

MISSION STATEMENT

Our mission is to offer nationally competitive intercollegiate athletic programs, which reflect the interests of our students and faculty, the Southeastern Conference, and the people of Georgia and of the nation who support our activities. These programs provide a worthwhile experience for our student-athletes by teaching them the basic principles of amateur competition, competitive integrity, fair play, and good sportsmanship.

The UGA Athletic Association is committed to the principle of providing equitable opportunities for all students and staff, including women and minorities. These programs and this principle are a source of enthusiasm and loyalty; they enliven and enrich the life of our academic community; they keep our graduates in touch with the University long after they leave campus; they serve as a common rallying point for people of all ages and backgrounds; and they reinforce the University's commitment to diversity. We seek to enhance the academic endeavors of the University, by helping through our success to attract both promising students and the assistance of private philanthropy, and by providing direct financial support.

Above all, we recognize that the University's obligation to the state of Georgia, and to the parents everywhere who send us their sons and daughters, is to provide our students with a level of quality education which leads to recognized academic achievement, contributing to their social development and preparing them for meaningful lives and careers. We are committed to the proposition that academic achievement is not and should not be a gift. Rather, it is a challenge that must be met by the individual students, as well as the University. Accordingly, all our efforts are guided by certain values we believe essential to the fulfillment of this task:

INTEGRITY

By their very nature, athletics inevitably involve character development; for this reason, especially, we must conduct ourselves with utmost integrity. All our programs, and the activities on our behalf by alumni and friends, must be consistent with the policies of the University and the athletic bodies which govern us. We are to be at all times honest and forthright in our dealings with each other, the public, and the media.

PERSONAL DEVELOPMENT

Our primary purpose is to promote the personal growth and physical well being of our student athletes, to guide them to become in life the best they can be. It is our abiding goal to foster the ideals, standards, and value systems which will enable them to grow spiritually, emotionally and intellectually, and to attain degrees in their chosen fields of endeavor.

TEAMWORK

If there is one concept that drives us, it is our dedication to winning in the broadest possible sense. We compete to win—as individuals, as team members, and as representatives of this great University. We clearly understand that the success of any one person is always the result of dedicated effort on the part of many people. So, while we are quick to recognize individual performance, we are even quicker to celebrate achievements of the team.

EXCELLENCE

Dedication to excellence should distinguish our efforts in every sport in which we compete and should be reflected in the performance of all our teams and in the fiscal soundness of our programs. Individually and collectively, we strive always to give our all and thereby realize our best possibilities.

LEADERSHIP

Our goal is to maintain a model athletic program which other colleges and universities may wish to emulate. Beyond this, we shall continue to pioneer and promote policies which will enhance the quality of intercollegiate athletics throughout America. Dedication to the personal development of our student athletes, unfailing integrity and excellence in our programs, teamwork, and determination to play a leadership role nationally...these are the values which underlie our endeavors and the standards by which we measure ourselves.

GOALS OF STUDENT SERVICES

To help student-athletes earn a college degree...

By providing excellent academic facilities

By providing professional counselors

By providing mentoring and tutorial assistance

By encouraging an atmosphere that results in academic achievement

To help student-athletes achieve personal development...

By optimizing appropriate social experiences

By exposure to professional seminars on topics related to success

By encouraging participation in University-sponsored student activities

By providing experiences which promote growth as an individual

By promoting community service as a way of life

To help student-athletes prepare for meaningful lives and careers...

By hosting formal career preparation seminars

By informal discussion sessions with employers in the private and public sectors

By recommending personalized assistance from the University's Career Center

By taking advantage of the University's geographical location in the rapidly growing Sunbelt

By coordinating interviews with prospective employers

UGA GRADING SYSTEM

Value assigned to each grade for computing GPA:

A (4.0), A- (3.7), B+ (3.3), B (3.0), B- (2.7),

C+ (2.3), C (2.0), C- (1.7), D (1.0) and F (0.0).

A CULTURE OF HONESTY THE UNIVERSITY OF GEORGIA'S POLICY AND PROCEDURES ON ACADEMIC DISHONESTY www.uga.edu/honesty

"I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others."

-UGA Student Honor Code

What is Academic Honesty?

"Academic honesty means performing all academic work without plagiarism, cheating, lying, tampering, stealing, receiving unauthorized or illegitimate assistance from any other person, using any source of information that is not common knowledge."

Examples of academic dishonesty include, but are not limited to, copying answers from another student during an exam, giving a false excuse for missing a class, signing a class attendance roll for another student, obtaining advance exam copies by unauthorized means, failing to or incorrectly citing a source, and working with another student on an assignment if that has not been authorized by the instructor. Students who assist other students in academically dishonest acts are in violation of the policy.

Who is covered by this policy?

Every student who enrolls at UGA agrees to this policy. This means that each student has a responsibility to read and comply with the policy. A student does not have to intend to violate the honesty policy to be found in violation. It is no defense to a charge of academic dishonesty to say “I didn’t know that was prohibited.”

What is the process for resolving an allegation of academic dishonesty?

- The Office of the Vice President for Instruction notifies the student by e-mail when a report of possible dishonesty is filed by an instructor.
- A Facilitated Discussion is scheduled between the student and instructor with a neutral Facilitator to discuss the instructor’s concerns. If dishonesty is acknowledged, the instructor and student will determine the appropriate consequence(s) for the violation.
- If the instructor and student are unable to agree on a resolution, an academic honesty panel will be scheduled to determine the outcome.
- The Senior Associate Athletic Director for Student Development will be notified by the Coordinator for Academic Honesty when a student acknowledges or is found in violation of the honesty policy.

What should I do if I am suspected of dishonesty?

- Complete all assignments and projects in the course. You are presumed innocent by the University.
- Cooperate with the Office of the Vice President for Instruction by responding to e-mails and/or phone calls from that office.
- Be prepared to honestly discuss the matter during the resolution process.
- Share the details of the outcome of the Facilitated Discussion or Continued Discussion with the appropriate staff in Athletics.
- Call the Coordinator for Academic Honesty (706) 542-4336 if you have any questions.

How can I avoid academic dishonesty?

- Review the University’s academic honesty policy, “A Culture of Honesty” found online at: www.uga.edu/honesty
- Read each course syllabus carefully.
- Speak to your professor if you aren’t sure about an assignment.
- REMEMBER YOUR PROMISE TO BE ACADEMICALLY HONEST.

CLASS ATTENDANCE POLICY

The University of Georgia Athletic Association (UGAA) is committed to the proposition that academic achievement is not, and should not be, a gift. Achieving academic success is a challenge that must be met by each student-athlete.

Student-athletes must miss some classes as a result of travel and scheduled competition. These absences are anticipated and are generally excused. However, unexcused absences cannot be permitted as they are in conflict with the concept of “student-athlete.” Further, it is University of Georgia policy that no more than 12 class days may be missed per term due to competition. Any deviation from this rule must be approved by the Athletic Director (AD) and the Faculty Athletics Representative (FAR).

The UGAA expects student-athletes to attend all classes and academic appointments. Further, the Athletic Association expects student-athletes to be prompt and on time for classes and academic appointments. Additionally, student-athletes are expected to progress satisfactorily toward a degree from the University and to

exhibit appropriate behavior in class and beyond. As one way of trying to assist our student-athletes in achieving academic success, the UGAA has adopted the following attendance policy with the understanding that each sport may endorse a more restrictive policy.

Student-athletes bear responsibility for informing their professors of impending class absences due to competition. Student-athletes bear the responsibility for making arrangements to complete all missed assignments. Problems in completing missed assignments due to athletic competition are to be reported to the academic counselor in the Smith Center immediately. Student-athletes are not permitted, under any circumstance, to miss class to attend practice.

Because it is an expectation of the UGAA that all student-athletes attend class, all student-athletes will be subject to the class attendance policy regardless of grade point average. Further, because class attendance is important for all classes, this policy will be enforced Fall, Spring, and Summer sessions.

The Academic Counseling Unit (ACU) will use the following methods to monitor class attendance:

1. Class Checks
2. Direct mail requests
3. Electronic correspondence with professors
4. Telephone calls to professors
5. Personal visits with professors

The following sanctions pertain to the number of classes missed per course.

1. First absence: Reported to the Head Coach and Sport Administrator
2. Second Absence: Student-athlete, Head Coach and parent(s)/guardian(s) will be notified in writing that subsequent absences will result in a 10% suspension from competition. The student-athlete will also be required to meet with the Senior Associate Athletic Director for Student Development.
3. Third Absence: Student-athlete will be suspended for 10% of competition and will be required to meet with the Director of Athletics or his designee. The student-athlete, Head Coach, and parent (s)/guardian (s) will be notified in writing of the suspension and that each subsequent absence will result in an additional 10 % suspension from competition.

PROCESS TO APPEAL CLASS ABSENCES:

If a student-athlete believes the information related to absences is not accurate, he/she has 24 hours from the time of notification to personally submit documented proof of attendance to their academic counselor.

Suspension Criteria:

1. The suspended events will be the next consecutive events in the schedule, including post-season games or events. A student-athlete under suspension for violating the class attendance policy will not be permitted to travel unless the suspension ends during an away trip that would allow for competition by the student-athlete during that trip. Student-athletes will not be permitted to dress in uniform during a suspension.
2. The student-athlete and the head coach must have received a written warning from the Director of Academic Services prior to suspension from competition. In the event the ACU's first report indicates the student-athlete has already accumulated three (3) or more absences the student-athlete, head coach, and parent (s)/guardian (s) will be notified in writing that subsequent absences will result in a 10% suspension from competition. The student-athlete will also be required to meet with the Senior Associate Athletic Director for Student Development.
3. Coaches may have a more stringent policy, but it must be communicated to the team at the beginning of the school year.
4. The Athletic Director, upon the recommendation from the Senior Associate Athletic Director for Student Development, may impose a suspension based on the following criteria:
 - a. whether or not absences beyond three are determined to be excessive

- b. excessive absences in other courses
- c. repetitive and excessive tardiness for class and/or academic appointments

MISSED APPOINTMENT POLICY

ACADEMIC SUPPORT SERVICES

TUTORING, MENTORING, AND ACADEMIC COUNSELOR APPOINTMENTS

1st - Notification of Head Coach

2nd –Written notification of Sport Facilitator and Head Coach

3rd –This absence along with subsequent absences will be reported in writing to the Athletic Director, Sport Facilitator, and Head Coach

4th –Student-athlete and parent (s)/guardian (s) will be notified in writing that subsequent absences will result in a 10% suspension from competition. The student-athlete will also be required to meet with the Senior Associate Athletic Director for Student Development.

5th –Student-athlete will be suspended for 10% of competition and will be required to meet with the Athletics Director or his designee. The student-athlete and parent (s)/guardian (s) will be notified in writing of the suspension and that each subsequent absence will result in an additional 10% suspension from competition.

The missed appointments would include all academic support sessions. For instance, if the student-athlete misses a tutoring appointment, a mentoring appointment, and a meeting with their academic counselor, the student-athlete would have three missed appointments. Each student-athlete would start at 0 for each semester.

PROCESS TO APPEAL MISSED APPOINTMENTS:

If a student-athlete believes the information related to absences is not accurate, he/she has 24 hours from the time of notification to personally submit documented proof of attendance to their academic counselor.

SUSPENSION CRITERIA:

1. The suspended events will be the next consecutive events in the schedule, including post-season games or events. A student-athlete under suspension for violating the class attendance policy will not be permitted to travel unless the suspension ends during an away trip that would allow for competition by the student-athlete during that trip. Student-athletes will not be permitted to dress in uniform during a suspension.
2. The student-athlete and the head coach must have received a written warning from the Associate Athletic Director for Academic Services prior to suspension from competition. In the event the ACU's first report indicates the student-athlete has already accumulated four (4) absences the student-athlete, head coach, and parent (s)/guardian (s) will be notified in writing that subsequent absences will result in a 10% suspension from competition and a reimbursement charge. The athlete will also be required to meet with the Associate Athletic Director for Academic Services.
3. Coaches may have a more stringent policy, but it must be communicated to the team at the beginning of the school year.
4. The Athletic Director, upon the recommendation from the Associate Athletic Director for Academic Services, may impose a suspension if absences are determined to be excessive at first report.

ACADEMIC APPOINTMENT RULES & REGULATIONS

- Tutorial/Mentoring appointment attendance is closely monitored. Student-athletes are expected to meet all requirements. All student-athletes must attend an orientation session prior to using the Rankin Smith Student-Athlete Academic Center to discuss rules and regulations.
- The Rankin Smith, Sr. Academic Support Center is an academic facility. It is not a social or recreational area. Please minimize conversations in the outside lobby prior to entering or after leaving the building. The

open study areas are designated as quiet areas, just as a library is considered a quiet area. If you are coming to study or work on an assignment independently, it is highly recommended that you log in appropriately at the front desk. Study rooms are reserved for tutoring/mentoring sessions, but can be used for independent study if not in use. A full schedule of appointments and room availability is located next to the computer at the check-in desk.

