about a prospective student athlete, providing information related to sports wagering activities; soliciting impermissible extra benefits).
- Information that is sensitive or personal in nature or is propriety to the ASC Athletic Department or the College, which is not public information (e.g, tentative or future team schedules, student-athlete injuries and eligibility status, travel plans/itineraries or information).

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:

- Set your security settings so that only friends can view your account. Anything posted online is becomes property of the site(s) and is available for anyone to view.
- You should not post your email, home address, local address, telephone number(s), or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.
- Be aware of who you add as a friend to your site- many people are looking to take advantage of student-athletes or to seek connection to student-athletes.
- Consider how the above behaviors can be reflected in all social media applications.
- Student-athletes could face discipline and even dismissal for violations of team, department, college and/or NCAA policies.

### **Social Media Policy and Guidelines Form**

- **See Appendix G**

### **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 and Respect Policies

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## Statement and Policy on Bullying

Bullying is a term to describe the infliction of emotional and/or physical or sexual harm to another person, usually over a span of time, with the intent to overpower the individual. Often emotional distress and/or depression occur as a result of intense bullying over a period of time. Bullying may be illegal in some states; these acts may be considered illegal even if there is no specific law because the elements of the acts fit other crimes (NCAA 2014).

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 on Harassment

Harassment is an act in which one uses power and privilege to denigrate another individual with the intent to subdue actions and/or cause enough distress to lower the target's self-esteem (NCAA 2014).

Discrimination or harassment may take many forms, including, but not limited to, verbal insults, inappropriate humor, defacement or destruction of property and physical intimidation. It may be directed at any one of our distinctive human differences. All members of the Agnes Scott community are diminished by these acts.

Harassment or discrimination of any person or group of persons on the basis of race, color, national origin, religion, sex, sexual orientation, age, or handicap is a violation of the Agnes Scott Athletics Department policy and the College policy. Persons determined to have engaged in unacceptable behavior, such as activity which substantially threatens or interferes with another person's academic efforts, property, employment or participation in the life of the college or creates a hostile or demeaning atmosphere, will be subject to prompt disciplinary action. Consequences for student-athletes who engage in an act of harassment may range from behavioral interventions up to and including immediate removal from the team. Other consequences may occur from the College as well.

## Statement and Policy on Title IX

The Athletic Department and College, under federal law, are invested in providing resources to promote sexual assault awareness, literacy, and prevention; as well as, support to members of our community who experience, encounter, and/or witness behavior that violate the policies and ethics of our institution. To foster this environment, the institution has appointed a Title IX Investigative team to ensure that all students, faculty, staff and guests are not being subjected to sexual harassment or misconduct.

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex, including sexual misconduct, in education programs or activities which receive Federal financial assistance.

Sexual Misconduct is the overarching term Agnes Scott College uses to identify conduct by individuals, groups, or organizations that is prohibited by Title IX. Sexual misconduct encompasses sexual harassment, non-consensual sexual contact (or attempts at such contact); non-consensual sexual intercourse (or attempts at such intercourse), and sexual exploitation. Examples of specific crimes that constitute sexual misconduct are rape, sexual assault; domestic, dating or intimate partner violence; bullying; and stalking. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by persons of any gender or sex, and it can occur between people of the same or different sex (ASC Student Athlete Handbook 2016).

Members of the community who believe they have been subjected to sexual misconduct or harassment are encouraged to report these incidents; third-party and anonymous reports are also welcomed. Once the incident report has been submitted, the Title IX Coordinator will act accordingly, which may include a notification regarding receipt of a report and further instructions on how to proceed. After a thorough investigation of all individuals involved, a decision will be made by the Title IX Investigative team.

The Athletics Department will not tolerate any degree of sexual misconduct. All Athletics Department staff members are required to report any suspected or alleged sexual violence or harassment immediately to the Title IX Investigative Team for resolution; the athletics department is not the appropriate staff to adjudicate a reported case of sexual assault (NCAA 2014).

The Athletic Department reserves the right to suspend a student-athlete suspected of involvement in a sexual harassment case from their athletic team until an investigation has taken place. The Athletic Department has a responsibility to ensure that all areas and facilities under its oversight are safe, non-hostile environments and to eliminate hostile environments, preventing their recurrence and addressing their effects (NCAA 2014). The Athletic Department will do all it can to protect a survivor or alleged perpetrator from retaliation from a student, student-athlete or staff member in athletics (NCAA 2014).

