College of Coastal Georgia
Student-Athlete Handbook
2020 – 2021
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THE COLLEGE OF COASTAL GEORGIA

Mission Statement
As a state college of the University System of Georgia, the College of Coastal Georgia will be a college of choice for residents of Georgia and beyond by providing an accessible and affordable quality education. Advocating excellence in scholarship and community engagement, the College promotes student progression and timely graduation through student–centered programs that offer a rich and diverse student experience. Students are prepared for meaningful careers, advanced study, lifelong learning, and participation in a global and technological society. The institution will provide associate and baccalaureate degrees that support the intellectual, economic and cultural needs of the community and region.

Core Characteristics
The College of Coastal Georgia shares state college core characteristics within the University System of Georgia. These core characteristics include:

• a commitment to excellence and responsiveness within a scope of influence defined by the needs of a local area and by particularly outstanding programs or distinctive characteristics that have a magnet effect throughout the region or state;
• a commitment to a teaching/learning environment, both inside and outside the classroom, that sustains instructional excellence, functions to provide University System access for a diverse student body, and promotes high levels of student learning;
• a high quality general education program that supports a variety of well-chosen associate programs and prepares students for baccalaureate programs, learning support programs designed to insure access and opportunity for a diverse student body, and a limited number of certificate and other career programs to complement neighboring technical institute programs;
• a limited number of baccalaureate programs designed to meet the educational and economic development needs of the local area;
• a commitment to public service, continuing education, technical assistance, and economic development activities that address the needs, improve the quality of life, and raise the educational level within the state college’s scope of influence;
• a commitment to scholarship and creative work to enhance instructional effectiveness and to encourage faculty scholarly pursuits; and a responsibility to address local needs through applied scholarship, especially in areas directly related to targeted baccalaureate degree programs.

Vision
The College of Coastal Georgia will be a college of choice for students within Georgia and beyond, providing an outstanding education for tomorrow’s leaders and citizens through service learning, global awareness and engaged entrepreneurship.
Core Values

The College of Coastal Georgia’s core values frame the mission and vision, and guide the institution through changing times and priority setting:

- **Quality Education**: Commitment to providing high-quality, innovative, and flexible educational opportunities and services in an accessible student-centered environment, creating a climate of discovery that values and embraces both inquiry and creativity; expect students to take active responsibility for their education; foster close student-teacher bonds; offer ongoing assessment of academic programs; integrate all programs that promote student access and success.

- **Experiential Learning**: Integrate meaningful experiential and holistic community service on campus and in the broader community with instruction and reflection to enrich the learning experience, fostering an attitude of generosity in service, teaching civic responsibility and strengthening communities.

- **Global Awareness**: Commitment to providing value-added education by promoting cross-cultural understanding, fostering respect and appreciation among and between students, faculty and staff, and cultivating collaborative relationships with international programs and global communities.

- **Leadership**: Advocate leadership roles that uphold professionalism, responsibility and motivation through enhanced skills in organizing, planning, problem-solving, and communicating to prepare students to meet tomorrow’s workforce and the region’s evolving development needs.

- **Entrepreneurship**: Infuse exploration and innovation across the educational process while anchoring these entrepreneurial strategies in social and community purposes.

About the College

The College of Coastal Georgia is Georgia’s newest state college. Building upon more than 50 years of service, the College has become a significant and successful force to educate, enrich, engage, and economically enhance the Coastal region and the state overall.

The Board of Regents of the University System of Georgia established the institution in 1961. It opened in 1964, with Brunswick and Glynn County citizens providing a $1 million bond issue for construction of buildings and purchase of land. Most of the facilities on the College’s beautiful 193-acre campus were built during the 1970s. From the late 1980s until 2009, the College offered both associate programs in higher education and postsecondary technical and adult programs. The Regents authorized a satellite location to serve Camden County residents in 1992 and classes began in the former Kingsland Elementary School in 1993. A new permanent facility, the Camden Center, opened in 2004.

Armed with a new mission and vision, the College has embarked on a decade long strategic growth initiative. From its current semester enrollment peak of over 3,000 students, the College plans academic and infrastructure expansions to accommodate some 10,000 students in the future. Degrees in Business, Nursing, and Education have commenced and new graduates will enhance Southeast Georgia’s reputation as an outstanding place to live, work and grow. Additional degree programs,
innovative service initiatives, student life and residential option, and a fresh spirit of civic engagement are on the horizon.

New friends and state leaders are partnering with the many devoted and visionary community leaders who help found and nurture the locally supported, small junior college nearly fifty years ago. The College family embraces its new mission to foster academic excellence and individual development; investigate, capture and disseminate 21st century knowledge and skills; provide accessible and affordable higher education to a wide spectrum of learners; and engage actively with the community and region.

COLLEGE OF COASTAL GEORGIA DEPARTMENT OF ATHLETICS

Mission Statement
The coaches and staff of the Department of Athletics are integral members of the College of Coastal Georgia campus. Our coaches and staff are fully committed to support the educational mission of the College. As such, the mission of the Department’s coaches and staff is to promote and provide the opportunity for:

- Every student-athlete to develop into a person of character
- Every student-athlete to achieve academic excellence
- Every varsity team and individual competitor to achieve athletic excellence
- Active engagement with all our constituents including students, faculty, staff, alumni and the broader Golden Isles community not only through athletic events but also through service and outreach activities

Vision Statement
The Department of Athletics will provide a healthy, wholesome atmosphere for the growth of its student-athletes as persons of character, outstanding students, and talented athletes. Our student-athletes will graduate to become tomorrow’s leaders by having persevered and achieved success through rigorous challenges in the classroom and on the playing and practice fields.

Values Statement
The Coastal Georgia Department of Athletics’ core values frame the mission and vision and set the course for success in the Athletics program. The Department’s values can be most easily remembered using an acronym based on our logo “SAILS”:

SCHOLARSHIP:
From recruitment through graduation, each staff member will be committed to recruiting the most talented student-athletes who are committed to academic success. We will work together to support our students-athlete’s achievement of academic excellence as evidenced by the retention and graduation of
our student-athletes. The Department of Athletics is first and foremost committed to ensuring every student-athlete receives a high-quality education.

**Athletic Excellence:**
Coastal Georgia’s individual competitors and teams will be committed to achieving excellence on the playing fields. We will prepare, practice, plan and compete in order to win every competition. Individuals and teams will strive to earn conference, regional and national recognition for their athletic accomplishments. The Department will offer exceptional intercollegiate competitive opportunities for all student-athletes by providing appropriate resources and support to each varsity team.

**Integrity:**
Every action will be framed within a culture of integrity and responsibility. The Department will build a program characterized by honesty and the highest ideals of amateur athletic competition. The Department affirms the unique value and worth of every individual student-athlete, coach and staff member. The Athletic Department will comply with all applicable laws and regulations set by the various governing bodies, while remaining under the administrative supervision and oversight of the College.

**Leadership:**
Coastal Georgia’s coaches and student-athlete will exhibit the highest qualities of leadership through their selfless service to their teammates and the community. Coaches will set goals and objectives for their teams that are reasonable but will stretch each person to achieve beyond that previously thought possible. Student-athletes will use the leadership skills learned on their teams to become leaders in the classroom and on campus. After graduation, our former student-athletes will become leaders in their homes and communities. The Department will exhibit leadership by participation in conference, region, and national organizations and through our commitment to service to others.

**Sportsmanship:**
Coastal Georgia teams will be noted for exhibiting outstanding sportsmanship, teamwork and fair play. We will do everything to win within the rules of competition and fair play. Our teams will represent the College of Coastal Georgia and the Golden Isles community in a manner that reflects favor on everyone involved. Our student-athletes will be positive role models for the youth in our community and wherever we compete.

**Diversity Statement**
The Department of Athletics affirms the unique value and worth of every individual student-athlete, coach, staff member, community member, family member, or fan. The department celebrates the gifts and talents that make each person special.

Our teams have achieved remarkable success directly resulting from the diversity of our student-athletes. Every team member contributes directly to his or her team’s success. There is nothing that destroys a team more quickly than divisions among teammates. Similarly, nothing destroys a department, campus, or community more quickly than divisions resulting from exclusion.
There is no place on Mariners teams or in the athletics department for discrimination based on race, ethnicity or any other defining characteristic. We will make every effort to ensure all student-athletes, staff, and fans feel safe and welcome in our facilities, at our contests, and as part of our teams. The mission of the Department of Athletics is to develop every student-athlete into a person of character. Discrimination in any form is in direct conflict with this goal.

We are committed to doing our part to eliminate any racial or other discrimination and to show full respect for all people.

**ATHLETIC MEMBERSHIP**

The College of Coastal Georgia is an active member in the National Association of Intercollegiate Athletics (NAIA). Coastal Georgia is compliant with the mission, rules and regulations in conjunction with the NAIA.

Coastal Georgia competes as a member of the The Sun Conference (TSC), a league consisting of 11 institutions.

In addition to the College of Coastal Georgia, the current member institutions of TSC are:

- Ave Maria University (FL)
- Florida Memorial University (FL)
- Keiser University (FL)
- Savannah College of Art and Design (GA)
- Southeastern University (FL)
- St. Thomas University (FL)
- Thomas University (GA)
- University of South Carolina – Beaufort (SC)
- Warner University (FL)
- Webber International University (FL)

The college sponsors eight varsity teams that are championship sports in the TSC and NAIA. This means that each of the eight sports sponsored by the College are eligible for post-season championship opportunities at the conference and national levels, provided the teams meet the qualification standards.

The college sponsors the following men’s and women’s varsity teams:

<table>
<thead>
<tr>
<th>Men’s Teams (3)</th>
<th>Women’s Teams (5)</th>
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<tbody>
<tr>
<td>Basketball</td>
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<td>Golf</td>
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<td>Volleyball</td>
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CHAMPIONS OF CHARACTER

The NAIA Champions of Character program is designed to instill an understanding of character values in sport and provide practical tools for student-athletes, coaches, and athletic administrators to use in modeling exemplary character traits. The NAIA developed the Champions of Character program in response to the growing problem of deteriorating standards of integrity in sports and society. At a time when all of sport has experienced increasingly inappropriate behavior by athletes, coaches, and fans, NAIA Champions of Character raises the standards for positive student-athlete development in athletics and academics. The NAIA Champions of Character program has established five core values that stretch well beyond the playing field. The NAIA identifies those core values as: **integrity, respect, responsibility, sportsmanship and servant leadership.** These character values help young people - and those associated with their development - make good choices in all aspects of their life and reflect the true spirit of competition.

GENERAL POLICIES AND PROCEDURES

The College of Coastal Georgia Student Code of Conduct

Students at the College of Coastal Georgia are expected to conduct themselves responsibly and to pursue their studies with integrity. By enrolling at the College of Coastal Georgia, students agree to comply with the College’s rules and regulations as described in the College of Coastal Georgia student handbook. The College of Coastal Georgia student handbook may be found on-line at:


The students of the College of Coastal Georgia have established a precedent of exemplary behavior as members of the college and civic community. Individuals and groups are expected to observe the tradition of decorum and behave in no way which would precipitate physical, social, or emotional hazards to other members of the college community.

