



**2007-2008**

**Piedmont College Athletics  
Student-Athlete Handbook**

Piedmont College Department of Intercollegiate Athletics  
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## **The Plan for Piedmont College**

### **Mission**

Inspired by the liberal arts tradition and a historical association with the Congregational Christian Churches, Piedmont College cultivates a diverse, challenging and caring intellectual environment to encourage academic success and spiritual development.

To accomplish this mission, the college offers a number of major fields of study that are informed by the liberal arts, including specialized professional programs and selected graduate programs. Instructional opportunities are also provided at distant locations to meet the needs of all students.

### **Introduction to Athletics at Piedmont College**

#### **Letter to the Student-Athletes**

When you decided to attend Piedmont College, you made a decision to invest in your future. As a student-athlete, you have chosen a path, which offers an excellent education, coupled with an equally excellent athletic program. This has proven to be a positive venture for many young men and women.

Your future now includes new opportunities and responsibilities. As a student you will make vocational choices, develop relationships with your peers and professors and face many academic challenges. Take advantage of the opportunity to better yourself.

As an athlete, you will receive more opportunities and inherit greater responsibilities. It is through athletics that you receive further stimulus to achieve your goals and objectives. Together, we strive for a higher level of accomplishment both in the classroom and on the playing field or court.

Our commitment is to provide you with quality coaching, excellent scheduling and a chance to learn and grow in your sport. Further, we are committed to your academic pursuits which are always our, yours, and athletics primary concern.

Your responsibility is to attend classes, study and complete assignments, take tests and pass, and to make satisfactory progress toward graduation each semester. If you can handle those requirements, then you can take on another challenge - intercollegiate athletics. You can and should succeed in both endeavors.

The following pages are in your handbook for being a student athlete at Piedmont College. Read, digest and apply these guidelines and policies to your daily routine.

Sincerely,

John Dzik  
Athletic Director

## **Piedmont College Athletic Department Philosophy Statement**

The philosophy of the Piedmont College Athletic Department is based on the belief that intercollegiate athletics are an integral part of the college's overall educational program and contribute to the complete development of its students. Because of the department's visibility, it has a unique opportunity to be a positive influence on the lives of everyone associated with the program: student-athletes, other students, faculty, staff, alumni and friends.

The top priority of the athletic program is to its student-athletes. Proper direction and motivation will help them grow academically, athletically, socially, and spiritually. The ultimate goal is to provide each student-athlete with the tools necessary to be successful in life.

A sound athletic program should benefit the institution through its effects on students, alumni and the institution itself. Specifically, it should help to maintain and improve the loyalty and the "esprit de corps" of the student body, aid in strengthening the pride and enthusiasm of the alumni, serve as favorable public relations factor, and provide the generally accepted benefits to the participants.

Standards of excellence should be maintained throughout all phases of the program of intercollegiate athletics. These standards should apply to the caliber of the ability of the participants; the qualifications for admission, enrollment, and retention of students; the number and variety of intercollegiate activities sponsored and supported by the College; qualifications of the coaching staff; the quality of equipment used; the levels of safety and concerns for the welfare of the participants.

Participation in competitive physical activities, including that offered through the intramural program, should be encouraged for each student. The more competitive and talented students may find their greatest satisfaction in participation in intercollegiate competition, but all should find athletic competition and physical exercise an important part of college life.

The College operates on the belief that all students who have special talent to contribute may be given financial aid to help further their educational ambition. This belief applies to non-athletes as well as athletes. However, no athletically related financial aid shall be given to any student. The College operates on the further belief that programs of financial aid to students, whatever their special capacities, should be administered by officials of the College according to policies and procedures established by the institution for administration of such aid.

The administration of the athletic program is the duty and responsibility of the Athletic Director who acts as an agent of the College in seeing to it that administrative decisions reflect established policy. At the same time, the Director acts as an agent of his/her staff in communicating their views to the President who reports to the Board of Trustees. The President is the campus authority responsible for integrating and implementing athletic policy matters with the policy being set by the Board of Trustees. The Athletic Director annually evaluates each sport and respective coach. The Vice President for Administration and Finance evaluates the entire program. The evaluations are then submitted to the student affairs/athletic program committee, which consists of members of the Board of Trustees. This evaluation is done twice a year, once in May and once in October.

In regard to the coaching staff, in keeping with the educational purpose of the athletic program, each coach's goals should be the total development of students and an observation of the letter and spirit of the rules and regulations of the NCAA and NCCAA.

## **NCAA Division-III Philosophy Statement**

Colleges and Universities in Division III place highest priority on the overall quality of the educational experience and on the successful completion of all students' academic programs. They seek to establish and maintain an environment in which a student-athlete's athletic activities are conducted as an integral part of the student-athlete's educational experience. They also seek to establish and maintain an environment that values cultural diversity and gender equity among their student-athletes and athletics staff.

To achieve this end, Division III institutions:

- (a) Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency (students, alumni, institutional personnel) than on the general public and its entertainment needs;
- (b) Award no athletically related financial aid to any student;
- (c) Encourage the development of sportsmanship and positive societal attitudes all constituents, including student-athletes, coaches, administrative personnel and spectators;
- (d) Encourage participation by maximizing the number and variety of athletics opportunities for their students;
- (e) Assure that the actions of coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes;
- (f) Assure that athletics participants are not treated differently from other members of the student body;

- (g) Assure that athletics programs support the institution's educational mission by financing, staffing and controlling the programs through the same general procedures as other departments of the institution;
- (h) Provide equitable athletics opportunities for males and females and give equal emphasis to men's and women's sports;
- (i) Give primary emphasis to regional in-season competition and conference championships; and
- (j) Support student-athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation in national championships, by providing all teams with adequate facilities, competent coaching and appropriate competitive opportunities.