Individuals can communicate directly with the Title IX Coordinator or the Deputy Title IX Coordinator for Students or the following departments and offices.

Students	Faculty and Staff	Third Party Visitors
Public Safety	Human Resources	Public Safety
Residence Life	Public Safety	Dean of Students
Health Services	Dean of Students	Dean of the College
Counseling and Psychological Services (CAPS)	Dean of the College	
Dean of Students		
Academic Advising		

Marti Fessenden, Title IX Coordinator  
mfessenden@agnesscott.edu  
(404) 471-6547, Human Resources

Karen Gilbert, Deputy Title IX Coordinator  
[kgilbert@agnesscott.edu](mailto:kgilbert@agnesscott.edu)  
(404) 471-6435, Human Resources

## **Statement and Policy for Anti-Hazing**

The Athletic Department and college maintain a zero-tolerance policy regarding hazing, which is strictly prohibited. As such, no student, student organization, athletic team, other College-recognized group or association shall conduct, condone, aid, or participate as a witness in hazing activities, consensual or not. The College's policy conforms to Georgia law (Code 16-5-61-Hazing), which defines "hazing" as "to subject a student to an activity which endangers or is like to endanger the physical health of a student, regardless of a student's willingness to participate in such activity."

Agnes Scott Athletic Department defines hazing more broadly to include any activity that is part of an initiation or admission into a group or is required for continued acceptance in a group and that encompasses one or more of the following:

- Physically or psychologically embarrasses, demeans, degrades, abuses, or endangers someone regardless of that person's willingness to participate;
- Categorizes members of the group based upon seniority or standing or otherwise emphasizes the relative power imbalance of newer members;
- Involves the consumption of alcohol, drugs, or other substances;
- Removes, damages or destroys property;
- Results in the disruption of College or community activities, the educational process, or the impairment of academic performance; and/or
- Violates a College policy and/or a state law.

This definition pertains to behavior on or off campus and applies whether or not the participants or others perceive the behavior as "voluntary." The implied or expressed consent of any person toward whom an act of hazing is directed does not relieve any individual, team, or organization from responsibility for their actions nor does the assertion that the conduct or activity was not part of an official organizational or team event or was not officially sanctioned or approved by the organization or team.

In addition to disciplinary action imposed by the Athletic Department and College including suspension or dismissal for individuals and revocation of organizational recognition and funding or forfeiture of a season or disbandment in the case of a student organization or team, students who engage in hazing could find themselves subject to criminal prosecution by legal authorities.

## **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

# Student-Athlete Programs

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## Student Athlete Advisory Committee

Agnes Scott College Athletics sponsors a Student-Athlete Advisory Committee (SAAC), which is comprised of representatives from each team. If a SAAC member does not participate on the team they were chosen to represent, another team member must replace them. SAAC will meet with the Faculty Athletic Representative and the Athletic Department Staff member assigned by the Athletic Director as SAAC Advisor monthly or as needed.

Issues concerning student-athletes will be SAAC's primary concern. Examples may include, but are not limited to, pending NCAA legislation, educational sessions, academic standards, facilities, ethics, and departmental policies, philosophy and procedures. Committee members will be asked to take an active role in submitting agenda items and an active role in communicating information with their respective teams.

Nominations for SAAC Executive Board will be solicited from SAAC Representatives at the end of each academic year. The candidate receiving the most votes will be selected for each position. If elected a member of SAAC's Executive Board responsibilities include coordinating monthly SAAC meetings, recording minutes from the meetings and serving as Agnes Scotts SAAC representatives for the USA South Athletic Conference.

