ROLLINS COLLEGE
STUDENT-ATHLETE HANDBOOK
2013-14

NCAA COMPLIANCE IS EVERYONE’S RESPONSIBILITY!
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Dear Rollins Tar Student-Athlete,

Welcome to the Rollins Athletics Family! You have become a valued member of an academically renowned institution and successful athletic program. In 2012-13, Rollins athletics had an outstanding year on and off the field. Following are some highlights:

- Student-athletes comprised three of the four Rollins valedictorians (Women’s Cross Country (2), Women’s Golf)
- NCAA Division II Presidents’ Award for Academic Excellence recipient
- 12 teams in NCAA postseason
- 3 individuals participated in NCAA Championships in Women’s Cross Country, Women’s Golf, and Women’s Swimming
- Regular Season Sunshine State Conference (SSC) Champion – Women’s Soccer
- SSC Tournament Champions – Men’s Soccer, Women’s Basketball
- NCAA Semifinals – Women’s Lacrosse
- 11 All-Americans (in Volleyball, Men’s and Women’s Soccer, Women’s Cross Country, Women’s Swimming, Waterskiing, Softball, and Men’s Tennis)
- ITA National Rookie of the Year – Men’s Tennis
- IWLCA Defender of the Year – Women’s Lacrosse
- Division II Player of the Year, Division II Freshman of the Year, and Division II Super Regional Winner – Women’s Golf
- Rollins Director of Athletics, Pennie Parker, was named Under Armour Athletics Director of the Year
- NCAA South Region Coach of the Year – Keith Buckley
- 3 head coaches won their 600th Rollins game – Michelle Frew, Tom Klusman, Glenn Wilkes

As a student-athlete, you are held to a higher standard, as you are a representative of your team, Rollins Athletics, Rollins College, and all Rollins alumni. You are a role model for your teammates, classmates, the Rollins community and the community at-large. Consequently, we are committed to compliance and expect our student-athletes, coaches, and staff to adhere to NCAA and SSC rules and the philosophy of sportsmanship and respect.

Balance your studies and athletics by enjoying our beautiful campus and taking advantage of the Rollins experience. You have access to service opportunities, community engagement programs, 100 student-led organizations, the Annie Russell Theatre, and the Cornell Art Museum, as well as all of the amenities Central Florida offers. Whether it is the beach, theme parks, shopping, the Magic, or Park Avenue, there’s lots of entertainment to enjoy. In the spring, be ready for Fox Day and the Tommy Awards (a special award program for all athletic teams). You will also meet, greet, and network with Anchor Club members (our athletic boosters and enthusiastic fans) at your games.

We are constantly striving to improve the experience of the Rollins student-athlete. If you ever have any questions for me or any of the athletic staff, we are available to you.

Go Tars!

Pennie Parker
Director of Athletics
Dear Sunshine State Conference Student-Athletes:

On behalf of the conference office staff, I want to welcome you back for the start of the 2013-14 academic year. For those of you who are new, welcome to the Sunshine State Conference. As a SSC student-athlete, you are now a part of one of the most tradition rich collegiate athletic conferences in the country. Our conference has won a total of 84 NCAA Division II National Championships, picking up an historic six additional titles last year. In addition, every year since it has been released, we have led all Division II conferences in the academic success rankings, which measure student-athletes’ probability for graduation.

By performing at your top level athletically, in the classroom, and within your community, you make us all proud. I ask that in addition to upholding these standards, you please never forget the importance of demonstrating character and sportsmanship both inside and outside of your competitive venues. Our conference competition is tough and the contests will be intense; however, I ask that you provide your opponent with the respect they deserve. After all, they are working hard to represent their school in the same way that you are.

The credit for our rich tradition of academic and athletic excellence comes from a long history of students just like you. I am happy that you are now a part of our conference history and I trust that each of you will continue to uphold the level of excellence of which we are so proud.

Sincerely,

[Signature]

Jay Jones
Commissioner
Sunshine State Conference

Follow us on Facebook (Sunshine State Conference) and Twitter (@ssc & Commish_Jones)

The Conference of National Champions

<table>
<thead>
<tr>
<th>Barry University</th>
<th>Eckerd College</th>
<th>Florida Southern College</th>
<th>Florida Tech</th>
<th>Lynn University</th>
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<td>St. Petersburg</td>
<td>Lakeland</td>
<td>Melbourne</td>
<td>Boca Raton</td>
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<tr>
<td>Nova Southeastern University</td>
<td>Rollins College</td>
<td>Saint Leo University</td>
<td>University of Tampa</td>
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<td>Fort Lauderdale</td>
<td>Winter Park</td>
<td>Saint Leo</td>
<td>Tampa</td>
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SAINT LEO UNIVERSITY
Saint Leo
Enrollment: 2,000
Student-Athletes: 285
Alumni: 60,000

ROLLINS COLLEGE
Winter Park
Enrollment: 2,600
Student-Athletes: 345
Alumni: 36,507

FLORIDA INSTITUTE OF TECHNOLOGY
Melbourne
Enrollment: 5,400
Student-Athletes: 450
Alumni: 48,000

LYNN UNIVERSITY
Boca Raton
Enrollment: 1,600
Student-Athletes: 185
Alumni: 11,500

NOVA SOUTHEASTERN UNIVERSITY
Ft. Lauderdale
Enrollment: 6,400
Student-Athletes: 355
Alumni: 148,000

UNIVERSITY OF TAMPA
Tampa
Enrollment: 6,000
Student-Athletes: 356
Alumni: 31,000

ECKERD COLLEGE
St. Petersburg
Enrollment: 2,300
Student-Athletes: 200
Alumni: 19,000

FLORIDA SOUTHERN COLLEGE
Lakeland
Enrollment: 2,200
Student-Athletes: 284
Alumni: 20,000

BARRY UNIVERSITY
Miami Shores
Enrollment: 4,500
Student-Athletes: 192
Alumni: 51,199

SUNSHINE STATE CONFERENCE

Founded 1975
Headquartered in Winter Park

Total Undergraduate Enrollment: 33,000
Total # of Student-Athletes: 2,652
Total Alumni Population: 425,206

NCAA Division II
### Men’s SSC Championships

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### Women’s SSC Championships

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2013-14 SSC Championship Information

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<td>Men's and Women's Soccer</td>
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<td>Men's and Women's Basketball</td>
<td>Wednesday, March 5 - Sunday, March 9, 2014</td>
<td>Silver Spurs Arena (Kissimmee, Fla.)</td>
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<td>Men's and Women's Tennis</td>
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<td>Rollins/TBD</td>
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<td>Men's and Women's Golf</td>
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<td>Men's Lacrosse</td>
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<td>Women's Rowing</td>
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<td>Florida Tech/Nathan Benderson Park (Sarasota, Fla.)</td>
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About the Sunshine State Conference (SSC):

- The Sunshine State Conference was founded in 1975 as a basketball-only conference and has since grown to sponsor 16 championship sports for men and women.
- The SSC is the “Conference of National Champions.”
- The SSC sponsors eight men’s sports including baseball, basketball, cross country, golf, lacrosse (beginning spring 2014), soccer, swimming, and tennis
- The SSC sponsors nine women’s sports including basketball, cross country, golf, rowing, soccer, swimming, tennis and volleyball. Future plans include sponsoring women’s lacrosse.
- Over 33,000 undergraduate students attend SSC institutions, while more than 2,600 participate in intercollegiate athletics.
- SSC schools have an alumni base of over 425,000 graduates.
- The SSC supports a positive and safe competitive environment for its teams and fans.
- The SSC recognizes and promotes academic achievement of its student-athletes.
DATES AND SITES – NCAA DIVISION II REGIONALS AND CHAMPIONSHIPS
for 2013-14 and 2014-15

BASEBALL
Regionals: May 15-18, 2014 – TBD
Finals: May 24-31, 2014 – USA Baseball National Training Complex, Cary, NC
Regionals: May 14-17, 2015 – TBD
Finals: May 23-30, 2015 – TBD

MEN’S BASKETBALL
Regionals: March 15, 16 & 18, 2014 – TBD
Elite 8: March 26, 27 & 29, 2014 – Ford Center, Evansville, IN
Regionals: March 14-17, 2015 – TBD
Elite 8: March 25, 26 & 28, 2015 – TBD

WOMEN’S BASKETBALL
Regionals: March 14, 15 & 17, 2014 – TBD
Elite 8: March 25, 26 & 28, 2014 – Erie Insurance Arena, Erie, PA
Regionals: March 13, 14 & 16, 2015 – TBD
Elite 8: March 24, 25 & 27, 2015 – TBD

CROSS COUNTRY
Regionals: November 9 or 10, 2013 – Lock Haven, CT; Wayne, NE; Lowell, MA; Tampa, FL; Queens, NC; Spokane, WA
Finals: November 23, 2013 – Plants Ferry Athletic Complex, Spokane, WA
Regionals: November 8 or 9, 2014 – TBD
Finals: November 22, 2014 – TBD

MEN’S GOLF
Super Reg: May 5-7, 2014 – TBD
Finals: May 19-23, 2014 – The Meadows Golf Course, Allendale, MI
Super Reg: May 4-6, 2015 – TBD
Finals: May 18-22, 2015 – TBD

WOMEN’S GOLF
Super Reg: May 4-6, 2014 – TBD
Finals: May 14-17, 2014 – Rock Barn Golf and Spa, Conover, NC
Super Reg: May 3-5, 2015 – TBD
Finals: May 13-16, 2015 – TBD
DATES AND SITES – NCAA DIVISION II REGIONALS AND CHAMPIONSHIPS
for 2013-14 and 2014-15 continued

MEN’S LACROSSE
Semis: May 17 or 18, 2014 – TBD
Finals: May 25, 2014 – M&T Bank Stadium, Baltimore, MD
Semis: May 16 or 17, 2015 – TBD
Finals: May 24, 2015 – TBD

WOMEN’S LACROSSE
1st: May 10, 2014 – TBD
Finals: May 17-18, 2014 – Donald J. Kerr Stadium, Salem, VA
1st: May 9, 2015 – TBD
Finals: May 16-17, 2015 – Sprague Field, Montclair, NJ

WOMEN’S ROWING
May 30-June 1, 2014 – TBD
May 29-May 31, 2015 – TBD

MEN’S SOCCER
Opening: November 13, 2013 – TBD
1st: November 14 or 15, 2013 – TBD
2nd: November 16 or 17, 2013 – TBD
QF: November 23 or 24, 2013 – TBD
Semis: December 5, 2013 – Blanchard Woods Park, Evans, GA
Finals: December 7, 2013 – Blanchard Woods Park, Evans, GA

Opening: November 12, 2014 – TBD
1st: November 13 or 14, 2014 – TBD
2nd: November 15 or 16, 2014 – TBD
QF: November 22 or 23, 2014 – TBD
Semis: December 4, 2014 – TBD
Finals: December 6, 2014 – TBD

WOMEN’S SOCCER
1st/2nd: November 15 & 17, 2013 – TBD
3rd/ QF: November 22 & 24, 2013 – TBD
Semis: December 5, 2013 – Blanchard Woods Park, Evans, GA
Finals: December 7, 2013 – Blanchard Woods Park, Evans, GA

1st/2nd: November 14 & 16, 2014 – TBD
3rd/ QF: November 21 & 23, 2014 – TBD
Semis: December 4, 2013 – TBD
Finals: December 6, 2013 – TBD

SOFTBALL
Regionals: May 9-11, 2014 – TBD
Super Reg: May 16-17, 2014 – TBD
Finals: May 22-26, 2014 – TBD
DATES AND SITES – NCAA DIVISION II REGIONALS AND CHAMPIONSHIPS
for 2013-14 and 2014-15 continued

MEN’S AND WOMEN’S SWIMMING
March 12-15, 2014 – SPIRE Institute, Geneva, OH
March 11-14, 2015 – IU Natatorium and IUPUI Sports Complex, Indianapolis, IN

MEN’S AND WOMEN’S TENNIS
1st/2nd: May 3-6, 2014 – TBD
Finals: May 14-17, 2014 – Sanlando Park, Altamonte Springs, FL

1st/2nd: May 2-5, 2015 – TBD
Finals: May 13-16, 2015 – TBD

WOMEN’S VOLLEYBALL
Regionals: December 5-7 or 6-8, 2013 – TBD
Finals: December 12-14, 2013 – U.S. Cellular Center Arena, Cedar Rapids, IA

Regionals: December 4-6 or 5-7, 2014 December 12-14, 2013 – TBD
Finals: December 11-13, 2014 – TBD
Resources for Tar Student-Athletes

1. This handbook
2. Your Head Coach
3. Rollins Athletics Administrators and Staff:
   http://www.rollinssports.com/StaffDirectory.dbml?&DB_OEM_ID=19500
4. Rollins Athletics Sports Medicine:
   http://www.rollinssports.com/ViewArticle.dbml?DB_OEM_ID=19500&ATCLID=1549251
5. Rollins Athletics Compliance:
   http://www.rollinssports.com/ViewArticle.dbml?DB_OEM_ID=19500&ATCLID=1549375
6. Rollins Athletics Compliance Facebook:
   https://www.facebook.com/RollinsCollegeCompliance?ref=stream
7. Rollins Athletics Official Website:  www.rollinssports.com
9. Rollins Athletics Twitter:  https://twitter.com/RollinsSports

What’s A Tar?
Courtesy: Rollins Athletics, Release: 08/04/2008

One of the most charismatic and colorful nicknames in college sports belongs to Rollins College. Quite simply, a "Tar" is a sailor. Centuries ago, during the age of tall sailing ships, British sailors were known as "Tars." Rollins connection with the Tars began in World War I when a small Navy vessel was stationed on Lake Virginia, which borders half the Rollins campus.

