



Student-Artist-Athlete Handbook

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Savannah College of Art and Design

Student-Artist-Athlete Handbook

This handbook is intended to provide student-artist-athletes with specific information that will assist them in their academic and athletic pursuits while at the Savannah College of Art and Design. It is not meant to replace any other documents pertaining to their enrollment at the college. In all matters, student-athletes should consult their student handbook and college catalog for appropriate responses to questions regarding the academic and developmental programs of the college.

Student-athletes are expected to adhere to all college policies and to abide by all state, local and federal laws at all times. While competing, traveling, or attending class, student-athletes should consider themselves ambassadors of the college and the department of athletics, and conduct themselves appropriately. Failure to meet these expectations may result in disciplinary action leading up to dismissal from the team and from the college.

The Savannah College of Art and Design is a member of the National Association of Intercollegiate Athletics. SCAD fields intercollegiate teams for men and women in soccer, golf, cross country, equestrian, lacrosse, swimming and tennis. The department of athletics also supports fencing as a club sport.

MISSION STATEMENTS

The Savannah College of Art and Design exists to prepare talented students for professional careers, emphasizing learning through individual attention in a positively oriented university environment.

The department of athletics at the Savannah College of Art and Design exists to provide students with opportunities to enrich their college experience through intercollegiate sports in a positive environment.

The purpose of the NAIA is to promote the education and development of students through intercollegiate athletic participation. Member institutions, although varied and diverse, share a common commitment to high standards and the principle that athletics serve as an integral part of education. The NAIA embraces the concept of the student and recognizes the importance of the individuality of each member institution, the value of the conference and regional structures, and the benefits of membership in a national association.

ELIGIBILITY

All full-time undergraduate students making satisfactory academic progress and in good academic and financial standing with the college are eligible to try out for intercollegiate sports. Limited opportunities exist for graduate students.

To be eligible for competition, a student must conform to the following regulations. For a complete listing of eligibility requirements, see the athletic director.

1. The student must be enrolled in at least 15 hours at the time of participation, or if the participation takes place between terms, the student must have been identified with the institution the term immediately before the date of participation.
2. After completion of the third quarter of attendance and from then on, a student must have accumulated a minimum of 36 credit hours in the three immediately previous terms of attendance.
3. The student must be making normal progress toward a recognized degree and maintain the minimum grade point average as defined by the institution and the NAIA.
4. Upon reaching junior standing a student must maintain a cumulative GPA of at least 2.0.

5. To participate in a second season in a sport, a student must have accumulated and/or transferred in at least 36 hours.
6. To participate in a third season in a sport, a student must have accumulated and/or transferred in at least 72 hours.
7. To participate in a fourth season in a sport, a student must have accumulated and/or transferred in at least 108 hours.

Prior to participation in intercollegiate competition, attendance at athletic orientation is required for all (new and continuing) student-athletes. Pertinent information and required forms will be distributed. Each student-athlete will receive information regarding NAIA policies and regulations, the Student-Athlete Handbook, *SCAD Athletic Department Eligibility Forms*, and various NAIA and SCAD forms. Students will be required to:

1. Submit information relating to eligibility
2. Give written consent to disclose education records to authorized representatives
3. Acknowledge SCAD athletics drug testing policies
4. Complete transfer-student forms if necessary.

Failure to complete and sign these statements annually may result in ineligibility for participation in all intercollegiate competition.

Students are responsible at all times for knowing their scholastic standing and for fulfilling all requirements of the college by referring to published academic policies, regulations and standards and by consulting with the appropriate dean or department chair. It is the student's responsibility to ascertain and meet course requirements, prerequisite requirements, graduation requirements, appropriate course sequencing, and any other requirements of the college.

Student-athletes who complete a fulltime load and earn a quarterly GPA between 2.0 and 4.0 are considered to be in satisfactory academic standing. Completing less than 15 hours or earning below a 2.0 is unsatisfactory. Student-athletes who complete less than 15 hours and/or earn a GPA below 2.0 any quarter will be placed on athletic academic probation. If a student-athlete completes less than 15 hours or earns less than a 2.0 for two consecutive quarters – regardless of cumulative GPA – he or she will be ineligible the following quarter and will remain ineligible until he or she completes a full class load with a 2.0 or higher. Once a 2.0 or higher is earned, while carrying a fulltime load, the student-athlete will be considered in satisfactory standing and regain eligibility, provided the student-athlete's *cumulative* GPA is 2.0 or higher.

Any appeals to academic eligibility decisions and/or GPA requirements should be directed, in writing, to the athletic director.