Any student, faculty member, administrator, employee, or visitor acting individually or with others, who clearly obstructs or disrupts, or attempts to obstruct any teaching, administrative, disciplinary, cultural, or public service activity, or any other activity authorized to be held on the College of Coastal Georgia campus is considered by the College to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

Students may be accountable to both civil authorities and to the College for acts which constitute violations of law and the College of Coastal Georgia Student Code of Conduct as outlined in the College of Coastal Georgia Student Handbook.

The College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community.
Being a Student-Athlete at the College of Coastal Georgia

Student-athletes at the College of Coastal Georgia are expected to be ambassadors for the College, representing themselves in the highest regard at all times. Coastal Georgia student-athletes will live by the mission and core values of the College, NAIA and affiliated conferences, remembering that participation in athletics is a privilege, not a right, and should be treated as such.

Coastal Georgia student-athletes will abide by all policies and procedures outlined in this handbook. Student-Athletes will also abide by the College of Coastal Georgia Student Conduct Code. The Athletic Department will recognize all disciplinary actions sanctioned for violations of the Student Conduct Code and may levy additional penalties as it deems warranted.

Representing Coastal Georgia as a student-athlete comes with many benefits, but it also comes with added responsibility not required from other students at the College. Being a student-athlete means your conduct in and out of the classroom will be scrutinized more, and your actions and attitude will represent not only yourself but the entire athletic department.

Student-athletes who do not abide by the set rules and standards are subject to consequences that include, but are not limited to, warnings, suspension from team related activities and competitions, and dismissal from the team and Coastal Georgia.

Coastal Georgia student-athletes will:

• Conduct themselves at all times in a manner that shows respect for their team, the athletic department, the College, and the community that surrounds Coastal Georgia, promoting its commitment to diversity and social justice
• Understand that obtaining a bachelor’s degree is the ultimate goal of each student-athlete
• Abide by all laws, rules, and policies set forth by the federal, state, and local government, as well as the College, athletic department, NAIA, and affiliated conferences and associations
• Attend all classes and to complete all academic assignments to the best of their ability
• Meet all team obligations including physical conditioning, participation in team functions, and other responsibilities of being a team member

Academic Integrity

Coastal Georgia student-athletes will maintain a full-time course load, consisting of a minimum of 12 credit hours each regular academic term. They will conduct themselves with academic integrity and not be involved in plagiarism, cheating or other forms of academic dishonesty.

Coastal Georgia student-athletes will attend all classes and academic appointments, unless excused due to emergency, illness, or team travel for competition. It is the responsibility of the student-athlete to inform instructors of missed class time due to athletics participation.

Coastal Georgia student-athletes will be responsible for maintaining eligibility for participation per NAIA guidelines and for making satisfactory academic progress towards earning a degree.
Sportsmanship, Athletic Integrity and Personal Integrity

Coastal Georgia student-athletes will abide by all team, NAIA and TSC rules when participating in team functions, practices or competitions. They will be on time for and participate actively in all practices, competitions and functions while maintaining themselves in top physical condition without the use of banned supplements or abusing acceptable health standards.

Coastal Georgia student-athletes will promote sportsmanlike behavior at all times, treating teammates, coaches, opponents, officials, game managers and spectators with respect, maintaining self-control during the heat of competition and reacting in a positive manner to an aggressive situation.

Unsportsmanlike behavior includes, but is not limited to:

- Physically or emotionally abusing officials, coaches, opponents, teammates, spectators or game managers
- Inciting players towards negative actions
- Use of obscene gestures or inappropriate language

Use of Tobacco

The use of tobacco products in any form is strictly prohibited for all student-athletes in all sports during practice, competition, team function, travel or in any capacity in which the student-athlete is representing the College of Coastal Georgia.

The team’s head coach will give a written warning and counseling statement to a student-athlete who violates the tobacco policy. If the student-athlete violates the tobacco policy a second time, s/he will be sanctioned for a “first offense” as outlined in the Coastal Georgia Athletics Drug Testing Program. Subsequent violations of the tobacco policy will be treated similarly as subsequent violations of the department’s drug testing and sanctions policy given below.

Use of Alcohol

The use of alcohol by a student-athlete is prohibited in all sports during practice, competition, team functions, team travel or in any capacity in which the student-athlete is representing the College of Coastal Georgia, regardless of whether the individual is of legal age for consumption.

A student-athlete who violates this policy will be sanctioned for a “first offense” as outlined in the Coastal Georgia Athletics Drug Testing Program.

Consumption of alcohol by student-athletes of legal drinking age will be in accordance with team, College and residence life guidelines. Consumption of alcohol will be handled responsibly by student-athletes who are of legal drinking age. Consequences of underage use, providing underage users with alcohol, or inappropriate behavior in conjunction with use by any student-athlete regardless of age will be determined on a case-by-case basis with the head coach, athletic director and appropriate campus personnel involved in the decision making process.
Use of Drugs
The possession, use or distribution of illegal drugs, controlled substances banned by the NAIA, or drug paraphernalia while in or out of season is prohibited and will be subject to penalties as outlined in the College of Coastal Georgia Athletics Drug Testing Program.

Student-athletes should be wary of all nutritional and dietary supplements unless given prior approval by the head athletic trainer. Many supplements contain banned substances. To avoid a possible violation, student-athletes should contact the athletic trainer and consult the list of banned drugs provided in the student-athlete handbook.

Local, State, Federal Laws
Coastal Georgia student-athletes will adhere to all local, state and federal laws. Student-athletes who are arrested or charged with breaking a law will be subject to team, department and college sanctions based on a case-by-case review. The student-athlete will be immediately suspended from all team functions, including practice and competitions until the case has been reviewed and necessary sanctions imposed by the Head Coach, Director of Athletics and necessary college administrators.

Team and Athletic Department disciplinary actions may be levied prior to any campus or law enforcement actions. Disciplinary actions will be imposed on a case-by-case basis and may include, but are not limited to, permanent dismissal from the team and loss of athletic financial aid.

Team Rules
Individual sport head coaches will develop a set of team rules that fit the mission of their respective program, the athletic department and the College. The student-athletes will sign a team rules form stating they have received and are aware of all team rules.

Gambling
Coastal Georgia student-athletes are governed by NAIA policies and procedures regarding gambling, regardless of age of participant. Student-athletes are prohibited from participating in the following activities:

- Providing information to an individual involved in organized gambling activities concerning intercollegiate athletics competition
- Soliciting a bet on any intercollegiate or professional team in which the NAIA or NCAA sponsors a championship for any item that has cash value (i.e., cash, clothing or equipment, meals)
- Accepting a bet on any team representing the College
- Participating in any gambling activity that involves intercollegiate or professional athletics through a bookmaker, parlay card or any other method employed by organized gambling
- Violation of any of these acts may result in sanctions that include, but are not limited to, suspension from all team functions, loss of athletic financial aid and dismissal from program
• Student-athletes found to be involved in any activity designed to influence the outcome of a competition or participates in wagering on a Coastal Georgia athletic event will be immediately dismissed from the team, forfeit athletic financial aid and lose remaining eligibility in all sports

Sexual Harassment

Coastal Georgia student-athletes will abide by the College’s policies and procedures regarding sexual harassment.

As part of its commitment to the preservation of the dignity and worth of all members of the College community, the College of Coastal Georgia deplores sexual harassment of students. Because sexual harassment is unlawful and can harm the environment for learning, it will not be tolerated. A student engaging in sexual harassment will be subject to discipline, up to and including expulsion from the College.

Sexual harassment can occur in a variety of situations sharing a common element: the inappropriate introduction of sexual activities or comments into the work or learning situation. It is illegal and against the College of Coastal Georgia policy for any student or employee, male or female, to sexually harass another employee or student by:

• making unwelcome sexual advances for sexual favors and other verbal or physical conduct of a sexual nature a condition of an employee’s continued employment, or a student’s academic status
• making submission to or rejections of such unwelcome conduct the basis for employment or academic decisions affecting an employee or student
• creating an intimidating, hostile or offensive working or education environment by such conduct

A student-athlete who believes that he or she has been sexually harassed should immediately report the alleged action to a responsible administrator who is not involved with the allegation. It is appropriate to report the incident to your head coach, Compliance Coordinator, Department Coordinator, or Director of Athletics. Otherwise, the report should be given to another college administrator outside of athletics such as the Vice President for Student Life, or Director of Human Resources.

Social Media

Coastal Georgia student-athletes must remember that they are recognizable figures on campus and in the community. Student-athletes are reminded to be wary of how they present themselves in classroom and social situations, including how they present themselves via social media outlets like Twitter, Instagram, Facebook and other media.

Student-athletes need to be aware that anything posted on these sites is available to anyone, even if you limit your site. You should not post any comments, pictures or information that could embarrass you,
your family, the athletic department or the College of Coastal Georgia. This includes items that may be posted on your page by others.

Student-athletes are reminded that code of conduct rules are applicable in these online forums and student-athletes may face disciplinary action for policy violations revealed online. Disciplinary action may include penalties appropriate to the incident up to and including forfeiture of athletic financial aid and loss of eligibility.

ACADEMIC COMPLIANCE

Student-Athlete Eligibility
Student-athletes at the College of Coastal Georgia must meet NAIA academic eligibility requirements and have his or her eligibility certified by the respective team head coach, Director of Athletics, FAR and Registrar prior to being able to participate with their respective team in any form of competition, including games, exhibitions or scrimmages against any outside opponent.

Initial Eligibility
An entering freshman must be a graduate of an accredited high school or be accepted as a regular student in good standing while also meeting two of the three following requirements in order to be eligible:

- Achieve a minimum of 18 on the ACT or an 970 on the SAT
- Have earned a minimum 2.0 GPA in high school on a 4.0 scale
- Have graduated in the top 50% of his/her graduating high school class

An entering freshman not meeting at least two of the three standards shall be denied athletics participation for the first full year of attendance (two full-time semesters).

Continuing Eligibility

Full-Time Enrollment: All student-athletes must be enrolled in a minimum of 12 credit hours of earned academic credit. Remedial courses are not earned credit hours and do not count toward the minimum number of hours. Dropping below 12 hours will make a student-athlete immediately ineligible to participate in any competition. Student-athletes are required to obtain permission from the Athletics Compliance Coordinator prior to dropping a class. DROPPING BELOW 12 HOURS OF CLASSWORK AT ANY TIME DURING A REGULAR SEMESTER RENDERS YOU INELIGIBLE FOR COMPETITION. Competing while ineligible will result in substantial consequences for your future eligibility and your team’s competitive standing.