- Come to the Rankin Smith, Sr. Academic Support Center prepared to study. Bring proper materials – textbook, notes, etc. Know what you plan to accomplish in each session before you arrive.
- NO cell phones are permitted in sessions, computer labs, or the designated quiet areas. Personal Listening Devices (PLD)(IPods, iPhones, MP3 players, and other similar devices) are for independent study only but are at the discretion of the supervisor on duty. In general, they can be used as long as they are not distracting anyone else in the area.
- NO food, beverages, tobacco products or any other items which might soil or damage furnishings are permitted in the facility.
- Observe all tutoring requirements, regulations and procedures (see section on Tutorial Program) should you need individual tutoring. This includes requesting tutors in advance and canceling appointments 24 hours in advance, *with the permission of your academic counselor*. **Missed tutoring appointments will eventually result in suspension from competition.**
- All unexcused absences and disciplinary problems will be reported according to the Missed Appointment Policy.
- When arriving for a tutorial or other session, proceed directly to the session in a quiet manner. The lobbies in Rankin Smith Sr. Student Athlete Academic Center are not for socializing.
- All students are expected to comply with rules and regulations as directed by the monitor on duty.

RANKIN SMITH, SR. ACADEMIC CENTER FOR STUDENT-ATHLETES

LOCATION

15 East Rutherford Street (between Stegman Coliseum AND Foley Field)

HOURS OF OPERATION

Monday through Thursday 7:00 a.m. – 10:00 p.m.

Friday 7:00 a.m. – 4:30 p.m.

Saturday CLOSED

Sunday 5:00 p.m. – 10:00 p.m.

AVAILABLE SERVICES:

- Quiet, supervised study sessions
- Tutorial assistance available for individuals, small groups, and large groups
- One-on-one academic mentoring available (as often as needed, up to twice daily)
- Writing lab with walk-in writing assistance and Mathematics lab with walk-in mathematics assistance
- Learning Specialists available for one-on-one and small group assistance
- Computer labs with links to University's mainframe and the internet, as well as course-specific software.

COMPUTER USE POLICY

The UGA Athletic Association provides **student-athletes** and its staff the privilege to use the computer facilities located in the Rankin Smith Student-Athlete Academic Center. *The use of the computer facilities is restricted to student-athletes, trainers, team managers, spirit squad members, and the athletic staff.* The following procedures must be observed.

Failure to follow these procedures will result in the **LOSS** of your computer privileges.

General Information

The facility features Macintosh Apple computers and wireless connection throughout the building. In addition, students and staff have access to scanning, printing, faxing and copying equipment. These services are available as long as the purpose is academic in nature and for fulfillment of course requirements. Computers are connected to the university's network system, allowing access to the **library, ELC, other computer labs on campus, and the internet.** All computers in the labs send printouts to the printers located in the front of each lab.

- You must have a flash or usb drive in order to save your files.
- **The playing of games on the computers is not allowed.**
- **Absolutely no food, drink or tobacco** products are allowed in the computer labs.
- No cell phones or loud talking will be tolerated. The labs are quiet work areas; noise should be kept at a minimum.
- Please be considerate of your fellow students.
- Monitors have the right to require anyone who refuses to comply with rules to leave the facility.
- **Please print only one final copy of a document.** If you need more than one copy of a document, you must use a copier in order to reproduce that document.
- Non-academic activities such as e-mail, e-chat, web surfing, etc., are discouraged after 6:00 p.m. except when required for academic assignment(s).
- You may use the licensed software provided in the lab. You may not use the computers to copy programs (software) or any other copyright files. You may **not** install **any** software on the computers or use any illegally duplicated software. Please note that 'pirating' or copying licensed software for your own use is a **felony.**
- **Defacing/Damages** - students are not allowed to write or make markings of any kind on the equipment. Destruction of the equipment or property is strictly prohibited, and violators will be charged for any damage or destruction.
- **DO NOT ERASE FILES, ICONS, etc., or ALTER THE SETTINGS ON THE COMPUTER, ie, SCREEN SAVERS, BACKGROUND, etc.**

TUTORIAL PROGRAM

The primary goal of the Athletic Tutoring Program is to provide student-athletes with academic assistance beyond that which they receive in the classroom. In order to accomplish this goal in addition to providing interactive, objective based tutoring, our tutors provide study skills assistance.

Requests for tutoring assistance can come from either a student-athlete or the student-athlete's counselor and begins the first day of class each semester. Tutoring appointments however are added throughout the semester based upon the needs of the student-athletes. In the event that a tutor is not readily available, a new tutor will be hired. The search and hiring process takes a minimum of 48 hours and frequently longer.

Attendance for appointments is mandatory. Failure to attend tutoring appointments results in the following penalties:

First Miss Reported to head coach

- Second Miss Reported to head coach, and sport facilitator
- Third Miss Reported to head coach, sport facilitator & AD
- Fourth Miss Parents are notified, suspension for subsequent misses
- Fifth Miss 10% suspension from competition

Subsequent misses result in an additional 10% suspension from competition.

The majority of tutoring is provided during regular study hall hours, however, appointments can be set up during the day around the class and practice schedules of the student-athlete. Walk-in math and English assistance is provided in the Writing Center and the Learning Lab.

There are other tutoring opportunities on campus for all students. Individual department tutoring opportunities are generally listed on ELC or the course syllabus. The University of Georgia also provides tutoring assistance through the University Tutorial Program in Milledge Hall. Student-athletes can schedule appointments with the University's tutors by calling 706-542-7575 or going on-line: http://www.uga.edu/dae/services/tutoring/tutoring_index.html

Student-athletes may receive study hall credit for attending departmental tutor sessions. In order to receive the credit, they must receive approval from their academic counselor prior to session.

ACADEMIC MENTORING PROGRAM

The Academic Mentor Program is designed to assist student-athletes with not only academic support, but emotional support as well. Intervention begins with their first year, a critical transition period, and continues throughout their academic career at UGA. The program's proactive, rather than reactive approach promotes success by building comprehensive academic profiles to assess needs before problems arise. From the beginning, each student's academic strengths and weaknesses are identified and appropriate educational services are provided. Academic Mentors work with each individual student to strengthen their time management skills, organization skills and to enhance their study skills based off their particular learning style. These services and support are designed to facilitate the growth of each student-athlete into a confident, independent individual.

ADVISING INFORMATION

Each student-athlete will be assigned an official academic advisor according to his/her school or major. It is important to know where to find your advisor.

An athletic academic counselor will **NEVER** serve as your academic advisor, nor can they raise your advising flag. If your advisor has any questions, please ask him/her to contact the Academic Counseling Unit at 542-1847.

ADVISING OFFICES

Agriculture & Environmental Sciences	102 Conner Hall	542-1611
Arts & Sciences	114 Memorial Hall	542-1412
Business	317 Sanford Hall	542-8352
Education	122 Aderhold Hall	542-1717
Environmental Design	609 Caldwell Hall	542-4725
Forest Resources	I-216 Forest Resource Bldg.	542-2686

Family & Consumer Science	210 Dawson Hall	542-4860
Honors Program	Moore College	542-3240
Journalism	201 Journalism Building	542-4657
Pharmacy	233 Pharmacy Building	542-7235
Public Health	N124 Paul Coverdell Center	542-3187
Public & International Affairs	101 Candler Hall	542-4114
Social Work	103 Tucker Hall	542-3364
Developmental Studies	223 Milledge Hall	542-5436

CLASS REGISTRATION

MAKE YOUR APPOINTMENTS EARLY!

ALWAYS KEEP APPOINTMENTS! BE ON TIME!

You **MUST** follow these procedures for registration. It is very important that you follow the instructions exactly because of the pre-registration procedures.

- Obtain an appointment with your advisor during the first week of each semester. If you have not been assigned an advisor, go to the Dean's office of the school in which you are enrolled (i.e. Arts and Sciences, Education, etc.) and request an advisor and an appointment with the advisor.
- Review the ATHENA REGISTRATION SYSTEM schedule of classes online. The Schedule of Classes lists courses offered, registration dates, hours of courses, and registration procedures. Your advisor should have you complete a student advisement form and clear you on the computer to confirm the advisement.
- Be sure you know your team's practice schedule so you do not have class conflicts with practice. Consult with your athletic academic counselor about possible conflicts.
- For any courses that are listed as POD or POH, a computerized course authorization must be obtained from the department offering the course prior to registration. Courses with POM & POS listing require that you be accepted in a major or school that allows registration for the course.
- In order to obtain priority registration, walk-on students and team assistants need to contact one of the athletic academic counselors one week prior to registration.
- All student-athletes and team assistants should register on the date and time indicated in the ATHENA system. **All holds on your record must be cleared before your registration date.** You may report any time after your appointed time but not before. **DO NOT MISS CLASS TO REGISTER!**
- All scholarship student-athletes should return their **advisement forms** to their academic counselor in Rankin Smith Student-Athlete Academic Center.
- If you are paying your own tuition, make certain you pay your fees before the deadline.

Student-athletes are expected to carry a normal load of 15 credit hours unless fewer hours are approved by

his/her academic counselor or head coach. We strongly recommend that student-athletes register for 15-17 hours.

The Athletic Association is financially responsible for one undergraduate degree with one major for student-athletes receiving athletic aid. Student-athletes who intentionally prolong, delay, or alter graduation progress risk forfeiture of athletic aid. Exceptions will be considered for student-athletes that are competing athletically beyond their fourth year or for student-athletes who graduate prior to exhausting their eligibility

DROP/ADD PROCEDURES

Drop/Add is a way of adjusting your schedule during the first week of class each semester. Drop/Add ends as published by the Registrar's Office. NEVER drop a course without discussing it with your athletic academic counselor. **REMEMBER, if you drop below 12 hours, you will lose eligibility to practice and compete.**

To add or drop courses, contact an athletic academic counselor and work with him/her while following the instructions on the ATHENA screen.

WITHDRAWAL FROM A COURSE

Withdrawal is the procedure used to get out of a class after the Drop/Add period has ended. Before you can initiate a withdrawal from a course you must have the approval of your athletic academic counselor, position coach and head coach because dropping below 12 hours will render you ineligible for practice and competition. **Failure to complete 15 credit hours without the knowledge and prior approval of your counselor, coach(es), and the Senior Associate Athletic Director for Student Development will jeopardize summer school aid and could lead to the possible termination of future scholarship assistance.**

Withdrawal also requires permission from your professor who has the right to assign a grade of "WP" or "WF" at the time of withdrawal. **Note: Professors may assign a "WF" even before the withdrawal deadline.** Any withdrawal occurring after the midpoint of the semester automatically receives a grade of "WF." This grade is figured into the GPA as an "F." A grade of "WP," however, does not figure into the GPA.

Effective fall 2008, **all undergraduate students are limited to four(4) course withdrawal-passing (WP) grades during their enrollment at UGA.** Withdrawal grades (W or WF) accumulated prior to fall 2008 will not be counted in the application of this policy. Transfer grades of W, WP, and WF, i.e., any withdrawals earned at an institution other than UGA and a grade of WM assigned for a military withdrawal, are not considered in the application of this policy.

A student- or instructor-initiated withdrawal after the student's fourth WP will result in the automatic assignment of a withdrawal-failing (WF) grade. If a student withdraws from a course and the associated lab taken concurrently, it will be counted as only one withdrawal for purposes of this policy.

Prior to withdrawal, be sure to discuss the situation with the professor of the course and then contact your athletic academic counselor before proceeding to withdraw on ATHENA.

BUCKLEY AMENDMENT

Under federal privacy laws, students' educational records can only be released to third parties with the written consent of the student. Per NCAA requirement, all student-athletes will be required to sign a Buckley Amendment waiver giving permission for institutional staff members (i.e. academic counselors and coaches) to have access to their records for eligibility purposes. This includes contacting professors for information on class attendance and performance. The waiver is a part of the NCAA Student-Athlete Statement each student must sign on a yearly basis with the compliance office before he or she is allowed to participate on an athletic team. In addition, the Academic Counseling Unit will ask student-athletes to sign a waiver giving the athletic staff permission to release information to parents or guardians.

LIFE SKILLS

The Life Skills programs focuses on five commitments that each Division 1A program is making in the growth

and development of student-athletes.

- I. ***A Commitment to Academic Excellence*** ensures that student-athletes will have the opportunity to excel in their chosen field of study and that athletic programs will provide services to support and enhance the academic success of student-athletes.
- II. ***A Commitment to Athletic Excellence*** ensures that student-athletes will be provided facilities, coaching staff, and support services that will enable them to excel in a broad program of sports sponsored by the university. The fundamental principles of these programs will be based on a commitment to sportsmanship, equity, fair play, and integrity.
- III. ***A Commitment to Personal Development*** ensures that each student-athlete participating in a Life Skills program will be provided opportunities to focus on personal growth issues such as values clarification, goal setting, fiscal responsibility, decision making, and stress management. Each of these components will be focused toward developing a healthy lifestyle.
- IV. ***A Commitment to Service*** is our challenge to student-athletes to give back to communities and individuals who are in need. With a clearly defined program of service, our student-athletes will be given opportunities to develop the foundation for a lifelong commitment of volunteerism.
- V. ***A Commitment to Career Development*** places a priority on preparing for life after college sports. The program acquaints students with the job search process, provides networking opportunities, and ultimately assists with job placement. As our programs work toward the development of the total person, the ultimate goal is to develop individuals who will have rewarding careers and productive lifestyles. The Life Skills program is committed fostering leadership development. By placing an emphasis on programs and services that maximize student involvement, student-athletes develop the leadership skills needed to be successful in life. The foundation of the leadership development program is the student-athlete advisory council as well as other leadership development programs that allow student-athletes to be involved in the administration of our athletic programs. Student-athletes are encouraged to transfer the leadership training learned through athletic participation into all aspects of campus life.