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

### **History and Philosophy of the NCCAA**

The NCCAA was incorporated to provide a Christian-based organization which functions uniquely as a national and international agency for the promotion of outreach and ministry and for the maintenance, enhancement and promotion of intercollegiate athletic competition with a Christian perspective

Established in 1966 in Canton, OH, the NCCAA held its first basketball tournament in Detroit, Michigan, in 1968. At the initial tournament, the NCCAA adopted a constitution and voted to move the national headquarters to Chattanooga, Tennessee upon invitation of the Chamber of Commerce. In 1989, the Board of Directors voted to move the National Office to Marion, Indiana.

In 1973, the NCCAA launched into other sports developing national competition in cross country, track and field and men's soccer. Bible colleges, which had competed well against liberal arts colleges, submitted a plan to add a second division. Division II basketball was developed in 1975 for the Bible colleges (non-scholarship), along with several other sports began as follows: Division I women's volleyball, 1982; Division II men's soccer, 1984; Division II women's volleyball, 1987; softball, 1995; men's golf, 1996; women's soccer, 1998; and men's tennis, 2000.

The NCCAA game plan is to produce true winners: a game plan that will carry an individual through his or her entire life. The game plan is devised to draw out the student-athlete's greatest potential—body, mind and spirit. The game plan is catching on virtually all over the United States. Since its first tournament in 1968, the NCCAA has grown to encompass over 115 Christian colleges nationwide, both liberal arts and Bible colleges in nature. The participating schools are dedicated not only to the best athletic competition possible, but also to exemplifying Jesus Christ in everything.

The NCCAA believes:

- That athletics are a means to an end; not an end in themselves.
- That the process is as important as the performance.
- That the person (student-athlete) is more important than the program.
- Athletics in a Christian liberal arts or Bible college are unique experiences, which prepare Christian men and women for a life of meaningful work and service. The athletic experience provides a dynamic growth process for learning discipline, teamwork, leadership and mutual respect where the student-athlete and their preparation for life is more important to the coaches and the athletic administration than won-loss records and championships.

For the student-athlete who wants to be a part of a team that competes on a regional and national level but realizes the importance of his/her education within a biblical perspective and for the coach who wants his/her team to represent Jesus Christ, NCCAA is the right game plan for them.

For the spectator who wants a game that can draw enthusiastic responses, but wants to know the participating teams are living beyond the outcome of the game, NCCAA is the right game plan for them.

NCCAA: It is an organization bringing Christian colleges together not just for athletic competition. More importantly, it is an organization bringing colleges together who have common goals and perspectives in Christian higher education.

## **Piedmont College Athletic Department Goals and Objectives**

As noted earlier, the Athletic Department's top priority is the student-athletes. With this in mind, the Athletic Department undertakes the following goals and objectives:

1. The administration of athletics shall be carried out in such a manner that the educational aims of the institution shall be fulfilled. The principles and practices of the program will be consistent with the broad educational purpose of the institution and of the highest ethical and moral standards.
2. Provide the proper direction and motivation, which will help the student-athletes grow academically, socially, and spiritually. The ultimate goal is to provide the student-athletes with the tools necessary to be successful in life.
3. Create and maintain a standard of excellence within every phase of the Athletic Department. These standards should apply to the caliber of the ability of the participants; the qualifications for admission, enrollment, and retention of students; the number and variety of intercollegiate activities sponsored and supported by the College; qualifications of the coaching staff; the quality of the equipment used; and the levels of safety and concerns for the welfare of the participants.
4. Benefit the institution by providing a positive effect on students, alumni, and the institution itself. Specifically, the Athletic Department will help maintain and improve the loyalty of the student body, aid in strengthening the pride and enthusiasm of the alumni, serve as a favorable public relations factor, and provide the generally accepted benefits to the participants.

## **Student-Athlete's Responsibilities**

### **A. Image of Piedmont College Athletics**

You are now an athlete – not just any athlete, but an athlete at Piedmont College. As a collegiate athlete on this campus, your visibility is high. The expectations are not only athletic, but also in the areas of responsibility and academics. At every event across the campus and throughout our travels, you represent your teammates, your coaches, and your college. Your commitment to the program will not just be in your accomplishments on the field or court, but in the way you carry yourself in everything you do. Be proud of your college – be proud of your team and be proud of the department. Hold the honor of participating in collegiate athletics in high esteem. Remember that all eyes are on you!

### **B. Academics**

#### **1. Goals**

- a) Be committed to and have continued interest in the academic programs.
- b) Enhance the image of the college and serve the community.
- c) Obtain a GPA higher than the College average.

#### **2. Study Table**

**All freshmen student-athletes and student-athletes with a GPA lower than 2.5 are required to attend study table during the school year. Student-athletes must attend a minimum of two hours a week.** The Tutorial Center is located in Daniel Hall Room 305. All athletes must sign-in when they enter Academic Support. The College's Study Table Program is a cooperative effort between the Athletic Department and the Academic Support Office. **In addition to the study table requirements, coaches may make additional study table requirements for their athletes.** Individual tutoring appointments can be arranged for students who require additional help. Those individuals needing a tutor need to fill out a request form. It is the student's responsibility to follow up with academic support.