24-Hour Rule: After completing of the second full-time term of attendance, a student-athlete must have accumulated 24 earned credit hours in the two immediately previous full-time semesters to remain eligible to participate in team activities. Up to 12 hours may be earned during summer or other non-
terms and applied to meet the 24-hour rule, provided such credit hours were earned after one or both of the two immediately previous semesters.

**Transfer Exception:** A transfer student who has met the graduation requirements for an associate degree from a junior college will be exempt from the 24-Hour Rule for the first term of attendance. Student-athletes receiving this exemption must earn at least 12 institutional credit hours in their first term of attendance to be eligible for a second term.

**48/72 Hour Progress Rule:** All student-athletes must be progressing towards a degree at Coastal Georgia to remain eligible for participation in team activities. To participate in a third season of competition a student-athlete must have accumulated at least 48 earned credit hours. To participate in a fourth season of competition a student-athlete must have accumulated at least 72 earned credit hours, at least 48 of which must be in the student-athlete’s major field of study.

**2.0 Rule:** Upon reaching junior academic standing (60 earned credit hours) and before beginning a third season of competition, a student-athlete must have a cumulative grade point average (GPA) of at least 2.00 on a 4.00 scale to be eligible to compete.

**Playing Season:** A student-athlete may play in as many as four (4) seasons of competition in one sport among 10 full-time semesters. The 10 semesters do not need to be completed successively.

**Season of Competition:** A student-athlete will be charged one season of competition after taking part in one or more intercollegiate contests whether in a varsity, junior varsity or club program. A hardship waiver for an exception to a season of competition may be applied for by a student-athlete who is injured during practice or competition. All hardships must involve an injury or illness than incapacitates the student-athlete from competing during the remainder of the season and must be verified by a physician, who must have examined the student-athlete during the season in question. Student-athletes should consult with coaches regarding the number of games played to determine whether eligible for a hardship waiver.

Routine questions about your academic program, course work and class schedules should be directed to your assigned academic advisor, your major Department Coordinator or School Dean. However, specific questions involving class conflicts with athletic schedules, class schedule conflicts, or eligibility should be directed to your head coach, the Athletic Compliance Coordinator or the Department Coordinator.

**AMATEURISM**

Under no circumstances is a student-athlete permitted to receive cash as an award for athletic participation, skill or ability. An individual will lose his/her amateur status and shall not be eligible for intercollegiate competition in the NAIA in a particular sport if the individual:

A. Receives (directly or indirectly) expense reimbursement beyond actual expenses of travel, meals and lodging only. Expenses must be itemized and properly documented.
B. Signs a contract with any professional team.

C. Participates in any athletics contest as a professional or as a member of a team and receives remuneration exceeding the actual expenses of travel, meals and lodging only.

D. Receives remuneration for a public or media appearance if the appearance makes reference to the student’s intercollegiate athletic participation in a given sport or any institution with which the student has established identification.

E. Receives remuneration for use of name or picture to promote any commercial product or enterprise if remuneration is based on the individual’s intercollegiate athletic participation in a given sport, or references with the use of marks, logos or names any institution with which the student has established identification.

F. Enters into an agreement of any kind to compete in professional athletics, with either a professional sports organization or with any individual or group of individuals authorized to represent the athlete with a professional sports organization.

**ATHLETIC FINANCIAL AID**

**General Principles**

The eligibility of student-athletes for intercollegiate competition is dependent on compliance with NAIA regulations concerning financial aid. In general, student-athletes may not receive financial aid other than that administered by the College except aid, which is:

A. Received from the one upon whom the student-athlete is naturally or legally dependent (parents or guardians);

B. Awarded solely on bases of having no relationship to athletic ability;

C. Awarded through an established and continuing program to aid students, of which athletic participation is not the major criterion (for example, the National Merit Scholarship program).

Undergraduate student-athletes who meet institutional requirements are eligible for financial aid during any regular term in which they are enrolled in a minimum full-time load provided that they have eligibility remaining within the ten (10) semesters allotted to complete eligibility, as long as they do not receive aid for more than five (5) years.

Student-athletes who have graduated from the College are eligible for financial aid provided that they are enrolled full-time at the College and remain in pursuit of an additional undergraduate major or equivalent program if they still have athletic eligibility left within the allotted ten (10) semesters.
Definition of Financial Aid

Institutional financial aid consists of:

A. All funds administered by the institution including scholarships, grants, loans, work-study program assistance, on-campus employment, and tuition waivers; and

B. Aid from government or private sources for which the institution is responsible selecting the recipient or determining the amount of aid, or providing matching or supplementing funds for an otherwise-selected recipient.

Financial Aid Limits

The maximum financial aid allowed for student-athletes by NAIA regulations is the amount needed to cover tuition and fees, room and board, and required course-related books.

Circumstances Affecting Financial Aid Awards

Athletic financial aid is awarded on the basis of the athletic ability of the student-athlete who receives the award. The award will be based on the judgment of the respective coach(es) for the team(s) for which the student-athlete intends to participate and will be approved by the Director of Athletics.

The student-athlete who receives any amount of athletic financial aid is expected to:

A. Remain academically eligible under the NAIA’s initial and continuing eligibility rules

B. Cooperates fully with his/her coaches and athletic staff

C. Makes every reasonable effort to improve his/her athletic talent and skills

D. Exhibits acceptable conduct and behavior on campus and off campus

A student-athlete who is awarded athletic financial aid must be admitted into the College in order to receive the athletic financial aid.

If a prospective student-athlete has been accepted and awarded financial aid, the award may not be withdrawn because the student-athlete incurs a physical condition, which prevents the student-athlete from participation in intercollegiate athletics. However, in order to retain the financial aid, the student-athlete will be required to perform team-related duties (e.g., manager, filming, or administration) that result in a similar time-commitment as full athletic participation.

The Department of Athletics will issue each recipient a written Grant-in-Aid that shows a statement of the amount, duration, conditions, and terms of the financial aid award. The Grant-in-Aid will be signed by the respective head coach and Director of Athletics. A student-athlete indicates acceptance of the award by signing the Grant-in-Aid. The department of athletics will forward a record of the award to the Office of Financial Aid so that the award will be applied to the student-athlete’s account.
Period of Athletic Financial Aid Award

In accordance with NAIA regulations, the athletic financial aid (athletic scholarship) is limited to a one-year period of award, for any financial aid award that takes into consideration in any degree the athletic ability of the recipient. The period of the award may be less than one year, if the student-athlete enrolls beginning in the Spring semester or if the Fall semester is the last semester before the student-athlete graduates.

Reduction or Cancellation of Athletic Financial Aid Awards

Institutional financial aid may not be granted (increased or decreased) or cancelled during the period of the award from the starting date of classes in the regular Fall term (or first day of classes in the Spring term) until the last day of exams in the Spring term:

A. On the basis of a student’s athletic ability, performance, or contribution to a team’s success;
B. Because of an injury that prevents the recipient from participating in athletics. However, in a case of an injury, in order to retain the financial aid, the student-athlete will be required to perform team-related duties (e.g., manager, filming, or administration) that result in a similar time-commitment as full athletic participation.

Institutional athletic financial aid may be cancelled during the period of the award if the student-athlete:

A. Becomes academically ineligible for intercollegiate competition; or
B. Fraudulently misrepresents any information on an application, letter of intent, or financial aid agreement; or
C. Is found to have engaged in serious misconduct either on campus or off campus, or
D. Voluntarily leaves the respective program.

Upon approval of the Director of Athletics, the College may terminate an athletic grant-in-aid immediately if the student-athlete voluntarily withdraws from participation in one or more of the sports he/she was previously participating and receiving aid. Normally, the amount of aid withdrawn will be an amount proportionate to the amount of time remaining in the academic year in which the student-athlete withdrew from the team.

The Director of Athletics will notify the student-athlete in writing that the student-athlete’s financial aid has been reduced or cancelled, the reason for the cancellation along with an explanation of the appeals process outlined below.

Renewal and Nonrenewal of Financial Aid

On or before May 15, prior to the academic year in which it is to be effective, the head coach will make decisions regarding financial aid renewals for all returning student-athletes who have eligibility remaining and who received an award the previous academic year. For student-athletes whose aid is being renewed, the head coach will complete a Grant-in-Aid for the student-athlete’s signature. These will be
forwarded to the Director of Athletics who will sign and provide a record of the renewal to the Office of Financial Aid.

In an instance in which the athletic financial aid is not renewed, the respective team head coach, in consultation with the Director of Athletics, will determine whether a student-athlete’s financial aid will not be renewed. The respective team head coach will promptly inform any student-athlete whose aid has not been renewed of that decision in writing and that he or she has the right to appeal the decision to not renew the athletic financial aid (see the procedure outlined below).

**Process for Appealing Reduction or Cancellation of Athletic Financial Aid**

A student-athlete who wishes to appeal the reduction, cancellation or non-renewal of his/her athletic financial aid should follow the procedure outlined below:

1) Submit a written appeal to the Director of Financial Aid within 14 calendar days from the date that the student-athlete has been notified of the reduction or cancellation of the award. The appeal should describe the specific reasons why the student-athlete’s athletic financial aid should be reinstated. The Director of Financial Aid serves as the Chair of the Financial Aid Review Committee.

2) Within 30 days, the Financial Aid Committee will gather the necessary information, review the student-athlete’s appeal and render a written decision to the student-athlete.

3) If the student-athlete wishes to appeal the Committee’s decision, within 14 calendar days, the student-athlete should submit a written appeal to the President of the College outlining the reasons that the Committee’s decision should be reviewed. After reviewing all information, the President of the College will provide a final decision to the student-athlete about the status of his/her athletic financial aid.

**STUDENT-ATHLETE HOUSING**

**General**

*All student-athletes are required to live on campus and purchase full meal plans* from the College for every academic year in which they are enrolled at Coastal Georgia and are a member of a varsity team. This policy applies to all varsity student-athletes, including those who may be red-shirted and anyone who is a member of a varsity team. Students who live on-campus will comply with the policies and procedures found in the Residence Hall Handbook and the Student Code of Conduct found on the college webpage. Student-athletes are also responsible for having a zero balance on their school account at the beginning of each semester. Student-athletes who voluntarily or involuntarily leave the team during the academic year must still fulfill the requirements of the on-campus academic year housing contract.
Exception Requests

Requests for an exception to this policy will be considered on a case-by-case basis. Exceptions may be granted for the following reasons:

1. The student-athlete is married (a copy of a marriage license must be provided).

2. The student-athlete will be 21 years old before the published first day of classes for the academic year for which the student-athlete requests an exception. This exception applies only to returning students or incoming non-freshmen.

3. The student-athlete is a permanent resident of Glynn County and resides with a parent or guardian.

4. The student-athlete is the custodial parent of a dependent child (a copy of the child’s birth certificate and/or custodial decree must be provided).

5. The student-athlete provides evidence of another compelling reason requiring her/him to live off-campus, i.e., medical issue, family issue, etc.