The mission of the Agnes Scott College SAAC is to promote the highest levels of athletics competition and represent the needs of all student-athletes. The committee shall abide by all NCAA Division III and USA South philosophies and legislation while promoting and fostering the ideals of:

- Sportsmanship
- Ethics
- Leadership
- Growth
- Development
- Success
- Pride
- Dedication
- Academic Excellence
- Student-Athlete Welfare
- The Student-Athlete Voice

Responsibilities of SAAC Representatives include the following:

- Attend monthly SAAC meetings
- Report information from the meetings to their team and solicit feedback
- Alternate to attend monthly Athletics Department Staff meetings
- Meet monthly with the Faculty Athletic Representative
- Make yearly revisions and updates to the Student-Athlete Handbook
- Aid organization and facilitation of Student-Athlete Orientation
- Uphold and promote the Athletics Code of Conduct among their team
- Perform other duties as requested by SAAC or the Athletic Director
- Serve on committees to conduct business of SAAC

Potential SAAC Committees: APPLE, D3 Week, Scholars Weekend, Achievement Weekend, Athletic Advisory Board, Athletic Department Hiring Committees

## **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.

## **Team Staff for Home Events**

Each team will receive a home event assignment for which head coaches are responsible for staffing. Coaches may utilize team members, staff or others to cover the necessary assignment. When assigned to work a home event, student-athletes must wear their Agnes Scott Athletics t-shirt given at the beginning of each academic year and appropriate shorts and /or pants and shoes. While working home events, you are a representative of the Athletic Department and college and should behave in accordance with the Athletics Code of Conduct.



# Athletic Department Awards

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## Participation Requirements for Awards

### Awarding of Varsity Letters

#### a. Lettering Requirements

##### 1. General Guidelines

- To be eligible to receive any athletic award or letter, a student-athlete must be in good standing with the College's athletics department. Failure to complete study hall hours, participate in mandatory educational sessions/meetings, return athletic equipment, or participate in working home athletics events as required are a few examples which may warrant an athlete ineligible to receive athletic awards. Additionally, an athlete who violates department policy may become ineligible for athletic awards.
- **Soccer, volleyball, basketball and softball:** The student-athlete must regularly attend practices both in the regular and non-traditional seasons (80% or better). The student-athlete must also participate in 50% of the periods, quarters, events or innings played during the regularly scheduled season contests to receive a letter. Scrimmages do not count even though they may be regularly scheduled.
- **Cross country:** The student-athlete must regularly attend practices both in the regular and non-traditional seasons (80% or better). The student-athlete must also participate in 80% of the races during the regularly scheduled season contests to receive a letter.
- **Tennis:** The student-athlete must regularly attend practices both in the regular and non-traditional seasons (80% or better). The student-athlete must participate in 40% of the contests played during the regularly scheduled season contests, including singles, doubles and exhibition matches, to receive a letter.

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

##### 2. Special Circumstances

- 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. Specialist Lettering Requirements

- An athlete, who participates in more than 50% of the normal expected playing time for their 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 them based on the number of appearances they made during the season? If they threw in more than one-half of them, then the athlete has earned a letter provided they participated in a minimum of 20% of their team's contests.

#### c. Managers

Provided a manager fulfills the obligation of the position, they 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 their letter as set forth above. The senior who stays with their sport for four years at the varsity level shall automatically earn their letter.

**e. Disqualifications**

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

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

NOTE: Dual sport athletes will only receive one letter award per year. You will receive a participation certificate for the second sport.

### **Athletics Department Individual Awards**

The athletics director will accept nominations for each award from the coaching staff. A committee will be selected by the athletics director to discuss and determine the winner for each award. Each recipient will receive a plaque in commensuration of their award.

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

# 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 must participate in a concussion and sickle cell education seminar, agreeing to and signing the appropriate statement sheet.
4. 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.
5. 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. Each athlete must participate in a concussion and sickle cell education seminar, agreeing to and signing the appropriate statement sheet.
5. **NOTIFICATION WILL BE GIVEN SHOULD ANY INDIVIDUAL BE IN NEED OF A FOLLOW UP MEDICAL EXAM.**
6. Athletes not cleared by the Team Physician will be referred to Health Services or a specialist for a follow-up consultation.
7. 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.

## **Alcohol & Tobacco Policy**

It has been clearly proven that alcohol negatively affects athletic performance. Additionally, it is against the law for anyone under the age of 21 to consume alcohol. Therefore, the Agnes Scott College Athletic department will impose restrictions on the use or consumption of alcohol by student-athletes. **Department consequences are the minimum that will be enforced, but team consequences will take precedent in the event that they are more stringent.** Team policies that meet or exceed this minimum will be the only consequence enforced.