#### **3. Advisement**

Transition from high school to college is often difficult. The educational aspect of college very simply, cannot, and will not be taken for granted.

Academic growth is vital for success during the years a student-athlete will be enrolled. Coexistent with the process of education is the development of societal skills. Furthermore, career goals, measured in terms of intermediate interests, must be planned and developed as the student-athlete works toward a degree.

In total, the interaction between coach and student-athlete must be properly maintained in order to successfully complete the educational process. It must be stressed that education is not a terminal process. Rather, the formal environment of college is merely a foundation for the continued growth in the intellectual and societal processes. A student-athlete's education will continue after graduation, and for this reason, we must try to establish a firm base for growth.

### C. General Rules for Athletes

- a) All athletes must pass a physical exam within six months prior to any athletic participation and must satisfy the insurance requirements necessary for participation in the sport.
- b) Athletes must satisfy NCAA/NCCAA eligibility rules. Athletes must be enrolled in 12 or more hours in the semester in which they are participating.
- c) Athletes wishing to compete in the second season of a sport must be making satisfactory progress towards their degree.
- d) All athletes must be in good academic standing to participate. This means that the athlete must maintain a cumulative GPA of at least 2.0 for all classwork at Piedmont.
- e) Piedmont College is committed to developing students who excel in both academics and athletics. Class attendance is expected. Because of the amount of missed class time due to athletic travel, excessive cutting of class will not be tolerated and could result in the suspension or other disciplinary action. Students are responsible for notifying professors in advance and arranging to make up missed work if a class is missed due to regular and post-season contests. **It will be the responsibility of each coach to notify the Athletic Director of any class time that needs to be missed due to regular or post-season contests. This should be done at least one week before the class time to be missed. The Athletic Director will then notify the Vice President of Academic Affairs.** Practices, scrimmages, and off-season athletic events are not valid reasons for missing class. Students are expected to attend all classes and arrange with the coach to make up missed practice time.
- f) Athletes are expected to attend every practice, on time, unless they have a class or are ill. Athletes must notify the coach before practice if they cannot attend. Athletes must notify the coach or trainer before going to the hospital or doctor if injured as a result of practice, a game, or any other event directly related to the athletic team. It is important to take a school insurance form if going to the hospital as a result of an athletic injury.
- g) Athletes are responsible for school-owned equipment issued during the season and will be billed for equipment lost or damaged due to neglect. All athletic facilities and equipment should be treated with care and respect.
- h) Participation and membership on an athletic team include accepting the responsibility of striving hard to represent Piedmont in a manner which will cast the best reflection on the College. Athletes are representatives of Piedmont College and their teams at all times and thus, are expected to show a high degree of sportsmanlike conduct, and obey the rules and regulations as set forth in the Student Handbook. Athletes are expected to be neat, courteous, and show respect for others. Any behavior exhibiting racial, ethnic, religious, or sexual harassment is prohibited. Physical or verbal abuses of any member, guest, or host of the College (including officials, opposing teams, etc.); disruptive or disorderly conduct; and offensive or anti-social behavior will not be tolerated. The use or sale of illegal drugs is prohibited. This type of behavior will result in disciplinary action and suspension or dismissal from the team.
- i) All athletes are expected to follow the coach's instruction regarding practice, discipline, and team matters. Each student-athlete and coach have the right to appeal unfavorable decisions to the Athletic Director, the Faculty Athletic Committee, and, ultimately the President of the College.
- j) The team captain (s) shall be selected by the coach, with or without input from the team, and he/she may or may not be the same person as the Student-Athlete Advisory Committee Representative. The guidelines are flexible to accommodate the needs of the different teams from year to year.
- k) The coach has the prerogative for selecting the players who participate on a varsity team. The criteria for such selection should be clearly communicated to the students. Each coach may set forth guidelines for appropriate behavior and conduct of team members. In the case of a violation of the guidelines, the Coach initiates the dismissal procedure by consulting with the Athletic Director. Before making the final decision concerning dismissal or a team member, the coach must consult with the Athletic Director. The athlete may make an appeal to the Athletic Director if he/she chooses. The Athletic Director would then review the situation with the Coach.
- l) On or immediately prior to the first day of practice for each team, the Athletic Director will distribute the NCAA and the Code of Honor forms to all team members. Student-athletes will be ineligible for participation in all intercollegiate practice and competition until both statements are completed, signed and returned to the Athletic Director. Coaches establish a dress code when a team travels to play at another school. Coaches wish to minimize any disruptions that effect the way a team plays. Having a dress code is a way to represent the College in a positive manner.
- m) Each team will be required to participate in a service project during the off season. Participating in a service project provides students with important "real life" experiences which develop leadership, teach new skills, and foster a sense of responsibility toward the wider community. It can build community and team spirit as people learn to work together to solve a problem or address a need. Your coach will provide the details.

- n) Piedmont College and the NCAA prohibit gambling of any kind.
- o) All student-athletes must live in the residence halls except the following:
  - 1. Married, divorced, widowed students or students with dependents;
  - 2. Students living at the primary residence of their parents or legal guardian in Habersham, Banks, Hall, Rabun, Stephens, Towns or White counties;
  - 3. Students who are 21 years of age on the first day of registration for the fall term.