With the war leaving only ten male students at Rollins, attention shifted to the snappy uniformed trainees going about their duties. The girls called them "TARS." Until then varsity teams were called the "Blue and Gold," but soon the new title was adopted. The Rollins Alumni re-introduced the "TARS" with the 1965 Annual Fund Appeal. Since then all athletic teams have borne the nickname TARS. Rollins College is the only collegiate institution in the United States with the "Tars" as its sports nickname. To further familiarize the public with the "Tars," Rollins introduced a new sports logo in August of 1993. A slightly altered version of the Tar logo was introduced at the time of the completion of the Alfond Sports Center in 2000.

The mission of the Anchor Club (formerly Tar Boosters) is to promote and enhance the student-athlete experience through increased community awareness and fund-raising. In 2012, the Anchor Club raised funds to offset the cost of the annual Tommy Awards (formerly the Blue and Gold Banquet); while in 2011 the Anchor Club helped to fund a significant portion of the cost of the new athletics department van.

Anchor Club members provide financial support for Rollins athletics while connecting with new and old boosters in a variety of fun-filled events such as tailgates at basketball, baseball, and soccer. It is a great way to stay involved with Rollins and develop new friends and contacts in the business world after graduation.
2013-14 Suggested Student-Athlete Monthly “To Do” List (not inclusive)

August
☐ Electronically sign NCAA Forms on-line (mandatory prior to practice)
☐ Attend NCAA Squad Meeting (mandatory prior to practice)
☐ Obtain clearance by Rollins Sports Medicine staff (mandatory prior to practice)
☐ August 26 – Classes begin
☐ August 26 through August 30 – Complete Schedule Changes (Drop/Add)
☐ Take your official travel schedule letters to each instructor
☐ Get to know your professors - set up appointments to review travel schedule
☐ Mark all test, project, travel, and competition dates in your planner
☐ If appropriate, have Dawn Wharram (dwharram@rollins.edu) e-mail your Head Coach and Compliance Officer your Summer 2013 study abroad grades. You should have already had Dawn send your Head Coach and Compliance Officer a letter saying you had Rollins College permission/approval to study abroad Summer 2013 semester. **You cannot compete on a club or college team while you are studying abroad.**

☐ _______________________________________________________________
☐ _______________________________________________________________
☐ _______________________________________________________________

September
☐ Take your official travel schedule letters to each instructor
☐ September 2 – Labor Day Holiday (No Classes)
☐ Check Peer Tutors and Writing Consultants @ TJ’s
☐ September 6 – Finalize class schedule (Credit/No Credit Deadline)
☐ September 6 – Finalize class schedule (Last Day to Drop a Class without W)
☐ September 30 – deadline for all spring semester 2014 International Programs

☐ _______________________________________________________________
☐ _______________________________________________________________

October
☐ Take your official travel schedule letters to each instructor
☐ Get ready for Midterms
☐ Clear any registration holds
☐ October 12 through October 15 – Fall Break (No Classes)
☐ October 28 through November 1 – Make appointment with your Academic Advisor for Spring Registration
☐ If appropriate, have Dawn Wharram (dwharram@rollins.edu) e-mail your Head Coach and Compliance Officer a letter saying you have Rollins College permission/approval to study abroad Spring 2014 semester. **You cannot compete on a club or college team while you are studying abroad.**

☐ _______________________________________________________________

November
☐ Take your official travel schedule letters to each instructor
☐ November 1 – Last day to drop a course for Fall 2013 without Penalty (WF deadline)
☐ November 5 – deadline to apply for any 2013 summer field study programs tied to a Spring on-campus course
☐ Register for Spring 2014 classes
☐ November 28-29 – Thanksgiving Break (No Classes)
☐ Review Final Exam Schedule

December
☐ December 1 – Spring non-championships sports **cannot** have countable athletic related activity beginning 1 (one) week prior to start of and through final exams) December 1 through December 13
☐ December 6 – Last day of classes
☐ December 7, 8, 11 – Reading Days
☐ December 9, 10, 12, 13 – Final Exams
☐ A student-athlete **shall not** participate in any voluntary athletically related activities on campus from December 23 through December 29, unless the facility is open to the general student-body.
☐ Rollins **cannot** provide transportation December 23 through December 29 in conjunction with away-from-home competition.
December continued

- College Closure Day–December 23; College Holiday–December 24-25; College Closure–December 26-27, December 30; College Holiday–December 31 and January 1

January

- January 6 - January 10 – Winter Intersession
- New and Transfer Student-Athletes electronically sign NCAA Forms on-line (mandatory prior to practice)
- New and Transfer Student-Athletes attend NCAA Squad Meeting (mandatory prior to practice)
- New and Transfer Student-Athletes obtain clearance by Rollins Sports Medicine staff (mandatory prior to practice)
- January 13 – First Day of Class
- January 20 – Martin Luther King Holiday (campus holiday)
- Take your official travel schedule letters to each instructor
- Get to know your professors - set up appointments to review travel schedule.
- January 13 through January 17 -- Schedule Changes (Drop/Add)
- January 27 -- Finalize class schedule (Credit/No Credit Deadline)
- January 27 -- Finalize class schedule (Last Day to Drop a Class without W)
- Mark all test, project, travel, and competition dates in your planner

February

- Take your official travel schedule letters to each instructor
- Check Peer Tutors and Writing Consultants @ TJ’s
- File FAFSA if you are applying for Need-Based Aid (Pell Grant) next academic year.
- February 10 – deadline for 2014 summer programs International Programs
- February 24 – deadline for fall 2014 and 2014-2015 academic year International Programs – April 8 through April 12 -- Make appointment with your Academic Advisor for Fall Registration
- If appropriate, have Dawn Wharram (dwharram@rollins.edu) e-mail your Head Coach and Compliance Officer a letter saying you have Rollins College permission/approval to study abroad Fall 2014, Summer 2014, and/or AY 2014-2015. **You cannot compete on a club or college team while you are studying abroad.**

March

- Take your official travel schedule letters to each instructor
- March 1 through March 9 -- Spring Break (No Classes)
- Get ready for Midterms
- March 17 through March 21 -- Make appointment with your Academic Advisor for Fall Registration
- March 21 -- Last day to drop a course for Spring 2014 without Penalty (WF deadline)
- If you are completing your fourth semester, you must declare a major with your Academic Advisor and Student Records in order to be eligible for fall.
- If appropriate, have Dawn Wharram (dwharram@rollins.edu) e-mail your Head Coach and Compliance Officer your Fall 2014 study abroad grades. You should have already had Dawn send your Head Coach and Compliance Officer a letter saying you have Rollins College permission/approval to study abroad Fall 2013 semester.

April

- Take your official travel schedule letters to each instructor
- April 24 through May 6 – Fall and winter sports – no all countable athletically related activity one week prior to the beginning of finals and through the conclusion of finals
- April 29 – Last day of classes
- April 29 – The Tommy’s, Alfond Sports Center, 6 p.m.

May

- Review Final Exam Schedule
- April 30, May 3, 4 – Reading Days
- May 1, 2, 5, 6– Final Exams
- May 11 – Commencement (Mother’s Day)
- May 12 – Maymester First Day of Class

May continued

- May 26 – Memorial Day Holiday (no classes)
June
- June 5 – Maymester Classes End
- June 6 – Maymester Final Exams

July
- Go to www.rollinsports.com, under the Inside Athletics, then Sports Medicine and complete physical exam info
- Electronically sign NCAA Forms on-line (men’s/women’s cross country, men’s/women’s soccer, volleyball)
- If appropriate, have Dawn Wharram (dwharram@rollins.edu) e-mail your Head Coach and Compliance Officer your Summer 2014 study abroad grades. **You cannot compete on a club or college team while you are studying abroad.**

Go Tars!
THE DEPARTMENT OF PHYSICAL EDUCATION AND ATHLETICS MISSION STATEMENT
The Department of Physical Education and Athletics strives to provide a broad-based program which affords Rollins’ students the opportunity to grow mentally, physically and spiritually. This coincides with Rollins’ institutional mission of providing a “high quality liberal arts education” as well as enhancing the “quality of student life.”

Allowing Rollins College to maintain an energized environment that promotes academic success as a precursor to participation in physical education, intramurals or varsity athletics by emphasizing scholarship first, athletics second.

Rollins will teach, counsel, motivate and support all students to encourage their progression as individuals. Course offerings, intramural sports and varsity athletics will provide the opportunity to learn discipline, teamwork, conditioning and sportsmanship.

Supporting the principles of amateur athletics and the policies and procedures of Rollins College, the Sunshine State Conference, and the National Collegiate Athletic Association where applicable while maintaining an ethical athletic program is also important to the development of the department.

ROLLINS COLLEGE STATEMENT ON SERVICE EXCELLENCE
“Together we inspire purposeful lives through distinctive engaged learning and exceptional service.”

ROLLINS COLLEGE STUDENT-ATHLETE CODE OF CONDUCT
The Rollins College Student-Athlete Code of Conduct states the behavior expected of Rollins College Student-Athletes, and potential consequences for those who violate the Rollins College Student-Athlete Code of Conduct.

The Rollins College Student-Athlete Code of Conduct (Code of Conduct) does not assign guilt, nor does it supersede any NCAA, Rollins College, Sunshine State Conference (SSC) or, State of Florida policies and procedures and laws. The Student-Athlete Code of Conduct is meant to complement any team rules your sport has adopted. As a Rollins College student, all College policies governing student conduct apply to you, The Student-Athlete Code of Conduct is meant to set high standards relating to the athletic department’s expectations of how student-athletes represent Rollins College and to state the potential consequences for those student-athletes who make poor choices which reflect negatively on themselves and the College. Rollins Athletics encourages student-athletes to be active members of the campus and community. Student-athletes may only be members of social fraternities or sororities which are registered through the Office of Student Involvement and Leadership. Participation on an intercollegiate athletics team is a privilege, not a right.

In today’s world, all who work in or are associated with intercollegiate athletics, are the window to the institution. Consequently, as a student-athlete, your behavior—positive or negative reflects on Rollins, your teammates, your coaches, the athletic department, the College and your family. It is expected that all student-athletes abide by team, athletic department, College, SSC, and NCAA policies. Failure to do so may result in a warning, suspension from the team, reduction or withdrawal of athletically-related financial aid and dismissal from the College. The Head Coach of each sport has his/her own set of team training/conduct rules. The Rollins Athletics Administration will fully support appropriate disciplinary action taken by a coach. Should a student-athlete wish to appeal any disciplinary action, the student should contact the Director of Athletics.

Student-Athletes Are Expected To:
1. Be courteous and respectful of all others and to treat people as they would want to be treated.
2. Communicate with their teammates, coaches, all athletics staff members, faculty, and other members of the campus community with honesty and timeliness.
3. Follow all team, athletics department, College, SSC, and NCAA rules and guidelines.
4. Attend all classes as scheduled unless absences are approved. You are responsible for notifying your professors at least one week in advance of a sport-related absence and arrange to make up missed work. At the beginning of each semester in which you are competing the athlete should meet with your professors and discuss the classes to be missed. Sport-related/class absence forms should be given to the student-athlete by the coach one week prior to the class to be missed.
Practices and off-season athletic events are not valid reasons for missing classes. Attend the class and arrange with the coach to make up missed practice time.

5. Complete their academic coursework in a timely fashion and make progress towards a degree each semester.
6. Give their best effort academically, athletically and in life.
7. Notify your coach and sports medicine staff if you are injured. If you are injured as a result of practice, an intercollegiate athletics contest, or any other event directly related to your athletic team, you must notify the following personnel in this priority order: the Head Trainer or Assistant Trainer, your coach, the Student Trainer before going to the doctor or hospital.
8. Be responsible for school-owned equipment and uniforms issued during the season. Students will be billed through the Bursar’s Office for loss or damage.
9. Conduct themselves in a positive, respectful manner on and off the field.
10. Play the game with a sense of fair play and sportsmanship.
11. Respect the opponent and officials and fans.
12. Be proud to be a Tar and a member of the Rollins community.

In the case of poor choices or behavioral problems, which involve formal criminal charges by a law enforcement agency and Rollins College is notified, the involved student-athlete will be placed on suspension by the Department of Athletics until the facts of the incident are reviewed. Additionally, the situation will also be reviewed through the Rollins College Office of Community Standards. The student-athlete will go through a hearing process with the Rollins College Office of Community Standards. If found responsible, the student-athlete will be required to fulfill requirements and sanctions as determined by the Rollins College Office of Community Standards. Failure to complete the requirements and sanctions, could result in dismissal from Rollins College.

Absent extraordinary circumstances as determined by the administration, misdemeanor charges and subsequent discipline, therefore will be handled by the Head Coach, after review by the Director of Athletics, relative to circumstances, background, as well as current and past deportment of the student-athlete involved. If misdemeanor charges result in a sentence, which involves serving time in jail, the student-athlete involved will not be permitted to represent Rollins Athletics in game competition until that time is served.

**COMPLIANCE EDUCATION**

Student-athletes will receive compliance education in a variety of methods, your coaches, the squad meeting handouts, posted weekly compliance tips in Alfond Sports Center, via Facebook through the rollinssports.com and Tommy Tar pages as well as from their two Student-Athlete Advisory Committee (SAAC) liaisons and the Rollins College Athletic Compliance Facebook page: https://www.facebook.com/RollinsCollegeCompliance?fref=ts. If you have NCAA questions, ask your coach before you act.