STUDENT-ATHLETE ADVISORY COUNCIL

The Student-Athlete Advisory Council is made up of representatives from each sport. They meet regularly to discuss issues which affect student life. Social functions for all student-athletes are planned as well as community outreach projects (i.e., SEC Together We CAN Drive, Thanksgiving meals for those less fortunate, signed holiday cards for members of the Armed Forces National Student-Athlete Day, etc.) Once a year, the Council meets with the Athletic Director. This has proven to be a very effective means of communication for the student-athletes and an excellent source of information for administrators. You are encouraged to become involved in the Student-Athlete Advisory Council (SAAC) because it is an excellent way for student-athletes to participate in decisions regarding student life issues and concerns as well as a means to broaden your college experience.

STUDENT ATHLETE ADVISORY COUNCIL STUDENT-ATHLETE COVENANT

Student-athletes have the unique opportunity and responsibility to strive for three distinct goals during their undergraduate careers: (1) to reach their potential as a student and gain their degree; (2) to reach their potential as an athlete; and (3) to grow as a person by participating in the many outreach programs which enable them to interact with the campus and town communities. The experiences gained in these three areas will ensure a familiarity with the proper work ethic, self-discipline, teamwork, and sacrifice which are necessary for success in any endeavor.

It is the responsibility of the institution to assure that the student-athlete may realistically pursue both learning tracks, maximizing the benefits from both concurrently. In fulfilling this responsibility, the institution should strive to assure that the student-athlete shall be integrated into the student body and have access to the same collegiate experiences as any other student.

Important in this regard, the athletics program will endeavor to select student-athletes likely to complete an academic degree. They should provide an environment that promotes responsibility, independence, and

opportunities for discovery. To this end, student-athletes should be given a choice about where they want to live after their sophomore year, if not before. Also, student-athletes should have the opportunity to eat meals anywhere on campus. This freedom will increase interaction between student-athletes and the rest of the student body and give the athlete a more well-rounded collegiate experience.

It is an obligation of the institution in one special area—academic assistance—to treat the student-athlete unlike most other students. Because of the abnormal time demands placed upon the student-athlete, the institution must provide a special program of academic support, including counseling and tutoring, to each student-athlete participating in the programs.

The institution should provide the student-athlete with an athletic program that adheres to the NCAA's Principles for the Conduct of Student-Athlete Welfare and the Principle of Sound Academic Standards. Further, the athletic time demands placed upon the student-athlete must be regulated to a reasonable level by the institution's athletic administration.

Acknowledging these institutional obligations, student-athletes must pledge themselves to achieving four goals:

1. To strive to reach one's potential.
2. To obtain a degree.
3. To excel to the best of their athletic ability.
4. To strive for these goals within the rules and guidelines outlined by their institution, the SEC and NCAA.

With a strong commitment by the institution and the student-athlete, the student-athlete will be enriched by the college experience. In turn, a promotion of pride among the citizens of the State of Georgia in the conduct and accomplishments of the athletics program and the manner in which the program represents the University to the State and to the nation will be achieved.

AWARDS AND SCHOLARSHIPS

A number of awards and scholarships are available to outstanding student-athletes. These include:

ACADEMIC ALL AMERICAN

Must be at least a sophomore with a GPA of 3.20 or better to be nominated to the COSIDA team.

Coaches Association All Academic Teams - requirements vary by sport

SEC ACADEMIC HONOR ROLL

Recognizes student-athletes who have earned at least 24 hours toward a degree/letter with a cumulative GPA of 3.0 or a 3.0 for two previous semesters who earned a letter in their sport or who are receiving an athletic scholarship.

POST-GRADUATE SCHOLARSHIPS

SEC H. Boyd McWhorter Scholar Athlete Award

NCAA Postgraduate Scholarship

NACDA/Postgraduate Scholarship

Walter Byers Postgraduate Scholarship

NCAA Ethnic Minority Postgraduate Scholarship for Careers in Athletics

Brad Davis SEC Community Service Award

Contact the Senior Associate Athletic Director for Student Development for more information on Awards.

ATHLETIC ASSOCIATION AWARDS

Because the University of Georgia Athletic Association firmly believes that academic achievement is deserving of recognition, the following awards are presented during the year:

Director's Honor Roll

Each semester, those student-athletes who earn a 3.0 or greater GPA for the semester in ten or more hours of

course work are named to the Director's Honor Roll. Their names are added to special plaques located in the Butts-Mehre Building and in the Rankin Smith Student-Athlete Academic Center.

ACADEMIC ACHIEVEMENT AWARDS

These certificates are presented to student-athletes who have exhibited intense focus and/or displayed a marked improvement in the classroom over the course of the past academic year. Honorees have shown extraordinary academic growth by accepting the challenge to become leaders in the classroom. Their competitive desire to become the best student they can be makes them deserving of this award. This group represents the top 5% in terms of academic effort, intensity, and focus.

ATHLETIC ASSOCIATION SCHOLAR-ATHLETE AWARDS

Presented to the student on each team with the highest GPA for the past academic year.

BILLY PAYNE ACADEMIC ACHIEVEMENT AWARD

Presented to the senior football player(s) who have a 3.0 or higher cumulative GPA at the completion of the senior year.

FACULTY ATHLETICS REPRESENTATIVES AWARD

Recognizes the male and female teams with the highest grades for the year.

JOEL EAVES SCHOLAR-ATHLETE AWARD

Presented prior to fall semester to the female and male rising senior with two yrs varsity experience and the highest GPA.

MARILYN VINCENT AWARD

Presented to the female athlete graduating with the highest GPA each year.

DICK BESTWICK SCHOLAR ATHLETE AWARD

Presented to the male athlete graduating with the highest GPA each year.

LEWIS LEADERSHIP AWARD

Presented to a female athlete based on outstanding leadership qualifications.

COPAS LEADERSHIP AWARD

Presented to a male athlete based on outstanding leadership qualifications.

HORNSBY HOWELL AWARD

Presented to a student-athlete who is active in campus & community service

SPORTSMANSHIP-ETHICS AWARDS

Presented to one male and one female student athlete who exemplify ethical behavior and sportsmanship

INSPIRATION AWARD

Presented to the student-athlete who has confronted unexpected, life-altering circumstances with character, courage and determination and now serves as a role model to give hope and inspiration to others in similar situations.

ATHLETE OF THE YEAR AWARDS

To honor Georgia's most outstanding male and female athlete for uncommon achievement in his or her varsity sport; who brings national and/or international recognition to the individual, team, and University; and who exemplifies the standards of "The Georgia Way."

BULLDOG CUP

Recognizes the team that excels academically, supports their peers in athletic competition and consistently serves the community.

ATHLETIC FINANCIAL AID GUIDELINES

Athletically related financial aid is awarded for a specified period and it is not automatically renewed. At the end of the award period, aid may be reduced or non-renewed for several reasons, including substandard athletic performance by the student-athlete.

The Athletic Association must inform student-athletes by July 1 of each year if their aid is reduced or non-renewed. If a student-athlete's aid is reduced or not recommended for renewal, the individual has a right to appeal to the University Student-Athlete Appeals Committee. A description of the process is found in the Appeals/Grievance Section of this handbook.

ADDITIONAL FINANCIAL AID

Student-athletes may be eligible to receive federal assistance through Pell Grants, federal loans and other aid. All student-athletes who want to see if they qualify for need-based aid should complete a FAFSA (Free Application for Federal Student Aid) at fafsa.ed.gov each year. Information regarding Pell Grants and other aid may be secured through the Director for CHAMPS/Life Skills or the Office of Financial Aid. NCAA rules allow employment throughout the school year. Check with the Director for CHAMPS/Life Skills for additional information on this subject.

HOPE SCHOLARSHIP RECIPIENTS

A student-athlete who is awarded a full athletic grant-in-aid and also qualifies for the HOPE Scholarship shall use the HOPE Scholarship to pay out what it can and the athletic grant will be reduced accordingly. If the student in a head-count sport has his/her full athletic grant-in-aid renewed the following year and the student loses HOPE eligibility, the athletic grant will be increased to cover what was lost from HOPE. It shall be the responsibility of the coach to inform the student of this policy. A student-athlete in an equivalency sport who receives an athletic grant-in-aid and also qualifies for the HOPE Scholarship shall use the HOPE Scholarship to supplement the athletic grant-in-aid. There will be no reduction in the athletic grant unless the HOPE Scholarship puts the student over the NCAA individual financial aid limit. It is the coach's responsibility to explain to a student who receives a grant-in-aid in an equivalency sport and a HOPE Scholarship that loss of HOPE eligibility does not mean that the athletic grant will be increased for the following year to make up for the loss of HOPE funds. It is your responsibility as a student-athlete to understand the requirements for keeping your HOPE Scholarship.

THE OPPORTUNITY FUND

The NCAA has established a fund to provide direct benefits to student-athletes consistent with the following principles:

- All student-athletes (including international students) are eligible to receive Opportunity Fund benefits regardless of whether they are grant-in-aid recipients or have either exhausted eligibility or no longer participate due to medical reasons.
- Benefits are intended to pay costs that arise in conjunction with participation in intercollegiate athletics, enrollment in an academic curriculum, recognition of academic achievements, or to meet unforeseen/emergency financial needs.
- Prohibited uses include supplementing salaries, undergraduate tuition, room board and books, capital improvements and stipends for student-athletes.

Applications and information regarding the Opportunity Fund for Student-Athletes can be obtained from the Director for Life Skills.

GEORGIA ATHLETIC ASSOCIATION PRIORITIES

The University of Georgia Athletic Association has identified the following priorities for use of the Opportunity Fund for our student-athletes:

1. Student-athletes with a demonstrated financial need (i.e. Pell recipients).
2. Funds for student-athlete hardships and emergencies. (i.e. home burns, death in family, etc.).

3. Post Eligibility Program designed to assist eligible student-athletes with degree completion. Assistance is limited to in-state tuition/fees and books.
4. Recognition and development of academic , leadership, and community service efforts, as well as the promotion of other accolades consistent with the mission and vision of the Athletic Association.

HOW TO APPLY FOR FUNDS

Students must submit an application for each request at the Student Services website (<http://student-svcs.sports.uga.edu/current-student-athletes/opportunity-fund-request/>). There is additional information required for requests involving hardships. Documentation must be approved for all requests and the head coach must endorse any hardship request.

Contact Glada Horvat (542-7955 or e-mail glada@uga.edu) or Robert Miles (542-1845 or e-mail rmiles@sports.uga.edu) for more information.

SUMMER SCHOOL SCHOLARSHIP POLICY

Athletic aid for summer school is a privilege **granted** to student-athletes. **It is reserved for those persons who have shown the proper attitude and effort in their academic and athletic endeavors so as to warrant being approved for a summer grant.** Lack of effort in any area will necessitate the student-athlete paying his/her own way to summer school regardless of any eligibility situation which he/she might face. NCAA rules limit summer athletic aid to the same proportion a student received during the academic year.

Reasons to attend summer school:

1. To maintain satisfactory progress
 - a. Hours
 - b. G.P.A./Declare a major
2. Course selection/course conflicts
3. To make up graduation hours
4. To complete degree requirements
5. At the coach's request

Incoming freshmen or transfer student-athletes whose goals are to become acclimated to the university setting and to advance academically prior to initial full-time enrollment may receive summer athletic scholarship.

SUMMER SCHOLARSHIP RULES AND REGULATIONS

- Must be approved by your head coach.
- Must be approved by appropriate academic counselor and then certified by the athletic scholarship coordinator.
- Must be approved one week prior to summer school pre-registration. Summer school request forms will be available by the midpoint of the spring semester on the Student Services website at www.uga.edu/sports-academics.
- Must take a minimum of 6 hours to receive full scholarship consideration.
- Cannot work in summer if academically deficient unless approved by head coach.
- Must live where assigned, if academically deficient.
- The same attendance policy used during the regular school term applies to summer school classes.
- Summer school Study Hall is required for all athletes who do not meet G.P.A. requirements or have eligibility problems. Your counselor will determine your study hall hours. Tutoring will be available by special request, and as assigned by your academic counselor.
- You may be required to pay summer school costs if courses are dropped or failed or if you quit a job while taking less than 6 hours.
- You are required to report back to school in time to take care of all registration and class scheduling regulations as well as to meet class attendance requirements. Failure to do so could cause you to be denied

the opportunity to attend summer school.

2015-2016 BOOK SCHOLARSHIP PROCEDURES

Student-athletes must be on a book scholarship to be eligible for books through the Athletic Association.