Student-athletes are NOT “entitled” to have an exception approved – even if s/he meets one or more of the criteria listed above. Exceptions will not be approved without full review and consideration by the individuals listed below who will review and approve the exception request. Student-athletes SHOULD NOT enter into any lease agreement without first receiving confirmation of an approved exception to policy from the Director of Residence Life and Housing.

Entering into a lease agreement before receiving confirmation of an approved request to live off-campus will not be a reason to grant the exception. Furthermore, if the request to live off-campus is denied, the student-athlete will be responsible for meeting the terms and conditions of the off-campus lease agreement if s/he signed a lease agreement before receiving approval from the Director of Residence Life and Housing and s/he will also be responsible for the terms and conditions for the on-campus housing contract.

An approved request to live off-campus is good only for one academic year. Student-athletes must request an exception for every subsequent academic year for which they wish to live off-campus. As stated above, approving subsequent exceptions is not automatic. Living off-campus one year does NOT guarantee approval of an exception for a subsequent year.

Exception Request Approval Procedures

Student-athletes seeking an exception to policy must submit a request to live off-campus using the “Student-Athlete Request to Live Off-Campus” form. The request must be submitted not later than May 15 before the upcoming academic school year. If a student-athlete does not sign his or her Grant-in-Aid until after May 15, they then shall have reasonable amount of time to request an exception from the date the Grant-in-Aid is signed – typically 15 days. The “Student-Athlete Request to Live Off-Campus” form may be obtained from the respective team head coach or the department coordinator.
The request for exception must be reviewed and approved by:

- The student-athlete’s head coach,
- The Director of Athletics, and
- The Director of Residence Life and Housing

The administration will process the student-athlete’s exception request as expeditiously as possible. A decision on the request (Approved/Denied) will be sent to the student-athlete’s campus email address and e-copied to the head coach and Director of Athletics.

**Additional Stipulations**

Head coaches may institute a stricter policy than that given above. Head coaches are not required to recommend approval of a request to live off-campus. A head coach may determine that it is in the best interest of her/his team and/or the individual student-athlete to recommend the request be denied. A head coach may require all team members to live on campus.

Once a request to live off-campus is approved, the following stipulations apply:

1. **Student-athletes are fully responsible for meeting all the terms and conditions of their off-campus lease agreement and any other financial requirements associated with living off-campus including utility costs and deposits, cable TV, internet, renters insurance, etc.** The College will not recommend any off-campus living arrangement or participate in the negotiations with any owner regarding an off-campus residence. The College will not be responsible for assisting the student-athlete with any expenses associated with living off-campus beyond the financial aid provided in the signed Grant-in-Aid.

2. **The student-athlete is responsible for fulfilling all requirements to remain in good standing with the College and the team.** This includes being responsible for providing healthy meals and transportation to and from campus. The College will not provide any meals for the student-athlete, except for those associated with competition (i.e., pre- and post-game meals and meals during team travel).

3. **The student-athlete must meet all academic requirements in order to remain in good academic standing with the College and in order to remain eligible to compete.** Student-athletes living off-campus will arrive on time to classes and will complete all academic assignments. Being late for class, missing class, or failing to complete assignments due to living off-campus is not an acceptable excuse.

4. **The student-athlete is responsible to provide reliable arrangements for transportation to and from campus.** The student-athlete should maintain the transportation in good working order and have sufficient resources to provide for fuel and maintenance costs. Alternatively, the student-athlete may arrange for transportation to and from campus with another person. Coaches or staff will not provide or arrange for transportation for student-athletes living off campus. Vehicle
malfunction or failure of a third party to provide reliable transportation is not an excuse for arriving late to or missing a class or a team event.

5. The student-athlete must meet all team requirements including being on time for team study halls, conditioning workouts, practices and competitions. Living off-campus will not be an excuse for being late to or missing any team event.

6. The student-athlete is responsible to behave as a “good neighbor” to the residents where s/he lives. The student-athlete will comply with all matters of maintenance, noise, parking or other requirements outlined by the owner(s) or property manager(s). The student-athlete living off-campus should be aware that s/he represents herself/himself, the team, and the College to the neighbors. Good behavior at the residence is expected.

7. The student-athlete is responsible to ensure that no unseemly or inappropriate behavior by teammates or other students or visitors occurs at their residence. The student-athlete will abide by all laws and not permit underage drinking, or any illegal or inappropriate behavior to occur at their residence.

**Athletic Financial Aid and Campus Housing**

In addition to providing for tuition and fees, athletic financial aid provides for room and board. Student-athletes who receive an approved exception to live off-campus may have their athletic financial aid reduced or cancelled. If a student-athlete receives an out-of-state tuition waiver, that waiver may be withdrawn. The respective team head coach will recommend any reduction or cancellation of financial aid for a student-athlete approved to live off-campus. The coach will submit his/her recommendation to reduce or cancel athletic financial aid to the Director of Athletics who will review and approve or modify the coach’s recommendation. The coach will notify the student-athlete of any reduction or cancellation of the student-athlete’s financial aid.

**Off-Campus Meal Plan**

In order to remain eligible to compete, the student-athlete must maintain a “full load” of academic course work. This means a student-athlete must maintain at least 12 hours of academic credit throughout each regular term. As such, the student-athlete living off-campus will be required to purchase the meal plan required by the College for all full-time, non-resident students.

**Sanctions for Violations While Residing in Off-Campus Housing**

Student-athletes who fail to remain in good standing with respect to their academics, their team, their neighbors, or the terms of their residence’s financial agreements may be required to return to campus. In a particularly egregious situation, the student-athlete may be required to return to campus before their lease agreement expires, or may be subject to other appropriate disciplinary actions including removal from the team and/or loss of athletic financial aid.
In addition to sanctions imposed by the head coach or Director of Athletics, student-athletes are also subject to sanctions outlined in the Student Code of Conduct for off-campus conduct violations.

**STUDENT-ATHLETE SERVICES**

**Athletic Training Room**

The mission of the College of Coastal Georgia Athletic Training Staff is to provide the student-athlete with a comprehensive medical care system to include the prevention, evaluation, treatment and reconditioning of athletic injuries/illnesses while also providing health oriented educational opportunities to the student-athlete.

All athletic injuries and illnesses are to be reported immediately to the athletic trainer for evaluation, care, and referral. The Athletic Trainer assesses the immediate needs and gives referrals to receive medical care. It is the student-athlete's responsibility to report back to the athletic trainer with information from the appointment and for follow-up care. For additional information on services provided, emergency medical plans and professional information please see the Athletic Trainer.

**Managing Athletic Injuries**

All sports injuries must first be evaluated by the athletic trainer, before any appointments are made with any off-campus medical specialist. The issue of medical insurance must first be addressed and resolved by the student-athlete and/or parent(s)/guardian(s).

**Emergency Care**

In the event of an emergency, the first call should be to 9-1-1 or the College of Coastal Georgia campus police (912-258-3133). Report name, phone number, location, type of emergency, and whether an ambulance is needed for transportation to the hospital.

**Physical Examinations**

Every student-athlete at the College of Coastal Georgia is required to have a physical on file with the Athletic Trainer *prior to participation* in any team activities (including strength and conditioning exercises and practices). Also, each student-athlete will be required to complete several forms relating to their health care including: Health History Questionnaire, Current Supplements and Medications, Authorization for Release of Medical Records, HIPAA Notification, Authorization to Release Information, Medical Consent to Treat, and Drug Testing Consent. Student-athletes are encouraged to come to campus each academic year with a completed physical form done at home.

**Insurance Requirements**

The College of Coastal Georgia wishes to provide quality, timely healthcare to all our student-athletes. The following is a brief description of our policies and procedures relating to athletic insurance coverage and insurance claim resolution.
Pre-Participation Requirements:
1. All student-athletes are required to provide a copy of a valid health insurance card, prescription benefit card, copies of any previous diagnostic tests, and physician notes from all previous injuries or significant illnesses. Failure to complete these forms or failure to provide the requested information will prevent the student-athlete from participating in any practice or competition until the required information is provided to the athletic training staff.

2. The College of Coastal Georgia requires every student athlete to carry adequate health insurance that covers athletic injuries. Most families rely upon their home coverage, which in many cases provides the needed benefits. However, the policy MUST INCLUDE COVERAGE FOR ATHLETIC INJURIES. The College of Coastal Georgia strongly recommends you verify with your insurance provider that your current policy provides coverage for your student-athlete’s athletic injuries.

Student-athletes enrolled in an HMO or other restrictive insurance program must obtain “Away from home coverage” in order to ensure timely scheduling and treatment.

Athletic Insurance Provided Through the College of Coastal Georgia:
The College of Coastal Georgia athletic department provides secondary insurance coverage for all athletic-related injuries. This insurance is used only once the student-athlete’s primary insurance has been exhausted. The Sports Accident Insurance Policy (Sports Insurance), provided by the College of Coastal Georgia, is offered on an "excess" basis to the primary health insurance policy, provided by the parent's/guardian's plan. This means that the Sports Insurance will pay secondary to a valid and collectible health insurance plan. It is the student athlete's responsibility to submit his/her medical claims to the primary insurance policy provider (see Claim Procedure). Once the initial payment is completed, the remaining balance of expenses not covered by the primary insurance is then submitted to the Department of Athletics. The athletic department will be financially responsible only for properly referred injuries (not illnesses) that occur during scheduled practices, conditioning and competition, where a coach is present or has directed supervised athletic activity. Coverage will begin on the first day of a team’s official practice or conditioning and continue until the end of the authorized athletic season as governed by NAIA policy.

The NAIA provides additional catastrophic insurance coverage in the event that the expenses resulting from an injury exceed the coverage provided by the College’s Sports Insurance.

IMPORTANT NOTICES:
- The College’s Sports Insurance provides coverage only if the student-athlete’s injury was athletics related. The injury must have occurred during in-season varsity competition, practices and or other coach-supervised and mandated athletic-related activities including but not limited to pre/post season team workouts.
- The College’s Sports Insurance does not cover illness or pre-existing conditions.
- Second opinions are not covered.
• The student-athlete must report any athletic injuries to Sports Medicine Department in order for the injury to be covered by the athletic insurance.

• Injuries resulting from participation in intramural sports or other on-campus or off-campus activities are NOT covered by the College’s Sports Insurance.

• Parents/guardians should remember to always provide the College with updated copies of valid primary insurance coverage should the student-athlete’s insurance coverage change during the year. The College WILL NOT pay for healthcare costs from an athletic injury if the student-athlete’s coverage is invalid or has lapsed. **It will be the responsibility of the student-athlete or parent/guardian to pay for healthcare costs in the case of an invalid or lapsed primary coverage policy.**

Claim Procedures:

**All athletics-related medical bills for your student-athlete will be sent directly to your home address.**

1. Submit the treatment bills for the student-athlete’s injury to the primary insurer.

2. If a balance remains after the primary insurer has resolved the claim, send the claim sheet from the insurance company and copy of the itemized bills to the athletic department coordinator in the College of Coastal Georgia Athletic Department at the address provided below. If you receive a letter of denial from your insurance provider, employer group insurance or plan administrator, then send a copy of the denial letter and a copy of bills incurred to the athletic department coordinator at the address below.