**BASIC OVERVIEW OF NCAA RULES FOR ALL STUDENT-ATHLETES**

**Academic Eligibility**
- You must be certified academically and in amateurism through the NCAA Eligibility Center has part of the initial eligibility process (freshman, JUCO transfers, and four-year transfers from NAIA and NCAA DIII). If you are not cleared, you will only be allowed to practice 45 days and not compete.
- All SAT and ACT scores must be reported to the Eligibility Center directly from the testing agency. Test scores will not be accepted if reported on a high school transcript. When registering for the SAT or ACT, input the Eligibility Center code of 9999 to make sure the score is reported directly to the Eligibility Center.
- If you are an international student-athlete, then you must complete the NCAA International Student-Athlete form. Your head coach will also sign this form. You will be required to meet with an athletic administrator (Compliance Officer or designee) to review the form prior to participating in competition.
- You must be enrolled full-time, which is a minimum of 12 credits, at all times during the semester.
- You must successfully complete at least 24 credits towards your designated degree program during the fall, spring, and summer to be eligible next year. A minimum of 18 credits must be earned during the regular academic year.
- You must pass at least 6 hours each semester to remain eligible.
- As a Rollins College student-athlete, to be eligible, your academic year cumulative GPA must be 2.0.
- You must declare a major that leads to a specific baccalaureate degree by your junior year.
You are allowed four seasons of eligibility within five calendar years from the time you first enrolled full-time in a collegiate institution.

- Ten-Semester Rule. A student-athlete shall complete his or her seasons of participation during the first 10 semesters in which the student is enrolled in a collegiate institution in at least a minimum full-time program of studies, as determined by the regulations of that institution.

Athletic Eligibility

- Prior to participating in any tryout, practice or conditioning or competition, all student-athletes must have medical clearance from the Rollins Athletics Trainers.
- Be aware of the current NCAA Banned Substance List (always available at ncaa.org) and take responsibility for all substances you ingest and how they might affect your athletic eligibility. Ignorance is not an excuse.
- You will be required to complete all appropriate medical forms, provide medical insurance information. Part of your medical assessment will include evaluation for concussion. The examination or evaluation of student-athletes who are beginning their initial season of eligibility and students who are trying out for a team shall include a sickle cell solubility test (SST), unless documented results of a prior test are provided to the institution or the student-athlete declines the test and signs a written release. (Adopted: 1/14/12 effective 8/1/12)
- You may be required to provide medical documentation and copies of prescriptions (such as ADHD medications) in order to be medically cleared to participate in athletics.
- If a student-athlete misses a semester for medical reasons, it is the responsibility of the student-athlete to advise the Rollins Sports Medicine staff and their coach. Further, it is the responsibility of the student-athlete to provide to the Rollins Sports Medicine staff all medical documentation requested for a medical absence waiver to be processed. The student-athlete may also have to provide additional material to the Compliance Officer. The student-athlete is prohibited from practicing or conditioning with the team (can practice on their own) and prohibited from competition until the Compliance Officer advises the Head Coach.
- If it is determined by the Head Coach at the end of the playing season, that a student-athlete may qualify for a medical hardship waiver, then the Head Coach advises the Rollins Athletics Trainers. The Rollins Athletics Trainers will gather all appropriate documentation and work with the Compliance Office on processing the waiver with the Sunshine State Conference office. It is the responsibility of the student-athlete to provide the Rollins Sports Medicine staff with copies of all medical documentation requested to process the medical hardship waiver.
- If you study abroad, you cannot compete on a club or intercollegiate team during the time you study abroad. If you do compete on a club team during accidentally during your study abroad experience, you must tell your coach immediately. You will not be able to practice or compete for Rollins when you return until a waiver is processed by Rollins Compliance and approved by the NCAA.
- If you are a senior graduating in May 2014 and want to be enrolled in less than full-time hours spring 2014, you must: 1) first, go to Rollins Student Financial Aid to see if you are permitted to be enrolled less than 12 hours and still receive your financial aid monies, depending on the information you receive from Financial Aid, you may decide to remain enrolled in 12 credit hours, 2) go to Rollins Student Records to apply for graduation and have a graduation audit, 3) if you are approved for graduation, Ryan Browne in Student Records must e-mail Rollins Athletics Compliance that you are approved; 4) Rollins Athletics Compliance will review and approve or not approve your request (based on applicable NCAA rules and your unique situation) to be enrolled in less than 12 credit hours (this is only for graduating seniors in their last semester per NCAA rules)

Use of Tobacco Products

- Per NCAA Bylaw 17.1.9, the use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

Extra Benefits & Benefits from Boosters (representative of athletics interests)

- As a student-athlete, you need to be aware that there are limitations on the interactions, which you may have with individuals the NCAA identifies as a booster.
- The NCAA stipulates that once an individual has been identified as a booster or "representative" of Rollins College's athletics programs he or she retains this status forever. Prospective student-athletes and student-athletes, their friends or relatives may not receive an "extra benefit" or special
arrangement from any individual (including Rollins employees) that is being given directly or indirectly due to the fact that they are a student-athlete at Rollins College.

- Some examples (not an inclusive list) of extra benefits or services that a student-athlete may not receive under NCAA legislation include:
  - A car or any use of a car or other transportation
  - Clothing
  - Haircut or other miscellaneous service
  - Gift(s)
  - Money, loan(s), a guarantee of bond or signing/co-signing of a note to arrange a loan
  - Ticket(s) for any kind of entertainment
  - Payment of long distance telephone calls
  - Free or reduced merchandise from a merchant (unless it is available to the general public)
  - Free or reduced meals at a restaurant
  - Free or reduced room and/or board from a booster (This includes in the Orlando area, your home city or any other location)
  - Members of the athletic department staff (including tutors) may not type reports, papers, letters, etc.
  - Special discounts, payment arrangements or credit on a purchase (e.g., airline tickets) or service (e.g., laundry, dry cleaning, legal services)
  - Student-athletes are prohibited from using Athletic Department office equipment (e.g., telephone, facsimile (FAX) machine, photocopy machine, etc.) for personal use.
  - A coach or Rollins staff cannot give a student-athlete a loan or cash to cover off-campus housing expenses.
  - A student-athlete cannot stay at a coach or Rollins staff member’s home for free.
  - Boosters/Rollins employees cannot provide ineligible student-athletes with transportation to watch away-from-home Rollins games.
  - Boosters/Rollins employees cannot provide student-athlete’s transportation to the airport.
  - Boosters/Rollins employees are not permitted to provide a student-athlete use of an car.
  - Arranging or providing employment for a student-athlete’s parents, guardians or friends.
  - A booster cannot purchase complimentary admissions tickets from a student-athlete.

- Occasional Meal
  - Institutional Staff Member. A student-athlete or the entire team in a sport may receive an occasional meal in the locale of the institution on infrequent and special occasions from an institutional staff member. An institutional staff member may provide reasonable local transportation to student-athletes to attend such meals. The meal may be catered.
  - Booster/Representative of Athletics Interests. A student-athlete or the entire team in a sport may receive an occasional family home meal from a representative of athletics interests provided the meal is in the individual’s home, on campus or at a facility that is regularly used for home competition and may be catered. The meal cannot be in a restaurant. The representative of athletics interests or an institutional staff member may provide reasonable local transportation to student-athletes to attend such meals.

Advertisements and Promotions After Collegiate Enrollment

- It is not permissible for the use of an enrolled student-athlete’s name, picture to be used to directly advertise, recommend, or promote sales or the use of a commercial product or service of any kind.
- After becoming a student-athlete, an individual shall not be eligible for participation in intercollegiate athletics, if the individual:
  a) Accepts any remuneration/compensation/payment/stipend/reimbursement for or permits the use of his or her name or picture to advertise, recommend or promote directly the sale or use of a commercial product or service of any kind; or
  b) Receives remuneration/compensation/payment/stipend/reimbursement for endorsing a commercial product or service through the individual’s use of such product or service.

Use of a Student-Athlete’s Name or Picture Without Knowledge or Permission

- If a student-athlete’s name or picture appears on commercial items (e.g., T-shirts, sweatshirts, serving trays, playing cards, posters, photographs) or is used to promote a commercial product sold by an individual or agency without the student-athlete’s knowledge or permission, the student-athlete (or the institution acting on behalf of the student-athlete) is required to take steps to stop such an activity in order to retain his or her eligibility for intercollegiate athletics. Such steps are not required in cases in which a student-athlete’s photograph is sold by an individual or agency (e.g., private photographer, news agency) for private use.
There is a NCAA exception with respect of use of a student-athlete name or picture of an enrolled student-athlete for a charity/non-profit organization, however, prior approval is required, contact Rollins Compliance at 407-646-2367 so the appropriate NCAA approval form may be completed.

**Promotional Activities**

- A student-athlete’s involvement in promotional activities specified below is prohibited:
  - A student-athlete may not permit use of his or her name or picture in a “name-the-player” contest conducted by a commercial business for the purpose of promoting that business.
  - A student-athlete's name or picture may not be used by an athletics equipment company or manufacturer to publicize the fact that the institution's team uses its equipment.
  - It is not permissible for a student-athlete to write a column in a newsletter produced by a commercial company.

**Agents**

- You are not eligible in a sport if you have ever accepted money, transportation or other benefits from an agent or agreed to have an agent market your athletics ability or reputation in that sport.
- You may NOT sign a contact with an agent or agree verbally to be represented by an agent until after your eligibility has expired.

**Honesty and Sportsmanship**

- All participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.
- Principles of Sportsmanship:
  - Respect
  - Responsibility
  - Good citizenship
  - Fairness

Administrators, coaches, and student-athletes conduct themselves in a manner that portrays positive role modeling, and also represent their institutions with the values of sportsmanship. The following standards are set forth for all to abide by before, during, and after an event:

- Exhibit respect and courtesy towards all participants (coaches, student-athletes, and officials) and fans.
- Exercise restraint in both physical and verbal actions toward others.
- Make only positive public comments about other institutions, coaches, and student-athletes.
- Refrain from making public comments critical of officials or the quality of their performance.

**Unethical Conduct**

- Bylaw 10.1 Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member (e.g., coach, professor, tutor, teaching assistant, student manager, student trainer) may include, but is not limited to, the following:
  (a) Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual's institution;
  (b) Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete;
  (c) Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;
  (d) Knowingly furnishing or knowingly influencing others to furnish the NCAA or the individual's institution false or misleading information concerning the individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation;
  (e) Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., "runner");
  (f) Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state or
federal law. This provision shall not apply to banned substances for which the student-athlete has received a medical exception per Bylaw 31.2.3.5; however, the substance must be provided in accordance with medical licensure, commonly accepted standards of care and state or federal law;

(g) Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or institution's admissions office regarding an individual's academic record (e.g., schools attended, completion of coursework, grades, test scores);

(h) Fraudulence or misconduct in connection with entrance or placement examinations;

(i) Engaging in any athletics competition under an assumed name or with intent otherwise to deceive; or

(j) Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or the institution's athletics department regarding an individual's amateur status.

Amateurism

➢ In order to maintain your amateur status and remain eligible for intercollegiate competition, you cannot receive any type of pay for play, either directly or indirectly.

➢ You will become ineligible for intercollegiate athletics in a particular sport if:
  ▪ Following initial full-time collegiate enrollment, you use your athletics skill (directly or indirectly) for pay in any form in that sport;
  ▪ Following initial full-time collegiate enrollment, you accept a promise of pay, even if such pay is to be received following completion of intercollegiate athletics participation;
  ▪ Following initial full-time collegiate enrollment, you sign a contract or commitment of any kind to play/compete for a semi-professional or professional athletics team, regardless of its legal enforceability or any consideration received;
  ▪ Following initial full-time collegiate enrollment, you receive, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletics skill or participation, except as permitted by NCAA rules and regulations;
  ▪ Following initial full-time collegiate enrollment, you compete on any professional team, even if no pay or remuneration for expenses was received; or
  ▪ You ever agreed (orally or in writing, including e-mail) to be represented by an agent, recruiting service, or financial advisor; or
  ▪ You ever entered into an agreement (orally or in writing, including e-mail) with an agent, recruiting service, or financial advisor for representation in future professional sports organizations; or
  ▪ You enter into an agreement with an agent either prior to or following initial full-time collegiate enrollment; or
  ▪ Following initial full-time collegiate enrollment, you accept cash, or the equivalent thereof (e.g. trust fund), as an award for participation in competition at any time, even if such an award is permitted under the rules governing an amateur, noncollegiate event in which the individual is participating.

➢ Tryouts/practice with professional team after full-time collegiate enrollment:
  ▪ A student-athlete may try out with a professional athletics team in a sport or permit a professional athletics team to conduct medical examinations at any time outside the student-athlete's playing and practice season. A student-athlete may receive actual and necessary expenses related to the tryout from a professional sports organization, provided the tryout does not exceed 48 hours. The 48-hour tryout period begins at the time the individual arrives at the tryout location. At the completion of the 48-hour period, the individual must depart the location of the tryout immediately in order to receive return transportation expenses. A tryout may extend beyond 48 hours if the individual self-finances additional expenses, including return transportation.
    ▪ Note: you would have to have permission for your coach and compliance prior to the tryout and/or practice session.
  ▪ During a tryout or practice session,
    ▪ the individual may not take part in any outside competition (games or scrimmages) as a representative of a professional team;
    ▪ The individual does not receive any compensation for participation in the practice sessions;
      o The individual does not enter into any contract or agreement with a professional team or sports organization;
You cannot accept any pay for promoting a commercial product or service, allow your name or picture to be used for promoting a commercial product or service. If the appearance is for a noninstitutional charitable, educational, or nonprofit agency, then the student-athlete and the charitable organization would have to sign a permission form in advance and Rollins Athletics would have final approval.