Any changes in the on-campus living arrangements status must be approved by the President. No student residing in a residence hall may move off campus during the regular academic year, except with a change in marital status. Certain Piedmont College scholarships require students to live on-campus and a change in status normally means loss of scholarship.

#### **D. Student-Athlete Advisory Committee (SAAC)**

##### **MISSION STATEMENT**

The mission of the Piedmont College Student Athlete Advisory Committee, consistent with the mission statements of Piedmont College, the National and the Great South Athletic Conference Student Athlete Advisory Committees, is to provide leadership for student athletes within the organizational structure of Piedmont College and to participate in community service in order to foster a positive student athlete image.

##### **MEMBERSHIP**

The membership of the Student-Athlete Advisory Committee is composed of two representatives from each team. Each member serves as a liaison between the committee and his or her individual team. All appointments to the SAAC are for one year. Members may be re-appointed up to five consecutive years of service. The Chairperson and President will evaluate the performance and commitment of each SAAC member annually.

**Qualifications:** Minimum requirements for SAAC membership are:

- Academic Eligibility
- Adherence to attendance policy
- Involvement in committee activities such as community service and fundraisers

##### **MEETINGS**

The Student-Athlete Advisory Committee shall meet once a month during the college's regular semesters (fall and spring). Additional meetings may be arranged when necessary.

Two (2) total unexcused absences will result in removal from the committee. A new member should be selected before the next monthly meeting.

Traveling for athletic contests, health, academic commitments, and practice schedules are excused absences. You must let the SAAC President know of your absence prior to the scheduled meeting.

##### **OFFICERS**

The committee shall elect one President and a Committee Board of three (3) members.

##### **Powers and Duties**

**President** – The President shall preside over all meetings and communicate regularly with the Athletic Director. It will be the responsibility of the President to work in scheduling and planning the meeting agenda with the consultation of the Athletic Director. The President will also be responsible for delegating individual duties to Committee Board Members.

**Committee Board** – The Committee Board, consisting of three (3) SAAC members, shall have duties delegated to them by the President. These duties include being an individual activity coordinator, presiding at meetings in the President's absence, and aiding in the creation of meeting agendas.

##### **VOTING**

Each team shall have one (1) vote.

A simple majority of the student-athletes serving on the committee must be present to conduct the business of the committee.

## **E. Substance Abuse Policy**

Piedmont College is committed to the health and well being of the members of its staff, faculty, and student body. As part of this commitment, Piedmont College complies with and upholds all federal, state, and local laws that regulate or prohibit the possession, use, or distribution of alcohol or illicit drugs. Violations of such laws that come to the attention of College officials will be addressed within the College or through prosecution in the courts, or both.

As administration of certain federal-funded financial aid programs for students, Piedmont College adheres to the provisions of the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendment of 1989. In addition, as administrator of certain state funded financial aid programs for students, Piedmont College adheres to Georgia's Drug Free Post-secondary Education Act of 1990. Accordingly, all Piedmont College full-time, part-time, and temporary faculty, staff, students, and employees are hereby notified of the following Standards of Conduct that Piedmont College will apply to all activities conducted of College-owned property and all other College-sponsored activities.

### **1. Standards of Conduct**

- a. The College prohibits all Piedmont College faculty/staff/students from unlawfully possessing, using, manufacturing, dispensing, or distributing alcohol or illegal drugs on college-owned property or at College-sponsored activities. Further, no alcoholic beverages shall be served or consumed on College property, with the exception of College-owned homes occupied by faculty or staff, in which locations the consumption and service of alcohol must comply with all federal, state, and local laws. No alcoholic beverages shall be served or consumed at any College-sponsored functions at which any Piedmont students are present because of their status as students. At College-sponsored functions attended by faculty and staff, alcoholic beverage service and consumption shall comply with requirements of federal, state, and local laws. In no event shall college money be used to purchase alcoholic beverages.
- b. Piedmont College expects all its faculty/staff/student to comply with any applicable state, federal, or local laws pertaining to the use, possession, manufacture, dispensation, or distribution of alcohol or illegal drugs.
- c. Piedmont College expects all College-sponsored organizations to comply with any applicable state, federal, or local laws pertaining to the use, possession, manufacture, dispensation, or distribution of alcohol or illegal drugs.

### **2. Sanctions and Penalties**

- a. College Sanctions: Any member of the Piedmont College faculty, staff, or student body who violates any of these Standards of Conduct shall be subject to corrective disciplinary action and penalties up to and including expulsion from the College academic programs, termination, or employment, and referral to the appropriate state, federal, or local authorities for prosecution in the courts.
- b. State, Federal, and Local Sanctions: In addition, depending on the nature of the crime, persons convicted of violating federal and state laws prohibiting the unlawful use, possession and distribution of illegal alcohol or drugs may face stiff sanctions such as heavy fines, incarceration for various periods of time, including life; forfeiture of assets; and suspensions or loss of drivers, business, or professional licenses.

### **3. Employee Notification of Drug-Related Convictions**

- a. In accordance with the mandates of the Drug-Free workplace Act of 1988, and as a condition of employment at Piedmont, all employees (including student-employees) will:
  - (1) Abide by the terms of this statement; and
  - (2) Notify, as appropriate, their supervisor, vice president, administrator, dean, or department head of any criminal drug statute conviction for a violation occurring in the workplace, no later than five days after such conviction. If a Federal grant is involved, the Piedmont College Office of Financial Aid must be notified immediately.

Failure to make the notification required in subparagraph (2) above within five-day time limit may result in disciplinary action.