To get your books at the beginning of the semester, you must see YOUR academic counselor in the Rankin Smith Student-Athlete Academic Center for a book form. Bring the syllabus for each of your classes. **NO SYLLABUS, NO BOOKS!** Your counselor will list on the book form each required book. Only books listed on a syllabus are eligible to be purchased by the Athletic Association.

Book scholarships may now also cover most required class supplies. These supplies must be listed on the course syllabus to be eligible for reimbursement. To receive reimbursement, bring a copy of the syllabus and an itemized receipt to your academic counselor. This does not include general supplies such as notebooks and pens.

Take your book form, along with a picture ID, to the UGA Bookstore. Get the books you need from the textbook section on the second floor. Take the books and the book form to the first floor scholarship line to sign for the books and have the Athletic Association billed. Be sure you get the correct book for each class as listed on the book form. If you pick up the wrong books and they are not returnable, you will be responsible for purchasing any subsequent books.

If you are required to purchase a book off-campus or on-line, you must pay for the book and bring the receipt and a copy of the syllabus listing the required book to your counselor to receive reimbursement. Reimbursements are made within ten days.

You are required to keep your books for the entire semester. During the semester, academic counseling staff may periodically check to see if you have books. If you cannot produce your books when asked, you could lose your book privileges until you reimburse the Athletic Association. You may sell your books back **ONLY** at the end of the semester.

Some books are used in sequential courses, such as ACCT 2101, ACCT 2102, BIOL 1103, BIOL 1104. When a book is used the next semester, you are required to keep the book. Book scholarships cannot buy the same book twice.

Lost or stolen books cannot be replaced by the Athletic Association. It is your responsibility to replace any lost or stolen books at your cost.

If you drop a course during drop/add and have already picked up the books, you must bring the books back to your academic counselor. You will not receive a book for the new course until you return the books from the dropped course to your counselor if the refund period has expired at the bookstore. If you withdraw from a course during the semester, you must return the book for the course to your academic counselor. You will be flagged and you will not be issued books for the following semester until you have returned the books or reimbursed the Athletic Association.

FAILURE TO COMPLY WITH THE ABOVE RULES COULD RESULT IN YOUR BOOK PRIVILEGES BEING REVOKED. In addition, you could lose your eligibility if you violate the NCAA extra benefit rules, which apply to books for courses not on your schedule.

APPEALS/GRIEVANCE PROCEDURES

The University of Georgia has in place several appeal/grievance procedures through which students, including student-athletes, may voice complaints against fellow students, instructors, other university employees, etc. and is composed of faculty and staff appointed by the president. The NCAA requires a student-athlete specific grievance/appeal procedure designed to address only student-athlete concerns.

UNIVERSITY OF GEORGIA STUDENT-ATHLETE COMPLAINT RESOLUTION PROCESS

Another process is an internal and confidential process intended to be available for a student-athlete to address complaints/issues relating to any student-athlete's conflict with other student-athletes, coaches, Athletic Association employees, and other athletically related complaints. This process is not to address any issues of an academic nature or those relating to financial aid and transfer issues since other university committees have authority in these areas. The process is as follows:

1. The initial step is for the student-athlete to bring the complaint to the attention of sports administrator for his/her sport who is responsible for keeping all proceeds confidential and for mediating the dispute between all parties involved.
2. Following completion of the initial mediation step, should the complainant feel that the issue has not been resolved then he/she may appeal the mediation ruling via petition to a review committee composed of the Senior Woman Administrator, Senior Associate Athletic Director, and Faculty Athletic Representative. The petitioner may appear in person before the Review Committee as well as the individual against whom the complaint has been filed. The Review Committee shall submit its findings to the Athletic Director for final review and a formal Athletic Association decision on the matter.

OTHER UNIVERSITY OF GEORGIA AVENUES AVAILABLE TO STUDENT-ATHLETES FOR RESOLVING DISPUTES

1.) University of Georgia Student-Athlete Grant-in-Aid Appeals

This appeals process is in place to address issues involving athletic grant-in-aid appeals, which may occur due to non-renewal, reduction, or cancellation of financial aid or any transfer-related issues that may arise. This review process complies with hearing opportunity requirements established by NCAA guidelines. This procedure is published, in detail, in the Student-Athlete Handbook, which is distributed to all student-athletes and is discussed at the annual NCAA Rules Review at the beginning of each academic year.

The following procedures apply in the event a student-athlete wishes to pursue an appeal of a grant-in-aid and/or transfer decision:

- a. An informal discussion between the student-athlete and the respective coach;
- b. A written appeal to the Athletic Director; and
- c. A written appeal to the President through the University of Georgia Student-Athlete Grant-in-Aid Appeals Committee ("Appeals Committee").

The initial appeal must be submitted in writing to the Athletic Director within five (5) working days of receipt of the written decision impacting the student-athlete's grant-in-aid and/or transfer. A copy of the letter that is the subject of the appeal must be included in the appeal to the Athletic Director. The Athletic Director will promptly render a decision, in writing, to the student athlete. Once the five (5) day period has expired without the submission of a written appeal to the Athletic Director, the decision becomes final and is not subject to further review.

The student-athlete can appeal, in writing, the Athletic Director's decision to the President through the Appeals Committee within ten (10) working days of the date of the decision of the Athletic Director. The appeal must contain a copy of the letter that is the subject of the appeal, a copy of the Athletic Director's decision, and any documentation the student-athlete wishes to submit in support of the appeal. A student-athlete who wishes to address the Appeals Committee orally must make the request in the written appeal. The appeal should be delivered to the Executive Director for Legal Affairs, Office of Legal Affairs, Lustrat House, Athens, Georgia

30602. The Athletic Department will have five (5) working days from receipt of the appeal to submit a response. Once the ten (10) day period has expired without the submission of a written appeal to the President, the decision becomes final and is not subject to further review.

After the Appeals Committee has considered the appeal, either through a hearing on the record or in-person, it will make a written recommendation to the President within five (5) days.

The President will promptly render a final decision in writing.

2.) Georgia Dispute Resolution Program

Student-athletes as well as the student body at large have access to the University of Georgia Dispute Resolution Program administered by the Office of Legal Affairs. This program contemplates resolution of disagreements either informally via mediation and/or formally through a grievance hearing. The mediation program uses neutral third party trained mediators as an alternate dispute resolution medium that is not binding and does not prejudice access to other alternatives. The grievance procedure utilizes a grievance coordinator who administers the formal process using a representative panel as the hearing body.

Student to student concerns, which involve conduct requiring student discipline, may be addressed before the Student Judiciary.

Student-athlete academic issues (i.e. grade appeals, readmission, etc.) proceed along the departmental academic lines and are forwarded to the respective Dean's Office for review and approval, and finally to the Office of the Vice President for Instruction where the appeal is reviewed and a decision made by the Educational Affairs Committee of the University Council. Copies of the Georgia Dispute Resolution Program are distributed to all student-athletes at the beginning of each year.

UGA Ombudspersons Program

Furthering its commitment to creating a positive learning environment, the University of Georgia recently named three ombudspersons to serve faculty, staff and students. The ombudspersons are designated individuals who serve as independent, neutral and informal resources for UGA students, faculty and staff. Rather than serving as advocates for individual members of the university community, these individuals are advocates for fairness, and they function as a source of information and referral. They assist, to the extent possible, in informally resolving concerns brought to their attention. They serve as third-party fact finders who remain neutral while looking into complaints or grievances, including those related to discrimination and harassment.

UGA Diversity Resources

African American Culture Center <http://www.uga.edu/aacc/>

African Studies Institute <http://www.uga.edu/afrstu/>

Asian American Student Association <http://www.uga.edu/aasa/>

Black Affairs Council (BAC) www.uga.edu/bac

Campus Ministries Association <http://www.uga.edu/cma/ministries.htm>

Center for Latin American and Caribbean Studies www.uga.edu/clacs

Center for Latino Achievement and Success in Education <http://www.coe.uga.edu/clase/>

College of Agriculture and Environmental Sciences Office of Diversity and Multicultural Affairs
<http://www.caes.uga.edu/unit/diversity/>

Department of Intercultural Affairs <http://www.uga.edu/ica/>

Disability Resource Center <http://drc.uga.edu/>

GLOBES – LGBTQ Faculty/Staff Organization <http://ugaglobes.wordpress.com/>

Hispanic Student Association <http://www.uga.edu/hsa/>

Indian Student Association <http://www.uga.edu/isa/>

Infusion Magazine www.uga.edu/infusion

Institute for African American Studies <http://www.uga.edu/iaas/>

Institute for Women's Studies www.uga.edu/iws
Institute of Native American Studies <http://www.instituteofnativeamericanstudies.com/>
International Student Life <http://www.uga.edu/isl/>
LGBT Center <http://www.uga.edu/lgbtcenter/>
Multicultural Greek Council <http://www.uga.edu/mgcouncil/>
Multicultural Services and Programs <http://www.uga.edu/msp/>
National Association for the Advancement of Colored People (NAACP)
http://naacp.myweb.uga.edu/news_files/slide0001.htm
Office for Violence Protection <http://uga.edu/ovp/>
Office of Institutional Diversity <http://www.uga.edu/diversity/>
Office of International Education <http://www.uga.edu/oie/>
Office of International Education <http://www.uga.edu/oie/>
Terry College of Business, Diversity Relations <http://www.terry.uga.edu/diversity/>
UGA Campus Resources for Women http://www.uga.edu/resources_for_women/
UGA Hillel <http://hillelatuga.org/>
UGA Lambda Alliance <http://ugalambda.wordpress.com/>
UGA Safe Space <http://www.uga.edu/safespace/>
Undergraduate Admissions: Diversity at UGA http://www.admissions.uga.edu/article/diversity_at_uga.html

HOUSING 2015-2016

All freshmen students at the University of Georgia are required to live on-campus. All student-athletes living in residence halls will receive a Community Guide and sign a contract with University Housing.

The Athletic Housing Coordinator (1) serves as liaison with the University Housing Office and the Athletic Association Staff; (2) supervises room transfers and assignments.

Those student-athletes living in University residence halls are expected to adhere to all University policies concerning housing including rules and regulations listed in the residence hall contract and the Community Guide. Student-athletes living in the University residence halls are responsible to the University for any damages to the room or its contents. Check-in and check-out procedures will be handled by the University Housing Office.

OFF-CAMPUS HOUSING

Permission must be granted by your head coach in order to live off-campus and receive scholarship for housing. Rules of conduct for off-campus residing would be those required by your head coach. The amount of off-campus housing scholarship is determined annually as required by NCAA rules

University of Georgia Weapons Policy

The University has deemed the following actions to be prohibited by state law and/or University policy. Violation of this policy will result in appropriate action, including but not limited to termination, dismissal and/or criminal prosecution, if it finds that a student, employee or visitor to campus engages in any of the following:

Using, possessing, manufacturing, distributing, maintaining, transporting or receiving, in a residence hall, any location on University property or at any University sponsored event, any of the following:

(a) firearm or weapon whether operable or inoperable as defined in Georgia Code Section 16-11-127.1 or **any object of like character, including but not limited to paintball guns, BB guns, potato guns, air soft guns or any device which propels a projectile of any kind;**

(b) any dangerous weapon, machine gun, sawed-off shotgun or rifle, shotgun or silencer as defined in Georgia Code Section 16-11-121;

(c) any bacteriological weapon, biological weapon, destructive device, detonator, explosive, incendiary, over-pressure device or poison gas as defined in Georgia Code Section 16-7-80;

(d) any explosive materials as defined in Georgia Code Section 16-7-81; or

(e) any hoax device, replica of a destructive device or configuration of explosive materials with the appearance of a destructive device, including but not limited to, fake bombs, packages containing substances with the appearance of chemical explosives or toxic materials.

The possession of a valid firearms permit, or a valid license to carry a concealed weapon, does not exempt students from the provisions of this policy or provisions detailed in Georgia Code Section 16-11-127.1.

Under these provisions, students are prohibited from possessing, manufacturing, etc. weapons as defined above **anywhere on University property.**

These provisions do not prohibit the possession by non-students (i.e. faculty, staff, and visitors to campus) of weapons or devices which are legal to possess, provided such a device is kept in a locked compartment of a motor vehicle, or a locked container or locked firearms rack within a motor vehicle.

Under Georgia Code Section 16-11-127.1(c)(5)(E), campus police officers are not prohibited from carrying weapons on the University of Georgia campus. For further information, please visit the University of Georgia Police Department website at: <http://www.police.uga.edu/weapons.html>

UGA Hazing Policy

Hazing is defined as any intentional, negligent or reckless action, or situation which causes another pain, embarrassment, ridicule or harassment, **regardless of the willingness of the participant.**

Such actions and situations include, but are not limited to the following:

1. forcing or requiring the drinking of alcohol or any other substance;
2. forcing or requiring the eating of food or anything an individual refuses to eat;
3. calisthenics (push-ups, sit-ups, jogging, runs etc.);
4. "treeings" (tying someone up and throwing food or other substances on them);
5. paddle swats
6. line-ups (yelling at people in any formation or harassing them);
7. forcing or requiring the theft of any property;
8. road trips (dropping someone off to find his own way back);
9. scavenger hunts;
10. permitting less than six (6) continuous, uninterrupted hours of sleep per night;
11. conducting activities which do not allow adequate time for study (not allowing to go to class, missing group projects, etc.);
12. nudity at any time;
13. running personal errands of the members (driving to class, cleaning their individual rooms, serving meals, picking up laundry, washing cars, etc.);
14. requiring the violation of University, Federal, State or local law.

