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I

Code of Conduct



Academic

Each Georgia Southwestern State University student-athlete is required to meet all GSW academic requirements as well as the eligibility rules of the NCAA and the Peach Belt Conference. Remember that you are a **STUDENT** before you are an Athlete. Our goal is to see each student-athlete graduate within five (5) years and become a productive citizen.

Expectations

All student-athletes will be expected to:

- **GO TO CLASS:** Attend all class sessions of courses in which they are currently enrolled
- **DO YOUR WORK:** Complete all assignments
- **BE RESPONSIBLE:** Communicate with their faculty and staff on a regular basis

Responsibilities When Missing Class

Prior to the first athletic contest, the student-athlete must provide each instructor with a list of dates for all competitions that conflict with class meetings. The only excused absence is one involving team competition. The student-athlete is responsible for all missed material and assignments. Make arrangements **PRIOR** to the absence to take exams, get lecture notes and complete assignments.

Please note that University sanctioned absences involving team competition Are Not in addition to the number of excused absences allowed by an instructor. For example: If an instructor allows two (2) absences and you have two (2) games that require you to miss class, then you have used up your two (2) allowable absences. You do Not get four (4) just because you are a student-athlete.

Academic Dishonesty

Academic dishonesty is not tolerated. Any GSW student-athlete caught using any form of academic cheating, including plagiarism, will be subject to disciplinary action according to university policy. The Athletic Director and Head Coach may also impose additional disciplinary action as it is deemed necessary.



Georgia Southwestern State University Academic Requirements

Academic Status

A GPA of 2.00 (C Average) is required for graduation from Georgia Southwestern State University. The following table shows the minimal cumulative/institution GPA a student must achieve to make acceptable progress toward the 2.00 GPA and graduation:

Total Hours Earned (Including Transfer Hours)	Minimum GPA (Required)
0 – 15	1.50
16 – 30	1.65
31 – 60	1.75
61 +	2.00

The GPA is calculated each year and appears on the grade report to inform the student of his/her progress. The academic status of the student will be printed on the grade report and listed within one of the following categories: *Good Standing, Academic Warning, Academic Probation, Academic Suspension*.

Good Standing

Cumulative/institution GPA is equal to or above the required minimum GPA for the total number of hours earned.

Academic Warning

Cumulative/institution GPA falls below required minimum for total hours earned at the end of any term. Only one (1) semester allowed to raise GPA to required minimum and return to *Good Standing*.

Academic Probation

Failure to return to *Good Standing* at the end of the *Academic Warning* semester. One (1) term allowed to raise GPA to required minimum and return to *Good Standing*. If unsuccessful, student is placed on *Academic Suspension*.

Academic Suspension

Failure to achieve *Good Standing* while on *Academic Probation*. Student must suspend enrollment for one (1) semester or choose to remain in school with restricted enrollment status.



Athletic

Sportsmanship

GSW student-athletes are expected to demonstrate good sportsmanship at all times and show respect to all coaches, teammates, and opponents. Student-athletes must manage their emotions both on and off of the playing field, and are expected to exemplify honor, class, and dignity at all times. Be respectful and responsible, and encourage your teammates to do the same.

Any major unsportsmanlike conduct and/or penalty will be subject to sanctions by the Athletic Department as well as the Head Coach.

Participation

GSW student-athletes are expected to participate in practice and competition unless deemed unfit by the Athletic Trainer or Team Physician. Failure to adhere to this policy may result in disciplinary action.

Conduct

Student-athletes are to obey the decisions of the coach(es) and administration regarding behavior. This applies to both on-campus events and off-campus travel. Remember that you are representing not only yourself, but also Georgia Southwestern State University, the Athletic Department, and your team.

Student Hosts for Prospective Student-Athletes

Take your role as a GSW student-athlete and student-host seriously.

If you are acting as a student-host for a prospective student-athlete during an official visit, consumption of alcohol by the host or the prospect, regardless of age, is not permissible. Activities involving criminal activity including drug use, gambling, or arranging sex (including the use of stripper's or gentlemen's club or its equivalent) are violations of the values of the GSW Athletic Department and are not permitted. Sanctions for violating the policy will be at the discretion of the Director of Athletics. The funds received for hosting a prospective student athlete are only to be used for coach approved activities. A host form must be completed and unused money must be returned with receipts. The Athletic Director and Compliance Coordinator are a resource for any questions you may have.



Personal

A GSW student-athlete is expected to be a responsible member of the team. All staff and student-athletes will act with honesty and sportsmanship, and will display honor, dignity, and fair play. This ethical conduct should be extended to all coaches, staff members, teammates, opponents, spectators, and officials.