- b. Within 30 calendar days of receiving notice of a conviction, the person notified under paragraph C.3 (a) (2) above shall consult with the appropriate personnel department of Piedmont College (the personnel department may contact the Office of Equal Employment Opportunity, as appropriate), and said person then shall:
  - (1) Take appropriate personnel action against the employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

- (2) Require the employee to participate successfully, and provide evidence of such participation, in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.

#### **4. Students Notification of Drug-Related Conviction**

- a. In accordance with the State of Georgia's Drug-Free Post-Secondary Education Act of 1990, any student who is convicted under the laws of Georgia, the United States, or any other state of any felony offense involving the manufacture, distribution, sale, possession or use of marijuana, a controlled substance, or a dangerous drug must, within five days of said conviction, report it in writing to the Piedmont College Office of Financial Aid. Any student who suffers such a conviction shall as of the date of the conviction be denied State of Georgia funds for certain types of loans, student incentive grants, or scholarships, including Georgia Higher Education Loan Program loans, student incentive grants, or tuition equalization grants. The denial of state funds shall become effective of the first day on the term, quarter, or semester for which the student was enrolled immediately following either the date of conviction or the date on which the court accepts a plea of nolo contendere or formally allows a student to receive first offender treatment. The denial of funds shall continue through the end of said term, quarter, or semester, but shall be rescinded if a conviction is subsequently overturned on appeal or through collateral relief.
- b. In accordance with the Drug-Free Workplace Act of 1988, any student who receives a federal Pell grant and who is convicted of a criminal drug offense that occurred during the period of enrollment covered by the Pell grant must report the conviction in writing to the Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., Room 3124, GSA Regional Office Building NO. 3, Washington, D.C. 20202-4571. This report must be made within ten calendar days of the conviction, and failure to report any such conviction may subject the student to suspension or termination of the Pell grant and ineligibility for other types of federal assistance.

#### **5. Health Risks of Alcohol and Drug Abuse**

- a. The scope and impact of health risks from alcohol and drug abuses are both alarming and well-documented ranging from mood altering to life-threatening, with such consequences that extend beyond the individual to family, organizations, and society at large. The College therefore conducts regular programs to educate its faculty, staff, and students that the abuse of alcohol and sabotage opportunity. Alcohol and drug abuse also may result in deterioration of physical health by causing or contributing to various diseases, illnesses, birth defects, and even death.
- b. This policy; therefore, arguments and in no way contradicts, alters, or diminishes Piedmont College rules and regulations that prohibit the possession, use, sale, gift, or other transfer of illegal drugs or of intoxicants in any form or manner on the College campus or at any College-sponsored function.

#### **6. Resources for Education, Consolation, and Counseling Programs**

The College operates several programs that provide information and professional services to its faculty, staff, and students on matters related to the abuse of alcohol and drugs. These programs provide education, consultation, assessment, counseling, and referral in a professional environment that respects individual confidentiality and integrity. The College maintains the College Health Service for faculty, staff, and students. Augmenting these formal programs is a variety of other programs and services designed to educate and assist individuals who take the initiative to help themselves. Common to all of these programs is the ethic that personal responsibility and professional guidance are keys to success.

#### **7. Distribution**

This policy and any revisions thereto, shall be distributed to all faculty/staff/students on an annual basis.

#### **8. Review**

- a. Biennial review of this policy shall be conducted by a person or persons appointed by the President.

Deans and directors of all departments and divisions will review and interpret policies and procedures relevant to this statement.

#### **9. Tobacco Policy**

Piedmont College recognizes the inherent health risks created by the use of tobacco products. In response to these apparent dangers, the use of any tobacco product by Piedmont College coaches and student-athletes during games, scrimmages or practices of Piedmont's intercollegiate or intramural teams is prohibited. The use of any tobacco product is also prohibited in all school owned vehicles. This policy is consistent not only with the College's responsibility to promote personal wellness among its employees and students, but also with the recent revision to the College's policies banning the use of tobacco on campus.

## **F. Harassment Policy**

It is the policy of Piedmont College that all employees and students should be able to enjoy a work and educational environment that is free from all forms of discrimination, including sexual harassment.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when they involve any of these conditions:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's status in a course program or an activity;
2. Submission to or rejection of such conduct by an employee or student is used as the basis for employment or academic decisions affecting that employee or student;
3. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or a student's academic performance or creating an intimidating, hostile, or offensive employment, educational, or living environment.

Sexual harassment is an unlawful practice under Federal law and is a form of discrimination that is specifically prohibited at Piedmont College. Any employee who violates this policy will be subject to disciplinary action.

## **POLICY ON GRIEVANCES OF ALLEGED SEXUAL HARASSMENT OR ALLEGED DISCRIMINATION RELATING TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, DISABILITY, VETERAN STATUS, OR AGE**

Any student, faculty member or member of the staff who believes that his or her rights have been invaded or ignored by another student, faculty member or member of the staff has the right to present a grievance to the Affirmative Action Officer of the College.

The Affirmative Action Officer, in consultation with the President or other Officers of the College, may attempt to resolve this complaint in a manner satisfactory to the grievant. If the grievance cannot be resolved, the Affirmative Action Officer in consultation with the President shall appoint a Special Grievance Committee to hear the grievance. This Special Grievance Committee shall be appointed from such members of the faculty and staff (to include the Office of Student Affairs) as well represent the interests of the grievant and the respondent. The Special Grievance Committee will hear the grievance and advise the President of its recommendation in a fair, impartial and timely manner. The President will notify the grievant and the respondent in writing of the decision.