**Entering the Draft In a Sport**
- Following initial full-time collegiate enrollment, an individual loses amateur status in a particular sport when the individual asks to be placed on the draft list or supplemental draft list of a professional league in that sport, even though:
  a) The individual asks that his or her name be withdrawn from the draft list before the actual draft;
  b) The individual's name remains on the list but he or she is not drafted; or
  c) The individual is drafted but does not sign an agreement with any professional athletics team.
- An individual may inquire of a professional sports organization about eligibility for a professional-league player draft or request information about the individual's market value without affecting his or her amateur status.
- An enrolled student-athlete may enter a professional league's draft an unlimited number of times during his or her collegiate career and be drafted by any team in the league without jeopardizing eligibility in that sport, provided the student-athlete does not ever agree (orally or in writing) to be represented by an agent for the purposes of marketing his or her athletics ability or reputation in that sport, sign a professional sport contract or otherwise jeopardize his or her amateur status.

**Gambling/Sports Wagering/Fantasy Leagues/Sports Pools**
- As a student-athlete, you are a very visible representative of your team and Rollins Athletics, as well as Rollins College. You are looked at as a role model for your fellow teammates, your fellow students, youth and the community at-large.
- If you participate in gambling, sports wagering, and/or impermissible fantasy leagues/sports pools, you put your athletics eligibility at risk. Consequences could include:
  - Loss of eligibility
  - Financial hardship
  - Jail time
  - Media scrutiny for you, your team, school, family
  - Run-ins with organized crime
  - Loss of jobs
- Part of taking a proactive stance to protect yourself and team, avoid:
  - Casinos and horse tracks
  - Contact with known gamblers
  - Gambling on-line
  - Sharing information (for example, team disciplinary actions, new plays, team morale, injuries) about you or your team that could be used for sports wagering purposes. Sharing methods could include verbal, IM, text, tweet, e-mail, etc.
- Therefore, you WILL NOT knowingly participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition.
  - The gambling/sports wagering rules apply to all student-athletes, coaches, athletics staff, and the faculty athletic representative, the President of Rollins College—all we get is bragging rights.
  - Sports wagering includes placing, accepting or soliciting a wager (on a staff member's or student-athlete's own behalf or on behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest.
  - Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required AND there is an opportunity to win a prize.
    - A wager is any agreement in which an individual or entity agrees to give up an item of value (e.g., cash, shirt, dinner) in exchange for the possibility of gaining another item of value.
- A student-athlete who is involved in any sports wagering activity that involves college sports or professional athletics, through internet gambling, a bookmaker, a parlay card or any other method employed by organized gambling, will be ineligible for all regular-season and postseason competition for at least one year.
- Any student-athlete who engages in activity designed to influence the outcome of an intercollegiate contest (i.e., point shaving), shall permanently lose all remaining eligibility in all sports.
A review of NCAA data demonstrates that gambling activity is by no means limited to those two revenue producing sports or to NCAA student-athletes. Between the years 2003 and 2008, there were 27 other reported cases of NCAA rule violations by student-athletes, coaches and administrators who had gambled on college or professional sports. Student-athletes in such sports as soccer, track and field, tennis and golf have been found in violation of NCAA gambling rules as well. Other gamblers held positions from head coach, to video coordinator to athletics director. Wagers by both student-athletes and administrators ranged from as little as $5.00 to the $1,000 range. NCAA officials frequently cite this depth and variety in violations when they adopt additional anti-sports gambling regulations or push for stricter legislation on sports wagering by the federal government (NCAA, n.d.i).

http://findarticles.com/p/articles/mi_m2ABX/is_1-2/ai_n56892630/pg_8/?tag=content;col1

General Employment

Your eligibility will not be an issue as long as:
- You get paid only for work actually performed.
- You get paid at the going rate of pay.
- Your reputation as an athlete is not used to benefit your employer.
- You CANNOT work in a local sports club in which your coach is involved during the academic year.
- You CANNOT receive any compensation, wages, payment for giving private lessons

International student-athletes: you cannot work off campus; on campus only

Financial Aid

You are not eligible if you receive financial aid other than the financial aid that Rollins distributes. Additionally, you must report to Rollins any financial aid that you receive from a source other than Rollins (except for monies you earn, or monies you receive from your parents/guardian).

In accordance with NCAA rules, an athletics grant-in-aid (scholarship) is only granted for one year.

Reduction or Cancellation of Athletics Aid

- Per Bylaw 15.3.2.4 The institution's regular financial aid authority shall notify the student-athlete in writing of the opportunity for a hearing when institutional financial aid based in any degree on athletics ability is to be reduced or canceled during the period of the award, or is reduced or not renewed for the following academic year. The institution shall have established reasonable procedures for promptly hearing such a request and shall not delegate the responsibility for conducting the hearing to the university's athletics department or its faculty athletics committee. The written notification of the opportunity for a hearing shall include a copy of the institution's established policies and procedures for conducting the required hearing, including the deadline by which a student-athlete must request such a hearing.

- To appeal financial aid decisions of reduction or cancellation, the student should submit the materials below to the financial aid office as soon as possible, but must be within 14 days of the receipt of the letter. Otherwise, no further action will be taken and the matter will be considered closed. The committee will review all relevant materials and its decision is final. There is no appeal beyond the financial aid appeals committee. In the event that the committee feels that it would benefit from a personal appearance of the student, it may request that the student make a personal appearance. The student will then be notified via written correspondence as soon as possible. This will typically be within two weeks of the financial aid appeal committee’s decision, but will not exceed four weeks. A student who wishes to appeal any decisions related to his or her financial aid shall submit a written request that includes:
  - The student’s name, student number, year in school and sport, cell phone number and Rollins e-mail address;
  - Type and amount of previous financial aid;
  - Reason(s) for believing that the decision was unfair, including names of institutional staff members (e.g. coach, financial aid officer) with whom the student has discussed the aid and;
  - Copies of any relevant documents (e.g. letter regarding initial award of athletics grant)

The Financial Aid Appeals Committee will consist of: the Financial Aid official (such as the Director of Financial Aid or Assistant Director of Financial Aid or designee), the Faculty Athletics Representative, and a representative from the Dean of Student Affairs.
Complimentary Admission

- If the sport in which you participate charges admission for home contests, you may be provided a maximum of FOUR complimentary admissions for each home contest (this is at the discretion of Rollins Athletics).
- All admissions are by a pass list and your guest MUST provide proper identification and a signature to be honored.
- The sale or exchange of your complimentary admissions (by you or your designated recipient) for any item of value is a violation of NCAA regulations and places your eligibility for intercollegiate athletics in jeopardy.

Awards

- The awards limitations of Bylaw 16.1 apply to awards received by a student-athlete while enrolled during the academic year (i.e., from the beginning of the fall term through completion of the spring term, including any intervening vacation period) as a regular student in a minimum full-time academic load, or awards received by a student-athlete while representing the student-athlete's institution at any other time. Such awards may not include cash, gift certificates, a cash-equivalent award (i.e., an item that is negotiable for cash or trade or other services, benefits or merchandise) for athletics participation, or a country club or sports club membership.

Athletics Equipment

- A student-athlete may not accept free of charge, or purchase at a discounted or reduced price, athletics equipment, supplies or clothing (e.g., tennis racquets, golf clubs, hockey sticks, balls, shirts) from a manufacturer or commercial enterprise, that is not offered to the general student body. Such items may be provided to the student-athlete's institution, to be used by the institution's team in accordance with accepted practices for issuance and retrieval of athletics equipment.

Outside Competition—Also See Amateurism Section

- You cannot participate during the academic year as a member of an outside team in any non-collegiate, amateur competition.
- You are allowed to participate as an individual in outside competition during the academic year, as long as you represent only yourself and are not representing any team or club or receive expenses or compensation from any team or club.
- In all sports, no cash prizes for any team member and all awards should conform to the regulations of the recognized amateur organization associated with the event.
- Some exceptions that are available in all sports are: High School Alumni Games, Olympic Games, Official Pan American Tryouts and Competition, US National Teams, and Official World Championships.

Transfers

- Transfer from Rollins: Student-athletes must have permission from their Head Coach to transfer to another institution. If that permission is not given and/or a release is not given, then the student-athlete needs to be notified and given an opportunity for an appeal. Appropriate NCAA procedures must be followed regarding the appeal (timing, who will hear the appeal, usually the Financial Aid Officer and FAR). If permission to speak and/or release is granted, an individualized letter will be faxed or e-mailed to the Athletic Director at the “transfer to” institution (if several institutions, each institution gets an individualized letter). Please allow Rollins Compliance at least five business days to process a permission to speak letter. When advising Rollins Compliance the names of institutions you are interested in transferring to, please provide the school name, city and state. An institution is not permitted, per NCAA rules, to contact a potential transfer student, unless the institution has a permission to speak letter. If an institution has a permission to speak letter, the institution is not required to contact the potential transfer student. Blanket releases are not given except in special circumstances approved the Rollins Director of Athletics. Note: the basic NCAA transfer rule to/from a four-year institution, is that when transferring to another institution, you sit out one year; unless you meet an exception; severe family hardship (e.g., due to terminal illness); natural disaster (e.g. Hurricane Katrina).
  - Appeal – Per Bylaw 13.1.1.2.1 If the institution decides to deny a student-athlete's request to permit any other institution to contact the student-athlete about transferring, the athletics director (or his or her designee) shall inform the student-athlete in writing, within 14 consecutive calendar days from receipt of a student-athlete's written request, that he or she, on request, shall be provided a hearing conducted by an institutional entity or committee outside of the athletics department (e.g., the office of student affairs; office of the dean of
students; or a committee composed of the faculty athletics representative, student-athletes and nonathletics faculty/staff members). The notification of the hearing opportunity shall include a copy of the institution's policies and procedures for conducting the required hearing, including the deadline by which a student-athlete must request such a hearing. The institution shall conduct the hearing within 30 consecutive calendar days of receiving a student-athlete's request for the hearing. Need specifics for Rollins here too

- The Compliance Office will send or e-mail a letter to the student-athlete advising of the denied transfer request. With verbiage: if you decide to appeal Rollins’ decision, you will need to send a request in writing to Rollins College Athletics to the Director of Athletics or Compliance Officer that you wish to appeal. This written request must be made within 14 days of the date of this e-mail. Within 30 days of receipt of your written request for an appeal, a hearing will be conducted by a committee composed of Rollins College staff from outside the Rollins College Department of Athletics. The decision of the committee is final. If you choose not to appeal, then the above decision will stand. As a result of the denial of permission to speak or transfer release, if you decide on your own to transfer to TBA school, you will have to fulfill an academic year in residence before being eligible to participate in intercollegiate athletics competition. Per NCAA rules, you will be allowed to practice, but not compete and you will not be able to receive any athletics aid for one year.

- The Transfer Appeal Committee will be comprised of the Faculty Athletics Representative (FAR) (chair) and a Financial Aid Official and Student Affairs Official. All three committee members must be from outside the athletics department.

- The hearing process will consist of: 1) prior to the hearing, both parties (the student-athlete and the athletics department) may provide written information and documentation to the Committee to review; 2) the student-athlete and coach or coach designee will be entitled to present the rationale for their respective positions in person to the Committee. Presentations will be delivered at separate times as determined by the Committee; 3) once a decision is rendered, the Compliance Office will be notified of the Committee's findings and the appropriate paperwork will be completed. The Compliance Office will promptly communicate the decision to the student-athlete (within three working days); 4) the decision of the Committee is final.

- Intra-conference Transfer: Student-athletes who enroll at Sunshine State Conference member schools are ineligible to participate (upon transferring) in intercollegiate athletics at any other member school for a period of two years. See specific conference rule on page 38.

**Countable Athletically-Related Activity or CARA...**

...includes any required activity with an athletics purpose, involving student-athletes and at the direction of, or supervised by, any member or members of an institution’s coaching staff (including strength and conditioning coaches) and must be counted within the weekly and daily limitations. Administrative activities (e.g., academic meetings, compliance meetings) shall not be considered as countable athletically related activities.

- A member of each Rollins intercollegiate athletics team will sign off on the monthly log in the Faculty Athletics Representatives office.

**Practice limitations and days off and competition...**

**In season:**

- 4 hours/day; 20 hours/week; 1 day off/week

**Out of season:**

- 8 hours/week; 2 days off/week; can include: 2 hours of team practice (effective 8/1/11), up to 2 hours of individual skill instruction (individual sports – no more than 4 student-athletes from the same individual sport in a group working with a coach at one time; team sports with starting squad size of 6 or fewer - no more than 4 student-athletes from the same individual sport in a group working with a coach at one time; team sports with starting squad size of 7 or more - no more than 6 student-athletes from the same individual sport in a group working with a coach at one time);

**Very important:** Bylaw 17.1.7-(b) specifies that a team may no longer continue to practice or compete following its last regular season contest unless it is participating in its conference tournament and/or has reason to believe it's under consideration for participation in an NCAA, NCCAA or NAIA championship event. Once the regular season is complete, a student-athlete’s participation in out-of-season activities in sports other than football is governed by Bylaw 17.1.6.2 (weekly hour limitations...
outside the playing season). Bylaw 17.1.6.2.1 (e) indicates that between the end of the Division II championship, a student-athlete may participate in eight hours of CARA, of which not more than two hours can be used for skill instruction.

For example, if a men’s basketball team plays its last regular season contest on February 23 and does not make its conference tournament and does not have reason to believe it is under consideration for selection to a postseason championship event, that team can no longer continue to practice following its last contest on February 23. Additionally, student-athletes on that team could not begin any countable out-of-season activities (including countable conditioning and weight training activities) until the conclusion of the Division II men’s basketball championship on March 24.