Hazing

Hazing activities are not only inconsistent with the philosophy of treating one another with dignity and respect, they are prohibited by the NCAA. Hazing activities pose a serious threat to the health and welfare of student-athletes. Team members should not seek to humiliate, harass, or ridicule one another.

Unethical Conduct

Unethical conduct by student-athletes, staff, or coaches is subject to disciplinary action as set forth in the NCAA enforcement procedures. Student-athletes in violation may be ineligible for further intercollegiate competition. A student-athlete who is determined to have engaged in unethical conduct shall be ineligible for competition in **ALL** sports.

University Code of Conduct

GSW students are required to conduct themselves honestly, responsibly, and respectfully. It is your responsibility to obtain your own copy of the GSW Student Handbook and familiarize yourself with the contents. Violations of the Code of Conduct therein will be handled by the University (Student Judiciary Committee) as well as the Athletic Department.

Examples of Prohibited Behavior

Academic Dishonesty (Cheating, Plagiarism)
Forgery, Falsification or Alteration of documents
Damage or Destruction or Theft of property
Harassment, Assault, Infliction of Physical Harm (Including Hazing Activities)
Disruptive/Obstructive Action
Unauthorized use of regulated objects/substances (weapons, explosives)
Misuse of Alcohol or Drugs
Violation of Board of Regents' Policy
Any actions that interfere with learning environment or the rights of others

II

Academic Services & Affiliates



Academic Advising

All student-athletes will have a primary faculty advisor assigned by the Department Chair or Dean of their academic area. It is imperative that you meet with your academic advisor at least once a semester to ensure that you are enrolled in degree credit. Head coaches can/will function as a secondary academic advisor. The Faculty Athletics Representative and Compliance Coordinator are also excellent resources for advisement. The University encourages students to use their advisor but recognizes that the final responsibility for participating rests with the individual.

Academic Skills Center

The mission of the Academic Skills Center (ASC) is to provide and maintain diverse learning opportunities for all GSW students in an environment that promotes academic excellence and success. The staff of the ASC is committed to assisting students with evaluating their academic performance and choosing the appropriate services to master course materials. The Academic Skills Center offers services which will assist students in becoming confident, independent learners. Some resources available to students include: Academic Computer Lab, Various Software Programs, Supplemental Instruction, One-on-one Tutoring, Study Skills Workshops, Resource Room, Classrooms/Tutoring Rooms, Conference Room, and Study Cubicles. The ASC is located in the Nursing Building.

Study Hall for all student-athletes will be conducted in the Academic Skills Center.

Career Services

The Career Services Center helps students gain information about potential careers, life planning, and acquiring job search skills. Career Services provides a variety of specific programs and services to aid the student with such things as preparing a resume, interviewing for a job, and developing appropriate career-related goals. The Career Services staff also helps to coordinate area and regional career fairs that will give the students the opportunity to meet and interview with representatives from businesses and industry.



Student Support Services

Student Support Services is a federally funded program designed to aid the college student and student-athletes to enhance their personal and educational development. The services are free to all participants and include tutoring services, academic workshops, academic counseling, and career counseling.

Tutoring Services

Peer individual and group tutoring are available free of charge to all students who request assistance. Tutors are hired based on recommendations from faculty members and grade point average. Students are encouraged to share their expertise by becoming a tutor at the Academic Skills Center.

To receive free tutoring, students simply need to request a tutor. Research has shown that most students who attend tutoring sessions earn higher grades than students who do not participate. Positive reviews have been received from the students who have participated in the program.

For a list of available tutors, go to: www.gsw.edu/services/tutoringservice.html

III

NCAA Rules to Know



All student-athletes must meet NCAA and Georgia Southwestern State University eligibility requirements in order to participate in intercollegiate athletics.

Academic Eligibility

NCAA Satisfactory Progress Requirements:

- **Must be in Good Academic Standing**
- **Remain enrolled in a minimum of 12 hours (full-time) at all times.**
 - Dropping below 12 hours = INELIGIBLE
 - Only Exception: Last Semester of Attendance before Graduation
- **Progress Toward Degree**
 - Earn at least 24 hours of degree credit each academic year
 - No less than 6 hours earned during any semester (Fall/Spring)
 - 12/24 Rule: Since full-time enrollment at certifying institution...
 - Actual- 24 hours since beginning of previous year
 - Average- 12 per term of all terms attended
 - 75/25 Rule: Since full-time enrollment at certifying institution...
 - 75% of minimum number of semester hours required for PTD must be earned during regular academic term
 - Remedial courses allowed for PTD:
 - Max of 12 hours in 1st year only
 - Must be pre-requisites.
- **GPA Rule**
 - Determined by all coursework counted by certifying institution in calculating cumulative GPA for graduation.
 - All hours accepted and on transcript must be used:
 - 24 hours: 1.80
 - 48 hours: 1.90
 - 72 hours: 2.00
- **Declare a Major**
 - By the beginning of the Fifth Semester or 3rd Year
 - Once major is declared, all hours earned must be *towards the degree*
 - At least 24 hours per academic year must count on curriculum sheet for PTD. Any extra electives must be *in addition to* the 24 required hours.

★Failure to meet any of the requirements listed above will render you INELIGIBLE for competition in intercollegiate athletics.

Agents/Amateurism

Dealing with a professional athletic agent can make you permanently ineligible to compete in intercollegiate athletics. Do not accept anything of value from an agent. If you have any questions regarding your amateur status or collegiate eligibility, see the Compliance Coordinator.

Awards and Benefits / Contact with Boosters

Receipt by a student-athlete of an award, benefit or expense allowance not authorized by NCAA legislation renders the student-athlete ineligible for athletics competition. It is impossible to give an example of everything that is legal and illegal; so it is best to follow the rule not to accept anything of value from anyone other than your family. While it is permissible for you to have a meal in the home of a booster or staff member on an occasional basis this requires at least 72 hours prior approval. Contact with boosters should be limited.

- *Extra Benefit- Any special arrangement by an institutional employee, current student-athlete or a representative of the institution's athletic interests to provide a student-athlete or their parents a benefit that is not expressly authorized by the NCAA legislation.*

Drug Policy

The NCAA prohibits the use of certain banned substances and has a year-round and championship drug testing program. Positive drug tests will result in the loss of eligibility. See Appendix for list of Banned Drug Classes.

Tobacco Policy

The NCAA has implemented the following policy on tobacco use:

The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition. The use of tobacco products by coaches and game officials is also prohibited.



Supplement Policy

Nutritional/Dietary supplements are not strictly regulated and may contain substances banned by the NCAA. The label does not always depict everything that is in the bottle. Before you take any supplements, consult the Athletic Trainer about the contents. Be aware that clearance does not always guarantee compliance (especially when dealing with nutritional/dietary supplements). It is ultimately your responsibility. Ignorance is no excuse for a positive drug test.

Gambling

NCAA Bylaw 10.3 specifically prohibits sports gambling. This includes not only making a bet of any kind on any college or professional sport, but also giving information to someone who does gamble. If it is discovered that you have been involved in any gambling activities, you will be declared ineligible to compete in college sports and you will no longer be a member of the team.

Outside Competition

You should not compete as a member of any outside team or all-star squad in any non-collegiate, amateur competition in your sport except as approved by the NCAA. Before involving yourself in any outside activity, you are required to obtain permission from your coach.

Promotional Activities

Student-athletes must not endorse any product or service that is for sale. This means that you may not allow your name or appearance to be used for any advertisement. The rule applies to appearances on radio, television, or other media. If you are contacted directly by an individual or organization, please refer them to the Compliance Coordinator.

IV

Academic Policies for Student-Athletes

Advising

- Use the Academic Advisor assigned to you by your Major department.
- The Compliance Coordinator and FAR may be used as secondary advisors.

Registration

- Be aware of your assigned Registration time and register within that time frame at the end of each term.
- Do not wait until the day before classes to register for class.
- Check with the Compliance Coordinator to confirm schedule.

Course Withdrawal

- Withdrawal from a course can affect academic eligibility for student-athletes.
- Prior to course withdrawal, student-athletes *must*:
 1. Follow university procedures for withdrawal.
 2. Consult with academic (major) advisor and course instructor.
 3. Consult with Compliance Coordinator, Athletic Director, or FAR for approval and signature on Course Withdrawal Form.
- Dropped courses still count as attempted hours for financial aid purposes.

Declaring a Major

- You **MUST** declare a major by the start of your 5th Full-Time Term.
- Major must be officially recorded by the Registrar and entered into RAIN.
- In other words... there is a difference between *wanting to be/saying you are declared as a certain major* and *actually being declared as a certain major*. Be sure to get the proper paperwork processed and submitted.

Changing a Major

- Changing a major can affect academic eligibility for student-athletes.
- Check with the Compliance Coordinator or FAR first.
- Go to your Academic Advisor to acquire proper paperwork.
- Submit completed forms to Registrar in accordance with University policy so that your change of major is reflected Officially in RAIN.