HAZING IS AGAINST STATE, FEDERAL, AND LOCAL LAW.

UGA Athletic Department Reporting Obligations

All staff members, including volunteers, must report all crimes (known, witnessed, or reasonable cause to suspect) to the police and their immediate supervisor

*The following **MUST** be reported to University Police (2-2200) or Athens/Clarke County Police (706-613-3330) and your immediate supervisor. Examples:*

- **CHILD ABUSE:** any person who knows or has cause to suspect that a child is or has been abused
- **SEXUAL ASSAULT:** any person that observes or has knowledge of sexual assault
- **PHYSICAL ASSAULT AND BATTERY:** any person that observes or has knowledge of assault and battery

*The following **MUST** be reported to Peggy Whitfield (2-9259), Carla Williams (2-9103), or UGA Equal Opportunity Office (2-7912)*

- **HARASSMENT:** any person with knowledge of harassment based on any factor (e.g., race, gender, disability, religion, sexual orientation) or any supervisor receiving a report of harassment of an employee or student
- **DISCRIMINATION:** any person with knowledge of discrimination or any supervisor receiving a report of discrimination of an employee or student

*The following **MUST** be reported to the Compliance Office (2-9103)*

- **NCAA/SEC VIOLATIONS:** any person with knowledge of actual or potential NCAA or SEC rules violations
- **MISCONDUCT/UNETHICAL BEHAVIOR:** any person with knowledge of actual or potential misconduct or unethical behavior (e.g. hazing, academic fraud, gambling, breach of confidentiality related to medical or academic records)

Reporting of Crimes

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act), an amendment to the Higher Education Act of 1965, requires all public and private postsecondary institutions participating in Title IV federal student aid programs to collect, classify, and count crime reports and crime statistics for crimes that occur on campus, on public property within or immediately adjacent to the campus, and on off-campus building or property that the institution owns or controls. It is the policy of the University of Georgia Athletic Association (UGAAA) to comply with the requirement of the Clery Act by reporting crimes to the University of Georgia Police Department (UGA Police), the entity responsible for Clery Act reporting for the University.

Crimes that must be reported:

1. Criminal homicide, including murder and non-negligent manslaughter and negligent manslaughter.
2. Sex offenses, including forcible sex offenses and non-forcible sex offenses (incest and statutory rape).
3. Robbery
4. Aggravated assault
5. Burglary
6. Motor vehicle theft
7. Arson
8. Arrests or persons being referred for disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.

Additionally, the Official Code of Georgia Annotated (O.C.G.A.) § 19-7-5 requires that certain individuals having reasonable cause to believe that a child has been abused shall report or cause reports of that abuse to be made. The statute defines child abuse broadly to include physical abuse, neglect, and sexual abuse and exploitation. The mandated reporters under the statute include, but are not limited to, school teachers and school administrators. UGAAA recognizes that the abuse of children is a serious crime. Therefore, UGAAA hereby adopts and incorporates by reference the provisions of O.C.G.A. § 19-7-5 regarding the reporting of child abuse.

In summary, any and all staff members must report crimes to the UGA Police Department and their immediate supervisor.

<http://safeandsecure.uga.edu/>

University of Georgia Athletic Department Sexual Assault Policy

If a student-athlete discloses a sexual assault to you, you are **obligated by Federal Law** (Campus Security Act of 1990/Jeanne Clery Act) to follow these procedures:

1. Explain immediately to the victim that **you must report the incident**. Contact:
UGA Police (2-2200) or Athens/Clarke County Police (706-613-3330)
Carla Williams, Executive Associate Athletic Director (706-542-9103)
The University of Georgia Non-Discrimination/Anti-Harassment Officer/Equal Opportunity Office (706-542-7912)
 - Only the incident is to be reported, no name should be given without the consent of the victim
 2. Encourage the victim to contact the Relationship/Sexual Violence Prevention Coordinator at 706-542-SAFE (located in UGA Health Center). If they are reluctant to call, offer to call for them. If the victim is uncomfortable with that, encourage them to contact a counselor at the health center (706-542-2273).
 3. Encourage the victim to file a report with:
UGA Police Department (706-542-2200) if the assault was on campus
Athens-Clarke County Police Department (706-613-3330) if it was off campus
 - The police will keep the victim's name on file but will not release it to the media. The police report will help the victim if they later decide to pursue legal action.
 4. If the incident occurred within the last 72 hours, encourage the student to call the UGA Police (706-542-2200) or Athens-Clarke County Police Department (706-613-3330) or 911. They will provide a sexual assault nurse examiner. This process would be important if the victim decides to pursue legal recourse. The victim may also call The Cottage Sexual Assault Center (1-877-363-1912) who will provide trained volunteers to accompany a victim through medical and legal procedures (this service is free).
 5. Inform the victim of additional resources:
Counseling and Psychological Service Department (University HC) 706-542-2273
Relationship and Sexual Violence Prevention Coordinator 706-542-7233
Sexual Assault Center of Northeast Georgia (The Cottage) 706-546-1133 or 1-877-363-1912 (Hotline)
- August 2012

UGAA Professional Ethics Policy (General Staff Procedures, Section D, page 5)

As a matter of sound judgment and professional ethics, coaches and staff members have a responsibility to avoid any apparent or actual conflict between their professional responsibilities and personal interests in terms of their dealings or relationships with students or student-athletes. It is also the responsibility of coaches and staff members to avoid social contact that could lead to intimate relationships or consensual relations with students/student-athletes over whom they are in a position of authority by virtue of their position, either by direct supervision or implied authority as a coach/staff member in the department.

Also, any sexual overtures that could in any way be interpreted as sexual advances will not be tolerated. In addition to the obvious inappropriateness of such action, there is the added liability of being charged with sexual harassment. Failure to adhere to the constraints called for in this policy will result in the possible termination of employment of violators of said policy.

For complete UGAAA Policies and Procedures, please visit:

https://portal.sports.uga.edu/ugaa_policy/ugaaapp.pdf

For complete UGA policies related to Non-Discrimination and Anti-Harassment:

<http://eoo.uga.edu/policies/NDAH-Policy.html>

Comprehensive Action Plan Procedures related to Student-Athlete Conduct

I. Arrests for **Felony Crimes** and **DUIs**

- a) Student-Athlete is required to notify his/her head coach **immediately**
- b) Immediate Suspension from athletic competition
- c) The Comprehensive Action Plan Committee consists of the Senior Woman Administrator, Executive Associate Athletic Director, Senior Associate Athletic Director, and the Faculty Athletics Representative.
- d) The Comprehensive Action Plan Committee, after an investigation and review of the facts, will forward a recommendation of penalties to the Athletic Director. **These recommendations may include, but are not limited to, dismissal from the team, suspension from competition, reduction in aid, and/or cancellation of athletic aid.**
- e) The Athletic Director will approve, modify, or return the matter to the Committee for further consideration

II. Citations and Arrests for **Misdemeanor Crimes (ex. Public drunkenness, underage consumption, and driving with a suspended license)**

- a) Student-athlete is required to notify his/her head coach **immediately**
- b) Alcohol or Drug related arrests or citations are violations of UGAAA policies that include automatic competition suspension, education, counseling, and community service.
- c) In some misdemeanor cases, the Head Coach will be responsible for imposing whatever discipline measures he/she deems appropriate
- d) The Comprehensive Action Plan Committee may recommend further disciplinary action to the Athletic Director if deemed necessary

III. Other Acts of Misconduct and/or Behavior Detrimental to the University of Georgia

- a) **Misconduct** by a student-athlete will also be subject to action through the Comprehensive Action Plan Committee including, but not limited to, misconduct related to:
- Social media networks
 - Academic Settings
 - NCAA Rules (ex. Ethical Conduct)
 - UGA Academic Honesty
 - Multiple/repetitive acts of misconduct (ex. housing violations)

IV. Alcohol and Drug related misconduct

- a) Subject to University's Policy on Alcohol and Other Drugs
b) Subject to the UGAAA Drug Testing, Education, and Counseling Policy
c) Subject to disciplinary action through the Comprehensive Action Plan Committee

V. Appeals Procedures

- a) Sport Administrator
b) Review Committee and Athletic Director

Summer 2013

UGA ALCOHOL & DRUG POLICY

All students enrolled at The University of Georgia are expected to adhere to the code of conduct. Information can be viewed at <http://www.uga.edu/judicial/programs/code.htm>.

Effective May 2006 minimum sanctions for all UGA students for drug and alcohol violations will be as follows:

MINIMUM SANCTIONS FOR ALCOHOL AND OTHER DRUG VIOLATIONS

All students found in violation, through the University's Judicial process, of Alcohol and Other Drug Related Misconduct (see Conduct Regulation IV) will receive:

For violations occurring (incident date) on May 14, 2007 or after:

1st violation – For possession (not consumption) of alcohol only - Alcohol awareness class and probation for six (6) months from the date of resolution.

1st violation – For consumption, use, distribution, and possession of alcohol OR use, possession, distribution of other drugs – Alcohol and Other Drug awareness class and probation for twelve (12) months from the date of resolution.

2nd offense while on probation – suspension from institution for current semester and 1 subsequent semester (Fall or Spring semesters only). Summer suspension may not be substituted for a Fall or Spring semester and will be included if suspension is initiated during Spring semester.

Two or more violations (separate incidents) while not on probation – In cases where students are referred to the Office of Judicial Programs for additional violations that occur before the resolution of any prior violations or pending cases - suspension from institution for current semester and 1 subsequent semester (Fall or Spring semesters only). Summer suspension may not be substituted for a Fall or Spring semester and will be included if suspension is initiated during Spring semester.

These are minimum sanctions. The findings of fact, any particular circumstances, and prior record of the student will be factors considered when determining any appropriate sanctions. Students who are suspended from the University for any length of time should be aware that this action may impact the following:

- Tuition, Residence Hall costs and fees (suspension does not forgive financial obligations)
- Student Financial Aid including HOPE Scholarship
- Athletic participation and eligibility
- Health insurance (contact your personal health care provider)
- University Housing
- Meal Plan
- Use of University resources and access to University facilities
- Immigration status for international students
- Veterans and dependents of veterans
- Internships, assistantships, and study abroad

This is not an exhaustive list.

Pregnant or Parenting?

Please follow this link for more information:

<https://eoo.uga.edu/definitions/pregnancy-childbirth-related-disabilities>

If you have any questions, please contact Heather LaBarbera (labarbera@sports.uga.edu) or Carla Williams (cwilliams@sports.uga.edu) at 706-542-9103 or Janyce Dawkins - UGA Equal Opportunity Office at 706-542-7912.

University of Georgia Athletic Association Substance Abuse Policy

Revised 6/1/12

Introduction

The University of Georgia Athletic Association (UGAA) Substance Abuse Policy (hereafter the “Policy”) addresses the use of illegal drugs and alcohol, non-medical use of prescription drugs and the use of dietary supplements, which are detrimental to the physical and mental well being of its student-athletes. UGAA has implemented a mandatory program of drug testing, education, counseling and rehabilitation to protect the student-athletes health and safety. This policy may be amended any time by UGAA. Student-athletes will be notified of any changes. The Policy shall not be construed to create a contract between student-athletes and UGAA; however, student-athletes are expected to abide by this policy.

UGAA advocates the development of healthy and responsible lifestyles for student-athletes as long term enrichment and enhancement of their lives. Substance abuse can remain undetected leading to personal tragedy, which may include diminished academic and athletic performance, self-injury or injury to others, drug dependence or addiction, legal problems, disastrous financial consequences, and premature death. Substance abuse may also cast a negative image on all student-athletes due to public visibility and the reputation of an academic center of higher education. Student-athletes have a responsibility to themselves and the institution to maintain high standards of conduct and a sound respect for their physical health.

Substance abuse, chemical dependency, crimes and other situations which occur while under the influence of mood-altering substances are a major health and safety hazard in our society. The use of illegal substances and the illegal use of drugs is a crime and cannot be condoned. The use of performance enhancing drugs is detrimental to student health and, as a form of cheating, constitutes unacceptable behavior. Alcohol use by UGAA student-athletes who are under the legal drinking age in Georgia is against the law; for those student-athletes who are of legal drinking age in Georgia, alcohol use is ill-advised and is strongly discouraged.

As a student at the University of Georgia, all student-athletes must comply with The University of Georgia Policy on Alcohol and Other Drugs (*Appendix A*) as well as the UGAA Substance Abuse Policy. Additionally, any and all student-athlete misconduct is subject to penalty under the UGAA Comprehensive Action Plan.