Transfer Students

(NAIA Handbook ARTICLE V, Section G)

1. A student previously identified with in institution of higher learning (two or four year), who then transfers to a member college or university must complete the Official NAIA transfer Player Eligibility Statement.
2. A student becomes identified with an institution upon enrolling in nine or more institutional credit hours at a single institution in any given term and attending any regularly scheduled class (excluding summer term).
3. A student who has participated in an intercollegiate contest at the immediately previous four-year institution and who then transfers to an NAIA member institution shall be required to be in residence for a period of 16 calendar weeks before being eligible for the sport previously participated in at the four-year institution. A student who has not participated in an intercollegiate contest at the immediately previous four-year institution is not subject to the residency period in that sport.

Some exceptions to the residency regulation:

- a. A junior college transfer who graduates from a junior college with a two-year degree as specified on the junior college transcript and who has been identified with the junior college for at least one full term

(excluding summer term) immediately preceding graduation shall have the 16 weeks residency requirement waived.

- b. A transfer student who has participated in a specific sport at the immediately previous four-year institution but has not competed in that sport (while remaining identified with the immediately previous four-year institution) for a minimum of one calendar year immediately prior to transferring to an NAIA institution shall have the residency requirement waived.
- c. A transfer student who has participated in a specific sport at the immediately previous four-year institution shall have the residency waived for participation in that sport provided the student has a cumulative minimum overall GPA of 2.000 from all previously attended institutions of higher learning and receives a release from the athletic director at the immediately previous four-year institution.
- d. A student who has participated in a sport at the immediately previous four-year institution and after such identification does not attend any institution of higher learning and remains out of school for at least three full quarters (or equivalent) following the term in which the student was last identified shall have the residency requirement waived upon enrollment and identification with a member institution.

STUDENT-ATHLETE CODE OF ETHICS

Student-athletes are representatives of the institution and should conduct themselves accordingly. They are often the most visible individuals the general public associates with the institution. The student-athlete should:

1. Maintain good academic standing
2. Exhibit the highest ideals of sportsmanship on and off the court and field of play
3. Understand the overall philosophy of the institution and its athletic programs
4. Be enthusiastic and punctual for all practices, contests, and other team functions
5. Be responsible for all equipment and supplies issued
6. Treat visiting teams and officials with respect
7. Avoid the use or possession of any steroids, narcotics or dangerous drugs as designated by the NAIA (with the exception of those prescribed for the student-athlete by a licensed physician)
8. Understand that the use of tobacco at athletic functions is prohibited by NAIA rule
9. Understand that the use of or possession of alcoholic beverages at the site of an athletic competition, a formal team function, or while traveling with an athletic squad is prohibited

Behavior that is not in accordance with such rules may result in suspension or expulsion from intercollegiate athletic participation.

MISCELLANEOUS POLICIES

Profanity

The use of profanity by SCAD athletic department personnel and SCAD student-athletes is prohibited. Head coaches shall inform their student-athletes of this policy and implement clearly defined team sanctions for any departure from this policy by members of their team.

Hazing

The Athletic department will not tolerate any type or degree of hazing. For the purposes of this policy, hazing is defined as any action taken or situation created as part of initiation to or continued association with a team, which produces or could be expected to produce mental or physical discomfort, harm, stress, embarrassment, harassment, or ridicule. This applies to behavior on and off college/athletic premises.

Head coaches will be expected to convey and enforce this policy to their teams. Any violation should be reported to the athletic director.

Social Networking Websites

Our main concerns regarding the usage of social networking sites are your personal safety and the integrity of SCAD student-athletes. Potential employers, clients, and family members can -and do- access your site – consider what will they learn about you. Your personal integrity and safety are at issue. This information, once posted to the web, is no longer private and can be utilized by anyone with internet access.

In addition to concern about your personal well-being is the protection of the image of SCAD, SCAD Athletics, and you, the student athlete. While these sites are your “personal” space, please remember that any information posted on-line becomes part of the public domain and therefore you forfeit any right to privacy. The pictures, blogs, and comments you post today may be archived forever and can be accessed by virtually anyone.

The university does not regularly monitor social networking sites; however, please be advised that staff are often made aware of their content. Student-athletes are encouraged to review their personal web presence and reassess content.

Basic guidelines for consideration are:

- never post personal address or residence hall location;
- avoid posting personal and cell phone numbers;
- do not make references to alcohol or drugs in photos, blogs, personal information, etc.;
- do not post explicit pictures;
- do not post negative references to your teammates, coaches, athletic administration, SCAD faculty/staff, or the college itself;
- logos and pictures posted on www.scadathletics.com are copyrighted and should not be used without expressed written permission;
- do not post references to infractions of team rules;

If a SCAD student-athlete posts any of the above mentioned items, violates, or appears to violate, college policy, team policy, or local, state or federal law, disciplinary action will be taken.