STUDY HALL

All freshmen and new transfer student-athletes are required to attend 6 hours of study hall per week during their first academic year at Georgia Southwestern State University. All other student-athletes with a GPA below a 2.5 are required to attend 6 hours of study hall, while those below a 2.0 are required to attend 8 hours per week. If a student-athlete earns a cumulative GPA above a 2.5 they are no longer required to attend study hall, unless dropping below a cumulative GPA of a 2.5 at a later date. Each head coach can increase the requirements for study hall at his/her discretion.

All study hall hours will be logged in the Academic Skills Center (ASC), located in the GSW Nursing Building. ASC hours are typically from 8:00 AM until 8:00 PM. Student-athletes can earn study hall hours at any time the ASC is open.

Student-athletes will record their study hall hours in the sign-in book located in the ASC, as well as keep personal log sheets which will be submitted to the Head Coach at the end of each week. A study hall "week" will start on Tuesday and end on Monday.

Penalties for Missed Study Hall Hours

To ensure our student-athlete's attendance at the required number of hours each week, the following penalties will be in place for missed study hall hours.

1. **First Offense** – The penalty will be at the discretion of the coach with a rollover system in place. The hours missed for the previous week must be achieved the subsequent week. For example, if a student-athlete is required to have 6 study hall hours for the week and only earns 5, the student-athlete must obtain 7 the following week or a second offense will occur.
2. **Second Offense** – Be withheld from one practice (+2 hours of study hall)
3. **Third Offense** – Be withheld from two practices (+4 hours of study hall)
4. **Fourth Offense** – Total disregard for study hall policies and procedures. Student-athlete will be withheld from one competition. If competition is not an option, the student-athlete will be withheld from five (5) practice days.

In the case of extreme and extenuating circumstances that prevent a student-athlete from completing their required hours, the student-athlete must meet with the Compliance Coordinator or Assistant AD. If it can be determined that the circumstances are extreme and extenuating, an exception to the penalty will be granted.

NOTE: Poor planning and negligence on the part of a student-athlete will not constitute extreme or extenuating circumstances.



Study Hall Policies

While in study hall, all student-athletes must abide by the following policies. If a student-athlete fails to follow these policies, the student-athlete will be asked to leave study hall and lose any hours earned during that particular study hall session.

1. Sign in when you enter the ASC. Sign out when you leave. Failure to do so will prevent you from receiving credit for any hours earned.
2. DO NOT sign in or out for anyone but yourself. Be prepared to show your student I.D.
3. No food or drink in computer labs.
4. Keep talking to a low level. Study hall time is not for socializing.
5. Be courteous to other students.
6. No cell phones at any time. Cell phones should be turned off or left in your room.
7. Students must use study hall time to complete academic coursework. Study hall hours may not be earned while internet surfing, doodling, listening to your IPOD, etc. If you think you do not have academic work to do, read your textbook, reread your textbook, start your next assignment, etc.
8. Computer Lab: No internet surfing. The internet must be used for academic purposes. This means NO email and NO personal/social pages such as Facebook or MySpace. The study hall coordinator or any other Athletics Department personnel may question the purpose of a student-athlete's use of the internet at any time and the student-athlete must provide an adequate explanation.
9. Computer Lab: No instant messenger of any kind (i.e. AOL, Yahoo, MSN, etc). This includes having an instant messenger program open and/or active regardless of any conversation.
10. Computer Lab: Do not print any document without permission from the lab assistant. Do not print emails at any time.
11. Computer Lab: Do not add or change desktop background or icons.
12. Computer Lab: Do not save any files to the computer.
13. Computer Lab: Do not run, download, or install personal applications.
14. **PLAN AHEAD! BEFORE COMING TO STUDY HALL, DETERMINE WHAT ASSIGNMENTS OR READINGS YOU WILL BE COMPLETING WHILE IN STUDY HALL. BRING ENOUGH WORK TO KEEP YOU BUSY.**
15. ASC supervisors have the authority to enforce these policies as they see fit. If you cannot adhere to the rules, you will be asked to leave and any hours completed during that time will be lost. If you are asked to leave the ASC, an Incident Report – bearing your name and details of the infraction – will be submitted to the Head Coach as well as the Compliance Coordinator.

V

Athletic Department Policies



GSW Alcohol Policy

All GSW student-athletes will adhere to the following policies:

1. No consumption of alcohol by anyone under 21 years of age at any time.
2. No consumption of alcohol by anyone over 21 years of age 24 hours prior to competition.
3. No consumption of alcohol by any athlete while traveling and competing as a team member for “away” competitions.