Purpose of the Policy

The purpose of the Policy is to prevent substance abuse in athletics and, where detected, to eliminate it through counseling, rehabilitation and medical treatment. Specific goals are to:

1. Educate student-athletes in the dangers of substance abuse, University of Georgia and UGAA policies regarding substance abuse, and Georgia state laws and statutes regarding substance abuse
2. Identify drug use by student-athletes through testing
3. Deter drug use by student-athletes
4. Provide counseling and rehabilitation
5. Provide corrective actions

Substances of Abuse: Student-athletes are prohibited from use or attempted use, purchase, possession, manufacture, distribution and/or sale of the following (or aiding and abetting or being an accomplice to another):

- Includes but is not limited to the NCAA Banned-Drug Classes (*refer to Appendix B: NCAA List of Banned Drugs for complete listing*):
 - Stimulants
 - Narcotics
 - Anabolic agents
 - Substances banned for specific sports
 - Diuretics
 - Street drugs
 - Peptide hormones and analogues
- **Alcohol:** Alcohol is a drug that presents a unique situation as its use is legal in Georgia for those twenty-one years of age and older. Alcohol is a part of our culture and is present at many social functions throughout society; however, it is a mood altering substance and constitutes the greatest drug problem in society and among University of Georgia student-athletes. The use of alcohol may also be detrimental to athletic performance. Alcohol is a nervous system depressant. Effects of alcohol include mood swings, impaired judgement and inability to control motor functions. Alcohol can impair an athlete's performance through dehydration, depleting vital nutrients and interfering with restful sleep and recovery. Therefore, in relation to alcohol use the UGAA policy is:
 - a. Alcohol consumption is illegal and unacceptable for student-athletes under the age of twenty-one.

- b. Teams should institute training rules which restrict alcohol usage by student-athletes twenty-one years of age and older.
- c. The competition suspension for a first DUI will be no less than 20% of the total sport season. The competition suspension for a second DUI will be no less than 50% of the total sport season. With a second DUI, the Director of Athletics and Head Sport Coach, in consultation with the appropriate medical and legal authorities, will review the case and determine whether the scholarship (if applicable) should be continued and/or if the student-athlete may remain a member of the sport team.
- d. As a student at the University of Georgia, all student-athletes must comply with The University of Georgia Policy on Alcohol and Other Drugs (*Appendix A*). This policy defines Level I and Level II violations. A Level I violation is defined as possession, use, or facilitating the possession/use of alcohol. A Level II violation includes, but is not limited to, any violation involving the operation of a motor vehicle after consumption of alcohol and/or use of drugs, acts of violence while using alcohol or drugs, destruction of property, disorderly conduct, or intoxication level that requires medical treatment or results in medical personnel being called, even if treatment is refused, and any drug violation. Any Level II violation sanctioned to a student-athlete by the University of Georgia is considered the same as a positive drug test and a violation of the substance abuse policy.
- e. Alcohol consumption is not recommended and ill-advised for student-athletes twenty-one years of age and older. While the moderate use of alcohol containing beverages is not prohibited for persons twenty-one years of age or older, any misuse of alcohol, including violations of the law while intoxicated, may result in corrective actions. A legal citation from a law enforcement officer for an alcohol violation, including but not limited to driving under the influence of drugs or alcohol (DUI), public intoxication by drugs or alcohol, or drinking alcohol under the legal age limit is considered the same as a positive drug test and a violation of the substance abuse policy.
- f. UGAA drug test panel includes EtG: a biomarker for alcohol. The EtG test is sensitive to the presence of any alcohol, even low-levels, and can detect alcohol in the urine several days after consumption. Any student-athletes under the age of twenty-one who has a positive EtG test will be referred for alcohol counseling and education; however, this will **not** be considered the same as a positive drug test and a violation of the substance abuse policy. Any student-athletes over the age of twenty-one who has a positive EtG test at a level of concern for alcohol abuse will be referred for alcohol counseling and education; however, this will **not** be considered the same as a positive drug test and a violation of the substance abuse policy.
- g. Alcohol Restrictions Involving Student-Athletes. Alcohol beverages of any kind, will not be served to student-athletes at functions (team gatherings, awards banquets, etc.) hosted by the University of Georgia Athletic Association or any of its staff members, alumni and/or booster clubs. There should be no alcoholic beverages of any kind served at functions attended solely by student-athletes in the company of their coaches and/or athletic department staff members.

- h. Coaches involved in recruiting of student-athletes should ensure that student-athletes are aware of the “University of Georgia Athletic Association Substance Abuse Policy”. Additionally, alcoholic beverages are not to be used during the recruitment process of any prospective student-athlete. Alcohol consumption is prohibited by recruits and absolutely no alcoholic beverages can be provided for recruits during any official or unofficial visits to the campus.
- **Marijuana and Synthetic Marijuana:** Marijuana contains the active ingredient THC. Marijuana use is linked to anxiety and panic reactions, respiratory damage, short-term memory impairment and a decreased focus on goals and personal achievement. Marijuana is illegal in Georgia and its use is banned by UGAA and the NCAA and can result in loss of eligibility. **Synthetic marijuana** is a psychoactive herbal and chemical product which, when consumed, mimics the effects of cannabis. It is best known by the brand names K2 and Spice,http://en.wikipedia.org/wiki/Synthetic_cannabis - cite note-1 both of which have largely become genericized trademarks used to refer to any synthetic cannabis product. The psychological effects are similar to those of marijuana, but stronger in some cases, and include paranoia, panic attacks and giddiness. Physiological effects include increased heart rate and blood pressure. There have been reported deaths by overdose. Synthetic marijuana is illegal in Georgia and it was classified as a controlled substance by the Drug Enforcement Agency in 2011. Synthetic marijuana used is banned by UGAA and the NCAA and can result in loss of eligibility.
 - **Stimulants:** This group of drugs includes cocaine and a wide variety of chemicals, ranging from caffeine and ephedrine to amphetamines. Cocaine can contribute to agitation, elevated heart rate and increased blood pressure; toxic levels can result in respiratory failure and sudden cardiac arrest. Stimulant abuse can cause anxiety, panic, paranoia and delusions. Stimulant use during exercise can contribute to increased body temperature and dehydration. Stimulant use is banned by UGAA and the NCAA and can result in loss of eligibility.
 - **Performance Enhancing Drugs** (anabolic steroids, growth hormone, etc.): The student-athlete’s desire to be successful can lead to the use of performance enhancing drugs to attain goals. Such drugs give a student-athlete unfair advantage, are coercive, and their use constitutes cheating. These drugs also have significant adverse side effects which could be harmful to the student-athlete. Anabolic steroids are synthetic versions of the male hormone testosterone. Steroid use changes the body’s hormonal balance, exaggerating male sex characteristics, and can contribute to increased acne, mood swings, secondary sex characteristic changes and violent behavior. Long term use has been implicated in organ damage. All anabolic steroids, as well as diuretics and other masking agents, are banned by UGAA and the NCAA and can result in loss of eligibility.
 - **Tobacco Products:** UGAA discourages student-athletes from smoking tobacco in any form not only from a potential health risk, but also from the fact that tobacco use may adversely affect athletic performance. Tobacco contains nicotine, a stimulant, and a multitude of damaging chemicals. Smoking damages lung tissue and reduces

lung capacity. Student-athletes are not permitted to smoke in any University of Georgia or UGAA facility or at any official university function.

- **Smokeless Tobacco:** UGAA discourages student-athletes from the use of smokeless tobacco for numerous health reasons. Smokeless tobacco use contributes to inflammation of soft tissue in the mouth and raises the risk of oral cancer. Tobacco use in all forms is prohibited by the NCAA and UGAA during practice and competition by student-athletes and coaches and may result in ejection.
- **Illegal use of Prescription Drugs:** In order to take prescription drugs, the student-athlete must have a current, valid prescription from a physician or other health care professional licensed to write prescriptions. Use of prescription drugs without a current, valid prescription is against the law. Student-athletes who take another person's prescription drug, take a prescription drug without a current and valid prescription, will be assessed as violation of the substance abuse policy. A violation will be assessed if it is determined that a student-athlete provides his/her prescription medication to another student-athlete.
- **Over-the-Counter Medications and Nutritional Supplements:** Student-athletes should be warned that many over-the-counter medications (cough and cold medicines, anti-histamines, etc) may contain chemicals that are banned by the UGAA and the NCAA. The use of these medications by the student-athlete may result in a positive drug test and punishable as outlined by this policy and the NCAA. Therefore, student-athletes should take caution when using these medications or nutritional supplements without making sure of their ingredients or if they are banned. The student-athlete should check with the Head Team Physician before taking such substances. Nutritional supplements (vitamins, amino acids, weight-gain products) may also contain substances banned by UGAA and the NCAA. These products are not controlled by the Food and Drug Administration and therefore may not be pure, or contain substances not identified on the label. The student-athlete is solely responsible for what he/she ingests and should make certain that those substances will not result in a possible failed drug test. The student-athlete should check with the Head Team Physician, the Director of Sports Nutrition and/or the Assistant Athletic Director – Sports Medicine before taking such substances.
- A student-athlete who is observed in the act of drug or alcohol use, or is observed demonstrating the effects of drug or alcohol use, by a UGAA employee, university employee (e.g. resident hall staff) or law enforcement officer may be subject to drug testing and/or treated as a violation of the substance abuse policy.

Substance Abuse Education Policy

UGAA considers education to be an important part of the Policy. At the beginning of each academic year, each student-athlete will be required to attend an education seminar which will address the National Collegiate Athletic Association (NCAA) and UGAA drug policies and testing guidelines. Each student-athlete will receive written copies of the policies and testing guidelines and will sign drug testing consent forms (*Appendices C & D*) for both organizations. A presentation on the medical/legal aspects of drug abuse will also be conducted. Educational in-services will be offered to student-athletes and athletic staff throughout the year. These

programs will address the UGAA Policy and are coordinated by the sports medicine staff and the Director for CHAMPS/Life Skills. All UGAA personnel, particularly head coaches, should cooperate in making sufficient time available during team meetings for presentations and lectures. The drug education program will be reviewed and updated as necessary.

Drug Testing Procedure Guidelines

1. All student-athletes are subject to drug testing. This includes scholarship and non-scholarship student-athletes, red-shirts, medical red-shirts, medical disqualifications, student-athletes who are academically ineligible, student-athletes who have exhausted athletic eligibility but are still receiving financial aid and using other athletic related services. Additionally, cheerleaders, spirit group, athletic training students, student equipment managers, student videographers and student workers are subject to drug testing.
2. All student-athletes will be required to sign a consent form as a condition of athletic eligibility or work opportunity (e.g. athletic training students, student equipment managers) giving UGAA permission to conduct a test at any time.
3. Student-athletes may be notified in advance of drug testing and provided information on the time and site of the scheduled test.
4. Under this policy, no notice testing is permissible.
5. Failure or refusal to appear for a scheduled drug test will be treated as a positive test.
6. The student-athlete will report at the scheduled check-in time and location. The student-athlete should bring their University of Georgia student ID to the collection station or have their identification verified to the sample collection crew by UGAA staff. The student-athlete will complete a form in the presence of the athletic training staff disclosing all medications (prescription and/or over-the-counter) and dietary supplements that he or she is taking. The student-athlete will then be released to the custody of the sample collection crew.
7. A collector of the same gender will observe the collection of urine samples. Each collector will be trained in appropriate collection techniques by the certified laboratory. Each individual sample will be coded to protect confidentiality.
8. The standard drug testing panel will include common drugs of abuse such as marijuana, synthetic marijuana, amphetamine/methamphetamine, opiates/opioids (including OxyContin[®], Lortab[®], Percocet[®], Vicodin[®], and others), cocaine/crack, Ecstasy, Eve, MDA, PMA, barbiturates, benzodiazepines and Ethyl Glucuronide (EtG). The drug testing panel may also include performance enhancing compounds, such as anabolic steroids, stimulants (including ephedrine), diuretics, beta blockers, narcotics, and banned or impermissible nutritional supplements.
9. Urine samples will be processed using Enzyme Immunoassay testing methods. All “positives” will be confirmed through Gas Chromatography/ Mass Spectrometry testing methods. Chain of custody procedures will be followed from collection to notification of UGAA.
10. The Substance Abuse Policy Administrator will be notified by the certified laboratory of positive test results.