1. **The consumption or possession of alcohol or drugs on any school-sponsored trip or activity will result in the immediate dismissal of a student-athlete from their team.**
2. All teams will adhere to a 48 hour alcohol consumption prohibition, meaning that alcohol may not be consumed within 48 hours of any competition. **Of course, any player under the age of 21 may not consume alcohol at any point. All violations will be reported to Agnes Scott's Chief Conduct Officer.**
3. **Sanctions for violating the 48 hour rule:**
  - First offense: a one game suspension. If the offense occurs in the non-traditional season, the sanction will be incurred at the start of the next traditional season. Additionally, the player will complete a one page paper on alcohol and athletic performance.
  - Second offense: player loses 25% of remaining season. If the offense occurs in the non-traditional season, the sanction will be incurred at the start of the next traditional season.
  - Third offense: Player dismissed from team.
4. **Sanctions for underage drinking (if broken with the 48 hour rule, both sanctions will apply, and suspensions cannot be served concurrently):**
  - First offense: suspended one day from all team activities, including competitions or practices. If the offense occurs in the non-traditional season, the sanction will be incurred at the start of the next traditional season. Additionally, the student-athlete will apologize to their team.
  - Second offense: suspended one week from all team activities, including competitions or practices. If the offense occurs in the non-traditional season, the sanction will be incurred at the start of the

next traditional season. Additionally, the student-athlete will make a 10 minute presentation to their team about alcohol consumption and athletic performance.

- Third offense: dismissal from 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. Recognizing the serious health implications of both direct use of tobacco products and indirect exposure to the use of tobacco products, along with the hazards associated with environmental tobacco smoke, Agnes Scott College prohibits the use or sale of tobacco products on its main campus, effective January 1<sup>st</sup>, 2015.

**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.**

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## Appendices

## **Appendix A**

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

**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 PARTICPATION.**

**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 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. By signing this Code of Conduct, I accept the philosophy and policies of the NCAA, Agnes Scott College, Athletic Department, and team rules, regulations, policies, and procedures and understand that I must 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**

**PERSONAL INFORMATION**

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

City, State: \_\_\_\_\_

Sport(s) Currently Played at ASC: \_\_\_\_\_

Height: \_\_\_\_\_ Bats/Throws (softball only): \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

Expected Graduation Year: \_\_\_\_\_

**HIGH SCHOOL INFORMATION**

High School: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

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

High School Athletic Honors (i.e. all-area, all-state, captain, MVP, state champions, etc. Individual and Team):  
\_\_\_\_\_  
\_\_\_\_\_

High School Academic Honors (i.e. honor roll, valedictorian, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

**COLLEGE HONORS, AWARDS AND SCHOLARSHIPS**

Be specific. Please list year, name of award and why it was awarded, we will use this to nominate you for NCAA and other awards.

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

**By signing below**, you authorize the Sports Information and Athletic Department at Agnes Scott College to use all of the information listed above, as well as photographs, voice, performance, comments and any other present or future information about you as a student-athlete at Agnes Scott for use in any of its programs or publications in conventional and electronic media, including but not limited to print, the Internet, social media, video and future media, with or without use of your name. You grant this authorization as a waiver of your rights under the Education Amendment of 1972 to restrict the release of information to persons outside the University. You also acknowledge personal information such as phone numbers, addresses and social security numbers are for office use only.

**Student Name:** \_\_\_\_\_

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

**Signature:** \_\_\_\_\_

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

## **Appendix E**

### **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 or Designee* at least 3 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. A "clean" track may still be eliminated due to inappropriate subject matter. The *Game Event Management Coordinator or Designee* will make the final determination on any track.
4. If a CD contains any song that is deemed unacceptable, the team will be notified and may submit a revised CD.
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.
6. 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.
  - Soccer, Basketball, Volleyball: 60 minutes prior to game time
  - Tennis & Cross Country: N/A.

## **Appendix F**

### **SOCIAL MEDIA POLICY AND GUIDELINES**

Playing and competing for Agnes Scott College is a privilege. Student-athletes at ASC are held to the highest standard and are seen as role models in the community. As leaders, you have the responsibility to portray your team, your college and yourselves in a positive manner at all times. Sometimes this means doing things that are an inconvenience to you, but benefit the whole team.