Head Coaches may also execute an individual team policy if so desired.

Remember that the behavior of intoxicated student-athletes does Not provide a positive image of GSW or the Athletic Department.

1st Violation (Campus or Civil Offense)

- Athletic Director, Athletic Trainer, Head Coach, and the GSW Judicial Officer will be informed of positive results and/or civil offenses. Parents and/or Guardians will be also be informed of the violation.
- One (1) game suspension applied to the next game.
- Mandatory attendance and participation in OCTAA Program on campus. This will be at the expense of the student-athlete.
- Minimum of 25 hours community and/or campus community service.
- Other disciplinary action as deemed necessary by Athletic Director and/or Head Coach.

2nd Violation (Campus or Civil Offense)

- Athletic Director, Athletic Trainer, Head Coach, and the GSW Judicial Officer will be informed of positive results and/or civil offenses. Parents and/or Guardians will be also be informed of the violation.
- Thirty (30) day suspension from practice and competition from the time designated by the Athletic Director.
- Mandatory attendance and participation in OCTAA Program on campus. This will be at the expense of the student-athlete.
- Loss of Athletic Scholarship (50%) for the next academic term.
- Minimum of 50 hours community and/or campus community service.
- Other disciplinary action as deemed necessary by Athletic Director and/or Head Coach.

3rd Violation (Campus or Civil Offense)

- Permanent dismissal from all athletic programs at Georgia Southwestern State University and permanent loss of Athletic Scholarship.

VIOLATIONS ARE CUMULATIVE FOR AS LONG AS YOU ARE AT GSW.



GSW Drug Policy

In accordance with NCAA rules, all GSW student-athletes will refrain from using illegal substances, banned substances, and ergogenic aids at all times. This policy extends to cover all GSW athletic contests (home and away), practices, and team travel as well as any non-athletic event associated with or sponsored by GSW.

Drug Testing

GSW reserves the right to conduct random drug testing throughout the academic year. Drug testing shall consist of a blood, urine, or saliva sample from the student-athlete under the supervision of an outside agency that will analyze the sample for the presence of any banned substances. Failure to consent to drug testing will constitute a violation of the GSW Drug Policy.

Violations will be dealt with in the following manner:

1st Violation (Positive Test or Civil Offense)

- Athletic Director, Athletic Trainer, Head Coach, and the GSW Judicial Officer will be informed of positive results and/or civil offenses. Parents and/or Guardians will be also informed of the violation.
- Thirty (30) day suspension from practice and competition from the time designated by the Athletic Director.
- Minimum of 50 hours community and/or campus community service.
- Mandatory counseling with the Middle Flint Area Substance Abuse Program. This will be at the expense of the student-athlete.
- Mandatory drug re-test at the discretion of the Athletic Trainer and Athletic Director. If a positive test is found again, it will be considered a 2nd Violation.
- Other disciplinary action as deemed necessary by Athletic Director and/or Head Coach.

2nd Violation (Positive Test or Civil Offense)

- Indefinite suspension from all athletic programs at Georgia Southwestern State University. This also includes permanent loss of Athletic Scholarship.

VIOLATIONS ARE CUMULATIVE FOR AS LONG AS YOU ARE AT GSW.



GSW Tobacco Policy

GSW adheres to the NCAA Tobacco Policy previously outlined in this handbook:

The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition. The use of tobacco products by coaches and game officials is also prohibited.

Athletic Grant-in-Aid

Athletic scholarship/grant-in-aid is awarded on a one-year renewable basis. In certain circumstances, aid may be reduced or revoked. Please see the Athletic Director, Compliance Coordinator, or the Financial Aid Office for further information.

It is your responsibility to maintain eligibility for receipt of your athletically related aid. Receipt of other types of aid may result in reduction of athletic aid.

Civil Offenses

Any student-athlete who has violated any civil law and/or university policy will be subject to the due process of that governing body. Examples of such civil offenses include, but are not limited to, the following: Driving Under the Influence, Drunken and Disorderly Conduct, Underage Possession and Consumption. Arrests and tickets/citations will both count equally as violations. If the civil offense is alcohol- or drug-related, it will count as a violation of GSW Athletic Department Policy as well. The Athletic Director will have the discretion to impose additional disciplinary action as it is deemed necessary, including temporary or indefinite suspension from GSW Athletics. The Athletic Trainer and Head Coach will also impose any additional disciplinary action as it is deemed necessary.