**Effective 8/1/13:** Bylaw 17.1.5.2.1 says that following the institution's final contest or date of competition in the segment that concludes with the NCAA championship, a student-athlete is prohibited from engaging in countable athletically related activities for a 14-consecutive calendar-day period. Between the end of the 14-consecutive calendar-day break period or the end of the nonchampionship segment, and one week prior to the beginning of the institution's final examination period, a student-athlete's participation in weight training, conditioning and skill instruction shall be limited to a maximum of eight hours per week, of which not more than two hours per week may be spent on skill instruction set forth in Bylaw 17.1.6.2.2. During this period, team activities shall not be permitted.

**Final Exams:** effective 8/1/11: all countable athletically related activities outside the playing season are prohibited one week prior to the beginning of Rollins’s final examination period through the conclusion of Rollin’s final examinations. Participation in voluntary individual workouts monitored by strength and conditioning personnel for safety purpose shall not count against the weekly hour limitation.

**Competition:** always counts as 3 hours

**Off Day:** A travel day or a vacation day (when classes are in session) can be considered a day off

**Vacation:** Daily and weekly hour limitations do not apply to countable athletically related activities occurring during an institution's official vacation period, as listed in the institution's official calendar, and during the academic year between terms when classes are not in session. A student-athlete may not participate in any countable athletically related activities outside the playing season during any institutional vacation period (e.g., summer, academic year).

**After practice:** Practice may not be conducted at any time (including vacation periods) after competition, except between contests, rounds or events during a multiday or multi-event competition (e.g., double-headers in softball or baseball, rounds of golf in a multiday tournament).

**Winter Break:** The winter break shall be a seven-consecutive calendar-day period from December 20 through December 26. When December 20 falls on a Friday, Saturday or Sunday, the winter break shall be a seven-consecutive calendar-day period that begins on the following Monday. When December 20 falls on a Monday, the winter break shall be a seven-consecutive calendar-day period that begins on the following Tuesday. During the winter break, a student-athlete may not participate in any countable athletically related activities and may not participate in any voluntary athletically related activities on campus unless the facility is open to the general student-body.

**End of Season Meetings:** End of Season Meetings. It is permissible to have end of season team and individual meetings at any time (e.g., conclusion of a regular academic term, conclusion of the playing season). An end of season meeting is not considered a countable athletically related activity provided the meeting does not include any athletically related activities (e.g., watching game film, physical activities).
**Voluntary Athletically Related Activities**: Voluntary Athletically Related Activities. A student-athlete shall not participate in any voluntary athletically related activities on campus during the **winter break**, unless the facility is open to the general student-body.

<table>
<thead>
<tr>
<th>What Counts?</th>
<th>What Doesn’t Count?</th>
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</thead>
<tbody>
<tr>
<td>Practices (not more than 4 hours per day)</td>
<td>Compliance meetings</td>
</tr>
<tr>
<td>Athletics meetings with a coach initiated or required by a coach (e.g., end of season individual meetings)</td>
<td>Meetings with a coach initiated by the student-athlete (as long as no countable activities occur)</td>
</tr>
<tr>
<td>Competition (and associated activities, regardless of their length, count as 3 hours). NOTE: No countable athletically related activities may occur after the competition</td>
<td>Drug/alcohol educational meetings or NCAA Student-Athlete Affairs meetings (e.g., Career Services workshops, student-athlete etiquette dinner)</td>
</tr>
<tr>
<td>Field, floor, or on-court activity</td>
<td>Study hall, tutoring or academic meetings</td>
</tr>
<tr>
<td>Setting up offensive and defensive alignment</td>
<td>Student-athlete advisory committee meetings (SAAC)</td>
</tr>
<tr>
<td>On-court or on-field activities called by any member of the team and confined primarily to members of that team</td>
<td>Voluntary weight training not conducted by a coach or staff member</td>
</tr>
<tr>
<td>Required weight-training and conditioning activities</td>
<td>Voluntary sport-related activities (e.g., initiated by student-athlete, no attendance taken, no coach present)</td>
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<tr>
<td>Required participation in camps/clinics</td>
<td>Traveling to/from site of competition (as long as no countable activities occur (e.g., watching game film)</td>
</tr>
<tr>
<td>Visiting the competition site in the sports of cross country, golf, and skiing</td>
<td>Training room activities (e.g., treatment, taping), rehabilitation activities and medical examinations</td>
</tr>
<tr>
<td>Participation outside the regular season in individual skill-related instructional activities with a member of the coaching staff</td>
<td>Recruiting activities (e.g., student host)</td>
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<tr>
<td>Discussion or review of game films</td>
<td>Training table meals</td>
</tr>
<tr>
<td>Participation in a physical activity class for student-athletes only and taught by a member of the athletics staff (e.g., coach)</td>
<td>Attending banquets (e.g., awards or post-season banquets)</td>
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<td></td>
<td>Fundraising activities or public relations/promotional activities and community service projects.</td>
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- **No Class Time Missed for Practice Activities.** No class time shall be missed at any time (e.g., regular academic term, mini term, summer term) for practice activities except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest. *(Revised: 10/18/11)*

- **No Class Time Missed for Competition in Nonchampionship Segment -- Team Sports.** In team sports (baseball, lacrosse, soccer, softball, volleyball) no class time shall be missed for competition, including activities associated with such competition (e.g., travel and other pregame or postgame activities), conducted during the nonchampionship segment.

**The hierarchy of rules is as follows:** Team, Rollins, SSC, NCAA.
PURPOSE
The Rollins College Athletic Department strives to provide a broad-based program which affords Rollins students the opportunity to grow mentally, physically and spiritually. This coincides with Rollins' institutional mission of providing a high-quality liberal arts education as well as enhancing the quality of student life. Illegal and/or abusive use of drugs or alcohol by any member of the Rollins College community adversely affects the educational environment and the related athletic programs. In keeping with the educational mission of the institution, the Rollins College Athletic Department will utilize educational strategies as its major approach to this problem. But, any student-athlete who illegally uses drugs or abuses any drug, including alcohol, will be subject to the prosecution of civil authorities, and disciplinary action by the College and the Athletic Department. The overall goal of this policy is to encourage student-athletes to be free of controlled substances, and furthermore to be certain that the student-athlete understands that certain sanctions will occur if department policies are violated.

The Rollins College student-athlete referred to herein is defined as any student-athlete on the roster of a Varsity or Junior Varsity team during the academic year. This includes student-athlete on academic or behavioral suspension, as well as those on red-shirt or medical hardship. This will include any student-athlete coded as active on the roster (Not on Leave of Absence or other exception,) Recent NCAA legislation states that should a student-athlete request transfer, all pertinent information regarding a positive test for any drug, alcohol or steroid use by the student-athlete will be delivered with the request-to-transfer letter to the institution that the individual plans to transfer.

Student-Athletes at NCAA II member institutions are subject to year-round (summer included) and championship testing as a condition of membership. Please note that these tests are in addition to those performed by Rollins College and are conducted separately from the Rollins College testing program.

Random Testing
Rollins College Athletic Department conducts random drug and alcohol testing. The random selection system provides an equal chance for each student-athlete to be selected each time random selection occurs. Random selection will be reasonably spread throughout the year. Rollins College Athletic Department will select, at a maximum, 25 percent of the average number of student-athlete in each calendar year for random drug and alcohol testing. Random selection, by its very nature, may result in student-athletes being selected in successive selections or more than once a calendar year. Alternatively, some student-athletes may not be selected in a calendar year.

Reasonable Suspicion Testing
Reasonable suspicion for requiring a student-athlete to submit to drug and/or alcohol testing shall be deemed to exist when a student-athlete manifests physical or behavioral symptoms or reactions commonly attributed to the use of controlled substances or alcohol. Such student-athlete’s conduct must be witnessed by at least two college officials Should the officials observe such symptoms or reactions, the student-athlete must submit to testing. (Appendix C)

Substance Abuse Evaluation, Return To Play, And Follow Up Testing
Any athlete who engages in prohibited conduct shall be referred to a Professional Counseling Center. If the athlete desires to continue participation, the athlete must submit to any treatment the Substance Abuse Professional prescribes. Failure to report for counseling will result in suspension from the team until the athlete reports. Such athlete is also subject to follow-up testing. Follow-up testing is separate from and in addition to Rollins College Athletic Department reasonable suspicion, and random testing procedures. The schedule for follow-up testing shall be unannounced and in accordance with the instructions of the Substance Abuse Professional. Follow-up testing may continue for a period of up to one year following the athlete’s return to performance. If the athlete fails a follow-up test, they will be required to be re-evaluated and treated by a Substance Abuse Professional and suspended from the team.

CONSEQUENCES OF POLICY VIOLATION
This policy is not to be construed as a contract between the college and the student-athletes at Rollins College. However, signed consent and notification forms shall be considered affirmation of the student-athlete’s agreement to the terms and conditions contained in this policy.
Any athlete who becomes unqualified or engages in prohibited conduct as set forth herein may be subject to suspension and/or disqualification. Each area has specific sanctions.

Please note that this policy may be updated at any time by the Rollins College Athletic Department.

EDUCATION
Rollins College Athletic Department will provide student-athletes with the educational materials required for full understanding of the policy. On a yearly basis, student-athletes will be provided with the policy and given the opportunity to review and ask questions about the policy.

The list of banned substances (Appendix A) is included, as well as the information on supplement use. This information will be reviewed for the student at the beginning of each academic year. Throughout the year, additional drug education opportunities will be provided as they become available.

Student-athletes will be able to view posters detailing the substance bans as well as the location of resources for additional information.

It is important to note that nutritional supplements are essentially unregulated, and as such, may contain substances that appear on the banned list. The Student-Athlete is responsible for this risk. The inaccuracy of a label on a supplement cannot be used as defense to positive testing.

- For authoritative information on NCAA banned substances, medications and nutritional supplements, contact the Resource Exchange Center (REC) at 877/202-0769 or www.drugfreesport.com/rec (password ncaa1, ncaa2 or ncaa3).
- Additional information can be found by accessing the NCAA sports science institute at www.ncaa.org

PROHIBITED CONDUCT
The following shall be considered “prohibited conduct” for purposes of this policy:

No athlete shall report for physical activity or remain in practice, play or competition while having an alcohol concentration of .04 or greater. Furthermore, no athlete shall compete within forty-eight (48) hours after usage of alcohol.

No athlete shall use alcohol/controlled substances while in practice, play or competition. This includes but is not limited to all substances listed in the Banned Substance List (See Appendix A)

**Please note.** There are many health risks associated with taking dietary supplements. Additionally, there is the risk of testing positive for a banned substance that is not marked on supplement product’s label. Testing positive for an unknown ingestion of a banned substance carries the same penalties. It is the responsibility of the athlete to be aware of this risk and inform the Sports Medicine staff of the supplements they are taking…although, this will not indemnify them. The form for this notification is located in Appendix B.

No student-athlete shall refuse to submit to a random, reasonable suspicion, or follow-up alcohol or drug test. Refusal to submit to the type of drug and alcohol test employed by ROLLINS COLLEGE ATHLETIC DEPARTMENT will be grounds for refusal to allow an athlete to participate in any and all athletic programs. A refusal to test is defined to be conduct that would obstruct the proper administration of testing. A delay in providing a urine, or breath specimen could be considered a refusal. If a student-athlete cannot provide a sufficient quantity of urine, he/she will be evaluated by a physician of the college’s choice. If the physician cannot find a legitimate medical explanation for the inability to provide a specimen (breath or urine), it will be considered a refusal to test. In that circumstance, the student-athlete has violated one of the prohibitions of the regulations.

No student-athlete shall report for practice, play, competition, or remain in competition when the athlete uses any controlled substance, except when use is pursuant to the written instructions of a physician who has advised the student-athlete that the substance does not adversely affect the student-athlete’s ability to perform safely.
If, as a result of alcohol, tobacco or drug use/possession, a student-athlete is subject to campus, community, county or state sanctions he/she will be placed into the Rollins College drug testing sanctions in the same manner as with a positive test. Such activity includes but is not limited to: DUI, hospital transport (as a result of use/abuse), arrest or citation for behavior under the influence, illegal possession.

If a student-athlete engages in prohibited conduct, the student-athlete is not qualified to participate in practice, play or competition until the Athletic Administration approves the recommendation of a Substance Abuse Professional (SAP).

NOTIFICATION AND COLLECTION PROCESS
Student-athletes will be notified by phone and email no more than 24 hours prior to a test. Upon notification, failure to show up in person for the test, failure to produce a sample, or actual/attempted adulteration of a sample will be considered a positive test. A sample must be provided on the day of the test in the amount of time allotted by the testing agency. A third dilute sample provided will be grounds for reasonable suspicion testing through the remainder of the academic year.

Notification will be made by the Assistant AD/Sports Medicine or his designee. The email notification will contain the Student-Athlete Notification Form (Appendix D). Students must return the form to the Sports Medicine office at least 2 hours prior to scheduled testing.

All testing will be conducted in the Alfond Sport Center unless otherwise noted. Testing is performed by Drug Free Sport utilizing the collection procedures outlined in Appendix E.

In the event of a positive test, the Assistant AD/Sports Medicine will notify the Director of Athletics and the head coach of the student-athlete’s sport. The student-athlete will then be required to meet with the Assistant AD/Sports Medicine to complete the notification and sanctioning process.

SAFE HARBOR PROGRAM
A student-athlete eligible for the Safe Harbor Program may refer himself/ herself for voluntary evaluation, testing and treatment for alcohol or drug problems. A student-athlete is NOT eligible to enter the Safe Harbor Program:

1. More than one (1) time;
2. After he/she has been informed of an impending drug test;
3. After documentation of a positive drug test; or
4. Thirty (30) days prior to NCAA or Conference postseason competition.

