

# **STUDENT-ATHLETE HANDBOOK**

**Revised 2009**

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June 26, 2009

Student-Athletes:

Welcome to South Georgia College. You are entering into one of the most exciting periods in your life and the South Georgia College Athletic Program promises to help you attain your goals in every way we possibly can.

This handbook was created and designed for you, the student-athlete. The purpose of the handbook is to give you information to assist you in finding answers to some of the more common questions. Hopefully, it will provide you a good idea of the expectations of South Georgia College and the Athletic Program.

Since the handbook is only intended to act as a guide and should be used in conjunction with the South Georgia College Student handbook. Please do not hesitate to talk to your coach or me about any questions or concerns. We are here to assist and help you. Good luck in all of your college endeavors.

Sincerely,

Robert Brunel  
Athletic Director

## ATHLETIC DEPARTMENT PERSONNEL

<b>Position</b>	<b>Name</b>	<b>Phone</b>	<b>E-Mail</b>
Athletic Director	Robert Brunel	O – 912-260-4221	rbrunel@sgc.edu
Administrative Assistant	Martha Morgan	O – 912-260-4217	mmorgan@sgc.edu
Baseball Coach	Scott Sims	O – 912-260-4220	ssims@sgc.edu
Assistant Baseball Coach	Jeff Timothy	O – 912-260-4414	jtimothy@sgc.edu
Men’s Soccer Coach	Ken Kirsch	O- 912-260-4222	kkirsch@sgc.edu
Women’s Soccer Coach	Ken Kirsch	O – 912-260-4222	kkirsch@sgc.edu
Softball Coach	Rob Brunel	O – 912-260-4221 C – 478-960-4723	rbrunel@sgc.edu
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Athletic Trainer			

## **South Georgia Calendar for Each Sport**

# **SOUTH GEORGIA COLLEGE STUDENT-ATHLETE HANDBOOK**

## **I. PHILOSOPHY AND PURPOSE OF THE SOUTH GEORGIA COLLEGE ATHLETIC PROGRAM**

The purpose and philosophy of the South Georgia College Athletic Program is an outgrowth of the overall mission of the college. As a center of higher education, South Georgia College's mission is to help students blend learning, living, and working skills. The South Georgia College Athletic Program is operated in strict adherence to the following statement of goals and objectives, which have been developed by the administration, the athletic director, coaches, faculty and students.

The goals of the intercollegiate athletic program are:

1. Emphasize and support the academic success of student athletes.
2. Provide a competitive experience in all sports.
3. Provide skill instruction for student athletes in each sport by qualified coaches.
4. Generate the necessary funds to support a quality program
5. Foster leadership, teamwork, and sportsmanship.

South Georgia College is a member of the National Junior College Athletic Association (NJCAA) and the Georgia Junior College Athletic Association (GJCAA). All rules and regulations governing these organizations are applicable. South Georgia College reserves the right to establish higher standards.

## **II. ACADEMIC POLICIES AND PROCEDURES**

### **A. Academic Advisor**

The college will assign an academic advisor for each member of his/her team. The duties of the academic advisor are to:

1. Help student-athletes identify and clarify purposes for attending college and setting professional goals.
2. Advise student-athletes regarding programs of study, course selection, registration procedures, scheduling revisions (drop/add), monitoring and reviewing student-athlete's attendance and course success.
3. Refer student-athletes for counseling, tutoring, mentoring and other assistance.
4. Recognize academic achievement and reinforce academic progress.

### **B. Registration Information**

First semester freshman should complete their admission requirements as soon as possible. The sooner the student-athlete is admitted to the

college, the sooner registration for classes can occur. Because of practice requirements, competitive events and study hall/supplemental instruction requirements, a student-athlete's class schedule is designed to prevent as many time conflicts as possible.

Returning student-athletes will complete their Fall semester class schedules the previous spring and spring schedules will be complete the week prior to pre-registration in the fall.

**C. Semester Load Requirements**

Student-athletes are required to take a minimum of 12 hours per semester with the exception of summer. During the season competition, if a student-athletes drops below 12 hours, he/she is **immediately ineligible**.