If the athlete's primary insurance asks for additional information to cover the pending claim, it is the responsibility of the insured/policy holder to provide the necessary information to their insurance carrier.

3. On occasion, the College's Athletic Insurer may need additional information to resolve your claims. If so, please cooperate with their requests. Cooperation and providing a timely response will help to settle the claim promptly. Remember, all costs incurred remain in your name until fully resolved.

The insurance carrier may require verification to demonstrate whether or not the student-athlete was eligible for any other insurance before the claim is processed under the Sports Insurance. These insurance plans may include coverage under all group and/or individual, and health maintenance organization plans.

4. If you have any questions or concerns regarding these policies or procedures please contact Ms. Anne Manzo, College of Coastal Georgia, Department of Athletics, One College Drive, Brunswick, GA 31520; phone: 912-279-5844; email: amanzo@ccga.edu.
Again, if there is **ANY CHANGE** in the parent's/guardian's or the student-athlete's personal insurance policy, it is the student-athlete’s responsibility to notify the College of Coastal Georgia Athletics Department **IMMEDIATELY**.

**Insurance Requirements for International Student-athletes**

All students who reside outside the United States and who attend the College of Coastal Georgia under provisions of an F or J visa are required to purchase healthcare insurance from the UnitedHealthcare System (UHS) provided by the University System of Georgia (USG). **International student-athletes must also provide insurance coverage for athletic injuries through UHS.** The UHS insurance coverage may be purchased through coordination with the College’s Office of Financial Aid.

Student-athletes who believe their health care insurance provides adequate coverage and is comparable to the coverage provided by UHS, may request a waiver from the USG to authenticate the equivalent coverage. The forms and documentation required for the waiver can be obtained through the College’s Office of Financial Aid.

However, you should be aware that obtaining a waiver through the USG may take time. The student-athlete is required to provide proof of adequate insurance coverage **prior to participating** in any athletics activity including conditioning, practice or competition.

**Student-Athlete Leadership Team**

The purpose of the Student Athlete Leadership Team (SALT) is to act as a vehicle of communication between student-athletes and the administration of the department of athletics and the College of Coastal Georgia. Additionally, the SALT exists to promote student-athlete involvement on campus and in the community, to develop goals and objectives for the SALT, to promote participation in the NAIA Champions of Character program. Additionally the SALT will strive to improve the image of all student-athletes on campus and in the community; to design and implement projects that will enhance academic achievement and social responsibility among Mariner student-athletes.

SALT membership shall consist of two members of each varsity athletic team. The coaches and staff of the respective teams shall select SALT representatives annually. SALT members must be certified as eligible for participation as a member of a varsity team, must be in good standing with conduct at Coastal Georgia; must be enrolled as a full-time student; and must be listed on his/her team as an active athlete.

The SALT provides a vital role in communicating the concerns of student-athletes to the administration and will also serve as a source of ideas and input to the administration. Finally the SALT will serve as a vehicle to provide feedback to the administration regarding policies, procedures and processes under consideration by the administration.

**Tutoring Services – The ATTIC**

The Academic Tutoring and Instruction Center (ATTIC) provides academic support to all College of Coastal Georgia students. Staff in the ATTIC are committed to enhance the retention of students; and to
help students develop positive attitudes and confidence in their ability to learn. The Center's goal is to support learning and help everyone achieve their potential by providing help and encouragement in a friendly, safe environment. Located in the Library, the ATTIC offers something for everyone. In an effort to help student evaluate their academic strengths and weaknesses and succeed in college the ATTIC provides FREE tutoring services. Tutoring services are provided both on-line and by student peer tutors who are available to meet face-to-face.

The ATTIC provides or coordinates all tutoring services including assistance in writing, and subjects of English, Chemistry, Math, Nursing, Spanish as well as tips for study success and success in college. The ATTIC coordinates the Supplemental Instruction (SI) program. SI is a proactive academic support program that is intended to facilitate student learning and promote good study habits by providing ongoing academic assistance throughout the semester. It is designed to assist students in courses that have traditionally been labeled difficult or have high rates of D, F, or W grades. The main goal of SI is to improve the students' knowledge and comprehension of the material presented in the course. This goal is accomplished by holding weekly out of class review session allowing students to work collaboratively to understand the course material.

Information about the ATTIC and the student success services provided on campus may be found on the College website at: https://www.cccga.edu/page.cfm?p=1314.

TEAM TRAVEL

General

It is the responsibility of each respective head coach to ensure that suitable arrangements exist for transportation, lodging, and meals for his or her team that satisfactorily accommodates the team’s competitive schedule. The Department Coordinator will assist head coaches, but head coaches are ultimately responsible to check and validate travel plans well in advance of team travel. Travel schedules should balance:

a. Departure and return times should minimize the number of missed classes

b. Departure and return times should consider the time that the competition is expected to start and is scheduled to end. A team should not arrive at the competition site earlier than necessary for reasonable pre-game preparation and should attempt to return as quickly as reasonable after the competition.

c. Pre-game and/or post-game meals. These meals should be eaten on campus whenever possible. Other meals consumed during travel should be as healthy and balanced as possible, especially for trips extending into multiple days.

d. Room accommodations: Coaches are expected to house more than one student-athlete in a room. Normally two student-athletes should be assigned into a standard "double room." Coaches should never assign more than four student-athletes to one room unless the accommodations are designed to house more than four persons. Assistant coaches and support staff should be housed two
to a room; with appropriate housing determined based on the gender distribution of assistant coaches
and staff. Head coaches may decide to be housed in a separate room if desired.

e. Budget: The team operating budget is designed to provide for the travel, lodging, and meals
for the team, coaches and staff. However as travel costs increase, it may become difficult to meet these
expectations. Should it be impossible to meet these expectations within the allocated team budget, the
Head Coach should bring this to the attention to the Director of Athletics and request an additional
budget allocation, request an exception to the standards or request permission to exceed budget in
order to meet the standards.

Guidance

Each head coach should do everything possible to remain within the budget allocated for team
operations. However, a head coach should NEVER SACRIFICE SAFETY in order to remain within a
budget. If a situation arises in which a coach must choose between safety and remaining within budget,
the coach will choose the option that provides the safest reasonable mode of transportation for the team.
The following are factors that the head coach should consider when scheduling team transportation.

a. Number of passengers and amount of equipment to be transported
b. Start time of competition
c. Ending time of competition – when will the competition end if overtime or extra innings are
   needed
d. Departure time from the competition site
e. Time/Distance traveled – amount of time spent for driving each day; expected time of return
to campus
f. Drivers – number available, age, experience, likely fatigue
g. Type of vehicle to use – commercial bus, mini-bus, van, mini-van, sedan
h. Other conditions that may affect travel, including the likelihood of inclement weather

All of these factors (and possibly others) should be considered when choosing the safest mode of team
travel.

Ground Transportation

The majority of team travel for College of Coastal Georgia Athletics occurs in motor vehicles. There are
normally three types of vehicles available. Commercial bus, college-owned/leased bus or vans, 15
passenger mini-bus, or 12/15 passenger vans.

a. Commercial Buses: Coaches should solicit bus companies in the area for competitive pricing
for commercial bus use. The Department Coordinator will have a list of companies that have provided
satisfactory transportation service to our teams over the years. Commercial buses accommodate up to
55 passengers and are generally considered the safest and most comfortable means of travel.
However, they may also be the most expensive form of travel particularly for short trips. Coaches will
contract directly with the commercial bus company that offers the least expensive travel that meets the
competitive needs. Commercial buses are the preferred method of ground transportation for athletic teams whenever possible.

b. 36-passenger College bus or commercially leased buses: These vehicles are the next safest form of transportation but may not accommodate the largest teams. Drivers who possess a CDL on file with the College are required. Coaches possessing a valid CDL may drive these vehicles, provided that the travel/return time restrictions given below are satisfied. Otherwise, teams will hire a driver who is on contract with the college. The Department Coordinator will assist coaches in arranging for certified drivers.

c. 15-passenger mini-buses: These buses typically have a 14-passenger capacity, plus their driver. The vehicles have comfortable seating and ample room for storage of team gear in a rear compartment. Typically, these buses will have dual rear wheels, and may be driven by drivers having a valid DMV Driver’s License. These vehicles the next preferred option for team travel. Coaches and staff may drive mini-buses – subject to the following restrictions.

(1) Coaches and staff who may drive these vehicles will undergo a DMV Drivers’ License check each year before driving a vehicle for team travel.

(2) Coaches or staff will not be permitted to drive for team travel of more than 300 miles one-way. Team travel outside a radius of 300 miles will be by commercial bus – or completed by hiring a driver who is not involved in the competition. Coaches, players, other department staff, and athletic trainers are considered directly involved in the competition and may NOT serve as drivers. (The 300 mile radius does not include travel in an around the site of competition, and may be verified using “MapQuest” or other suitable travel software.)

(3) Coaches or staff will not be permitted to drive for team travel if the team’s expected return to campus occurs after midnight on the day of competition.

d. 12/15 passenger vans or other commercially rented vehicles not requiring a CDL: The vehicles may have inadequate storage space for team gear and have an acknowledged increased safety risk when carrying many passengers. These vehicles are the least preferred option for team travel. Coaches may request use of these vehicles through the Department Coordinator. The same travel/return time restrictions given above apply to coaches who may wish to drive these vehicles.

Requests for Exception: Coaches may request exception to the 300-mile radius limit and/or the late return limit by submitting a copy of the transportation request and a brief explanation for the reason for the exception to the Director of Athletics for approval. Reasons for requesting an exception may include:

a. Travel outside 300 miles occurs over several days so that driver(s) has (have) ample time for rest.

b. Travel in smaller vehicles is more conducive to team needs and reasonable travel safety precautions can be made.

c. The driver(s) is (are) not directly or indirectly involved in the competition; i.e., volunteer or paid drivers accompany the team who are not involved in competition. Please note that team trainers are considered to be involved in the competition.
d. Anticipated time of return to campus is somewhat later than midnight, but may be balanced with less than 300 miles travel.

**Air Travel**

Due to the increased cost and amount of time involved with air travel, any team that plans to travel by air should coordinate with the Director of Athletics well in advance of a competition requiring air travel. Travel by air to a competition site can be one of the most rewarding experiences for a team, its student-athletes and coaches. However, factors to consider before scheduling air travel include:

a. How to best minimize the amount of missed class time
b. When to use a travel agent to assist making arrangements and determining pricing
c. Arrangement of transportation from campus to airport and from airport to campus upon return
d. Arrangement of ground transportation at the competition site
e. Separate funding arrangements, a plan for fundraising strategies if required.