Types of Testing

Pre-Participation Physical Examination: Each student-athlete in every intercollegiate sport is subject to drug testing during the pre-participation physical. All new student-athletes (freshmen, transfers, mid-year enrollees) will be drug tested at the time of their pre-participation physical examination or within 14 days of their arrival on campus. Any new student-athlete who has a positive drug test as a part of the entry pre-participation physical exam will be placed into the

“Medical Amnesty” program as outlined below:

- a. The following individuals will be notified: Substance Abuse Policy Administrator, Associate Athletic Director – Sports Medicine, Associate Director of Sports Medicine, Director of Athletics, Head Coach of student-athlete, the student-athlete and their parents/guardian, Executive Associate Athletic Director, Head Team Physician, and the appropriate substance abuse counselor(s). The athletic trainer assigned to the student-athletes’ sport may also be notified, if medically appropriate. Assistant coach(es) may be informed at the discretion of the Head Sport Coach; all UGAA employees notified regarding a substance abuse issue involving a student-athlete will be required to sign a confidentiality agreement.
- b. The Head Team Physician, Associate Athletic Director – Sports Medicine and/or Associate Director of Sports Medicine will meet with the student-athlete privately to discuss the substance abuse from a medical perspective and any concerns prior. A drug toxicologist may be utilized as a technical resource to clarify any questions.
- c. The Director of Athletics/designee, Executive Associate Athletic Director, Head Sport Coach and the student-athlete will meet to discuss the positive test. If possible, the parents/guardians of the student-athlete should attend. If unable, a conference telephone call will be set up.
- d. The student-athlete may be required to undergo examination by the Head Team Physician and/or other medical specialists as deemed appropriate in order to receive medical clearance prior to returning to any athletic activity, whether practice, competition, strength and conditioning activities or off-season training.
- e. The student-athlete will meet with the Substance Abuse Policy Administrator and sign a written contract acknowledging the positive drug test and entrance into the “Medical Amnesty Program”. A copy of the contract will be given to the student-athlete and a copy sent by certified mail to the parent/guardian.
- f. The student-athlete will attend substance abuse counseling and evaluation sessions; the frequency and duration of sessions will be determined by substance abuse counselor(s). Following completion of the sessions, the student-athlete will schedule a meeting with the Director of Athletics/designee and the Head Sport Coach. The student-athlete will prepare a presentation for this meeting and present a plan on how to avoid future substance abuse issues. If possible, the parents/guardians of the student-athlete should attend. If unable, a conference telephone call will be set up.
- g. The student-athlete will be monitored with drug testing on a regular basis until testing is negative for the prohibited substance on two sequential urine samples and the substance abuse treatment team determines the need to discontinue the drug test monitoring program.
- h. Participation by the student-athlete in the “Medical Amnesty Program” due to a positive drug test as a part of the entry pre-participation physical exam will be **not** be considered a first offense under the Substance Abuse Policy.

Random: Throughout the school year, random drug testing will be performed on a regular basis. The certified laboratory will use a computer program to select the number or percentage of student-athletes to be tested for each sport from a current roster. Student-athletes attending summer sessions, or who are not enrolled in summer school but participate in supervised on-campus off-season conditioning programs, are also subject to random drug testing. Other

methods of selection include entire teams, or teams of individuals who may be in a position to qualify for post-season conference or NCAA championship competition. Under this policy, no notice testing is permissible. The computer randomization program will be set up so that every student-athlete will be tested, at a minimum, once each semester.

Reasonable Suspicion: any student-athlete participating in the intercollegiate athletic program is subject to reasonable suspicion drug testing if there is reason to believe they may be using banned substances. Reasonable suspicion includes, but is not limited to, the following:

- a. current or past involvement with the criminal justice system for drug or alcohol related activities
- b. prior treatment for drug or alcohol problems
- c. admission of a current drug or alcohol problem
- d. prior positive test for any banned substances
- e. physiological signs of possible impairment from drugs or alcohol
- f. a pattern of aberrant behavior (e.g. increase/decrease in weight in a short period of time, increase in absence from class or athletic activities, increase in injury rate, mood swings, etc.).

Any UGAA employee concerned with a particular student-athlete should express this information confidentially to either the Assistant Athletic Director - Sports Medicine, Associate Director of Sports Medicine or Head Team Physician. These individuals are available to all athletic association personnel to explain further the signs that may point to the need for reasonable suspicion testing. Athletic association personnel in a position to recognize such signs (coaches, athletic trainers, strength and conditioning specialists, academic counselors, etc.) will be required to participate in regular continuing education conducted by medical personnel to review common signs and symptoms associated with drug and alcohol abuse.

Notification of Student-Athlete

The student-athlete will be notified in person by the athletic training staff of a scheduled random drug test. The notification will be done the afternoon or evening prior to the drug test the next morning. At the time of notification, the student-athlete is required to complete a drug testing notification form, acknowledging notification and verifying the date, time and location of the test. A witness may accompany the athlete to the collection station.

Drug Test Site

During the pre-participation physical, drug testing may be performed at the University Health Center or a designated locker room/restroom in either the Stegeman Coliseum or the Butts-Mehre Hall facilities. With random testing or reasonable suspicion testing, the site will be a designated locker room/restroom area in one of the UGAA facilities.

Specimen Collection Manipulation or Adulteration

Any attempt to substitute, manipulate, adulterate or intentionally dilute a urine specimen will be treated as a positive drug test. Manipulation refers to the use of any product, including excessive water consumption, used for the purpose of providing a dilute urine sample or substitution of a urine sample. Adulteration refers to the use or attempted use of any chemical or product (including water) added directly to the urine sample for the purpose of interfering with the testing procedures used to identify the presence of drugs.

Classification of a Positive Drug Test

Specimens are analyzed by a laboratory accredited by the United States Department of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMHSA). If a student-athlete tests positive, their medical record will be reviewed at that time to determine whether any medications (prescription and/or over-the-counter) or dietary supplement may have caused the positive test. In this event, the Substance Abuse Program Administrator and Associate Athletic Director - Sports Medicine would consult with the appropriate personnel (prescribing physician, toxicologist) to confirm whether the use of the medication or dietary supplement was appropriate and used properly in the correct dosage. If so, this would be considered a “medical exception”. Absent a medical explanation the test is considered positive. If possible, testing is quantified in order to ascertain the exact amount of the prohibited substance in the student’s urine. The student-athlete will continue to be tested on a regular basis until testing negative for the prohibited substance on two sequential urine samples, or as often as deemed necessary by the substance abuse treatment team. If during follow-up testing the quantitative result indicates an increased amount of prohibited substance the student will be subjected to the remedial guidelines for the second or third offense, as applicable. A forensic toxicologist may be utilized as a technical resource to clarify any questions pertinent to the follow-up positive test result. Positive test results will be sent directly to the Substance Abuse Program Administrator by encrypted e-mail to a secure computer site.

Confidentiality

Maintaining confidentiality is a critical factor for an effective substance abuse policy. The Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) protect the privacy and security of student education records and individual health information from disclosures. No UGAA employees or any individual associated with the substance abuse program is permitted to disclose or allude publicly to any information acquired in their capacity, whether or not it relates to identified student-athletes, individual teams, or the athletic association, unless required by court proceeding, following legal protocol. Employees who improperly release such information are subject to discipline up to and including termination of employment.

Substance Abuse Treatment Team

1. The substance abuse treatment team is a multi-disciplinary group consisting of the Head Team Physician, Substance Abuse Program Administrator, Assistant Athletic Director – Sports Medicine, Associate Director of Sports Medicine, and appropriate substance abuse counselors (which may include psychologists and/or psychiatrists). The substance abuse treatment team, under the direction of the Head Team Physician, will determine whether the student-athlete is unfit to participate in athletics and should be admitted for inpatient (hospitalized) or outpatient (without hospitalization) treatment. Counseling sessions will be provided at the expense of the athletic association; however, any student-athlete missing a scheduled counseling session is required to pay for that session at the current patient charge. The frequency and duration of counseling sessions will be determined by substance abuse counselor(s).
2. Student-athletes who abuse drugs or alcohol may require long term counseling and/or in-patient comprehensive care to help them deal with their problem. Financial responsibilities must be determined prior to any form of long-term counseling (including semester breaks when counseling is to be continued off campus), in-patient therapy, or hospitalization. The student-athlete or his or her parent(s)

or guardian may be responsible for these costs.

Substance Abuse Policy Offense Guidelines

Guidelines are based upon whether the positive drug test, alcohol violation, or substance abuse policy violation is a first, second, or third offense. Substance abuse offenses are cumulative throughout a student-athletes period of eligibility. With any substance abuse policy offense, the student-athlete will meet with the Substance Abuse Policy Administrator and sign a written contract acknowledging the violation and consequences. A copy of the contract will be given to the student-athlete and a copy sent by certified mail to the parent/guardian. An NCAA positive drug test will count as an institutional positive test.

Substance Abuse Policy Guidelines: First Offense

1. The following individuals will be notified:
 - a. Substance Abuse Policy Administrator will notify the Associate Athletic Director – Sports Medicine and/or the Associate Director of Sports Medicine, who in turn will notify the Director of Athletics
 - b. Associate Athletic Director – Sports Medicine and/or Associate Director of Sports Medicine will notify the Head Coach of student-athlete, the student-athlete and their parents/guardian, Executive Associate Athletic Director, Head Team Physician, and the appropriate substance abuse counselor(s). The athletic trainer assigned to the student-athletes' sport may also be notified, if medically appropriate. Assistant coach(es) may be informed at the discretion of the Head Sport Coach.
 - c. All UGAA employees notified regarding a substance abuse issue involving a student-athlete will be required to sign a confidentiality agreement.
2. The Head Team Physician, Associate Athletic Director – Sports Medicine and/or Associate Director of Sports Medicine will meet with the student-athlete privately to discuss the substance abuse from a medical perspective and any concerns prior. A drug toxicologist may be utilized as a technical resource to clarify any questions.
3. The Director of Athletics/designee, Executive Associate Athletic Director, Head Sport Coach and the student-athlete will meet to discuss the positive test. If possible, the parents/guardians of the student-athlete should attend. If unable, a conference telephone call will be set up.
4. The student-athlete may be required to undergo examination by the Head Team Physician and/or other medical specialists as deemed appropriate in order to receive medical clearance prior to returning to any athletic activity, whether practice, competition, strength and conditioning activities or off-season training.
5. The student-athlete will meet with the Substance Abuse Policy Administrator and sign a written contract acknowledging the violation and consequences. A copy of the contract will be given to the student-athlete and a copy sent by certified mail to the parent/guardian.
6. The student-athlete will attend substance abuse counseling and evaluation sessions; the frequency and duration of sessions will be determined by substance abuse counselor(s). Following completion of the sessions, the student-athlete will schedule a meeting with the Director of Athletics/designee and the Head Sport Coach. The student-athlete will prepare a presentation for this meeting and present a plan on how to avoid future substance abuse issues. If possible, the parents/guardians of the student-athlete should attend. If unable, a conference telephone call will be set up.
7. The student-athlete will be monitored with drug testing on a regular basis until a) testing is negative for the prohibited substance on two sequential urine samples and b) the substance abuse treatment team determines the need to discontinue the drug test monitoring program.
8. The student-athlete will perform no less than twenty (20) hours community service. Community service work will be arranged and monitored through the Director of CHAMPS/Life Skills or designee. Note that

community service work hours assigned to a student-athlete by UGAA may run concurrently with any community service work hours assigned by the legal system for the same offense.

9. The student-athlete will be suspended from competition during the athletic season for no less than 10 % of the total sport season. The competition suspension for a DUI will be no less than 20% of the total sport season. The Director of Athletics and Head Sport Coach will review the case and determine whether the student-athlete is allowed to practice during the suspension.
10. The Director of Athletics and Head Sport Coach, in consultation with the appropriate medical and legal authorities, will review the case and determine whether the scholarship (if applicable) should be continued and/or if the student-athlete may remain a member of the sport team.

Substance Abuse Policy Guidelines: Second Offense

1. The following individuals will be notified:
 - a. Substance Abuse Policy Administrator will notify the Associate Athletic Director – Sports Medicine and/or the Associate Director of Sports Medicine, who in turn will notify the Director of Athletics
 - b. Associate Athletic Director – Sports Medicine and/or Associate Director of Sports Medicine will notify the Head Coach of student-athlete, the student-athlete and their parents/guardian, Executive Associate Athletic Director, Head Team Physician, and the appropriate substance abuse counselor(s). The athletic trainer assigned to the student-athletes' sport may also be notified, if medically appropriate. Assistant coach(es) may be informed at the discretion of the Head Sport Coach.
 - c. All UGAA employees notified regarding a substance abuse issue involving a student-athlete will be required to sign a confidentiality agreement.
2. The Head Team Physician, Associate Athletic Director – Sports Medicine and/or Associate Director of Sports Medicine will meet with the student-athlete privately to discuss the substance abuse from a medical perspective and any concerns prior. A drug toxicologist may be utilized as a technical resource to clarify any questions.
3. The Director of Athletics/designee, Executive Associate Athletic Director, Head Sport Coach and the student-athlete will meet to discuss the positive test. If possible, the parents/guardians of the student-athlete should attend. If unable, a conference telephone call will be set up.
4. The student-athlete may be required to undergo examination by the Head Team Physician and/or other medical specialists as deemed appropriate in order to receive medical clearance prior to returning to any athletic activity, whether practice, competition, strength and conditioning activities or off-season training.
5. The student-athlete will meet with the Substance Abuse Policy Administrator and sign a written contract acknowledging the violation and consequences. A copy of the contract will be given to the student-athlete and a copy sent by certified mail to the parent/guardian.
6. The student-athlete will attend substance abuse counseling and evaluation sessions; the frequency and duration of sessions will be determined by substance abuse counselor(s). Following completion of the sessions, the student-athlete will schedule a meeting with the Director of Athletics/designee and the Head Sport Coach. The student-athlete will prepare a presentation for this meeting, discussing why he/she believes the first substance abuse treatment plan failed as well as a new plan on how to avoid future substance abuse issues. If possible, the parents/guardians of the student-athlete should attend. If unable, a conference telephone call will be set up.
7. The student-athlete will be monitored with drug testing on a regular basis until a) testing is negative for the prohibited substance on two sequential urine samples and b) the substance abuse treatment team determines the need to discontinue the drug test monitoring program.
8. The student-athlete will perform no less than forty (40) hours community service. Community service work will be arranged and monitored through the Director of CHAMPS/Life Skills or designee. Note that

community service work hours assigned to a student-athlete by UGAA may run concurrently with any community service work hours assigned by the legal system for the same offense.