Away Travel

Student-athletes must utilize team transportation to and from all ‘away’ competition. No student-athlete may take alternative or personal transportation. The only exception being for travel with a parent/guardian provided a written release relieving SCAD of any and all liability in case of an accident has been submitted to the athletic director **at least twenty-four (24) hours prior to departure** from SCAD. Any permission granted to travel apart from the team should be considered a special circumstance and not viewed as precedent for future travel.

“Red Shirt”

The NAIA does not utilize or recognize the term “Red Shirt”. A player is either eligible to compete and is certified as such or not eligible to compete thus not listed on certification rosters submitted to the NAIA. For internal purposes we shall utilize the term “Red Shirt” to distinguish a player that actively participates with a team, but does not represent the team or the college against any other team/institution at any point during the year.

“Red Shirt” players may practice with a team, receive gear, and take part in team activities. “Red Shirt” players, however, may not travel to away games unless in a managerial capacity. “Red Shirt” players should never wear a team uniform when attending home or away competitions.

Grievance Procedure for Student-Athletes

The following procedures have been established to help guide a student-athlete through a potential grievance with an Athletic Department staff member, so that the matter may be settled in an expedient and professional manner:

1. The student-athlete should meet with the staff member with whom he/she has a grievance.

2. If the grievance is not resolved to the satisfaction of the student-athlete, the student-athlete should write a statement in full detail about the grievance and submit that statement to the athletic director. The athletic director's office will then set up an appointment between the student-athlete and the AD.
3. After the first meeting between the student-athlete and the athletic director, a second meeting may be called to include the person against whom the grievance has been filed.
4. If student-athlete still feels dissatisfied with the outcome of his or her appeal, a statement may be submitted to the vice president for student success. The vice president will respond to the student and may subsequently call for a meeting with any or all of the aforementioned parties.

If the student needs assistance in navigating any portion of this appeals process, they are encouraged to contact the office of the ombudsman.

Athletic Scholarship Appeals

An appeal process has been developed in the event a student-athlete is dissatisfied that his or her athletic scholarship has been reduced or removed.

If a student-athlete decides to pursue an athletic scholarship appeal, a formal letter of appeal must be submitted with any and all supporting documentation to the athletic director within 30 days of the offer. Upon receipt of the letter, the athletic director will make the applicable head coach aware of the appeal then schedule a meeting to convene within 10 business days (committee members schedules permitting) but no later than 20 days. An acknowledgement letter will then be sent to the student-athlete and his or her head coach stating the day and time of the appeal meeting. The athletic director will also submit copies of the appeal letter and any supporting documentation to the appeals committee for review prior to the meeting.

To ensure a non-partial ruling, the committee will be made up of non-athletics college staff members (athletic director to serve in an advisory capacity). During the appeals meeting, the student-athlete will state his or her case to the committee followed by the coach. Both parties will address the committee independently and neither party may be accompanied by any other persons. (No parents, assistant coaches, attorneys, teammates, etc.) Attendance is mandatory, however, under extenuating circumstances a conference call may suffice in place of personal attendance. If attendance is not possible, a conference call must be pre-arranged. After the appeals meetings, the committee will rule on the case. The appeals committee will make one of two choices: allow the athletic scholarship offer to stand as is, or award the student-athlete the grant-in-aid amount offered the previous academic year.

All decisions regarding athletic scholarship appeals will be made in writing to the student and head coach no later than five business days following the appeals meeting. All decisions made by the athletic scholarship appeals committee are final.

STUDENT-RELATED DISCIPLINE

All student-athletes are subject to the rules and guidelines specified in the SCAD Student Handbook and the policies of the Code of Student Conduct, as well as any policies related to student-athletes living in the residence halls and all local and federal laws. It is the responsibility of each player to familiarize themselves with the policies of the SCAD Student Handbook, the Code of Student Conduct and the residence hall license agreement. Questions regarding these policies should be directed to the athletic director or the dean of students.

Head coaches are the primary disciplinarians for team infractions. Examples of these infractions include, but are not limited to tardiness, breaking team rules, absenteeism, etc. Head coaches are required to provide all players with copies of team rules on, or before, the first official practice of the season.

Team Rules

Student-athletes have a responsibility to adhere to team rules as provided by the head coach Athletics administrators. The rules are important and can affect the status of a student-athlete, i.e., suspension or dismissal from the team.

Appeals

Student-athletes may appeal team related discipline (infractions of team rules) in writing to the athletic director. The student-athlete will then have the opportunity to meet with the athletic director and his/her coach regarding specific concerns.

The appropriate college official, as outlined by the Code of Student Conduct, handles discipline associated with non-team related infractions.

DRUG AND ALCOHOL POLICIES

The Savannah College of Art and Design is in full compliance with the Drug-free Schools and Communities Act Amendment of 1989 (Public Law 101-226) and is committed to a program which discourages the illegal use and abuse of alcohol and controlled substances by students and employees.