**D. Eligibility Requirements**

The NJCAA has various methods for achieving eligibility for participation:

1. Pass 12 or more hours the previous full-time semester for with a 2.0 GPA or higher.

**OR**

2. Pass an accumulation of semester hours equal to 12 multiplied by the number of semesters in which the student athlete was previously enrolled full time with a GPA of 2.00 or higher,

**OR**

3. A first season participant must have passed a minimum accumulation of 24 credit hours with a 2.00 GPA or higher for the initial term of participation, regardless of previous term or other accumulation requirements. (This only establishes eligibility for the initial term, not subsequent terms.)

**OR**

4. A second season participant must have passed a minimum accumulation of 36 credit hours for a fall sport, 48 credit hours for a spring sport, with a 2.00 GPA or higher, regardless of previous term or other accumulation requirement.

The grade of IP in Learning Support course counts as a C for first season eligibility. Second season eligibility requires 24 hours with a 2.0 or higher and Learning Support courses must be passed in order to count those hours.

**E. Withdrawing from a course**

A student-athlete wishing to withdraw from a course must see his/her coach. The coach will determine if withdrawal from the course will affect eligibility. A withdrawal form will be completed and copy placed in the student-athlete's file. **The student-athlete is responsible for delivering the Withdrawal form to the Registrar's Office.**

**F. Payment of Fees**

All fees are due and payable on or before registration each semester as noted in the South Georgia College Catalog. Student-Athletes are responsible for contacting the Business Office in the Engram Union to insure that all financial obligations have been handled. Registration is not complete until all fees and charges are paid in full. Non-payment of fees by the deadline will result in the student-athlete schedule being dropped and removed from campus housing.

**G. Class Attendance**

The policy of the South Georgia College Athletic Program is that student-athletes will attend all classes and labs unless otherwise excused. There is a strong correlation between class attendance and academic achievement. Only the instructor for the course can excuse an absence. Classes are not to be missed for practices, pre-game warm-up such as batting practice, team meetings or conditioning sessions. An excused absence form will be given to each student-athlete to give to his/her instructor for competitive events on and off-campus. However, if the student-athlete has missed other classes or is behind in his/her work, the instructor is not required to approve an excused absence. Excused absences for illness, extenuating circumstance, or family programs must be documented by the coach or trainer and approved by the coach.

Class attendance for student-athletes is monitored by variety of methods. Instructor grade forms and attendance forms are collected every two weeks. The forms are used to gather information about class attendance, grades, being on-time and completion of required coursework. Also, many faculty members will call the AD or coach when a student-athlete is experiencing academic difficulties. Just as student-athletes are required to attend practice to maximize the resources available to improve their performance, student-athletes are required to attend classes. Any work missed even for an excused absence is the responsibility of the student-athlete to make-up.

**H. Missed Class Time Policy**

Coaches are responsible for notifying student-athletes of the travel schedule and game day schedule for all competitive events. With this information the student-athlete will inform the instructor before the required absence and make every effort to complete any work prior to the absence instead of after.

**I. Satisfactory Academic Program**

Because the academic success of South Georgia College's student-athletes is so important, every effort is made to provide an environment and a message of priorities to student-athletes. To insure that each student-athlete is able to budget their time and meet the many time requirements for succeeding at college and playing intercollegiate athletics, satisfactory academic progress is required during a semester to

remain eligible for practice and play. If a student-athlete has excessive absences, incomplete work or course averages below a C, additional academic support will be provided and temporary suspension may occur.

**J. Study Session Requirements**

Each semester supervised study session for courses will be offered. The sessions will focus on course requirements, note taking, preparing for tests, assisting and checking assignments, and practice tests. A list of the courses and times of the sessions will be distributed at the student athlete orientation.

**K. Keys for Academic Success**

Student athletes should perform well in their academic endeavors. Being a successful student and athlete is a great commitment. Developing a systematic approach to studying is essential for this success. By successfully developing a systematic approach to studying a student athlete may achieve great academic success.