Rollins College will work with the student-athlete to prepare a Safe Harbor treatment plan, which may include confidential drug testing. The student-athlete will be tested for banned substances upon entry into the Safe Harbor Program and such a positive initial test will not result in any administrative sanctions except those listed in this section (i.e. the team physician may suspend the student-athlete from play or practice if medically indicated). A student-athlete will be permitted to remain in the Safe Harbor Program for a reasonable period of time, not to exceed thirty (30) days, as determined by the treatment plan.

If a student-athlete is determined to have new banned substance use and/or alcohol use after the initial Safe Harbor Program test (as determined by follow-up testing), or fails to comply with the Safe Harbor Program treatment plan, the student-athlete will be removed from the Safe Harbor Program and be subject to appropriate disciplinary actions as detailed in the Rollins College Department of Athletics Drug Testing Policy and Procedures. Entering the Safe Harbor Program will be treated as one of the disciplinary action phases and any positive test indicating new banned substance use and/or alcohol use after the initial Safe Harbor Program test will be treated as the next subsequent positive.

While in compliance with the Safe Harbor Program treatment plan, the student-athlete will not be included in the list of students eligible for random drug testing by Rollins College. Students in the Safe Harbor Program may be selected for drug testing by the NCAA. The Director of Athletics, Team Physician, Assistant AD/Sports Medicine, and the student-athlete’s Head Coach may be informed of the student-athlete’s participation in the Safe Harbor Program. The athletic trainer assigned to the student-athlete’s sport may also be notified if medically appropriate. The assistant coaching staff may also be informed at the discretion of the Head Coach. Other University employees may be informed only the extent necessary for the implementation of this policy.
Student-athletes will acknowledge the existence of the safe harbor program by signing Appendix E.

POLICIES FOR RESTRICTION OF SUBSTANCE USE

ALCOHOL

“48 hour rule” - When a Rollins athlete is practicing or competing in his/her traditional season, he/she may not drink alcohol 48 hours prior to competition. During the times an athlete may consume alcohol during his/her season, he/she is expected to do so in an appropriate and responsible manner. He/she must also comply with the laws of the State of Florida and the Code of Students’ Rights and Responsibilities of Rollins College regarding the consumption of alcohol. This includes but is not limited to restrictions on age and location of consumption.

“TRAVEL” - Any Student-Athlete who travels off campus under the sponsorship of Rollins College Athletics is not permitted to drink alcohol at any time on that trip.

Additionally, no Student-Athlete should wear any clothing provided by the Athletic Department for use in athletic contests in a bar or any other drinking establishment, or while drinking.

SANCTIONS FOR VIOLATION OF ABOVE POLICY

Listed here are the minimal sanctions that apply. The Athletic Department reserves the right to administer more stringent sanctions.

- 1ST OFFENSE – Suspension for 10% of the next competitions. Suspension from team (non-competition) activity for a minimum of 1 week. Referral to Basics program through Rollins College Wellness Center.
- 2nd OFFENSE – Suspension for 50% of the next competitions. Suspension from team (non-competition) activity for a minimum of 1 week. Referral to off-campus professional for substance abuse assessment. Completion of all recommendations set forth by assessment. Notification of Parents.
- 3rd OFFENSE – Dismissal from team for the remainder of that academic year. Loss of athletic scholarship if applicable. The student will be required to have an alcohol use/dependency assessment (at the student's expense) completed and all recommendations completed in order to return to the team.

TOBACCO PRODUCTS

Smoking and the use of tobacco products is proven to cause long-term illness. Therefore, in the interests of the health of its student-athletes, the Rollins College Athletic Department does not condone the use of any tobacco product by any student-athlete.

The use of tobacco products is prohibited by all game personnel (e.g., coaches, trainers, managers and game officials) in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees and sports committees with rules-making responsibilities) shall be established for such use. Bylaw 17.1.9 states: The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition. This is an NCAA violation.

SANCTIONS FOR VIOLATIONS OF ABOVE POLICY

Listed here are the minimal sanctions that apply. The Athletic Department reserves the right to administer more stringent sanctions.

- 1ST OFFENSE – Suspension for the remainder of the practice or competition in which the violation occurs.
- 2nd OFFENSE – Suspension for 10% of the next competitions. Suspension from team (non-competition) activity for a minimum of 1 week. Referral to off-campus professional for substance abuse assessment. Completion of all recommendations set forth by assessment. Notification of Parents.
- 3rd OFFENSE – Dismissal from team for the remainder of that academic year. Loss of athletic scholarship if applicable. Notification of parents. The student will be required to have a tobacco...
use/dependency assessment (at the student-athlete’s expense) completed and all recommendations completed in order to return to the team.

DRUGS
Rollins College Athletic Department opposes the use or abuse of illegal drugs. Rollins College student athletes are forbidden from using any of the substances which appear on the Banned Substance List (Appendix A) unless prescribed by a physician. Students should also refer to the college policies printed in the Code of Students’ Rights and Responsibilities.

SANCTIONS FOR VIOLATION OF ABOVE POLICY
Listed here are the normal sanctions that apply. The Athletic Department reserves the right to administer more stringent sanctions.

- **1ST OFFENSE** – Suspension for 20% of the next competitions. Suspension from team (non-competition) activity for a minimum of 1 week. Referral to Basics program through Rollins College Wellness Center. Referral to off-campus professional for substance abuse assessment. Completion of all recommendations set forth by assessment. Notification of Parents.

- **2ND OFFENSE** – Suspension for 50% of the next competitions. Suspension from team (non-competition) activity for a minimum of 1 week. Referral to off-campus professional for substance abuse assessment. Completion of all recommendations set forth by assessment. Notification of Parents. 50% reduction of athletic scholarship if applicable.

- **3RD OFFENSE** – Dismissal from team for the remainder of that academic year. Loss of athletic scholarship if applicable. The student will be required to have a substance use/dependency assessment (at the student’s expense) completed and all recommendations completed in order to return to the team (which must be agreed upon by the coach and the Director of Athletics).

APPEAL PROCESS
Student-athletes who test positive for a banned substance by the laboratory retained by Rollins College may, within 72 hours following receipt of notice of the laboratory finding, contest the finding. Upon the student-athlete’s request for additional testing of the sample, the Director of Athletics/designee will formally request the laboratory retained by Rollins College to perform testing on specimen B. Specimen B findings will be final, subject to the results of any appeal. If specimen B results are negative, the drug test will be considered negative.

Student-athletes who test positive under the terms of this policy will be entitled to a hearing with the Director of Athletics or his/her designee prior to the imposition of any sanction. Requests for such a hearing must be made within forty-eight (48) hours of notification of a positive test result. If the forty-eight hours would end on a weekend, the request must be made by noon on the next business day. Requests must be in writing and received by the Director of Athletics or his/her designee.

The student-athlete may have an advocate or other representative present if the student so desires. However, the student-athlete must present his or her own case. The meeting should take place no more than seventy-two (72) hours after the written request is received. Either the student-athlete or the other parties involved may request an extension of time to the Director of Athletics, who will consider whether to grant the extension upon a showing of good cause. These proceedings shall include an opportunity for the student-athlete to present evidence, as well as to review the results of the drug test. The proceedings shall be confidential. The decision by the Director of Athletics or his/her designee regarding the sanction to be imposed shall be final.

ROLLINS COLLEGE DEPARTMENT OF ATHLETICS TEAM TRAVEL POLICY
- All members of the travel party must leave from campus and return to campus following the athletic event. Any deviation from this policy subjects the coach and institution to liability issues. If other travel arrangements for return to campus are desired, a parental release must be on file with the Director of Athletics and Athletics Travel Coordinator prior to departure.
- If extenuating circumstances prevent a student-athlete from traveling to an event with the team, prior to making individual travel arrangements to the event, a parental release must be on file with the Director of Athletics and Athletics Travel Coordinator prior to departure.
- All student-athletes and coaches are to stay in the same hotel and each travel party member must be listed on the hotel roster (required by law).
- To effectively deal with the liability issues regarding the travel party, the Head Coach is required to know the whereabouts of the members of the travel party at all times during the trip, including
activities not on the travel itinerary, such as dinner with parents, friends, etc. The coach should be able to contact the individual if necessary.

- During overnight trips, student-athletes are not to utilize travel accommodation services that incur an expense (e.g., phone, pay television, or room service) without receiving prior approval from the coach.
- Drinking alcohol is prohibited by all student-athletes during the entire duration (time when leaving campus until time returning to campus) when traveling for athletic activities under the sponsorship of Rollins College, the SSC, the NCAA or other appropriate athletic governing body.

DEPARTMENT OF ATHLETICS SOCIAL NETWORKING/PUBLIC MEDIA POLICY
Rollins College encourages all of its students to openly engage in free speech, including the use of social networking sites. Remember, as a student-athlete, you are viewed as a leader and role model in and out of the Rollins community. Being a student-athlete is a privilege, not a right. When using social networking/public media sites here are some cautions to be mindful of regarding your safety:

- Media, faculty, future employers and NCAA officials can easily access your profile and view your information.
- Any picture posted of you on the internet is open to the public regardless of your privacy setting. This means that any pictures could be used against you and may consequently affect your eligibility status with the College and athletics.
- Rollins student-athletes may not use any proprietary information gathered about the Rollins Athletic Department or teams.
- Rollins student-athletes may not use any of the official marks (logos, photos, word marks) of Rollins Athletics, the Sunshine State Conference and/or the NCAA.
- Use discretion when posting photos, videos, comments, especially those of a personal nature such as using tobacco, drinking alcohol, drug use, or anything of a sexual nature.
- Be mindful of the links to websites you have on your social networking site.
- Use all appropriate methods to keep your profile and personal information private to prevent stalking and/or identity theft. For example, do not post your cell phone, address, or class schedule for safety reasons.
- Consider how your content, comments, pictures, links would be viewed by your team, coach, Rollins, family, friends, and future employers. Your content/blog comments may affect your eligibility status with the College and athletics.

Identity Theft Prevention Tips (from Brevard County Sheriff’s Office pamphlet)

- Never let anyone walk away with your credit card
- Shred documents with your personal information, don’t just put in the trash or recycle bin
- Shred all cards that have a mag-stripe (for example, old credit cards)
- Shred pre-approved credit applications, credit card receipts, bills
- Remove all file sharing capabilities from your computer
- Make sure your Wi-Fi is password protected
- Remove Guest Wi-Fi
- Watch what information you post on Facebook and other social media sites
- Guard your passwords and pins closely

ACTING AS A STUDENT HOST FOR ROLLINS ATHLETICS
Rollins College strives to recruit the highest quality students-athletes available. As part of their official visit process you are an integral piece of the prospect’s visit to campus. Acting as a student host is an important service to the team and the Department of Athletics. Appropriate conduct is required of you by Rollins College, the Sunshine State Conference and NCAA. The student host, the recruit, and the coach all sign off on the Rollins College Student Host form at the beginning of an official visit. The conduct described below should also be adhered to during any unofficial visits.

- I am enrolled full-time at Rollins College. If you are a freshman, you must have been a high school qualifier.
- Only one student host per prospect may be provided a free meal if restaurant facilities are utilized.
- Only you shall be provided money with which to entertain only yourself, the prospect, the prospect’s relatives, legal guardians or spouse. Other students may assist with hosting the prospect but shall pay for their own entertainment.
A maximum of $30 per day may be provided to cover the entertainment expenses (for example, movies, bowling, Winter Park boat tour, snacks) for both you and the prospect, excluding the cost of meals and admission to campus athletic events. You may be provided with an additional $15 per day for each additional prospect entertained by you.

- I will not give cash to the visiting prospect or anyone else.
- I will not use or give the entertainment funds to purchase or provide the prospect with gifts of value (e.g., souvenirs or clothing).
- I will not use vehicles provided or arranged for by any Rollins College staff member or Tar booster/Anchor Club member of the athletics program. This includes transportation to and from the airport.
- I will not transport the prospect or friends/family/relatives more than 30 miles from campus.
- I will not and the prospect will not post pictures or blog on social networking sites of illegal activities or activities that would reflect poorly on me, the prospect, my team, and/or Rollins College.
- I will not allow recruiting conversations to occur off campus, between the prospect and Tar booster/Anchor Club member of the athletics program. If an unplanned meeting occurs, only an exchange of greetings is allowed.
- I will not and the prospect will not post pictures or blog on social networking sites of illegal activities or activities that would reflect poorly on myself, the prospect, my team, and/or Rollins College.
- I will not and the prospect will not consume alcoholic beverages during the official visit.
- I will not use illegal drugs during the official visit.
- I will not arrange sexual favors for the prospect or myself during the official visit.
- I will not allow the prospect to engage in contests of chance or gambling or sports wagering during the official visit.

**ROLLINS COLLEGE SPORTS MEDICINE**

The Rollins College Athletics Trainers and Sports Medicine Department are dedicated to the prevention, care, and rehabilitation of athletic injuries incurred by student-athletes while participating in Rollins College varsity and intercollegiate athletics.

- The Rollins College Athletics Trainers are your primary liaison to the medical community.
- **All** health problems must be channeled through the Rollins College Athletics Trainers.
- The Rollins Athletics Department will not be responsible for any medical expenses incurred without notification of the Rollins College Athletics Trainers.

**Eating Disorder Education and Awareness.** As a student and as an athlete, with the time demands of academics and athletics, you may develop unhealthy eating practices and be at risk for an eating disorder. Body composition assessments are a useful tool; however, the results must be used in a positive way to improve health and performance. The Rollins Athletics Trainers will assist in providing education and dispelling common misperceptions about body composition.