The Savannah College of Art and Design prohibits the unlawful possession, use, manufacture, distribution or dispensing of alcohol or controlled substances by students or employees in college buildings, on grounds or property, or as part of any college activity. Any full or part-time student or employee found in violation of said policy will be subject to disciplinary action in accordance with the policies and laws of the College, City of Savannah, the State of Georgia and the US Federal Government.

Controlled substances include but are not limited to marijuana, cocaine, cocaine derivatives, heroin, barbiturates, LSD, PCP, amphetamines, tranquilizers and inhalants. Students and employees are to be made aware that illegal manufacture, possession, use, distribution or dispensing of controlled substance may subject individuals to criminal prosecution.

Sanctions

Any SCAD student-athlete found on college property or at any college event using, possessing, manufacturing, distributing, or dispensing alcohol or controlled substances is subject to disciplinary action. Head coaches will report all violations to the Athletics administration. All violations will then be handled on an individual basis. Disciplinary action includes, but is not limited to, reprimand, probation, suspension and expulsion. The college has an established Chemical Abuse Education Program in place. Students may be required to attend the program coordinated through the office of student services. The college may also require, as part of the discipline action, that the student-athlete receives treatment by a college designated professional at the student's expense.

In addition to college sanctions, the department of athletics requires that any student-athlete found in violation of the college drug policy be suspended from practice and competition until such time as the Athletics administration and/or the director of student conduct has rendered a decision of the case. The student-athlete also may be required to attend a substance abuse education program, or complete a substance abuse assessment. The coach and Athletics administration may levy additional sanctions.

Failure to comply with college requirements is justification for immediate dismissal from the college.

Student-athletes may be tested for banned substances in and out of playing seasons. The department of athletics will impose sanctions. Please be aware that a test result reported as a "dilute specimen" will be retested at the earliest convenience for all. If second result is also a "dilute specimen" then it will be considered a *positive test result*.

ACADEMICS

Academic Advisement

Academic advisement is *mandatory* for all first term SCAD students – freshman and transfer. Freshmen are required to continue seeing their student success adviser **every quarter**, until they officially declare a major at the office of the registrar or the office of student success and advising. Your advising appointment is set for you the first quarter – however, it is your responsibility to contact the office of academic advising (912.525.5820) subsequent quarters to arrange an appointment. Failure to meet with your success adviser **will** delay your registration process; therefore it is suggested you contact them early each quarter.

The office of student success and advising at the Savannah College of Art and Design employs advisers dedicated to supporting all students in attaining personal success in their academic endeavors. The SCAD athletics department is committed to supporting its student-athletes in attaining personal success in academics as well. We recognize the many pressures placed on student-athletes dealing with academics, athletics and personal growth.

Registration for Classes

Student-athletes are permitted to register early to assist them in obtaining class times that do not conflict with practice and game times. The dates of early registrations will be announced by the coaches and will be available in the office of athletics. *It is the responsibility of the student-athlete to get early course advisement and to register in a timely manner.* Once a class is full, options are very limited and it is the student's responsibility to make necessary arrangements. Student-athletes are permitted to begin registration with the senior class.

Dropping a Class

Once a student-athlete has been advised and registered for classes, adjustments to their schedule *should not* be made without careful consideration **and** consultation with a coach and/or the athletic director. Care must be taken to assure that adjustments do not result in loss of eligibility to participate in sports or in loss of financial aid. The final decision should always consider the student-athletes best academic interest.

Absentee Policy

Regular class attendance is vital to academic success. Student-athletes are expected to attend all scheduled classes, additional classes deemed necessary by the professor, examination periods and field trips. Student-athletes are not permitted to miss class for practice. Coaches post practice times early in advance of registration for classes. It is the responsibility of the student-athlete to obtain class times that do not conflict with practice times. The accumulation of over four absences in a course will result in a grade of "F" for the course. Arrangements for taking exams or completing work assignments affected by team travel are the student-athlete's responsibility. Professors are aware of the problems involved in scheduling athletic competitions and are usually willing to provide some flexibility. This is at the professor's discretion. Any requests for special considerations should be made in advance. It is imperative that student-athletes communicate with their professors to avoid problems

Academic Appeals

Academic policy appeals are written student requests for exceptions to the college's academic policies or students' requests to review academic decisions. Student should address all academic policy appeals to the chief academic officer via email to academicappeals.scad.edu. Appeals must be made within 30 calendar days of notification of the action or decision. A decision from the vice president for academic services regarding the appeal is made in writing to the student within 30 calendar days following receipt of the appeal or receipt of additional information. The decision is final.

More information about academic appeals can be found in the Complaints and Appeals Policy, available at www.scad.edu/policies.