**L. Class Attendance**

The first and perhaps most important step in academic success is class attendance. Go to class each day, be attentive, and be prepared. Similar practice, you should bring a great attitude and exert effort each class period. Always show the same effort and enthusiasm that you show in practice.

**M. Budget Time Wisely**

Try making a chart of all available time for a typical week – day-by day and hour by hour. Specify time for classes, meetings, team practices, games, study, sleep, and recreation. It may be surprising to see how much time is available for study. Try to schedule time for a minimum two weeks and make necessary revisions.

**N. Effective Studying**

These are “common sense” suggestions, but observing these will require self discipline. Get enough sleep (but not too much). Eat properly and find the best place to study. Use free hours between classes to study. Try to study three times (not counting test reviews): 1. the day or night before the class, 2. just before the class, and 3. immediately after the class. Plan time for term papers and additional time for exams. Do not miss class and don’t let social activities take precedence over academics. Enjoy your free time.

**O. Studying assignments**

Suggested steps for getting the most from an assignment: 1. Skim

through assignment to get an idea of the total picture (note key areas). 2. Read the introductory paragraphs carefully, 3. When reading the second time, mark the key parts of each paragraph section. Make notes in the margin. 4. As each paragraph is finished, make a note of the main idea of the paragraph. 5. After all reading is complete, outline the entire passage. 6. Go back over the assignment rapidly to get the total content. 7. Try to anticipate exam questions on that section (and give satisfactory answers). 8. Review weekly.

**P. Taking Lecture Notes**

Notes will probably need to be taken in each class. 1. Have a good loose leaf notebook, plenty of paper, and pen. 2. Be seated and ready to take notes when class begins. 3. Date all notes each day. 4. Don't try to copy every word from the instructor. Listen for main points – use brief phrases to get the key facts in your own words. 5. Space the notes, leaving room for additions. 6. Review the notes soon after class, before they get "cold". Mark the most important points. 7. Review the notes frequently during the term and before exams. 8. Compare notes with other students in class. 9. Remember to study before class to make note taking easier. 10. DON'T SLACK OFF DURING THE TERM.

**Q. Preparing for Tests**

1. Review regularly throughout the term. 2. Know what kind of test it will be. 3. Begin an intense review at least one week before the exam. Block time for review in your schedule. 4. Review the text and notes. 5. Construct sample questions and answer them. 6. Confer with the instructor about any gaps in the subject matter. 7. Do not pull all nighters before test day.

**R. Taking the Exam**

1. Look over all questions before beginning to write. Read the questions carefully. 2. Do what is directed. Carefully observe works like outline, illustrate, define, name, list, or explain. 3. Have the preferred kind of paper. 4. If there is a choice of questions to answer, decide quickly and begin. 5. Allot the appropriate time for each question. 6. Organize your answers before beginning. 7. be accurate. Write short, concise sentences. If unsure, write something to possibly receive some credit. 8. Write legible and correctly. 9. Save a little time to review the answer to make sure nothing was omitted.

## **HOW TO WIN IN THE CLASSROOM**

### **Academic Success**

- Go to class ---every class, with class!
- Sit in the front of the classroom.
- Stay alert in class and participate.
- Be familiar with course requirements and read the syllabus.
- Get a notebook for each class to keep notes, handouts, and syllabi.
- Record in a calendar all test and assignment due dates, athletic schedule, meetings, and appointments.
- Keep up with the reading assignments. Do not wait until the night before the test to begin reading.
- Get to know at least one other person in each of your classes. They can help you if you miss a class for competition.

### **Managing Your Time**

With heavy athletic demands, it is important that you manage time wisely. Following are a few tips to help you make the efficient use of your time.

- Set aside a definite time for study each day. This discourages procrastination and prevents work pileup.
- Make use of breaks between classes. Read over notes as soon after class as possible. The information will “stick” better if you review when it is still fresh.
- If you are required to attend study sessions make the most of that time.
- Don’t cram for hours the night before the test. Instead study over hour segments for several days.
- Keep up to date with coursework. College terms start slowly. They gradually get busier and busier, reaching a peak at final exam time. Paper due dates usually fall at the end of the semester. If you don’t plan well you will have several papers to complete when you should be preparing for finals.
- It is very important to keep up with courses where material learned early in the course is needed to understand later information.