**Other Transportation Policies**

**Student-athletes are expected to travel to and from the competition site with their team:** Head Coaches are responsible for the transportation of student-athletes from the campus to the competition site, and then to return to campus. Student-athletes will plan to travel with their team to and from the campus for competition. Occasionally a student-athlete may request to travel to a competition site in a privately-owned vehicle by themselves or with a parent, teammate or classmate. Normally these instances occur when a competition concludes that coincides with a vacation or holiday period.

a. Student-athletes who desire to do this should first receive their head coach’s permission to travel separately from the team. Your head coach is **NOT** required to grant permission for you to travel separately from the team. Your head coach will consider several factors before granting permission for an exception to completing travel with the team. These factors include:

1) Travel time to the competition site
2) Impact of driving on student-athlete’s ability to compete
3) Impact of competition on student-athlete’s driving ability
4) Conditions of the separate travel, i.e., are the parents driving or is the student-athlete driving alone?
5) Maturity and responsibility of the student-athlete
6) Ending time of the competition and the distance student-athlete plans to drive after the competition
7) Other relevant factors, including the likelihood of inclement weather

b. If the head coach grants permission to travel separately from the team, the head coach will seek permission from the student-athlete’s parent or guardian. A standard permission form may be emailed or faxed to the parent or guardian for that purpose. The permission form may be obtained from
your head coach, the Department Compliance Coordinator, or the Department Coordinator. The coach must have the completed form in hand or on file before allowing a student-athlete to travel separately from the team.

**HONORS AND AWARDS**

Awards such as plaques, sweaters, and trophies must include an appropriate institutional insignia. Under no circumstances is a student-athlete permitted to receive cash as an award for athletic participation, skill or ability. Additionally, a student-athlete may not accept any item which is negotiable for cash or trade or other services, benefits, or merchandise as a result of athletic participation or skill.

**Varsity Awards (Athletic Letters)**

In order to be eligible to receive an award of the College of Coastal Georgia varsity athletic letter, a student-athlete must be in good standing at the College in terms of academic progress and behavior and must have finished the respective competition season as a member in good standing on his or her team.

To earn a varsity athletic letter recognizing athletic participation a student-athlete must have participated in at least 40% of a team’s completed regular season contests or dates of competition. Any post-season competitions (conference or national tournaments) are not included in this calculation. A student-athlete must achieve this level of participation in each sport and in each season of competition in the sport in order to receive subsequent awards of the varsity athletic letter.

A team’s number of completed contests or dates of competition includes exhibitions but not scrimmages. The NAIA Official Handbook gives the definitions of contest, date of competition, exhibition and scrimmage for each respective sport. A student-athlete will be considered to have participated in a contest whenever he or she completes any activity that would have resulted in the student-athlete being charged a season of competition in that sport (i.e., being officially entered into the contest).

As an example, if the softball team schedules 24 regular season dates of competition and 1 exhibition, this would normally result in 50 individual softball games. If one date of competition was completely rained out and not rescheduled and the second game of the exhibition was rained out and not replayed, this would result in 24 dates of completed competition for purposes of calculating varsity participation (23 completed competition dates and 1 completed exhibition date). A softball student-athlete would have to have participated during at least 9 of the 24 dates (24 x 0.40 = 9.6 – a coach may truncate a fractional result). A team’s minimum participation calculation is intended to be a uniform standard for all members of the respective team, and is not a strictly enforced criteria used to eliminate deserving student-athletes from receiving recognition.

If a head coach wishes to recommend a student-athlete to receive a varsity athletic letter who does not meet this criterion, then the head coach should present his or her justification to the Director of Athletics explaining why the student-athlete’s contribution or participation is comparable to the defined participation level.
Upon the recommendation of a team’s head coach, team managers who are students enrolled full-time at the College are also eligible to receive a varsity athletic letter in recognition of their service to their respective team(s). An athletic letter awarded to the team’s student-manager(s) will be designated by an annotation specifying “Manager” or “Team Manager.” Student managers may also receive subsequent varsity letters recognizing any additional seasons of service.

**Superlative Awards**

Superlative awards have been established in each intercollegiate sport. Individual coaches, in consultation with the Athletic Director, determine what awards are to be made for their sports.

The Student-Athlete of the Year award is the most prestigious award given to one men’s and one women’s student-athlete each year by the College. The award is intended to recognize the most outstanding male and female student-athletes for their significant and sustained achievement in each of the elements of the Athletic Department’s values of Scholarship, Athleticism, Integrity, Leadership, Sportsmanship. The men’s and women’s Student-Athlete of the Year will each receive a plaque to commemorate their award. Also, the Athletic Department has established a permanent plaque honoring each recipient. This plaque will be updated each year and will remain on display in a prominent place in the Department of Athletics.

**DRUG AND ALCOHOL TESTING AND SANCTIONS**

**Drug Abuse and Testing**

Each student-athlete must sign a release form; athletes who are not 18 must have the release signed by the parent or guardian as well. The release makes the student-athlete aware that urine and/or hair samples may be submitted to test for the presence of illegal drugs. By signing the form the student-athlete acknowledges that failure to undergo testing will result in the loss of the privilege to participate in intercollegiate athletics at the College of Coastal Georgia.

The student-athlete or parent/guardian will be responsible to pay for any expense incurred due to a positive outcome on a drug test. This includes, but is not limited to, non-random drug testing and counseling or rehabilitative services.

The penalties for an alcohol or drug offense outlined below are the minimum penalties for each respective occurrence. Coaches and administration will consider every drug or alcohol related offense on a case-by-case, individual basis. Different circumstances, age, experience, prior behavior and other factors may affect the decision to retain, rehabilitate or dismiss a student-athlete for an alcohol or drug-related offense. Coaches and administration will assess each situation prior to making a decision with respect to the student-athlete’s disciplinary or rehabilitation status. Penalties for any drug or alcohol offense, irrespective of how many offenses may have occurred, may include any sanction up to and including dismissal from the team and loss of athletic financial aid, including out-of-state tuition waivers.
Sanctions For Positive Test For Illegal or Banned Drugs

First Offense

1. The student-athlete will notify his/her parents or guardians about the violation by phone in the presence of the head coach and/or head athletic trainer.

2. The student will automatically be placed in counseling and rehabilitative sessions with a designated professional. If referred to an off-campus counselor, the student-athlete will be responsible to pay the counseling fees. The student-athlete will be required to attend a minimum of four sessions with the counselor. Failure to complete counseling sessions will result in suspension from all athletic competition and loss of athletic financial aid.

3. Suspension¹ for at least 20% of all athletic competition of the in-season schedule. If the offense occurs in the off-season, then the penalty carries over to the following regular season schedule. The head coach may assign additional competition suspension depending on the student-athlete’s specific situation and with approval by the Director of Athletics.

4. Athletic financial aid (scholarship) may be reduced. The student-athlete’s head coach will determine the amount of athletic scholarship reduction (if any) and will be approved in writing by the Director of Athletics.

5. The head coach and/or head athletic trainer will meet bi-weekly with the student-athlete to assess the student-athlete’s progress.

6. The student-athlete will be scheduled for non-random drug testing for a minimum of one calendar year from the date of the first positive test, or longer if so designated at the discretion of the head coach, head athletic trainer, counselor and approved by the Director of Athletics. The student-athlete will be responsible for the cost of all additional tests during this period.

7. The Athletic Department will notify Student Life of the violation. Student Life may initiate disciplinary action against the student-athlete which could result in additional sanctions.

Second Offense

NOTE: A second positive test may occur at any time after the first violation and does not have to be in the same class of drugs as the first positive test.

1. The student-athlete will notify his/her parents or guardians about the violation by phone in the presence of the head coach, head athletic trainer and the Director of Athletics.

2. The student will automatically be placed in counseling and rehabilitative sessions with a designated professional. If referred to an off-campus counselor, the student-athlete will be responsible to pay the counseling fees. The student-athlete will be required to attend a designated number of sessions with the counselor. The counselor will determine the number of required sessions in consultation with the athletic

¹ Suspension from competition includes the following: the student-athlete will not travel to any away contest, nor will the student-athlete dress out or sit on the bench with the team at a home contest. The student-athlete may continue to practice and train with the team during the period of suspension.
Failure to complete counseling sessions will result in suspension from all athletic competition and loss of athletic financial aid.

3. Suspension from all athletic competition for a full calendar year from the date of the offense.

4. Athletic financial aid (scholarship) may be reduced. The student-athlete’s head coach will determine the amount of athletic scholarship reduction (if any) and will be approved in writing by the Director of Athletics.

5. The head coach and/or Athletic Trainer will meet bi-weekly with the student-athlete to assess the student-athlete’s progress.

6. The student-athlete will be scheduled for non-random drug testing for the remainder of his/her athletic career. The student-athlete will be responsible for the cost of all additional tests during this period.

7. The Athletic Department will notify Student Life of the violation. Student Life may initiate disciplinary action against the student-athlete which could result in additional sanctions.

**Third Offense**

NOTE: A positive test may occur at any time after the previous violations and does not have to be in the same class of drugs as any other positive test.

1. The student-athlete will notify his/her parents or guardians about the violation by phone in the presence of the head coach, head athletic trainer and the Director of Athletics.

2. The student-athlete will be permanently suspended from any further intercollegiate athletic competition at the College of Coastal Georgia.

3. The student will forfeit any further athletic financial aid. The amount of financial aid forfeited from the current term will be an amount prorated from the date of the confirmed positive test result. The Director of Athletics will approve the forfeiture of athletic financial aid in writing.

4. The student will attend counseling and rehabilitative sessions with a designated professional. If referred to an off-campus counselor, the student-athlete will be responsible to pay the counseling fees.

5. The Athletic Department will notify Student Life of the violation. Student Life may initiate disciplinary action against the student-athlete which could result in additional sanctions.

**Alcohol Abuse and Testing**

Alcohol is the most frequently abused drug in our society by young Americans. The Coastal Georgia Athletics Department will be test for use of alcohol by our athletes. In addition to a positive test for alcohol, the following instances will also be considered a positive test for alcohol by the department:

- Conviction or guilty plea for
  - Driving under the influence
  - Drunken and/or disorderly conduct
  - Underage drinking
Any other civil alcohol-related offense

- Violation of the College Code of Conduct regarding alcohol use/abuse

**First Alcohol Offense**

If the first offense is deemed minor in nature, the head coach will assign appropriate punishment for the student-athlete. The head coach will notify the Director of Athletics of the punishment assigned in writing – email is acceptable. The punishment may include any or all of the following or may include other consequences not listed. A coach will supervise the punishments assigned to the student-athlete.

- Additional physical conditioning
- Additional team-related duties (laundry, water, practice/game setup, etc.)
- Community service activities
- Written assignments
- Other appropriate activities of response, apology or restitution
- Suspension from competition for an appropriate number of contests
- The Athletic Department will notify Student Life of the violation. Student Life may initiate disciplinary action against the student-athlete which could result in additional sanctions under the College Code of Conduct.

However, if the student-athlete’s first alcohol offense involves DUI, violence, destructive actions or if in the judgment of the head coach or Director of Athletics the alcohol-related offense is of a more serious or significant nature, the following sanctions may be imposed in addition to those listed above.