ACADEMIC ACCOUNTABILITY

In recognition of the delicate balancing act the SCAD student-athlete must face between academics and athletics, the athletics department has instituted an Academic Accountability Program. This comprehensive program exists to provide both structure and accountability for the student-athlete in their pursuit of artistic and academic excellence.

While promoting and encouraging academic achievement, we feel it is important for the student-athlete to take responsibility for his or her own success or failure in the classroom. To that end, we have constructed a flexible program allowing the student-athlete the ability to study at their convenience while also holding them accountable for their study time.

Who must participate in the Academic Accountability Program:

- All first quarter student-athletes – one quarter minimum.
- All student-athletes with a sub 2.5 cumulative GPA – until cumulative GPA is 2.5 or higher.
- All student-athletes with a sub 2.0 quarterly GPA – one quarter minimum, unless at midterm grades are 2.5 or higher.

Time requirements for the Academic Accountability Program:

- 6 hours/week

What counts as Academic Accountability hours:

- Organized team study halls at home or on the road – verified by your coach.
- Individual study in academic SCAD buildings (designated each quarter) – professor or academic department representative verification required.
- Optional study sessions offered by your professors – professor verification required.
- Tutoring with a professor or at a tutoring session set up through the Learning Assistance Hive – tutor or professor verification required.
- “Study Skills Assessment” and any necessary follow up through the office of Student Support Services – verified by student support services staff
- “Time Management/Organizational Skills” workshop –workshop offered through the office of student support services - verified by student support services staff
- Meetings with a student success adviser – each meeting may count for one hour of Academic Accountability – maximum of one hour per quarter – success adviser verification required.
- Various academic enhancement programs sponsored by the university (i.e., the Writing Center, provided the student-artist athlete schedules an appointment. The Writing Center will not sign off on forms if the student-artist-athlete fails to make an appointment.)

*What **does not** count as Academic Accountability hours:*

- Studying in your dorm room or apartment.
- Group study unless specifically approved prior to the study.
- Time spent (even in approved study locations):
 - reading materials not relevant to your current class load
 - talking on the phone
 - talking to friends
 - sleeping
 - watching videos
 - taking breaks
 - surfing the internet

Academic Accountability Verification Sheet:

- Verification sheets are available at the athletics office and are due each Monday NO LATER than 5:00 p.m. to the head coach.
- Verification sheets must be completely filled out including study location, study objective, study times and verification signatures. Incomplete forms may be rejected.
- Verification sheets must be signed by the student-athlete. By signing the Academic Accountability Verification Sheet, you acknowledge that you have honestly and accurately filled out the form. Any inaccuracies and/or false information could result in sanctions up to and including athletic suspension.

Other Academic Accountability rules:

- Only study pertinent to your current class load will count as Academic Accountability hours.
- Verification forms will be accepted late, however, tardy verification forms may result in additional hours the following week.

Insufficient hours will be added to the following week.

- First insufficient verification form will result in a warning
- Second insufficient verification form will result in athletic probation
- Third insufficient verification form will result in athletic suspension for the remainder of the quarter

All insufficient study hours will be recorded and reported to head coaches.

CHAMPIONS OF CHARACTER

In keeping with the mission of the SCAD Athletics Department, “to provide students with opportunities to enrich their college experience through intercollegiate and intramural sports in a positive environment”, we have committed ourselves to the NAIA’s *Champions of Character* program. *Champions of Character* was established with the intention of creating an environment in competitive collegiate athletics where student-athletes, coaches, officials and spectators are committed to the true spirit of competition through respect, integrity, responsibility, servant leadership and sportsmanship.

By definition, the word “champion” means “to defend, advocate or support a cause; and, the holder of first place or the winner of a contest”. At SCAD we have every intention of being *champions* – in every sense of the word. Not only are we focused on being Champions in our athletic endeavors, but in every other arena as well. We strive to produce well-rounded young men and women who exhibit exemplary character and sportsmanship at all times.

SCAD Athletics embraces the *Champions of Character* program in several ways:

- Commitment to the spirit of competition
- *Champions of Character* Community Service Projects
- SCAD *Champion of Character* award
- Practicing the NAIA Coaches Code and NAIA Code of Ethics
- Delivering *Champions of Character* announcements prior to home events
- Establishing a no profanity policy during practice sessions and competition

5 Core Values of the “Champions of Character” program

RESPECT:

Respect for yourself, your coaches, and your opponents. Respect for fans from both sides and all others associated with the game. Respect for the game.

RESPONSIBILITY:

Being accountable for your actions: Accountable to yourself, your team, your coach, your family, and your institution.

INTEGRITY:

Developing strong character that includes, but goes beyond, honesty. Behavior consistent with making right choices – no lying, cheating or stealing – regardless of the situation.