Unsatisfied parties may appeal through the President of the Chair of the Board of Trustees who will appoint a special committee of the Board to hear and decide the grievance in a fair, impartial and timely manner. The decision of the Special Committee of the Board is final.

If the President is the respondent in any grievance, such grievance will be presented directly to the Chair of the Board of Trustees and resolved as described above.

The provisions of this policy establish the procedures required by Title VII and Title IX of the Federal Education Amendments for 1972 for processing grievances arising out of alleged discrimination on the basis of sex. The provisions are also available to handicapped employees alleging failure to comply with Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

The Affirmative Action Officer of the College shall serve as the designated person to handle grievances as required by Title VII and Title IX of the Federal Education Amendments for 1972 and in compliance with Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

It is the policy of Piedmont College that discrimination against any individual for reasons of race, color, national origin, religion, sex, age, disability, or veteran status is specifically prohibited. Any employee who believes that his or her rights

have been violated should contact the Affirmative Action Officer, Piedmont College, P.O. Box 10, Demorest, GA, 30535. (706) 778-3000.

## **F. Gender Equity**

Gender equity in intercollegiate athletics describes an environment in which fair and equitable distribution of over-all athletics opportunities, benefits and resources is available to women and men and in which student-athletes, coaches and athletic administrators are not subject to gender-based discrimination.

We at Piedmont College afford equitable treatment for male and female student-athletes in the following areas:

- The provision of equipment and supplies.
- The scheduling of games and practice times.
- Travel allowances.
- The opportunity to receive coaching and academic support services.
- The assignment and compensation of coaches and tutors.
- The provision of locker rooms, practice and competitive facilities.
- The provision of housing and dining facilities and services.
- The provision of medical and training facilities and services.
- Publicity, promotions and marketing.
- Recruiting.
- Support Services.
- Admissions and Financial Aid.

## **G. Hazing**

Hazing is defined as “any activity or action which subtly, flagrantly, recklessly, or deliberately demeans, embarrasses, threatens, invites ridicule or draws inappropriate or negative attention to a member, affiliate, and/or group, and/or attitude which implies one member/affiliate is superior to another or that membership in the group must be earned through personal services or meaningless activities. Furthermore, this definition includes any actions which result in the impairment of academic performance or causes failure to properly fulfill obligations to College sponsored groups or organizations” (Alfred University Handbook, 1999).

Piedmont College unconditionally opposes any form of hazing. Any violation of this should be reported immediately to the Dean of Student Affairs Office. Any member or affiliate who is in violation of this policy will be subject to suspension, expulsion or other disciplinary proceedings.

## **I. Awards**

At the close of each sport season, the head coach will prepare his/her recommendation for athletic awards. In making the recommendations, the head coach shall take into consideration the following points:

- (1) The student must have attended practice regularly during the season unless excused by the coach.
- (2) The student must have shown good sportsmanship not only towards his opponents, but also towards his fellow teammates.
- (3) The student should show enthusiasm and a desirable attitude.
- (4) The student must abide by the class attendance rules set forth by the College.

### **1. Player Lettering Criteria**

Recommendations are:

- (1) Cross Country: A student must participate in at least one-half of the total meets.
- (2) Golf: A student must participate in at least one-half of the total matches.
- (3) Soccer: A student must participate in at least one-half of the total games.
- (4) Basketball: A student must participate in at least one-half of the total games.
- (5) Baseball: Pitchers must participate in at least one-fourth of the total games. All others must participate in one-half of the total games.
- (6) Softball: A student must participate in at least one-half of the total games.
- (7) Tennis: A student must participate in at least one-half of the total matches.
- (8) Volleyball: A student must participate in at least one-half of the total matches.
- (9) Cheerleaders: In order to receive a certificate, a cheerleader must meet the following requirements:
  - \*Punctual attendance at drills and intercollegiate contests.

\*Cooperation with the cheerleading coach.

\*Outstanding qualities of leadership and proper deportment in leading cheers and performing stunts.

## **2. Manager / Student Trainer Lettering Criteria**

On the recommendation of the coach or Head Athletic Trainer to the Athletic Director, managers and student trainers are eligible to letter. Managers and student trainers also may receive senior awards.

## **J. Athletic Training**

### **1. Training Room Hours**

The training room will be open Monday through Friday, 9:30 a.m.-11:30 a.m. and from 1:30 p.m.-6:30 p.m. Weekend hours will be as necessary.

### **2. Training Room Rules**

- Report all injuries and illnesses immediately to the athletic trainer, no matter how minor.
- You must have medical insurance and a pre-participation physical exam in order to participate.
- The athletic trainer must make all physician referrals, unless it is a life-threatening situation.
- Only the athletic trainer or team physician may make referrals for a second opinion.
- Appropriate dress is required in the training room at all times. Shorts and t-shirts must be worn.
- All outdoor sports teams must take their cleats off before entering the building. They must also remove their turf shoes before entering the training room.
- No loitering in the training room. Those not receiving treatment will be asked to wait outside.
- No profanity.
- No tobacco products.
- Rehabilitation will be done during non-peak hours only. Peak hours are from 2:00-4:00.
- Pre-practice taping begins at 1:30 p.m. – Get in as soon as possible.
- If you are told to come in for treatment of any kind and you fail to show up, your coach will be notified.
- Leave all gear in the hallway or on the shelves at the entrance.
- You are not allowed to use the phone in the training room without permission.
- You are not allowed to use the computer at all.
- You must sign in when you receive treatment.
- Treat all student workers with the utmost respect. They are there to help you and you are privileged to have their assistance.
- DO NOT touch any training room equipment unless instructed to do so. This includes the radio; do not touch the volume.
- Keep beverages off the equipment tables.
- The training room will never be an excuse for tardiness to practice. It is your responsibility to get in as early as possible for treatment.