1. The student-athlete will notify his/her parents or guardians about the violation by phone in the presence of the head coach and/or head athletic trainer.

2. The student may be placed in counseling and rehabilitative sessions with a designated professional. If referred to an off-campus counselor, the student-athlete will be responsible to pay the counseling fees. If the student-athlete is placed in counseling sessions, the student-athlete will be required to attend a minimum of four sessions with the counselor. Failure to complete counseling sessions will result in the student-athlete being deemed to have had a second alcohol abuse offense and punishment will be directed as shown for the second alcohol offense below.

3. Suspension\(^2\) for an appropriate number of athletic competitions of the in-season schedule may be assigned. If the offense occurs in the off-season, then the penalty carries over to the following regular season schedule. The head coach may assign additional competition suspension depending on the student-athlete’s specific situation and with approval by the Director of Athletics.

4. The student-athlete may be scheduled for non-random drug testing for a minimum of one calendar year from the date of the first offense or longer if so designated at the discretion of the

\(^2\) Suspension from competition includes the following: the student-athlete will not travel to any away contest, nor will the student-athlete dress out or sit on the bench with the team at a home contest. The student-athlete may continue to practice and train with the team during the period of suspension.
head coach, head athletic trainer, counselor and approved by the Director of Athletics. The student-athlete will be responsible for the cost of all additional tests during this period.

5. The athletic financial aid (scholarship) award may be reduced or revoked. The student-athlete’s head coach will determine the amount of athletic scholarship reduction (if any) and will be approved in writing by the Director of Athletics.

**Second Alcohol Offense**

NOTE: A second alcohol offense may occur at any time after the first offense. If a student-athlete has had a previous positive drug test or drug-related offense, any alcohol offense will be treated as if it were an additional drug-related offense and punishment will proceed under the drug abuse policy and punishment assigned accordingly.

1. The student-athlete will notify his/her parents or guardians about the second violation by phone in the presence of the head coach and/or head athletic trainer.

2. The student will automatically be placed in counseling and rehabilitative sessions with a designated professional. If referred to an off-campus counselor, the student-athlete will be responsible to pay the counseling fees. The student-athlete will be required to attend a minimum of four sessions with the counselor. Failure to complete counseling sessions will result in suspension from all athletic competition and loss of athletic financial aid.

3. Suspension from at least 10% of all athletic competition of the in-season schedule. If the offense occurs in the off-season, then the penalty carries over to the following regular season schedule. The head coach may assign additional competition suspension depending on the student-athlete’s specific situation and with approval by the Director of Athletics.

4. Athletic financial aid (scholarship) may be reduced. The student-athlete’s head coach will determine the amount of athletic scholarship reduction (if any) and will be approved in writing by the Director of Athletics.

5. The head coach and/or head athletic trainer will meet bi-weekly with the student-athlete to assess the student-athlete’s progress.

6. The student-athlete will be scheduled for non-random drug testing for a minimum of one calendar year from the date of the offense, or longer if so designated at the discretion of the head coach, head athletic trainer, counselor and approved by the Director of Athletics. The student-athlete will be responsible for the cost of all additional tests during this period.

7. The Athletic Department will notify Student Life of the violation. Student Life may initiate disciplinary action against the student-athlete which could result in additional sanctions.

**Third Alcohol Offense**

1. The student-athlete will notify his/her parents or guardians about the violation by phone in the presence of the head coach, head athletic trainer and the Director of Athletics.
2. The student will automatically be placed in counseling and rehabilitative sessions with a designated professional. If referred to an off-campus counselor, the student-athlete will be responsible to pay the counseling fees. The student-athlete will be required to attend a designated number of sessions with the counselor. The counselor will determine the number of required sessions in consultation with the head athletic trainer. Failure to complete counseling sessions will result in suspension from all athletic competition and loss of athletic financial aid.

3. Suspension from 20% athletic competition. If the offense occurs in the off-season, then the penalty carries over to the following regular season schedule. The head coach may assign additional competition suspension depending on the student-athlete’s specific situation and with approval by the Director of Athletics.

4. Athletic financial aid (scholarship) may be reduced. The student-athlete’s head coach will determine the amount of athletic scholarship reduction (if any) and will be approved in writing by the Director of Athletics.

5. The head coach and/or Head Athletic Trainer will meet bi-weekly with the student-athlete to assess the student-athlete’s progress.

6. The student-athlete will be scheduled for non-random drug testing for the remainder of his/her athletic career. The student-athlete will be responsible for the cost of all additional tests during this period.

7. The Athletic Department will notify Student Life of the violation. Student Life may initiate disciplinary action against the student-athlete which could result in additional sanctions.

**Fourth Alcohol Offense**

1. The student-athlete will notify his/her parents or guardians about the violation by phone in the presence of the head coach, head athletic trainer and the Director of Athletics.

2. The student-athlete will be permanently suspended from any further intercollegiate athletic competition at the College of Coastal Georgia.

3. The student will forfeit any further athletic financial aid. The amount of financial aid forfeited from the current term will be an amount prorated beginning the day after the offense occurred. The Director of Athletics will approve the forfeiture of athletic financial aid in writing.

4. The student will attend counseling and rehabilitative sessions with a designated professional. If referred to an off-campus counselor, the student-athlete will be responsible to pay the counseling fees.

5. The Athletic Department will notify Student Life of the violation. Student Life may initiate disciplinary action against the student-athlete which could result in additional sanctions.
Self Reporting

The College of Coastal Georgia and the Athletic Department want to provide help and support to any students who are seeking to overcome a drug or alcohol problem. For that reason, in certain circumstances the Athletic Department will impose lesser penalties on a student-athlete who self reports an alcohol or drug problem. For purposes of this policy, “self reporting” shall refer to voluntary notification by a student-athlete to the Director of Athletics, head coach of the student’s sport and/or an athletic trainer that the student has a problem and is seeking help.

Such a notification shall not constitute self reporting if it occurs after the student-athlete has been notified that s/he has been scheduled for drug screening or after the student-athlete has been observed using prohibited substances or alcohol, or is observed being under the influence of banned substances or alcohol.

The Athletic Department will respond to self reporting of a drug or alcohol problem as follows:

1. The student-athlete will be enrolled in an appropriate counseling program, approved by the head athletic trainer. The counseling may be referred to an off-campus counselor. In this case the student-athlete will be responsible to pay the counseling fees. The student-athlete’s failure to complete the required counseling will be treated as a first offense as outlined above.

2. The student-athletes parents will be notified of the self report by the student-athlete in the presence of the head coach.

3. If the student-athlete has a positive test in the time immediately after a self report, that positive test will not be treated as a separate offense if the Director of Athletics in consultation with the head athletic trainer determines that there is reasonable likelihood that the positive test is the result of conduct that occurred before the self report.

4. If the student-athlete had no prior offenses under this policy, the initial self report will not be a first offense.

5. The Athletic Department is required to notify Student Life of all drug or alcohol reports; similarly Student Life will notify the Athletic Department of any report of alcohol or drug abuse by any student-athletes elsewhere on campus.

6. If a student-athlete self reports after s/he has any offenses under this policy or after a previous self report, then the current self report will be regarded as an offense under this policy. However the Director of Athletics may reduce any sanctions imposed based on the specific situation and on the fact that the offense arises from a self report.

7. Self reporting does not exonerate or excuse a student-athlete from any offenses committed while under the influence of drugs or alcohol.
Drug Trafficking/Dealing
An athlete will be terminated from team membership immediately upon conviction or evidence of trafficking or dealing in any illegal substance. This will include the immediate loss of athletic financial aid; pro-rated for the amount of time remaining in the term/academic year.

Banned Substances
The NAIA follows the NCAA listing of banned substances. The NCAA bans the following classes of drugs:

- Stimulants
- Anabolic Agents
- Alcohol and Beta Blockers (banned for rifle only)
- Diuretics and Other Masking Agents
- Street Drugs
- Peptide Hormones and Analogues
- Anti-estrogens
- Beta-2 Agonists

Note: Any substance chemically related to these classes is also banned. The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

Drugs and Procedures Subject to Restrictions:
- Blood Doping.
- Local Anesthetics (under some conditions).
- Manipulation of Urine Samples.
- Beta-2 Agonists permitted only by prescription and inhalation.
- Caffeine if concentrations in urine exceed 15 micrograms/ml.

Nutritional/Dietary Supplements Warning
Before consuming any nutritional/dietary supplement product, review the product and its label with the Head Athletic Trainer.

Dietary supplements are not well regulated and may cause a positive drug test result. Student-athletes have tested positive and lost their eligibility using dietary supplements. Many dietary supplements are contaminated with banned drugs not listed on the label. Any product containing a dietary supplement ingredient is taken at your own risk.

It is your responsibility to check with the Head Athletic Trainer before using any substance.

Some Examples of NCAA Banned Substances in each class: NOTE: There is no complete list of banned drug examples. Check with the Head Athletic Trainer to review the label of any product, medication or supplement before you consume it.
Stimulants: Amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); etc., exceptions: phenylephrine and pseudoephedrine are not banned.

Anabolic Agents: Boldenone; clenbuterol; DHEA; nandrolone; stanozolol; testosterone; methasterone; androstenedione; norandrostenedione; methandienone; etiocholanolone; trenbolone; etc.

Alcohol and Beta Blockers (banned for rifle only): Alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

Diuretics and Other Masking Agents: Bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

Street Drugs: Heroin; marijuana; tetrahydrocannabinol (THC).

Peptide Hormones and Analogues: Human growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.

Anti-Estrogens: Anastrozole; clomiphene; tamoxifen; formestane; etc.

Beta-2 Agonists: Bambuterol; formoterol; salbutamol; salmeterol; etc.

Any substance that is chemically related to the class of banned drugs, unless otherwise noted, is also banned.

NOTE: Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting the Resource Exchange Center, REC, 877-202-0769 or www.drugfreesport.com/rec password ncaa1, ncaa2 or ncaa3.

Prescription Drugs
Student-athletes who are taking prescription medication of any kind from a physician should register the details of use with the Head Athletic Trainer. The information could allow the department to determine the medical qualifications for a student-athlete to participate in a sport and is also is possible that some prescription drugs may result in a positive drug test.

STUDENT-ATHLETE DISMISSAL
Dismissing a student-athlete from participation on a varsity athletic team is a serious decision that can have a significant and a potentially life-changing effect on the student-athlete involved. Dismissing a student-athlete from a team may adversely affect the student’s financial aid, may affect the student’s ability to complete his or her education, may cause the student to leave the College before academic work is completed, may affect the student-athlete’s ability to compete at another institution. As such, it is imperative that coaches and athletic staff treat any decision to dismiss a student-athlete from a varsity team with the utmost care and thoughtfulness.
Instances occur in which it is absolutely appropriate to dismiss a student-athlete from the team. Dismissal may be necessary due to a student-athlete’s actions – or inactions. Among other reasons, a student-athlete who is unnecessarily disruptive to the team, who engages in actual or alleged criminal activity, who violates campus policies or the Student Code of Conduct, who does not comply with reasonable expectations from his/her coaching staff, who repeatedly fails to follow instructions or team rules, or who fails to remain eligible for competition will necessarily be subject to dismissal from the varsity team.