SERVANT LEADERSHIP:

Putting others, including your team and coaches, first in all decisions. Serving others while striving to become a personal and team leader.

SPORTSMANSHIP:

Reacting positively and correctly – regardless of the situation. Above reproach in respect to the letter and intent of the rules of the game.

For more information on the NAIA’s “Champions of Character” initiative, go to www.championsofcharacter.org.

SPORTS MEDICINE

Pre-Participation Screening (Physicals)

Each student athlete is required to have a completed pre-participation screening (physical) on file with SCAD Sports Medicine before participation in any practice or competition. Only SCAD pre-participation screening paperwork will be accepted and is accessible at www.scadathletics.com and through the coaching staff. This pre-participation screening (physical) must be completed and signed by a physician. SCAD pre-participation screenings (physicals) will be given at the beginning of the academic year only. The date for the PPS is disseminated via the athletic department and coaching staff.

Athletes who wish to obtain a Pre Participation Screening (physical) on their own may do so at their own expense. SCAD Pre-Participation Screening (PPS) paperwork must be completed by a physician. Only SCAD Pre-Participation Screening paperwork will be accepted, please obtain the original. This PPS must be obtained/dated within in *one month* of matriculation to SCAD. Please use the United States Postal Service or hand deliver the original PPS to the Sports Medicine Staff at SCAD (DO NOT FAX! Copies will not be accepted)

SCAD Sports Medicine mailing address:
Turner Training Room
302 West Boundary Street
Savannah, GA 31401

SCAD Tryouts

Athletes who wish to try out can obtain a copy of the PPS paperwork from the web site or coaching staff and complete it prior to arrival on campus. The coach is responsible for assuring that the completed paperwork is on file with the sports medicine staff 48 hours prior to allowing an athlete to try out. The athlete does not have to visit a physician for the tryout. They can attach a copy of their high school physical, if available. The tryout athlete must complete the SCAD paperwork. If the athlete is under 18 years of age a parental signature is also required. Tryout waivers will be valid for two weeks from the date the athlete and/or parent signs the PPS packet. After a two-week grace period, the tryout waiver expires and the athlete must have a completed PPS packet on file with the Sports Medicine staff.

Physician Referrals/Consultations

The Savannah College of Art and Design contracts medical coverage through Memorial Health University Medical Center. The SCAD sports medicine Staff consists of certified athletic trainers contracted by the hospital. The athletic health care team consists of team physicians from Chatham Orthopedic Associates, and the sports medicine staff. The SCAD sports medicine staff will refer student-athletes to these providers, unless extenuating circumstances necessitate a different provider.

All student-athletes must be seen and evaluated by a SCAD certified athletic trainer before a referral to a physician will be made. A SCAD certified athletic trainer must authorize and properly refer all student-athletes to see a physician or medical consultant, and/or for diagnostic tests.

If a student-athlete decides to see a physician/medical consultant, and/or undergo a diagnostic test without prior authorization/referral from a member of the SCAD sports medicine staff, the student-athlete and/or the student athlete's parent(s)/guardian(s) will be financially responsible for any and all medical bills incurred.

Orthopedic Second Opinions

If a student-athlete and/or his/her parent(s)/guardian(s) desire another physician's opinion on an orthopedic injury, a SCAD certified athletic trainer will make arrangements for the second opinion with a physician from Chatham Orthopedics Associates.

If a student-athlete decides to see an orthopedic physician outside of Chatham Orthopedics without the authorization of the SCAD sports medicine staff, the student-athlete and/or the student-athlete's parent(s)/guardian(s) will be financially responsible for any and all medical bills incurred.

Medical Second Opinions

If a student-athlete and/or his/her parent(s)/guardian(s) desire a second physician's opinion on a medical injury/illness, a SCAD certified athletic trainer will make arrangements for the second opinion with a physician from Memorial Health University Medical Center.

If a student-athlete decides to see a physician/medical consultant, and/or undergo a diagnostic test without prior authorization/referral from a member of the SCAD sports medicine staff, the student-athlete and/or the student athlete's parent(s)/guardian(s) will be financially responsible for any and all medical bills incurred.

Insurance Coverage of Student-Athletes

If the student-athlete's insurance covers athletics-related injuries and/or illnesses, then it shall be considered the **primary** insurance coverage for all athletic-related injuries. The student-athlete must complete the Athlete Face Sheet portion of the Pre-Participation Screening paperwork, which includes insurance information annually.