Exit Interviews

GSW conducts exit interviews with student-athletes. This interview is conducted by the Athletic Director after the completion of eligibility and prior to the student-athlete's graduation. Your cooperation in this process is deeply appreciated because it gives the Athletic Department a chance to be evaluated by the student-athlete.



Facility Use & Contest Admission

As student-athletes, you will have access to Athletic Department training facilities during scheduled practice times. The Athletic Weight Room may **NOT** be used unless student-athletes are under direct supervision of a coach.

As a student, you will also have access to facilities during scheduled recreation periods by presenting your student ID card to the attendant prior to use.

Membership on an intercollegiate team does **NOT** exempt you from the requirement to carry your student ID card for use of the facilities or admission to any event in which you are a spectator.

Hazing Activities

Participation in hazing activities is prohibited by Georgia Southwestern State University and the NCAA. Hazing is not only humiliating and disrespectful, but also a threat to the health and welfare of student-athletes. Any student-athlete found to be involved with hazing activities of any kind (or activities that may be misconstrued as hazing) will be subject to disciplinary action from the Head Coach and Athletic Department.

Intramural Sports

Student-athletes are discouraged from participating in intramural sports, especially during their competitive seasons. This is for health and safety purposes. Head Coaches may establish individual team policies as necessary.

Personal Web Pages

With the rising popularity of sites such as Face Book and My Space, student-athletes should take responsibility for the content of individual pages. Questionable content can present a negative image of you as a GSW student-athlete, and therefore a negative image of the GSW Athletic Department. You should also be aware that you and your friends are not the only people who view your information. Employers view these pages as part of background checks on possible employees. People who would do you harm also use these pages as means of locating you.

Please adhere to the following guidelines concerning content:

- NO offensive, derogatory, or discriminatory remarks
- NO pictures displaying any illegal activities (ex: underage drinking)
- NO pictures displaying any activities that may be considered Hazing activities
- NO pictures displaying any offensive gestures or sexual content

Student-athletes may be subject to disciplinary action, including suspension from participation, if questionable material is discovered on personal web pages.



Athletic Grievance Procedures

Drug Testing: If the student-athlete wishes to appeal the results of drug testing, they may request that the same sample be tested by another laboratory. However, the student-athlete will be responsible for this process and the expenses incurred. The Athletic Director must receive a written request for a review process within forty-eight (48) hours of notification of a positive drug test.

Disciplinary Action: If the student-athlete wants to appeal a disciplinary decision or procedure, the Athletic Director must receive a written request for a review process within forty-eight (48) hours of notification of the penalty.

If a student-athlete has a complaint or grievance involving an athletic team, coach, department personnel, or policy they should first attempt to discuss and resolve the issue with the responsible party in question. If the complaint or grievance is not successfully resolved, the following steps should be taken:

1. Contact the Head Coach of the student-athlete's designated sport. It is encouraged that the student-athlete discuss problems with the Head Coach first.
2. Contact the Athletic Director if the student-athlete is not satisfied with the outcome of the conversation with the Head Coach.
3. Submit a written request to meet with the Athletic Grievance Committee if the student-athlete is not satisfied with the outcome of the conversation with the Athletic Director. This committee shall consist of the following individuals:
 - ✓ Athletic Director
 - ✓ Uninvolved Head Coach
 - ✓ Athletic Trainer
 - ✓ Faculty Athletic Representative
 - ✓ Vice President for Student Affairs (or suitable Representative)

This policy is for GSW student-athletes. It is not meant to be a substitute for University Policy. If a student-athlete violates any GSW University Policy, the GSW Athletic Department Policy will be added as well. This policy is applicable and in full effect for the duration of any student-athlete's career at Georgia Southwestern State University.

VI

Athletic Training



Health Care Resources

Because your physical well-being is essential to your success both as a student and as an athlete, the Athletic Department feels a strong responsibility to help you reach and maintain optimal health.

Head Athletic Trainer

The Head Athletic Trainer coordinates the Athletic Training services at GSW. Student-athletes will be provided with complete medical coverage for the treatment of sports-related injuries and illnesses. GSW Athletic Training works in cooperation with a consulting staff of specialized physicians as well as GSW Student Health Services to meet the health care needs of student-athletes during their competitive seasons.

Orthopedic Physician

All orthopedic injuries are referred to Dr. Fred Flandry of the Hughston Clinic in Columbus, Georgia. Dr. Flandry serves as the Head Team Physician for the GSW Athletic Department. Some orthopedic injuries may also be referred to the physicians at Premier Orthopedic in Albany, Georgia.