### **3. Physical Examinations**

Pre-participation exams for all student-athletes will be the responsibility of the student-athlete. A physical is required before an athlete may participate in any athletic event or practice.

### **4. Medical Expenses and Insurance**

All medical appointments will be made through the Training Room. Student-athletes are required to have primary insurance coverage, with the College's Athletic Accident Insurance serving as the secondary insurer for any residual bills. The Athletic Accident Insurance covers only accidents that occur as a direct result of participation in intercollegiate sponsored activities.

Any injury or illness that results in the student-athlete seeing the team physician or visiting the hospital, the student-athlete is required to complete an Excess Medical Coverage form (Appendix E). This medical form can be obtained from the Athletic Trainer.

### **5. Athletic Injury Procedure**

Report all injuries immediately to a trainer. In the event the injury requires evaluation by doctor, the appointment will be made through the Head Athletic Trainer. The Athletic Trainer, in conjunction with the team physicians will make all decisions on the athlete's physical status.

## 6. Athletic Medical Records

An accurate and up-to-date medical file will be maintained in the Athletic Training Office on all athletes during their competitive years for Piedmont College. In this file will be kept injury reports on each recordable injury, daily treatment logs for each injury, physical examination forms, medical history reports, surgical reports, doctor's office notes, insurance information, etc. Upon the completion of competition, the personal files will be kept for a period of no less than five (5) years.

## 7. Sports Coverage

The training staff will attempt to have student trainers at all practice sites. The training room will be open and staffed for all practices. The staff will cover all home intercollegiate contests.

## K. Student-Athlete Drug Testing-Policy

According to NCAA Division-III regulations, student-athletes must sign a drug testing consent form each academic year at the beginning of the school year in order to be eligible to participate in NCAA tournaments. Student-athletes are also subject to the drug-testing program of Piedmont College.

Student-athletes must sign the Piedmont College drug testing consent form at the beginning of the year. The forms are kept on file in the office of the Athletic Director.

Student-athletes may not participate in their sport(s) if the form is not signed by the required date. Should a student-athlete selected for a drug test refuse to take the test, he/she immediately becomes ineligible to participate in intercollegiate sports at Piedmont College.

Drugs banned by Piedmont are the same as those banned by NCAA. For a complete list of banned drugs, go to [www.ncaa.org](http://www.ncaa.org); click on Rules and Eligibility; click on Drug Testing; then click on Banned Drug List.

No less than 10 percent of the student-athletes by individual sport may be randomly tested each year in the fall or spring semesters. Individual students may also be tested or re-tested on the basis of "reasonable suspicion." Reasonable suspicion may include indications of the chronic and/or withdrawal effects of prohibited substances or alcohol in any of the following:

- Reduced quality of academic or athletic performance
- Patterns of unexcused absence from academic classes or athletic meetings
- Inability to get along with others; excessive withdrawal or isolation
- Frequent tardiness to academic classes or athletic meetings
- Decreased manual dexterity
- Impaired short-term memory
- Period of unusual hyperactivity, irritability or drowsiness
- When an administrator, coach or support staff has suspicion through the sense of smell, sight or sound or
- Presence or possession by a student-athlete of controlled drugs or drug-related paraphernalia

Students who are selected for random drug testing or "reasonable suspicion" as defined above will be notified by a member of the Athletic Department staff in person, along with procedures and guidelines to be followed in taking the test. Students for random drug testing will be determined through procedures and guidelines established by the Athletic Director, Athletic Trainer, and coaches and approved by the faculty representative who will be present when such random selections are made. Students who are tested for "reasonable suspicion" will be selected by the respective coach in consultation with the Athletic Trainer and Athletic Director.

A student-athlete who tests positive may be subject to dismissal from the college or at least shall be ineligible for all regular-season and post-season competition during the time period ending one calendar year after the student-athlete's positive drug test. Should a student-athlete choose to challenge the results of the test, the same specimen and same lab conducting the first test must be used for a second test and must be challenged within a three-day period.

Results of all drug tests will be provided to the Athletic Director who will arrange with the coach, Head Athletic Trainer, and the student a time for meeting in order to go over the test results and provide a copy to the student. Students will not be allowed to appeal the results of the test *except as described above*. No athletic department staff persons may discuss or allude publicly to any information contained on the test, other than discussing the results with an individual student as described above. The test results

will be kept on file in the office of the Athletic Director for a period of five years or until the student graduates or leaves Piedmont College.

A student who tests positive shall also remain ineligible until the student athlete tests negative at his/her expense within two weeks of being eligible for re-instatement to the team(s). This test, if positive, will make the student-athlete ineligible to further compete in any intercollegiate sport(s) at Piedmont College.

Students are encouraged to refer themselves to counseling services if they think they may have problems associated with drug or alcohol abuse. Since the college's counseling services are confidential, the athletic department and/or coaches will not be notified if a student-athlete seeks counseling and treatment, and there will be no repercussions to the student-athlete regarding their continued participation in his/her respective sport(s).