Occasionally, it may be necessary for a coach to dismiss a student-athlete from the team as the result of one incident. Usually, it is the responsibility of the coaching staff to identify inappropriate behavior and attempt to encourage the student-athlete to make corrections. It is the coach’s role to attempt to remediate the student-athlete’s behavior and restore the student-athlete to “good standing” with the team. Unfortunately, after attempts to remediate the student-athlete’s behavior have failed, it may be in the best interest of the individual student-athlete and the team to dismiss student-athlete.

**Purpose**
The purpose of this policy is to provide broad guidelines related to decisions involving the potential dismissal of a student-athlete from a varsity athletics team.

**Principles**

1. We expect that student-athletes will treat their coaches with respect and give attention to coaches’ instructions and to give their best effort to comply with and obey their coaches’ instructions and team requirements and to be outstanding ambassadors of the College both on and off campus.

2. Coaches will treat each student-athlete with respect and dignity. Each situation involving the potential discipline and/or dismissal of a student-athlete will be evaluated independently from all others. It is recognized that different circumstances, age, experience, prior behavior and other factors may affect the decision to retain, rehabilitate or dismiss a student-athlete. Coaches will strive to fully assess each situation prior to making a decision with respect to the student-athlete’s status with the team.

3. In cases where it becomes necessary to discipline a student-athlete, the coaching staff will document all counseling sessions and disciplinary actions taken. In general, disciplinary actions should be taken in increasing steps of severity, and in all cases dismissal from the team should be taken as a last step only when no other disciplinary action can remediate the student-athlete.

4. Ultimately, the head coach of each varsity team bears the responsibility for the competitive accomplishments, academic achievement, and good order and discipline within his or her team. The team’s head coach has the responsibility to determine which student-athletes remain as members of the team. However, the head coach will not make a decision to dismiss a student-athlete from the team before consulting the Director of Athletics, and possibly other campus authorities.

5. If a student-athlete violates the Student Code of Conduct, the coaching staff will notify the Dean of Students and the Director of Athletics of the violation as quickly as possible. Student-athletes are
subject to all disciplinary actions outlined in the Student Code of Conduct in addition to any disciplinary actions assigned by athletics coaches or staff.

Responsibilities

The following are the responsibilities of the coaching staff and student-athletes.

1. Responsibilities of the varsity team or program:

   1) To provide each student-athlete a detailed description of the program/team rules
   2) To provide each student-athlete access to relevant Athletic Program Policies found on-line in the Student-Athlete Handbook
   3) To provide clear communication with the student-athlete about team expectations
   4) To document all counseling sessions with coaches or athletic staff and issues and incidents relevant to disciplinary actions and dismissal
   5) To provide the Director of Athletics a copy of the team’s rules prior to the team’s first practice or conditioning session each year.

2. Responsibilities of the student-athlete:

   1) To understand and faithfully attempt to follow the rules of the program/team
   2) To contact the head coach about any individual or personal issues with the team rules
   3) To contact the head coach about any rules infractions prior to the program finding out ‘through the grapevine’
   4) To communicate truthfully with the coaching staff about issues related to disciplinary infractions

Process

In general, the following are steps and processes that should take place in conjunction with dismissing a student-athlete from a varsity team. In some instances, especially those when a student-athlete is dismissed based on one incident all the steps and processes listed may not occur.

In the case where a student-athlete must be disciplined, the following general process may be followed. However, it is up to the head coach to decide the specific disciplinary approach used. Disciplinary actions should be appropriate to the actions of the student-athlete and not be used to harass or embarrass a student-athlete. Disciplinary actions should be creative and reinforce the desired behavior as well as to encourage the student-athlete to avoid further misbehavior. Should the student-athlete’s behavior involve a violation of the College Code of Conduct, the head coach will notify the Dean of Students and notify the Director of Athletics. Some examples of minor corrective disciplinary actions include the following:

   - Verbal warnings may be issued for minor infractions of order and discipline
   - Extra physical conditioning
   - Additional team-related duties (laundry, water, practice or game set up)
• Dismissal from practice or conditioning activities
• Community service activities
• Written assignments
• Verbal counseling with coaches or athletic staff
• Other appropriate actions

If the student-athlete does not respond appropriately, then the head coach may choose one or more of the following actions or another action designed to remediate the student-athlete. However in each of these cases, formal written documentation is required. The head coach will document the behavior leading to the disciplinary action and maintain a copy of the documentation on file. Additionally, the head coach will notify the student-athlete in writing that she/he has begun to exhibit repeated behavior not in conformance with team expectations and that the behavior could result in the athlete’s eventual dismissal. The head coach will also inform the Director of Athletics of the actions taken. Should the student-athlete’s behavior involve a violation of the Student Code of Conduct, the head coach will notify the Dean of Students.

• Formal, written counseling with coaches or the athletic staff
• Completing a performance expectation document
• Suspension from practice and/or competition (increasing lengths of suspension may be applied)
• Suspension from all team activities
• Other significant disciplinary action

Dismissal from the Team

If the student’s behavior is still unsatisfactory or disruptive to the team, a head coach may choose to dismiss the student-athlete from the team. If the head coach believes that the only appropriate action is to dismiss the student-athlete, the head coach will not dismiss the student-athlete until after consulting with the Director of Athletics. The head coach may temporarily or indefinitely suspend a student-athlete from all team activities before consulting with the Director of Athletics, but the student-athlete will not be dismissed until the Director of Athletics approves the decision. The Director of Athletics will consult with the President before a final decision to dismiss is determined. The Vice President for Student Affairs, Campus Police or other appropriate individuals may also be consulted before approving the decision. If the decision to dismiss a student-athlete from the team is approved, the Director of Athletics will notify the President, Dean of Students, Campus Police and others as appropriate. Should the student-athlete’s behavior leading to the dismissal involve a violation of the Student Code of Conduct the Director of Athletics will notify the Dean of Students.

There are certain circumstances that will result in immediate suspension and possible immediate dismissal from the team. If so the general procedures for dismissing a student-athlete outlined above should be followed. Such circumstances include, but are not limited to:

• Involvement with drug activity (see the Alcohol and Drug Policy above)
• A DIII or DWI (see the Alcohol and Drug Policy above)
• Any arrest for a felony

Being arrested or charged with criminal activity on or off campus will automatically result in a student-athlete’s immediate, indefinite suspension from all team activities. An arrest for a felony is grounds for immediate suspension from the team. If a student-athlete is charged or arrested and is suspended from team activities, the student-athlete will remain under suspension until an investigation is complete or the result of the trial or charges is known. The result of a review of the allegations and circumstances surrounding the arrest may result in the student-athlete’s permanent dismissal from the team and cancellation of athletic financial aid.

• Any instance that directly results in damage to the team’s reputation, the reputation of its members or causes the athletic department or College to be viewed with disrepute. This may include instances of inappropriate communications by electronic means or social media.

• A serious violation or repeated violations of the Student Code of Conduct

• Any disciplinary or behavior incident of such an egregious nature that warrants dismissal.

Financial Aid Cancellation

Normally when a student-athlete is dismissed from the team, the athlete’s athletically-related financial aid will be cancelled. However, each instance will be evaluated independently and on a case-by-case basis. If the head coach recommends cancellation of athletic financial aid, this will be part of the head coach’s discussion with the Director of Athletics prior to dismissal. If the Director of Athletics approves cancelling the financial aid, the Director of Athletics will notify the student-athlete in writing of the cancellation along with the reason for the cancellation. The financial aid subject to cancellation includes both athletic financial aid and out-of-state tuition waiver awarded to the student-athlete. Procedures for cancelling athletic financial aid are outlined above.

Withdrawal from PHED 1721 or PHED 1722

Normally when a student-athlete is dismissed from the team, the student-athlete will be automatically withdrawn from PHED 1721 or PHED 1722. However, each instance will be evaluated independently and on a case-by-case basis. If the head coach recommends the student-athlete be withdrawn from the class, this will be part of the head coach’s discussion with the Director of Athletics prior to dismissal. If the Director of Athletics approves withdrawing the student-athlete from the class, the student-athlete will be notified in writing. Student-athletes are enrolled in either of these one-hour credit courses solely based on their status as a member of a varsity athletic team.

Appeal Process

1. A student-athlete who believes she/he has not been treated fairly with respect to any matter of a disciplinary action, has not been treated with respect or has a more serious or sensitive issue that needs to be addressed should follow the procedure for “Reporting and Resolving Student-athlete Grievances” shown below.
2. Appeal for cancellation of athletic financial aid. A student-athlete who wishes to appeal the cancellation of his/her athletic financial aid should follow the “Process for Appealing Reduction or Cancellation of Athletic Financial Aid” outlined above.

*Any decision with respect to the appeal of the cancellation of athletic financial aid has no bearing on the student-athlete’s reinstatement to the team. Even if athletic financial aid is fully reinstated, the decision to dismiss the student-athlete from the team will remain in place.*

**REPORTING AND RESOLVING STUDENT-ATHLETE GRIEVANCES**

From time to time a student-athlete may believe that he or she is not treated fairly, is not treated with respect or perhaps has a more serious issue arise that requires the student-athlete to discuss, report or otherwise resolve an issue of significant concern.

In almost all instances, it is best for the student-athlete to discuss the matter first with the individual directly involved. If an academic issue, the student-athlete should attempt to resolve the issue directly with the instructor, or Dean of the School involved. If an athletic issue, the student-athlete should first attempt to discuss the matter with his or her head coach. If satisfactory resolution is not achieved, then the student-athlete may decide to report the matter to the Department Compliance Coordinator, or Director of Athletics.

However, if the issue is of a highly sensitive nature, is of a significantly personal nature or potentially involves serious or criminal misconduct, then the student-athlete may choose to discuss the issue with one of the following administrators depending on the circumstances.

- Department of Athletics Compliance Coordinator (see Athletic Department Directory)
- Director of Athletics (see Athletic Department Directory)
- Faculty Athletics Representative (see Athletic Department Directory)
- Director of Counseling and Student Support
- Vice President for Student Affairs
- Vice President for Academic Affairs (for academic matters)
- Director of Human Resources

Any of these administrators are prepared to discuss matters with a student or student-athlete in a confidential manner and take appropriate action to resolve or report the issue, depending on the circumstances. Should the issue not be resolved in a reasonable amount of time, then the student should report the matter to the next higher administrator in the respective organization’s structure.
ATHLETIC DEPARTMENT STAFF DIRECTORY*

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Complete and up-to-date athletic staff names and contact information may also be found on the Coastal Georgia athletics website at: http://www.coastalgeorgiasports.com/staff.php