General Medical

Dr. Michael Busman of Sumter Family and Sports Medicine serves as the local Team Physician for GSW Athletics. All referrals for illnesses or sudden injuries are made to Dr. Busman.

Dental & Optical

Dental injuries & emergencies are treated by Dr. George Bagley in Americus. Optical injuries and emergencies are treated by Dr. Ray Williams and the physicians of Eye Associates in Americus.

Student Health Services

All GSW students are entitled to medical care at the Student Health Center. Services are rendered whether or not the student had medical insurance. There is no cost other than for diagnostic tests and medications which are available at a discount.

Please report any illness to the Athletic Trainer either before or after you visit the Student Health Center. If an additional referral becomes necessary, it will be made by the Head Athletic Trainer. If you choose to visit a doctor without a referral, it will be at Your expense.



Health Insurance

All student-athletes are required to provide and show proof of primary health insurance before participating in intercollegiate athletics for Georgia Southwestern State University. Individual policies must cover injuries sustained in intercollegiate athletics.

Payment Procedure

For injuries and illnesses related to GSW Athletics, the student-athlete's primary insurance will be billed First. Georgia Southwestern will pay the remainder of any the balance. Medical bills will be sent directly to the student-athlete's permanent home address. It is his/her responsibility to see that the bill is turned in to the Head Athletic Trainer for payment. Records are kept on all payments. **GSW will not be responsible for bills not received from the student-athlete.**

Insurance Forms

Prior to each academic year, the Head Athletic Trainer will provide each student-athlete with insurance and emergency information forms. These forms must be completed and on file, along with a front-back copy of the student-athlete's insurance card, before student-athlete will be allowed to participate in team conditioning, practice, or competition.

Medical Bill Responsibility

The Georgia Southwestern State University Athletic Department will be responsible for medical bills pertaining to an illness or athletic injury that occurs while playing or practicing for GSW during the competitive season. **Georgia Southwestern State University does not pay any medical bills for an illness or an accident unrelated to intercollegiate sports participation.**

The Georgia Southwestern State University Athletic Department also does not assume any financial responsibility for pre-existing injuries or illnesses or for medical treatment obtained without a referral from the Athletic Trainer. If a second opinion is requested, it must be authorized by the Athletic Trainer/Team Physician if it is to be paid for by the Athletic Department. The Athletic Department also does not assume financial responsibility for any injury sustained while not wearing required protective equipment. Routine (non-emergency) dental and optical care is NOT covered by GSW Athletics.



Pre-existing Conditions, Out-of-Season or Non-Sport Injury

The GSW Athletic Department is NOT financially responsible for the treatment and care of any pre-existing injuries or conditions, for an injury incurred out-of-season, or for an injury incurred during the season but not related to your sport. GSW is also NOT financially responsible for the treatment and care of an injuries sustained while participating in intramural sports.

Physical Examinations

GSW and NCAA require all student-athletes to undergo a physical examination before participating in intercollegiate athletics. Physical examinations are scheduled by the Athletic Trainer to be completed by the team physicians at no cost to the student-athlete. If the scheduled examine is missed, it is the student-athlete's responsibility to have an examine completed, at his/her expense. ***A student-athlete may not practice without a completed physical examination.***

Injury & Illness Treatment Procedure

The Athletic Department is responsible for medical services administered to student-athletes who are injured in a competition or practice approved by the coaching staff, whether voluntary or required, and only for those injuries that are sports-related.

All injuries or illnesses that may interfere with practice or participation must be reported to the Head Athletic Trainer as soon as possible. An evaluation will determine the extent of the injury or illness and your ability to practice or compete. All return-to-play decisions will be made by, and only by, the Head Athletic Trainer.

Any student-athlete who does not see the Head Athletic Trainer within seven (7) days of an injury or within 48 hours of emergency care may be held financially responsible for any expenses.

Student-athletes must report to the Athletic Training Room for treatment and rehabilitation until released to participate by the Head Athletic Trainer.



Medical Referrals

Medical referrals can be made only by the Head Athletic Trainer or the Team Physician. If a student-athlete goes to an outside health care provider for medical care (or second opinion) without approval from the Head Athletic Trainer or Team Physician, that student-athlete will be responsible for all medical expenses incurred.

Emergency Medical Treatment

If the Athletic Training Room is closed and emergency treatment is required, student-athletes should go directly to the Student Health Center, Sumter Regional Hospital Emergency Room, or an urgent care center. Notify the Head Athletic Trainer concerning the nature of the emergency as soon as possible.