### **The Student/Professor Relationship**

Most instructors are willing to help you anyway they can as long as you show a willingness to do your part. Here are a few things to remember”

- Don’t be afraid to talk to your professors.
- Ask for help and assistance on specific areas of study. Teachers enjoy helping you learn. A student doing poorly who seeks a professor’s help will rate higher in the professor’s eyes than an indifferent student.
- Never say you need a grade. Always state what you want to achieve from the course.

### **Studying the Professor**

Students should not only know their professors, but they should know as much about each professor's teaching techniques as possible.

- Classroom participation and attendance are usually views as genuine interest while absences indicate indifference. While some professors may not grade directly on the two, they may take it into consideration to push a grade over the edge.
- Find someone who has had the instructor already and discuss the professor's teaching style.
- What parts of the course does the professor like least or most? Anytime a professor writes something on the board or repeats a phrase several times, take notes. This information will likely appear again on an exam.

### **Note Taking Tips**

- Do not try to write every word of lecture. Identify key points and concepts.
- Look over previous lecture notes to connect them to upcoming lecture.
- Always date notes.
- Always record anything the instructor writes on the board.
- Listen carefully at the end of lectures for summaries, conclusions, or clues to test questions. Don't pack up books until the professor finishes talking.
- Fill in gaps immediately after class with a classmate or ask the professor.
- Rewrite class notes to give you a second look at the material and provide opportunity to recall information.

## **III. ACADEMIC ASSISTANCE**

Many services are available to provide academic assistance to student-athletes. The following is a description of these services:

1. **Counseling** is available to South Georgia College students at no charge. Students should contact the Counseling Department when experiencing nonacademic difficulties which interfere with their ability to concentrate or perform in the classroom. The Counseling Department is located on the second floor of Powell Hall in room 211.
2. **The Career Development Center (Room 211 in Powell Hall)** is designed to aid students in making fundamental decisions about the uses of education in their career and life goals. It provides students and potential students assistance in career pathing, choice of majors, development and

improvement of job search skills and discovery of up-to-date career/occupational information.

3. **The Minority Advising Program (MAP)** offers students a variety of academic and personal support services. Services offered through MAP include: study skills workshops, supplemental academic advising and career counseling, personal counseling, single parent program, minority mentor program, and cultural enrichment programs. The MAP office is located on the first floor of the Powell Hall.

#### **IV. SCHOLARSHIPS**

Athletic Scholarships are awarded based on the recommendation of the coach for each sport. Criteria that are often used are athletic ability, academic ability, and character of the individual. Amount and use of scholarship funds varies. Athletic scholarships are issued yearly and may be cancelled during the year for academic or discipline reasons.

- H. An athletic grant-in-aid may be awarded to any student athlete in recognition of his/her athletic ability provided the student athlete is admitted to the institution as a full time student. It shall be limited to a maximum of:

NJCAA Division I programs:

1. Tuition and fees
2. Room and Board
3. Required course related books
4. Transportation costs on time per academic year to and from college by direct route.

NJCAA Division II programs:

1. Tuition and fees
2. Required course related books.

NJCAA Division III programs:

1. No athletic aid of any kind will be granted.

The athletic grant in aid will be awarded using the NJCAA Letter of Intent system.

#### **V. ACADEMIC AWARDS**

These awards are available but must be applied for by the student athlete prior the deadline date listed for the particular scholarship.

#### **VI. CODE OF CONDUCT**

The South Georgia College Athletic Department is committed to assisting each student athlete achieves his/her maximum academic and athletic potential. To achieve this degree of success, commitment and dedication are required from the student athlete. The South Georgia College Athletic Program has determined that each student athlete will be required to the following Code of Conduct.