**ROLLINS COLLEGE STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)**

As a student-athlete, you may have the opportunity to represent your team and gain leadership skills as a member of the Rollins College Student-Athlete Advisory Committee (SAAC). This group plays an important role as a liaison between all student-athletes and the Athletics Department. Examples of the multi-faceted work the group accomplishes includes, giving their thoughts on NCAA legislation, affecting positive change for Rollins student-athletes, creating and organizing fundraising events for the NCAA charity, Make-A-Wish Foundation.

The Division II SAAC Mission Statement states, “The mission of the NCAA Division II Student Athlete Advisory Committee (SAAC) is to enhance the total student athlete experience by promoting opportunity for all student-athletes; protecting student-athlete welfare; and fostering a positive student-athlete image.”

**ROLLINS COLLEGE SPORT PROGRAM EVALUATIONS AND EXIT INTERVIEWS**

During your tenure as a Rollins student-athlete you will be given an opportunity to evaluate your sport experience via a survey. You are strongly encouraged to participate in this feedback opportunity as it provides the Athletics Department with valuable information to improve our programs.
Seniors are also given an opportunity and are strongly encouraged to evaluate their entire athletic experience at Rollins by participating in an exit survey.

**ROLLINS COLLEGE VARSITY AWARDS**

Typically at the end of the spring semester, on the last day of classes, the Department of Athletics, celebrates the academic and athletic successes of the student-athletes for the academic year at the Blue and Gold Banquet.

**Lettering Criteria:** A student-athlete must be a team member for the entire season to be eligible for a varsity award. Student-athletes in participating in individual sports must compete in 30% of matches or a conference/regional championship to be eligible. Team sport student-athletes must play in 50% of games. A Head Coach may send an appeal letter to the Director of Athletics for any student-athlete not meeting the established criteria due to extenuating circumstances (i.e., injury, family situation). Awards are noted below (this information could be modified at any time at the direction of the Director of Athletics):

- First year letter
- Second year shirt
- Third year blanket
- Fourth year gift determined by athletics department
- Graduating seniors who do not receive the fourth year award, receive a plaque

**Participant Criteria:** A student-athlete must be a team member for the entire season. Participants receive a certificate.

**ROLLINS COLLEGE HAZING POLICY**

Rollins College prohibits hazing. Student-athletes are expected to report incidents of hazing to their head coach or an athletics administrator or campus safety or a Rollins official.

In the State of Florida, “Hazing means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under sanction of a university or college . . . . [Hazing] shall include, but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, liquor, drug, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual, and shall include any activity which could subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which adversely affects the mental health or dignity of the individual . . . . Any activity as described above upon which the initiation or admission into or affiliation with a university or college organization is directly or indirectly conditioned shall be presumed to be forced activity, the willingness of an individual to participate in such activity notwithstanding.” [Florida Statute 240.262]

Effective July 1, 2005 - the Chad Meredith Act makes dangerous hazing a crime in Florida. The bill, named for a University of Miami freshman who drowned in a campus lake while trying to join a fraternity in 2001, makes hazing that results in serious injury or death a felony punishable by up to five years in prison, even if the victim consents. Florida is now one of eight states that makes some types of hazing a felony.

**ROLLINS COLLEGE STUDENT DISCRIMINATION GRIEVANCE PROCEDURE**

Discrimination Grievance Procedure: Student Reporting Discrimination/Harassment by Faculty or Staff - A discrimination grievance is a complaint or report of an injury, injustice or wrong in which the grounds for complaint are based on of sex, disability, race, age, religion, color, national or ethnic origin, ancestry, marital status, veteran status, sexual orientation, gender identity, gender expression, genetic information.

Rollins College is committed to creating and maintaining a community in which students, faculty, and staff can work together in an atmosphere free of all forms of harassment, exploitation or intimidation.
Specifically, every member of the College community should be aware that Rollins is strongly opposed to discrimination, sexual assault, sexual harassment and inappropriate behavior of any kind; and that such behavior is prohibited both by law and by College policy. It is the intention of the College to take whatever action may be necessary to prevent, correct, and, if necessary, discipline for behavior, which violates this policy.

**Eligibility and Time for Filing** - All students may use this procedure for discrimination related grievances by faculty or staff members, except those involving grade appeals. Student on Student sexual assault complaints are to use the policy outlined in the Code of Community Standards. Faculty and Staff must use the procedures outlined in the appropriate handbook. Grievances should be reported immediately upon occurrence of the events leading to the complaint, injury or wrong, and in any event must be reported within 180 days of such event unless the College determines that good cause for an extension has been established. However there is no time limit for invoking this policy in cases of alleged Sexual Assault. Nevertheless, students are encouraged to report alleged Sexual Assault immediately in order to maximize the College’s ability to respond promptly and effectively.

**Overview** - Many complaints can be resolved through open discussion between the parties involved. Individuals are encouraged to engage in direct consultation with each other so the problem can be solved through conciliation, if possible. An individual is in no way required to directly approach an offender, and may initiate the grievance procedure by reporting it to the Assistant VP (the AVP) Human Resources and Risk Management who is the Title IX coordinator for the College. The AVP will contact the appropriate Dean (the Dean) and appropriate Vice President (The VP). The AVP (or designee) will act as resource for the student and will take part in the investigation of the complaint. The Dean (or designee) will be involved in investigating the complaint. The AVP is also available for questions and information about discrimination and harassment.

We cannot guarantee confidentiality. However, we are very sensitive to the difficulty the complainant may have bringing this complaint forward and we will do our best to protect the privacy of the complainant. No student shall be disciplined for filing a good faith grievance or report of discrimination or inappropriate behavior.

Any student who believes that (s)he is the victim of discrimination or inappropriate behavior may elect to follow the procedures detailed below. If a student files a complaint under a procedure other than the Discrimination Grievance Procedure, (s)he cannot elect to have the same complaint heard under the Discrimination Grievance Procedure. However, if a student believes (s)he has been discriminated against on the basis of sex, disability, race, age, religion, color, national or ethnic origin, ancestry, marital status, veteran status, sexual orientation, gender identity, gender expression, genetic information during the process of a complaint other than under the Discrimination Grievance Procedure, (s)he may file a complaint under the Discrimination Grievance Procedure.

If a student exercises his/her rights to file a complaint with a government agency or files a court action, the College reserves the right to terminate the grievance process. In the event that a student has already commenced his/her grievance procedure at the time the student files a complaint with any governmental agency including a state or federal court, the student shall notify the AVP. If the College chooses to terminate the grievance process, the AVP will notify all parties involved.

**Note:** if the nature of the complaint is sexual assault the College will continue the internal investigation regardless if the student filed a criminal complaint with the police department.

**Burden of Proof** - In all cases, the burden of proof rests with the complaining party. The AVP and the Dean will be available to assist in fact finding but in no way will be responsible for proving the complainant’s charge. The determination shall be made on the preponderance of presented evidence of whether it is more likely that the allegations occurred.

**Mediation**

A. Students may elect to utilize the Mediation Program. This program is designed to help resolve disputes in a more informal way than through the grievance process. It facilitates solutions without having to file a formal grievance. A mediation does not impose any solution but helps parties reach a mutually agreed upon solution.
Mediation is a non-adversarial process that does not guarantee a resolution but is a good way to discuss disputes. Participation in a mediation process does not mean that an individual gives up any rights to file a grievance or any other formal procedure. Further, both parties must agree to mediate a dispute. No one can be forced into mediation. Mediation is not a process that imposes punishment, determines facts or decides who is right or wrong. Mediation is a process whereby miscommunication can be cleared up, individuals agree on solutions and people are empowered to make changes.

B. If Mediation between the parties is (a) not appropriate or (b) not possible, or (c) does not lead to resolution, the AVP and the Dean shall proceed to investigate the report or complaint. Mediation does not preclude the College from conducting an investigation of a complaint or taking such disciplinary action as it determines is appropriate or necessary.

Note: Mediation is not available if the student's complaint is related to sexual assault

Grievance Investigation - Both Complainant and Respondent shall have the option of assistance by an Individual of their choice from the College faculty, staff or student body during all portions of the Grievance procedure, provided that the chosen faculty, staff or student is willing to participate in the process. Third parties shall not be allowed to participate except where otherwise explicitly permitted by this policy.

When a grievance is filed (verbally or in writing), the AVP will notify the person named in the complaint ("Respondent") and provide the Respondent with the information regarding the complaint. The Respondent may submit to the AVP a written response to the complaint within five (5) working days. As soon as is practical, the AVP and the Dean, or an individual(s) appointed by the AVP, will initiate an investigation of the complaint and where possible, attempt to reach conciliation between the parties. During this period, the AVP and the Dean will have access to all information pertinent to the case, and may meet with any individual with information related to the case. Upon the conclusion of the investigation, assuming all reasonable efforts to conciliate have been exhausted, the AVP and the Dean will present a report to the appropriate VP. The Dean and the AVP shall make a recommendation for resolution to the VP who will strive to make a final determination within thirty (30) working days. All the time limits here may be extended at the discretion of the AVP.

Appeals - If the VP’s determination is not acceptable to either the Complainant or Respondent, the decision may be appealed within ten (10) working days to the VP. The VP will then convene a grievance committee.

The grievance committee shall be formed as follows. The VP, with the assistance of the AVP will select a list of 10 faculty, staff or student members. A list of these 10 individuals will be provided to the Complainant and Respondent. The grievance committee shall consist of one individual chosen by the Complainant, one individual chosen by the Respondent, and a third chosen by mutual agreement of the two parties. If mutual agreement is not reached, the VP will select the third member of the grievance committee. The grievance committee shall review the complaint, any response, any documents provided by Complainant or Respondent, and all other documents it deems appropriate. The grievance committee shall also have the option, but not the obligation, to schedule a hearing and take testimony from the parties and other witnesses. Upon conclusion of its review and/or investigation, the hearing committee will deliberate and shall make a written report, including its conclusions and recommendations to the VP. The VP shall then have the option of amending his/her determination based on the recommendations of the grievance committee. The VP determination shall then be final.

ROLLINS COLLEGE AND DIVERSITY

The Rollins College Diversity Advisory Council seeks to foster and to model a campus environment that is welcoming, safe, and inclusive to all of our administrators, faculty, staff, and students. We view differences (e.g. nationality, race, gender, age, sexual orientation, socioeconomic class, physical ability, learning styles, perspectives, etc.) not as obstacles to be overcome but as rich opportunities for understanding, learning, and growth.

In that light, we make the following ongoing commitments:
• Promote multicultural awareness, knowledge, and skills through campus-wide formal and informal training and development;
• Promote institutional policies and practices at Rollins that invite and reinforce inclusiveness;
• Provide support for marginalized faculty, staff, and students and champion recruitment and retention of faculty, staff, and students from diverse social groups;
• Provide support for programming that focuses on issues of diversity;
• Serve as advocates and active agents of social and political change consistent with the mission statement of Rollins College;
• Advise the college administration, faculty, staff, and student governance committees, and other campus groups regarding issues of diversity, inclusion, and other related issues.

NCAA CORE VALUES AND PURPOSE

THE NCAA’s core purpose is to govern competition in a fair, safe, equitable and sportsmanlike manner, and to integrate intercollegiate athletics into higher education so that the educational experience of the student-athlete is paramount.

The Association – through its member institutions, conferences and national office staff – shares a belief in and commitment to:

• The collegiate model of athletics in which students participate as an avocation, balancing their academic, social and athletics experiences.
• The highest levels of integrity and sportsmanship.
• The pursuit of excellence in both academics and athletics.
• The supporting role that intercollegiate athletics plays in the higher education mission and in enhancing the sense of community and strengthening the identity of member institutions.
• An inclusive culture that fosters equitable participation for student-athletes and career opportunities for coaches and administrators from diverse backgrounds.
• Respect for institutional autonomy and philosophical differences.
• Presidential leadership of intercollegiate athletics at the campus, conference and national levels.

NCAA DIVISION II PHILOSOPHY

Division II’s philosophy calls for a comprehensive program of learning and development in a personal setting. Division II provides growth opportunities through academic achievement, learning in high-level athletics competition and development of positive societal attitudes in service to community. The balance and integration of these different areas of learning opportunity provide Division II student-athletes with a path to graduation while also cultivating a variety of skills and knowledge for life ahead.

Division II membership institutions support the following attributes in the belief that these attributes assist in defining the division’s priorities and emphasize the division’s position within the Association: Learning; Service; Passion; Sportsmanship; Resourcefulness; and Balance. The positioning statement and the attributes shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs, initiatives and policies by member institutions, conferences and the Division II governance structure.

Division II has taken a significant step toward reform by approving a presidentially led “Life in the Balance” legislative package that streamlines seasons and reduces contests in 10 sports, including basketball.

Division II relies on a partial-scholarship model to administer athletics-based financial aid. Most Division II student-athletes finance their education through a combination of scholarship money, grants, student loans and employment earnings.
SUNSHINE STATE CONFERENCE INTRA-CONFERENCE TRANSFER RULE

Similar to most college athletic conferences, the Sunshine State Conference has a rule regarding transferring from one Conference institution to another. Please be aware that all Sunshine State Conference institutions must observe the following rule:

SSC Intra-Conference Transfer Rule (SSC Bylaws, Article 20)

“A student-athlete who transfers from one SSC institution directly to another SSC institution shall not be eligible for intercollegiate competition until that student-athlete has fulfilled a residence requirement of two full academic years (four full semesters or six full quarters) at the certifying institution. Further, a transfer student-athlete admitted after the 12th class cannot utilize that semester or quarter for the purpose of establishing residency. Any combination of collegiate attendance/non-attendance in the interim between transferring from one SSC institution to another must equal the equivalent of two full academic years. All other NCAA and SSC eligibility, satisfactory progress and transfer-rule requirements also must be met in order for the student-athlete to be certified for intercollegiate competition.”