The Savannah College of Art and Design provides a medical and catastrophic insurance program for its student-athletes. This policy is secondary to or in excess of any personal family medical insurance coverage, and covers only injuries/illnesses/accidents resulting from the direct participation in the intercollegiate athletics program during the dates of the primary competitive season and designated off-seasons as approved by the athletic director according to NAIA regulations. **The secondary insurance will take effect after the \$250 deductible is paid. This payment can be made by the primary insurance company, student-athlete, and/or his/her parent(s)/guardian(s).**

Compliance with Insurance Company Requests

It is the student-athlete's and his/her parent(s)/guardian(s) responsibility to understand the conditions that apply to their policy and comply with any requests for information, etc. from the primary insurance company. Any delinquent bills resulting in bad credit due to non-compliance with insurance company requests will be the responsibility of the student-athlete and/or his/her parent(s)/guardian(s).

HMOs

If a student-athlete's primary insurance is an HMO, the SCAD sports medicine staff strongly encourages the student-athlete and/or his/her parent(s)/ guardian(s) to change the primary care physician (PCP) to a SCAD team physician or Memorial Health University Medical Center physician. This will allow the student-athlete to have a network of physicians in the area that will facilitate care if needed.

Insurance Policy Changes

The SCAD Sports Medicine Staff must receive any changes to a health insurance policy as soon as they occur. If proper notification is not received, the SCAD athletics department will not be responsible for any delays in payment, collections notices, credit reports, etc. that occur.

If a cancellation of a policy occurs without proper notification, all bills incurred during that period will be the responsibility of the student-athlete and/or his/her parent(s)/guardian(s).

International Student-Athletes

In order to be enrolled in classes at any United States college or university, international students must prove that they have insurance that complies with standards set by the federal government.

International student-athletes NOT from countries with socialized medicine (*e.g. Italy, Russia, Japan, India, China, etc.*) must purchase health insurance in the United States that meets all the requirements set forth for international students. Copies of the guidelines/compliance requirements for international student's health insurance can be obtained from the Savannah College of Art and Design international student services office.

The aforementioned guidelines may not be exact in every situation and for every student-athlete. The sports medicine department will not be held responsible for changes that the university or government may make, and/or the student-athlete's failure to check the specific guidelines for their country or insurance company

Medical Bills

In the event that a student-athlete should receive a bill/statement for an injury/illness that occurred as a direct result of participation in intercollegiate athletics at SCAD, the student-athlete must submit the bill/statement to his/her certified athletic trainer within 20 business days of receipt. *Bills received after 20 business days* will be the responsibility of the student-athlete and/or the student athlete's parent(s)/guardian(s).

While it is the athletic trainer's responsibility to oversee the claims process and submit claims to the secondary insurance policy, it is the athlete's responsibility that the physician's office is provided the forms necessary for insurance claiming and ensures their primary insurance policy has provided payment(covered the \$250 deductible). **Please review the Compliance with Insurance Company Requests.**

Submit all correspondences to:

Savannah College of Art and Design
c/o Sports Medicine
Turner Training Room
302 West Boundary Street
Savannah, GA 31401
Office number: 912.525.8445
Fax number: 912.525.4826

Dental/Vision Care

The Savannah College of Art and Design medical insurance program will assume financial responsibility for dental/vision care resulting from the direct participation in the intercollegiate athletics program as approved by the athletic director

according to NAIA regulations. As with other injuries, this insurance is secondary to, or in excess of, personal family medical insurance coverage.

The Savannah College of Art and Design medical insurance program does not pay for general dental/vision treatment (e.g. cleaning of teeth, treatment of cavities, regular eye exams etc.).

Exclusions and Limitations

The Savannah College of Art and Design's secondary medical insurance policy does not apply to the situations indicated below. This list is not all-inclusive.

1. Injuries/illnesses that are not the direct result of intercollegiate athletics participation during the dates of the primary competitive season and designated off-seasons as approved by the athletic director according to NAIA regulations.
2. Experimental procedures.
3. Cosmetic surgery or procedures unless directly related to an athletics related injury.
4. Hospital room and board charges in excess of the semi-private room rate unless hospitalized in an intensive care unit.
5. Injuries/illnesses that are a result of intramural, and recreational activities (non-intercollegiate activities), as well as training/conditioning activities that occur outside of the primary competitive season and designated off-season periods.
6. Injuries/illnesses that are recurrences of old injuries/illnesses which were sustained before participation in the SCAD intercollegiate sports program.
7. Any tests and/or consultations needed to gain approval for participation in the intercollegiate athletic program.
8. Expenses for athletic injuries incurred after completion of the student-athlete's intercollegiate athletic eligibility.
9. Medical expenses beyond the limitations and exclusions of, or not covered by the SCAD department of athletics insurance policy.

The importance of having some form of personal health insurance coverage cannot be overemphasized. Medical bills resulting from the aforementioned activities will be submitted to the student-athlete's primary medical insurance. *Any unpaid balances are the responsibility of the student-athlete and/or the student-athlete's parent(s)/guardian(s).*

The master policy on file at SCAD contains all of the provisions, limitations, exclusions, and qualifications of the Savannah College of Art and Design athletics department's insurance policy, some of which may not be included here. If any discrepancy exists between this brochure and the policy, the master policy will govern and control the payment of benefits.