### **Academic Attendance and Success**

Student athletes are required to attend class and to be a contributing and attentive student. Student-athletes who are delinquent in class attendance or do not follow classroom policies are subject to disciplinary action to be determined by the coach. Continued absence from class or violation of class policies will result in suspension from team. Student athletes who are not making satisfactory academic progress during a semester will be suspended from practice and competition until academic deficiencies have been resolved.

### **Study Sessions, Supplemental Instruction and Grade Checks**

Fall semester student are required to attend study sessions and Learning Support Supplemental Instruction sessions at times determined by the Athletic Department. Student athletes with a freshman GPA of 2.5 and no Learning Support Courses are exempt from study sessions. Bi-weekly grade checks will be distributed to teachers. Every effort will be made to assist the student athlete in achieving his/her potential. However, if the student is experiencing academic difficulties with a total grade average below a 2.0, suspension from play will occur.

### **Personal Behavior**

As a representative of the South Georgia College Athletic Program, student athletes will conduct themselves in a manner that will reflect positively on South Georgia College. Any behavior such as fighting, abusing language, disorderly conduct, drinking, or other behavior deemed unacceptable may result in disciplinary action such as suspension from the team or cancellation of scholarship.

### **Practice and Competition Attendance**

All team members of each sport will attend and be on time for all schedule practices and meetings. No practices can be missed. If circumstances arise whereby student athletes cannot attend a practice or meeting, the coach must be notified by personal contact, phone call, or written statement from the student, not from a friend or fellow teammate. Any student athlete who cuts practice, fails to be on time, fails to appear for a game, fails to make schedule team or individual meetings, or fails to attend classes, may not be allowed to participate in any game or games for a period of time to be determine by the coach and the athletic director. Excessive absences or tardiness maybe be cause for permanent removal from the team and cancellation of the athletic scholarship.

### **Jobs**

Student athletes will not obligate themselves to jobs that in any way interfere with practice time or regular competition time.

### **Personal Appearance**

Dress attire: Coach's will provide a statement indicating appropriate clothing for practice, travel, and game days.

Failure to follow personal appearance guidelines may result in suspension from the team.

### **Personal Health Practices**

Due to the harmful effect upon health of the individual, all student athletes will refrain from the use of tobacco products, drinking alcoholic beverages, illegal drugs, improper diet, and improper rest. Verification of drinking alcoholic beverages or use of illegal drugs will result in consequences, which may include permanent suspension and cancellation of athletic scholarship.

### **Drug Testing**

Students participating in intercollegiate athletics must submit to urinalysis drug testing at regular intervals, both announced and unannounced. A signed Drug Testing Consent Form is required for all students participating in intercollegiate athletics. Any student athlete who is found to have tested positive for illegal drugs shall be subject to disciplinary action. A first time positive test will result in notification of the student athlete, coach, athletic director, and Dean of Students. Parents of student under age of 21 will be contacted. Counseling and additional testing are required and dismissal from the team and cancellation of athletic scholarships is possible. A second positive test will result in loss of scholarship and dismissal from South Georgia College Athletic Program.

### **Individual Student Athlete Testing**

South Georgia College reserves the right to require a student athlete to undergo drug testing if based upon belief the student has violated the rules against using alcohol and illegal drugs.

### **Off Campus Housing**

All athletic participants are required to live in campus housing and are not allowed to live off campus. Any students found in violation of this rule will be subject to suspension or removal from the athletic team that he/she participates in.

**Failure to adhere to the above rules may result in temporary or permanent suspension from the team, revocation of athletic financial aid and discipline in accordance with the Student Code of Conduct. Indefinite suspensions can be instituted in any case where individual's actions represent South Georgia College and its athletic program in a manner inconsistent with this code of conduct. Each case will be reviewed by the Director of Athletics and Head Coach taking into account that no two cases**

are identical in nature and that each must be assessed based on the facts presented.