Please remember that unless it is an EMERGENCY situation, you must be referred by the Head Athletic Trainer or Team Physician. Otherwise, the GSW Athletic Department will not be financially responsible for medical care.

Injury Treatment and Rehabilitation

If your injury requires treatment and/or rehabilitation, it is your responsibility to comply with all instructions in order to promote a full and rapid recovery. Therapy will be scheduled around your class and practice times. The Head Athletic Trainer will update the coaching staff regarding your progress and status. You may not discontinue therapy until given a full release from the Head Athletic Trainer.



Athletic Training Room Rules

1. The Athletic Training Room is for injury evaluation, treatment, rehabilitation, and taping ONLY.
2. Report all injuries and illnesses immediately, regardless of how minor you think they are or if you think “they’ll just go away.”
3. Never apply heat to an injury. If you do anything, use RICE: Rest, Ice 15 – 20 minutes, wrap or mildly Compress the injured area, and Elevate it.
4. Arrive in ATR early enough to receive treatment before your scheduled practice. You are never late to practice because you were kept in the Athletic Training Room – You simply did not get to the Athletic Training Room early enough.
5. The ATR is co-ed so please wear appropriate clothing.
6. Injured players will be expected to report to each practice. The only exception is an emergency situation. Missed practice time must be excused by the Team Physician, Head Athletic Trainer, or Head Coach.
7. Continue all treatment and rehabilitation until the Head Athletic Trainer advises that it is no longer needed. Do not stop treatments just because the injury feels better.
8. Do not handle any of the treatment modalities, as they can be dangerous if misused. All treatments are to be administered by the Head Athletic Trainer Only.
9. NO food or drinks in the ATR.
10. NO supplies may be taken from the ATR without permission. This includes Towels!!!
11. NO cleats may be worn in the ATR.
12. Always enter the ATR through the Appropriate locker room, either Men’s or Women’s. No men should enter through the Women’s side, nor should women enter through the Men’s side.

VII

Appendix



GSW Athletics Department Staff

Administration		Office	Phone
A. Randolph Barksdale	Athletic Director	SSC 2302	931-2222
Jaclyn E. Kaylor	Associate AD / SWA	SSC 2304	931-2225
Jennifer Rodkey	Compliance Coordinator	SSC 2303	931-7012
Dr. Liz Wilson	Faculty Athletics Rep.	BHP 215	931-2120
Debra Sloan	Administrative Assistant	SSC 2305	931-2222
Athletic Training			
Jay Johnson	Head Athletic Trainer	SSC 1128	931-2297
Kelly Dewitt	Graduate Assistant	SSC 1128	931-2059
Sports Information			
Keith Michlig	Director	SSC 2322	931-2217
Baseball			
Bryan McLain	Head Coach	SSC 2307	931-2843
Robert Morgan	Assistant Coach	SSC 2306	931-2220
Basketball (Men)			
Mike Leeder	Head Coach	SSC 1230	931-2230
Matt Stearsman	Assistant Coach	SSC 1222	931-6989
Basketball (Women)			
Kelly Britsky	Head Coach	SSC 1229	931-2231
Tripp Beard	Assistant Coach	SSC 1222	931-2221
Cross Country			
Tripp Beard	Head Coach	SSC 1222	931-2221
Golf			
Stan Shurling	Head Coach	GSW Links	924-9360
Soccer (Men)			
Warren Russ	Head Coach	SSC 2308	931-7006
Soccer (Women)			
Barry Kaplan	Head Coach	SSC 2323	931-2936
Softball			
Eddie Ward	Head Coach	SSC 2310	931-2174
Tennis (Men/Women)			
Brennon Sewell	Head Coach	SSC 2309	931-2284



Georgia Southwestern State University Contact Information

Admissions	928-1273
Athletic Department	931-2222
Athletic Department FAX	931-2143
Athletic Training Room	931-2297
Career Services Office	931-2237
Compliance Coordinator	931-2297 931-2221
Counseling Office	931-2708
Financial Aid	928-1378
Office of Student Life	928-1387
Public Safety Office	928-1390
Registrar	928-1331
Residence Life Office	931-2375
Student Accounts Office	931-2013
Student Health Center	931-2235

All phone numbers listed are Area Code (229)

Websites

Georgia Southwestern State University	www.gsw.edu
Georgia Southwestern Athletics	sports.gsw.edu
Peach Belt Conference	www.peachbelt.com
NCAA	www.ncaa.org
National Center for Drug Free Sport	www.drugfreesport.com