Facebook, Twitter, Instagram, Snapchat and other social media sites have increased in popularity globally, and are used by the majority of students at ASC in one form or another.

Student-athletes should be aware that third parties – including the media, faculty, future employers and NCAA officials—could easily access your profiles and view all personal information. This includes all pictures, videos, comments and posts. Inappropriate material found by third parties affects the perception of the student-athlete, the athletic department and the college. This can also be detrimental to a student-athlete’s future employment options.

**Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:**

- Photos, videos, comments or posters showing personal use of alcohol, drugs and tobacco (e.g. no holding cups, cans, shot glasses, etc.).
- Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Pictures, videos, comments or posters that condone drug-related activity. This includes, but is not limited to, images that portray the personal use of marijuana and drug paraphernalia.
- Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (e.g., derogatory comments regarding another institution; taunting comments aimed at a student-athlete, coach or team at another institution and derogatory comments against race and/or gender). No posts should depict or encourage unacceptable, violent or illegal activities (e.g., hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, illegal drug use).
- Content online that would constitute a violation of the USA South or NCAA rules (e.g. commenting publicly about a prospective student athlete, providing information related to sports wagering activities, soliciting impermissible extra benefits).
- Information that is sensitive or personal in nature or is propriety to the ASC Athletic Department or the College, which is not public information (e.g., tentative or future team schedules, student-athlete injuries and eligibility status, travel plans/itineraries or information).

**If a student-athlete’s profile and its contents are found to be inappropriate in accordance with the above behaviors, they will be subject to the following penalties:**

1. Written Warning
2. A meeting with Director of Athletics and Head Coach
3. Penalties as determined by the athletic department, including but not limited to possible suspension from their athletic team.

**For your own safety, please keep the following recommendations in mind as you participate in social media websites:**

- Set your security settings so that only friends can view your account.
- You should not post your email, home address, local address, telephone number(s), or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.
- Be aware of who you add as a friend to your site- many people are looking to take advantage of student-athletes or to seek connection to student-athletes.
- Consider how the above behaviors can be reflected in all social media applications.

If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as the ASC Athletic Department's and College's.

### **ScottieSports Snapchat Code of Conduct**

In an effort to reach more prospective student-athletes, and present a "student perspective" on social media, Agnes Scott College Athletics is launching an initiative where teams, players, or coaches will assume the controlling role of the department's SnapChat account, ScottieSports.

All above mentioned inappropriate or offensive behaviors apply when posting to the ScottieSports Snapchat account. Please remember controlling the account is a privilege.

**By signing below you affirm that you understand the ASC Athletic Department Social Media Policy and Guidelines for Student-Athletes and the requirements that you must adhere to as a ASC student-athlete. Also, you affirm that failure to adhere to this policy and guidelines may result in consequences that include suspension from your athletic team, and you may be subject to additional penalties imposed by the USA South or NCAA.**

**Student Name:** \_\_\_\_\_

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

**Signature:** \_\_\_\_\_

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

## Important Phone Numbers

All phone numbers begin with (404) 471-

<b>Public Safety:</b>		<b>Rosie Davis</b>	5412
Emergency	6400	Assistant Athletic Director	
General	6355	NCAA Compliance	
		Student Success	
<b>Front Desk</b>	6495		
<b>Beth Vansant</b>	6133	<b>Clinton Bell</b>	6362
Athletic Director		Head Cross Country Coach	
<b>TBD</b>	6496	<b>Kerry Busby</b>	6475
Head Athletic Trainer		Head Softball Coach	
<b>Chrys Randolph</b>	6492	<b>Eric Struble</b>	6941
Athletics Administrative Assistant		Head Soccer Coach	
<b>Josh Cornwall</b>	6497	<b>TBD</b>	6471
Coordinator for Athletic Communications		Head Tennis Coach	
Game Management		Sports Information Director	
<b>Allison Kern</b>	6046	<b>Albie Biggs</b>	6359
Assistant Athletic Director		Head Basketball Coach	
Camps and External Relations		<b>Bailey Thornton</b>	6358
		Head Volleyball Coach	