## VII. DISCIPLINARY PROCEDURES AND APPEAL PROCESS

Like all other SGC students, student-athletes are required to abide by the Code of Conduct described in the SGC Student Handbook. Additionally student-athletes follow requirements developed by the Athletic Department. Students who are charged with violating rules described in the SGC Code of Conduct follow the procedures for appeal described in the Student Handbook of pages 23-29. When an infraction violates team rules or the rules of the Athletic Department, the disciplinary procedure followed is described below:

### Procedures

1. Student-athlete and Coach Conference--The coach will meet with the student-athlete and discuss the alleged violation. After conferring with the student-athlete, if the coach determines disciplinary action is required, the coach will inform the student-athlete verbally and in writing of the violation of the Policies, Rules and Code of Conduct of the South Georgia College Athletic Program and the disciplinary action recommended.
2. Completion of Discipline Action Form--A Discipline Action Form will be completed. Included will be the violation(s) and the consequence(s). A copy will be given to the student-athlete, a copy to the athletic director, and a copy in the student-athlete's file.

### Appeal Process for Student-Athletes

1. Level I - A student-athlete who disagrees with a disciplinary action taken by the coach should first try to resolve the problem within **two days** of the Student-Athlete and Coach Conference and completion of the Discipline Action Form. If the problem cannot be resolved, the student-athlete may file a formal written appeal to the Athletic Director. The appeal should be in the form of a written statement indicating what the student believes is wrong and what remedy is expected.
2. Level II - Upon receiving a written appeal, the Athletic Director within **two days** will notify the Student-Athlete Council for their review of the appeal. The Council will review the appeal and make a recommendation to the Athletic Director, who will inform the student-athlete of his/her decision. If the student-athlete does not agree with the decision of the Athletic Director, the Athletic Director will forward the appeal to the Vice President for Student Affairs. The Vice President or members of the Vice President's staff will thoroughly review all appropriate information and make a determination. The Vice President's decision can be appealed in writing within one week to the President of the College. This is the final level of appeal on matters related to athletic sanctions.

## VIII. MEDICAL RESOURCES AND INSURANCE

**Insurance Coverage**-Therefore all athletes are required to have personal insurance coverage before they can participate in any form of conditioning, practice or game. South Georgia College provides minimum basic medical insurance and catastrophic insurance on all student-athlete. International students are required to participate in the mandatory health insurance program offered through the University System of Georgia in arrangement with Pearce and Pearce. For more information, please see: <https://www.pearceandpearce.com/PearceSite/School/GA/SGC>

### **Procedures for Injury during Practice or Competition.**

- \* Immediately notify the athletic trainer, coach, and the Athletic Department.
- \* Seek medical treatment for all injuries or suspected injuries.
- \* An athletic trainer will be available daily and hours of operation will be posted.
- \* Team physicians are Southeastern Orthopedic Center.

### **Procedures for Illness**

South Georgia College's athletic insurance for student athletes does not cover illness or injuries not related to scheduled practices or play. In case of illness, a list of local physicians is available within the Athletic Department. The student is responsible for any medical expenses for illnesses or non-related injuries. Campus residents are eligible for up to 2 pre-paid visits the CRMC Walk-In Clinic. The sports physical exam cannot be used as one of these visits.

### **Procedures for Filing Insurance**

- \* Following the injury see the secretary in the Athletic Department and complete a South Georgia College Insurance Claim Form as soon as possible. A complete and thorough description of the accident, regardless of how minor, is essential to completing the form and obtaining compensation for expenses.
- \* File on personal insurance. Upon receipt of an Explanation of Benefits from your insurance company, give a copy to the secretary for the Athletic Department. South Georgia College's insurance will not pay until an Explanation of Benefits is received from the individual's personal insurance. Failure to complete this step in a timely manner will result in a delay in the payments of the bills and may result in bills being turned over to a collection agency. To avoid this potential problem, personal insurance needs to be filed immediately and Explanation of Benefits forwarded to the Athletic Secretary or South Georgia College's insurance provider.

### **Physical Exams and Student-Athlete Information Forms**

All student athletes participating in any of the NJCAA certified sports

must pass a physical examination administered by a qualified health care professional licensed to administer physical examinations prior to the first practice for each collegiate year in which they participate. **The student athlete information packet must be completed and returned to the Athletic Department before the first practice.**