The athletic department strongly encourages student-athletes to communicate with the coaches, assistant coaches, or athletic training staff if they have concerns regarding drug and/or alcohol abuse.

### **Procedures for Drug Testing**

**Notification** – A random selection process will be used by the Athletic Department for each test. The Director of Athletics will notify coaches of the persons associated with their teams who have been selected. On the day of the test, a member of the Athletic Department staff will notify in person the individual(s) to be tested. At the time of notification, the coach will have the student-athlete sign a notification slip. The individual will receive a duplicate of the slip as a reminder to be present for the test later that day.

**Collection of Samples** – All collection will be conducted by the Habersham County Medical Center in Demorest, GA. Each individual being tested will be required to present his/her student I.D. for admittance to the drug screening within a set time period set by Piedmont College. Once the specimen is collected, the individual will seal and sign over the container to the Habersham County Medical Center staff. A chain of custody is established for all specimens collected. The specimen will be sent to Quest Diagnostics in the Atlanta DHHS Certified Laboratory and signed off by a certified scientist. The laboratory will begin to test specimens within a 24-hour period; results will be reported in three to four days to the Athletic Director.

### **L. Total Fitness Rules and Regulations**

All members must check in at the front desk each visit by swiping card or signing in on the appropriate sheets.

#### **ATTIRE**

Members and guests are required to wear shirts and shoes at all times. Thong leotards are not permitted. Athletic shoes must be worn on the basketball court, walking track and fitness center area at all times. Open toed shoes are not permitted.

#### **CARDIVASCULAR EQUIPMENT**

Please adhere to a 30-minute time limit during busy times, and 20 minutes on elliptical machines.

#### **EQUIPMENT**

Please do not use equipment unless it is in your program. If you would like to try a new exercise, please ask one of the staff for instruction.

#### **FREE WEIGHTS**

Please do not drop weights on the floor or bang dumbbells together. Replace all weights and plates on racks when finished. The club does not provide spotters.

#### **FREEZING YOUR MEMBERSHIP**

You may freeze your membership when you are unable to use the club (out of town, medical problems, etc.). The minimum freeze is one month; the maximum is six months for medical problems or when you are out of town, or three months otherwise. You must notify us seven days prior to the first of the month. These months are added to the end of your membership agreement. Freezes are not retroactive and no credit is given for dues already paid.

#### **GUEST POLICY**

Guests receive two free visits and must register at the front desk. We do not offer drop in visits. A parent or guardian must accompany all guests under age 18 during the entire visit. Proof of age is required.

#### **LOCKERS AND TOWELS**

Please bring a lock to secure your items. Lockers are for day use only; please remove your lock when you leave. Towels are available at the front desk. **Please remember to dispose of your towel in the towel bins provided. Do not take them with you.**

#### LOST & FOUND

Total Fitness is not responsible for lost or stolen items. All valuables found by Total Fitness are kept at the front desk. Other items go in "Lost & Found" for one week.

*The owners and management of Total Fitness are committed to maintaining an environment entirely free from discrimination or harassment. We ask that you conduct yourself in an appropriate manner at all times. We reserve the right to expel any person or cancel any membership of anyone who does not adhere to club policies or displays inappropriate behavior.*

**PIEDMONT COLLEGE ATHLETIC DEPARTMENT  
EMERGENCY ACTION PLAN**

Emergency situations can arise at any time and in any sport, no matter how safe the sport may seem. Due to this, all those involved in the sport and care of the athletes should be familiar and comfortable with the emergency action plan. The Piedmont College Athletic Department Emergency Action Plan addresses the procedures to be followed in the event a medical emergency occurs involving a student-athlete or Piedmont College Athletics staff member. When put in motion, the plan should run as smoothly and quickly as possible.

The following general steps should be followed in the event of an emergency involving a student-athlete or athletics staff at any venue.

**Step 1:** Examine the scene for safety.

Examine the victim for:

- Level of consciousness
- Airway
- Breathing
- Pulse/Circulation
- Observe for type of injury: obvious deformity, excessive bleeding, etc.

**Step 2:** *Call 911*

Tell the dispatcher the following:

- Number of victims
- Victim's level of consciousness
- Victim's mechanism of injury
- Location of injury
- DO NOT HANG UP until the dispatcher tells you to Call Campus Security (706-776-0105) and inform them of the situation and location
- Campus Security is responsible for meeting and escorting the ambulance personnel to the victim.

If necessary, assign someone to call the Athletic Training Staff (706-778-8500 ext. 1204) and notify them of the situation and the steps already taken.

**Step 3:** Perform necessary first aid, CPR, etc.

**NOTE:** If deemed necessary, assign someone to retrieve an automated external defibrillator (AED) unit from the nearest site.

**AED Locations:**

1. Athletic Training Room
2. Campus Security vehicle
3. Johnny Mize Athletic Complex Total Fitness Center

**Step 4:** When the ambulance arrives, let the EMS personnel assume responsibility.

If known, provide the following information:

- Person's name and age
- Primary complaint/injury
- Relevant findings: loss of consciousness, obvious fracture/deformity, vital signs
- Any relevant medical history
- Allergies
- Medications currently being taken
- Assistance as needed
- Any necessary paperwork (authorization, insurance information)

**REMEMBER:** Observe the individual's confidentiality and do not speak to anyone about the incident that is not directly involved in his/her care.