When a student-athlete graduates from an SSC institution, they should no longer be treated as a transfer student-athlete under this rule and thus, the intra-conference transfer would not apply to them. The SSC office will keep track of how many student-athletes utilize the graduate exception and complete their masters degree or second baccalaureate degree after transferring to the second SSC institution. As such, a member institution must inform the SSC office of any student utilizing this exception. If a sport is not presently sponsored by the conference or is not an NCAA sport, the SSC intra-conference transfer rule does not apply to those student-athletes.
Appendix A

2013-14 NCAA Banned Drugs

It is your responsibility to check with the appropriate or designated athletics staff before using any substance.

The NCAA bans the following classes of drugs:

a. Stimulants
b. Anabolic Agents
c. Alcohol and Beta Blockers (banned for rifle only)
d. Diuretics and Other Masking Agents
e. Street Drugs
f. Peptide Hormones and Analogues
g. Anti-estrogens
h. 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:

b. Local Anesthetics (under some conditions).
c. Manipulation of Urine Samples.
d. Beta-2 Agonists permitted only by prescription and inhalation.
e. Caffeine if concentrations in urine exceed 15 micrograms/ml.

NCAA Nutritional/Dietary Supplements Warning:

Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff!

- 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.
Appendix A continued

2013-14 NCAA Banned Drugs
Page No. 2

Note to Student-Athletes: There is no complete list of banned substances. Do not rely on this list to rule out any supplement ingredient.

Check with your athletics department staff prior to using a supplement.

Some Examples of NCAA Banned Substances in Each Drug Class

Stimulants:
- amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen);
- methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexaneamine, “bath salts” (methedrine) etc.

exceptions: phenylephrine and pseudoephedrine are not banned.

Anabolic Agents (sometimes listed as a chemical formula, such as 3,6,17-androstrenetrione):
- Androstenedione; boldenone; clenbuterol; DHEA (7-Keto); epi-trenbolone;
- etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione;
- stanozolol; stenbolone; testosterone; trenbolone; etc.

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

Diuretics (water pills) and Other Masking Agents:
- bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid;
- spironolactone (canrenone); triamterene; trichlormethiazide; etc.

Street Drugs:
- heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (e.g., spice, K2, JWH-018, JWH-073)

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

Anti-Estrogens:
- anastrozole; tamoxifen; formestane; 3,17-dixo-ctiochol-1,4,6-tricne(ATD), etc.

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

Additional examples of banned drugs can be found at www.ncaa.org/drugtesting. Any substance that is chemically related to the class, even if it is not listed as an example, is also banned!

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.

It is your responsibility to check with the appropriate or designated athletics staff before using any substance.
Rollins College Student-Athlete Dietary Supplement Disclosure & Review Form

I, _______________________________ am taking or intend to take the following dietary supplements. I acknowledge the risk of losing my eligibility to participate in intercollegiate athletics if I test positive for an NCAA or Rollins College banned substance that may be found in any substance that I take, regardless of the reason or purpose for taking such supplements.

I acknowledge and understand that the labeling on these products can be misleading and inaccurate, and that sales personnel are neither motivated nor qualified to accurately certify that these products contain no banned substances. “Healthy” or “naturally occurring” are terms often used to market sales of dietary supplements, but do not necessarily mean they are safe.

Before taking or using any dietary supplement, I am responsible for ensuring the product does not contain any banned substance. By making this disclosure, I am requesting that these products and their ingredients be reviewed by Rollins College’s Sports Medicine staff for the purposes of determining whether they are medically safe to use and (as labeled) do not contain banned substances.

I understand that I should not take or use these products until their usage has been reviewed by Rollins College’s Sports Medicine staff. I also understand that since these products are not regulated, the label may not be entirely representative of the contents.

**Brand Name: Listed Ingredients:**

(Athletic Trainer to review, circle banned substances and notify student-athlete.)

1. ___________________________________________________________  ___________________________________________________________
2. ___________________________________________________________  ___________________________________________________________
3. ___________________________________________________________  ___________________________________________________________
4. ___________________________________________________________  ___________________________________________________________

**Signatures:**

_____________________________________________ ________________________________
Student-Athlete Signature  Date     Athletic Trainer Signature   Date
Appendix C

Rollins College Department of Athletics

Drug Testing Reasonable Suspicion Reporting Form

I. _________________________________, under the reasonable suspicion clause that is outlined in the Rollins College Drug Education and Drug Testing Policy, report the following objective sign(s), symptom(s) or behavior(s) that I reasonably believe warrant _______ Student-Athlete be referred to the Director of Athletics or his/her designee for possible drug testing. The following sign(s), symptom(s) or behavior(s) were observed by me over the past _____ hours and/or ______ days.

Please check below all that apply:

The student-athlete has shown:

_____ irritability
_____ loss of temper
_____ poor motivation
_____ failure to follow directions
_____ verbal outburst (e.g. to faculty, staff, teammates)

The student-athlete has been:

_____ late for practice
_____ late for class
_____ not attending class
_____ receiving poor grades

The student-athlete has demonstrated the following:

_____ dilated pupils
_____ constricted pupils
_____ red eyes
_____ smell of alcohol on the breath
_____ smell of marijuana
_____ staggering or difficulty walking
_____ constantly running and/or red nose
_____ recurrent bouts with a cold or the flu (provide dates ___________________)

Other specific objective findings include:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Signatures:

_____________________________ __________________________  _______
Printed Name of Staff                                      Signature of Staff                                  Date

Reviewed By:

_______________________________________________________ _____________________
Director of Athletics/Designee      Date
<table>
<thead>
<tr>
<th>Name of Counselor Consulted</th>
<th>Date Consulted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reasonable Suspicion Upheld</td>
<td></td>
</tr>
<tr>
<td>Reasonable Suspicion Denied</td>
<td></td>
</tr>
</tbody>
</table>
Appendix D

Rollins College Drug and Alcohol Testing Program
Student-Athlete Notification Form

Student-Athlete: __________________________________________________________

Student ID: ____________________________ Sport: ____________________________

Date of Notification: ____________________ Time of Notification: ________ a.m./p.m.

I, ____________________________________________, the undersigned:

Student-Athlete

acknowledge being notified to appear for institutional drug and alcohol testing and have been notified to
report to the drug and alcohol testing station at:

________________________, on ____________________ at or before ____________ a.m./p.m

I will be prepared to provide an adequate urine specimen and will not over hydrate. I understand that
providing numerous diluted specimens may be cause for follow-up drug testing.

I understand that I may have a witness accompany me to the drug and alcohol-testing site.

I understand that failure to appear at the site on or before the designated time will constitute a withdrawal
of my previous consent to be tested as part of the Institutional Drug and Alcohol Testing Consent and will
result in a penalty.

By signing below, I acknowledge being notified of my participation in institutional drug and alcohol
testing, and I am aware of what is required of me in preparation for this drug and alcohol-testing event.

Signature: _______________________________ Date: ____________________

Student-Athlete

I can be reached at the following telephone number on test day: _______________________

Institutional Representative retain top portion of completed forms

Rollins College Drug and Alcohol Testing Program

Student-Athlete: __________________________________________________________

Location of Test: ____________________ Date of Test: __________ Report Time: ________

** Report To The Test Site with Picture Identification **

DO NOT DRINK TOO MANY FLUIDS
Rollins College Safe Harbor Policy and Procedures
Acknowledgement Form

I _______________________________________ understand that, according to the
Student-Athlete Name
Rollins College’s Department of Athletics Substance Abuse Policy and Procedures, I may self-refer into
the Safe Harbor Program once during my intercollegiate athletic career for voluntary evaluation and
counseling.

I further understand that I am not eligible for the Safe Harbor Program after being informed of an
impending test, after having received notification of a positive institutional test or NCAA drug test, or
thirty (30) days prior to NCAA or Conference post-season competition.

Rollins College will work with me to provide a treatment plan which may include confidential
impermissible substance testing. I will be furnished with a copy of the treatment plan and guidelines after
an initial meeting with a substance abuse counselor to evaluate the extent of any of my substance use.

I understand that if I test positive for an impermissible substance upon entering the Safe Harbor Program,
the initial test result will not result in any administrative sanction, but may be suspended from play or
practice if medically warranted. I will be permitted to remain in the Safe Harbor Program for a reasonable
period, not to exceed thirty (30) days, as determined by the treatment plan.

If I fail to comply with the treatment plan, I will be removed from the Safe Harbor Program and my initial
Safe Harbor positive test will be treated as a first positive and subject to the sanctions as set forth in the
policy. While in the Safe Harbor Program, I will not be included in the regular random testing program,
but may be selected for drug testing by the NCAA. Upon successful completion of the Safe Harbor
program, I will be subject to additional testing for one calendar year.

The Director of Athletics, the Team Physician, the Assistant AD/Sports Medicine and my head coach or
his/her designee will be informed of my participation in the Safe Harbor Program. My assistant coach(es)
may be notified at the discretion of the head coach or designee. Other college employees may be
informed only to the extent necessary for the implementation of this policy.

Signature: ___________________________ Date: ______________
(Student-Athlete)

Signature: ___________________________ Date: ______________
(Director of Athletics/Desigee)
Appendix F

Urine Collection Guidelines for Clients

1. Only those persons authorized by the client representative and certified collector will be allowed in the collection room. The certified collector and client representative will determine the release of a selected student-athlete from the collection room prior to completing the specimen collection process.

2. Upon arrival, student-athlete will provide photo identification and/or a client representative will identify the student-athlete. The student-athlete will then print his/her name and arrival time on the Roster Sign-In Form.

3. The student-athlete will select a Custody & Control Form (CCF) from a supply of such and work with collector and client representative to complete necessary information before proceeding with the specimen collection process.

4. The student-athlete will select a specimen collection beaker from a supply of such and will be escorted by a collector (same gender) to the restroom to provide a specimen. The student-athlete will place a unique barcode onto the beaker. And then rinse his/her hands with water and then dry hands.

5. The collector will directly observe the furnishing of the urine specimen to assure the integrity of the specimen.

6. The student-athlete will be responsible for keeping the collection beaker closed and controlled.

7. Fluids and food given to student-athletes who have difficulty voiding must be from sealed containers (approved by the collector) that are opened and consumed in the station. These items must be free of any other banned substances.

8. If the specimen is incomplete, the student-athlete must remain in the collection station until the sample is completed. During this period, the student-athlete is responsible for keeping the collection beaker closed and controlled.

9. If the specimen is incomplete and the student-athlete must leave the collection station for a reason approved by the certified collector and client representative, specimen must be discarded.

10. Upon return to the collection room, the student-athlete will begin the collection procedure again.

11. Once an adequate volume specimen is provided; the collector will escort the student-athlete to the specimen processing table.

12. The specimen collector will instruct the student-athlete to closely observe the specimen processing steps and will then measure the specific gravity.

13. If the urine has a specific gravity below 1.005, no value will be recorded on the CCF and the specimen will be discarded by the student-athlete with the collector observing. The student-athlete must remain in the collection station until another specimen is provided. The student-athlete will provide another specimen.
Appendix F

14. If the urine is concentrated (1.005 SG or higher), the specimen processor will record the specific gravity value on the CCF and then measure the urine’s pH. If in range (4.5-7.5 inclusive), the specimen processor will record the pH value on the CCF in the appropriate area. If the student-athlete has a pH greater than 7.5 or less than 4.5, the specimen will be discarded by the student-athlete with the collector observing. The student-athlete must remain in the collection station until another specimen is provided. The student-athlete will provide another specimen.

15. Once the specimen processor has determined the specimen has a specific gravity above 1.005 and a pH between 4.5 and 7.5 inclusive, the sample will be processed and sent to the laboratory.

16. If the laboratory determines that a student-athlete’s sample is inadequate for analysis, at the client’s discretion, another sample may be collected.

17. If a student-athlete is suspected of manipulating specimens (e.g., via dilution, substitution), the collector will collect another specimen from the student-athlete.

18. Once a specimen has been provided that meets the on-site specific gravity and pH parameters, the student-athlete will select a sample collection kit from a supply of such.

19. The specimen processor will open the kit, demonstrate to the student-athlete the vials are securely sealed, open the plastic, and open the A vial lid. The processor will pour the urine into the A and B vials and close the lids. The specimen processor should pour urine into vials above the minimum volume level (35 mL in A vial; 15 mL in B vial) and pour as much urine as possible into vials using care not to exceed the maximum levels (90 mL in A vial; 60 mL in B vial).

20. The specimen processor will securely close the lids on each vial and then seal each vial using the vial seals attached to the CCF; assuring seals are tightly adhered to the vials with no tears or loose areas.

21. The specimen processor must then collect all necessary signatures (collector, donor, witness, and collector/specimen processor) and dates/times where indicated on the CCF.

22. The specimen processor will place the laboratory copy of the CCF in the back pouch of the plastic bag and the vials the front pouch of the same bag. The bag should then be sealed. The sealed bag with vials will then be placed in the sample box. The box will then be sealed.

23. The student-athlete is then released by the collector.

24. All sealed samples will be secured in a shipping case. The collector will prepare the case for forwarding. When two split samples are collected and packaged, care must be taken to assure one sample is placed in the shipping container for shipment to the “drugs of abuse” laboratory and one sample is placed in the shipping container for shipment to the “anabolic steroids” laboratory.
Appendix F

25. After the collection has been completed, the samples will be forwarded to the laboratory and copies of any forms forwarded to the designated persons.

26. The samples become the property of the client.

27. If the student-athlete does not comply with the collection process, the collector will notify the client representative and Drug Free Sport.