Non-Sport Related Injury/Illness Procedures

The Savannah College of Art and Design Athletic Department *does not* assume financial responsibility for injuries and/or illnesses that *do not* take place during the student-athlete's primary competitive in-season and designated off-seasons as approved by the athletic director according to NAIA regulations.

Medical bills associated with such injuries and/or illnesses will be the sole responsibility of the student-athlete and/or his/her parent(s)/guardian(s).

Missed Doctor's Appointment Policy

Student-athletes who are late and/or fail to show-up for scheduled appointments with the team physician, medical consultants, and/or diagnostic tests/procedures will be financially responsible for any and all charges resulting from the missed appointment. In addition, the student-athlete will be responsible for rescheduling the appointment.

Minor Illness Clinic

Memorial Hospital operates a minor illness clinic 912.231.9956 specifically for SCAD students. The clinic is staffed by a Memorial nurse practitioner and is located at 300 Bull St. The hours of operation vary by quarter.

For a nominal fee, the nurse practitioner will triage and treat students for common colds, earaches, and flu, UTI, asthma, blood pressure checks, sore throats, sinus infections, small abrasions, OB/GYN, and GI complaints. Please note any lab work needed will incur an additional fee.

Injury Reporting

All athletic injuries and illnesses should be reported immediately to the athletic training staff. Failure to do so or seeking medical treatment without consulting the athletic training staff (other than emergency) may result in the student athlete becoming financially responsible.

SPORTS INFORMATION

The sports information office serves the athletic department by promoting the entire intercollegiate program and the student-athletes at the Savannah College of Art and Design.

Sports information is the department's main link with local, regional, and national media for all athletic-related issues. Coaches are not to talk to the media in a time of crisis (i.e., player involved in a fight, player/coach arrested, death and so on) as stated in the school's crisis management plan. If you are made aware of a crisis situation, you are to contact the athletic director, who will in turn notify the sports information office. The plan is designated to provide accurate information to the campus and public in a timely manner, foster a non-adversarial relationship with the news media, and protect the interests of the Savannah College of Art and Design, its students, employees and constituents. The sports information office has access to the college's crisis management plan.

The Sports information office promotes the department through brochures, the Savannah College of Art and Design athletics website, and through hometown and e-mail releases.

There are two forms that each student-athlete should complete for the sports information office. The first is the SCAD Sports Publicity questionnaire, which should be completed prior to coming to SCAD. This form helps build the student-athlete's profile for his/her respective brochure and also helps in producing a release when the student-athlete commits to SCAD. The second form is the Student-Athlete Information Form, which every student-athlete should fill out every year. This form aids the sports information office with the student-athlete's hometown newspaper(s) and how to contact them on campus or at home in case of media interviews, and so on. Also, the sports information office should meet with each team prior to their season to explain what the sports information office will do for that sport, as well as discuss tips with dealing with the media and answer any questions they may have.

The sports information office will provide each sport with a brochure. The office will contact the head coach of the sport prior to publication to gather information for the brochure and will need to schedule a time to take photos for the publication.

The sports information office will provide game-day programs for sports that will include rosters of both teams as well as that team's schedule and game notes.

2013-2014 HANDBOOK ACKNOWLEDGMENT FORM

I acknowledge that I have read and understand the Savannah College of Art and Design (SCAD) Student-Athlete Handbook and agree to abide by the policies and procedures set forth. As a SCAD student-athlete, I commit to conducting myself in a manner befitting a *Champion of Character*.

I understand that any violation of the athletic department policies, other college policies or any state/federal laws may result in disciplinary action including but not limited to suspension from participation in SCAD intercollegiate athletics.

Name (print) _____

Signature _____

Date _____ Student ID Number _____

2013-2014 INSTITUTIONAL DRUG TESTING ACKNOWLEDGEMENT FORM

I acknowledge that I have read and understand the Savannah College of Art and Design (SCAD) Student-Athlete Handbook, which contains the department’s policy regarding Drug Testing and Sanctions. I understand that I may be required to submit to a drug test at any time. I am aware of the sanctions within the college’s Drug Testing program.

Name (print) _____

Signature _____

Date _____ Student ID Number _____

2013-2014 RELEASE OF INFORMATION

I consent to release information, including grades, to anyone the Savannah College of Art and Design (SCAD) athletic department deems necessary including but not limited to: parents/guardians, NAIA, sports-specific award organizations, etc. I understand there may be times the athletic department will need to share my information with outside sources and give my permission for them to do so.

Name (print) _____

Signature _____

Date _____ Student ID Number _____