9. The student-athlete will be suspended from competition during the athletic season for no less than 30 % of the total sport season. If either of the two offenses is a DUI, the competition suspension will be no less than 50% of the total sport season. The Director of Athletics and Head Sport Coach will review the case and determine whether the student-athlete is allowed to practice during the suspension.
10. The Director of Athletics and Head Sport Coach, in consultation with the appropriate medical and legal authorities, will review the case and determine whether the scholarship (if applicable) should be continued and/or if the student-athlete may remain a member of the sport team.

Substance Abuse Policy Guidelines: Third Offense

1. The student-athlete will be permanently suspended and scholarship (if applicable) will be terminated, consistent with all university, conference and NCAA rules and regulations.

Suspension from Competition

If suspension is determined for the student-athlete by the Director of Athletics and Head Sport Coach, the suspension must be served immediately and in successive competitions. The suspension is for sanctioned athletic contests (e.g. scrimmages, summer athletic tours, etc. shall not be counted as game suspensions). The suspension percentage number calculated will be rounded to the nearest whole number. A suspension cannot be served concurrently with an injury or illness. If the suspension occurs during the season and the length of the remaining season, which includes post-season competition, is not sufficient to carry out the entire suspension, the remainder of the suspension will carry over until the next sport regular season. Student-athletes under competition suspension shall not dress in uniform during their suspension. Any exceptions related to dressing for competition will be determined by the Athletic Director in consultation with the Head Coach. Under no circumstances will confidential information regarding a student-athlete be publicly disclosed.

Appeal Process

Student-athletes who have a positive drug test may, within seventy-two hours following receipt of notice of the positive test, contest the finding. Upon the student-athlete's request for additional testing of the sample, the Associate Athletic Director – Sports Medicine will formally request the SAMHSA certified laboratory to re-analyze to reconfirm the original positive finding. The student-athlete may choose to be present (traveling at their own expense) for the re-analysis at the laboratory. If the student-athlete does not wish to be present but desires to be represented, arrangements will be made for a surrogate to attend. The student-athlete or surrogate will attest to the sample number prior to the laboratory conducting the re-analysis. The student-athlete or surrogate will not be involved with any other aspect of the analysis of the specimen. Re-analysis findings will be final. If the re-analysis test is negative, the first drug test will be considered negative.

Student-athletes who test positive under the terms of the UGAA Substance Abuse Policy are entitled to and may request a hearing with the Appeals Committee prior to the imposition of any sanction. The Appeals Committee will be chaired by the Associate Athletic Director – Sports Medicine and composed of the Director of Athletics (or designee), Executive Associate Athletic Director, Head Team Physician, Substance Abuse Policy Administrator and the appropriate substance abuse counselor(s). Requests for such a hearing must be made within seventy-two hours of notification of a positive test result.

The student-athlete may appeal either the finding of the presence of prohibited substance, or the sanction imposed as a result of a positive finding. The appeal of the positive test results must be based upon either evidence of procedural error or evidence which refutes the positive finding. The appeal of the sanction imposed as a result of a positive finding must be based on evidence of procedural error, evidence which refutes the positive finding, or evidence that the sanction imposed is unreasonable, harsh, or inappropriate

The student-athlete may have an advocate or other representative present. However, the student-athlete must present his or her own case. The meeting should take place no more than seventy-two (72) hours after the written request is received. Either the student-athlete or the other parties involved may request an extension of time to the Director of Athletics, who will consider whether to grant the extension upon a showing of good cause. The appeal hearing will consist of a review of all available evidence related to the initial finding as well as new evidence or documentation provided by the student-athlete. These proceedings shall include an opportunity for the student-athlete to present evidence, as well as to review the results of the positive drug test. The proceedings shall be confidential. The Appeals Committee may affirm the initial finding or sanction, reverse the initial finding or sanction or recommend an alternative sanction. The alternative sanction recommended by the Appeal Committee may not be harsher than the initial sanction. A written copy of the appeal decision will be provided to the student-athlete and the Athletic Department within five (5) working days of the appeal. The decision by the Appeals Committee regarding the sanction to be imposed shall be final.

Policy Regarding Self-Referral of Substance Abuse Problem: “Medical Amnesty Program”

UGAA understands that there may be circumstances where a student-athlete believes that they may have a problem with or suffer from an addiction to drugs and/or alcohol and that they may wish to obtain help in overcoming this addiction. Because the athlete is seeking to make a lifestyle change and help themselves, it is the policy of UGAA to assist the student athlete in this process. A student-athlete may self-refer to any member of the substance abuse treatment team for voluntary evaluation and counseling. Individuals utilizing the “Medical Amnesty Program” will be referred to and assessed by trained professionals in order to determine the severity of the problem and subsequently make recommendations for treatment.

A student-athlete is not eligible for the “Medical Amnesty Program” after notification of an impending drug test or after receiving notice of a positive UGAA or NCAA drug test. Self-referral to “Medical Amnesty Program” can only be made one time during the student-athlete’s career and cannot be used while actively undergoing treatment for an existing substance abuse violation. If the student-athlete tests positive for a banned substance upon entering the “Medical Amnesty Program”, that positive test will not result in any administrative sanction. The Head Team Physician may suspend the student-athlete from competition or practice if medically indicated. A student-athlete will be permitted to remain in the “Medical Amnesty” program, as determined by the treatment plan. While in compliance with the “Medical Amnesty” treatment plan, the student-athlete will not be included in the list of student-athletes eligible for random drug testing by UGAA. Students in the “Medical Amnesty” treatment plan may be selected for drug testing by the NCAA.

UGAA will work with the student-athlete to prepare a treatment plan, which may include confidential drug testing. The student- athlete must satisfactorily complete the prescribed treatment program recommended by the substance abuse treatment team. Upon official release from the treatment program, the student-athlete will be once again subject to random drug testing and the substance abuse policy.

No one other than the substance abuse treatment team will be aware of the student-athletes self-referral. Parents/guardians, the Director of Athletics and Head Sport Coach may only be informed of the student’s participation in the “Medical Amnesty” treatment plan at the student-athletes request.

If a student-athlete tests positive on a second test for any banned substance after entering the “Medical Amnesty Program”, or fails to comply with the treatment plan, the student-athlete may be removed from the “Medical Amnesty Program”. Voluntary participation by the student-athlete in the “Medical Amnesty Program” will be **not** be considered a first offense under the Substance Abuse Policy.

Good Samaritan Policy

The health and safety of student-athletes is our primary concern. Individuals are sometimes reluctant to seek medical attention in alcohol and drug related emergencies out of fear that they may face sanctions related to possessing or consuming alcohol or drugs. The threat of punitive policies may cause hesitation during confusing and stressful situations. Because these emergencies are potentially life threatening, The Good

Samaritan Policy is designed to ensure that people are able to stay alive and receive help when they are in trouble. **When someone is in danger, a student-athlete should not hesitate to call 9-1-1 and contact a UGAA staff member.** UGAA will not impose disciplinary sanctions on the caller or on the impaired student(s) if timely action is taken to alert emergency personnel. Student-athletes who seek medical help for themselves or for fellow students suffering from an emergency related to alcohol or other drugs will be protected from UGAA sanctions for violating substance abuse policies. UGAA will provide medical assistance to student-athletes whose health is at risk due to excessive consumption of alcohol and/or drug abuse. Student-athletes should be aware that the UGAA Good Samaritan Policy may not prevent action by local and state authorities.

UGAA COMPLIANCE POLICY STATEMENT

The University of Georgia Athletic Association is committed and obligated to the principle of institutional control in operating its athletics program in a manner that is consistent with the letter and the spirit of NCAA, Conference and University rules and regulations. Each individual involved in intercollegiate athletics is obligated to maintain competency in knowledge of the rules; to act within his or her realm of responsibility in full compliance with the governing legislation; and to report any violation of NCAA, conference and /or institutional rules of which he or she is aware.

In responding to rule violations, the Association will look at such factors as to whether the violation is intentional, whether any advantage is gained (e.g., recruiting, competitive or for the student-athlete involved), whether a student-athlete's eligibility is affected and whether violations are recurring. The Association's goals in responding will be to encourage communication, to seek consistency and accountability and, above all, send a strong message that the Association is unequivocally committed to rules compliance.

RESPONDING TO POTENTIAL INFRACTIONS

- A. Sound and thorough investigative procedures are crucial to the success of a compliance program. Communication between the Athletic Director, Faculty Athletic Representative and the Compliance Office serves as the foundation for the program's ultimate success.
- B. The University's position on infractions is clear - prevent them by applying comprehensive education and monitoring programs. However, if an infraction does occur, athletic staff members, including coaches and student-athletes have a responsibility to report all known and suspected infractions to the AADC, AD or FAR. Each year, all coaches and designated staff members are required to review and sign the NCAA Certification of Compliance form. In signing the statement, athletic association staff members represent to the University president that he/she reported any and all violations of NCAA legislation that they are aware of.
- C. The AADC serves as the initial focal point for all matters involving potential infractions. Accordingly, the AADC, after receiving initial information regarding a potential infraction, shall conduct a preliminary review of the matter and report findings to the Athletic Director and Faculty Athletic Representative. After conferring and assessing the AADC's findings, a decision will be made to determine what additional actions are warranted. The AD and/or FAR will inform the President of the inquiry and decisions for additional actions.

STUDENT-ATHLETE APPEARANCES AT SPECIAL EVENTS AND FUNCTIONS

(All-Star Contests/Recognition Dinners, Etc.)

When University of Georgia student-athletes are honored for their individual athletic or academic performances or are invited to participate in special events or functions as a representative of the University of Georgia, he/she will be expected to clearly understand the following:

1. All appearances should be reported for approval by the Director of Life Skills.
2. That the student-athlete represents himself/herself, his/her family, hometown, and the University of Georgia.
3. That the student-athlete will be present at the prescribed location at the appropriate time.

4. That the student-athlete will conduct himself/herself in a manner that properly reflects the ideals of the individual, family, and the University of Georgia.
5. That the student-athlete will abide by all rules and regulations of the event.
6. That the ultimate value is not only determined by his/her performance in the playing arena, but is also affected by his/her conduct and dependability when out of the arena.
7. Each student-athlete will be asked to sign a statement agreeing to abide by the preceding guidelines.
8. Coaches should ensure that their student-athletes report their proposed participation to the Director of Life Skills.

POLICY FOR SELLING STUDENT ATHLETE AWARDS

All student-athletes should take pride in an award that represents a special accomplishment which puts an intrinsic and lifetime value on the award. The award in general should be personally valued above and beyond any monetary means.

On June 12, 2003, the NCAA put forth the following interpretation regarding the selling of awards by student-athletes. This interpretation makes it very clear that the selling of awards by student-athletes violates NCAA rules.

** A student-athlete shall not sell any item received for intercollegiate athletics participation or exchange or assign such an item for another item of value, even if the student-athlete's name or picture does not appear on the item received for intercollegiate athletics participation. [References: Bylaws 12.1.1 (amateur status), 12.5.2.1 (advertisements and promotions subsequent to enrollment), 16.1.4 (types of awards, awarding agencies, maximum value and number of awards) and 16.12.2.1 (general rule)]*

Therefore, the following policy for selling student-athlete awards has been instituted by the University of Georgia Athletic Association:

* If it has been alleged that a student-athlete has violated the NCAA and UGA Athletic Association rule, then he/she will be required to appear before a panel in order for the individual to have "due process" of the allegation.

Student-athletes who go before the committee for a hearing will be subject to the following penalties:

If a "Basic" Violation (i.e. selling of any award) has Been Proven:

- ***Student-athlete will be subject to any punishment handed down by NCAA***
- Student-athlete will be declared ineligible for 10% of the season
- Student-athlete will not receive any award associated with their sport until eligibility is complete (letter-winner or post-season awards)
- Student-athlete can be subject to additional disciplinary action to be imposed by their head coach if deemed necessary

If a Violation Exceeds a "Basic" Violation (i.e. Conspiracy to Sell Additional Awards):

- All "Basic" Violation penalties apply
- Student-athlete will be suspended from the team, and the length of the suspension will be determined by the Head Coach and the Director of Athletics. (The suspension will be a *minimum* of 30% of the competition season.)

MEDIA RELATIONS

The Sports Communications Department offers the news media assistance in covering the University's intercollegiate athletic program. The staff makes every effort to work cooperatively with state, regional, and national media outlets.

Georgia fans are interested in you, and during your athletic career you may be called upon to interact with the media. This is an opportunity to develop and refine your communication skills which can be beneficial in the classroom, with your fellow athletes, and in future business and professional careers.

You have a responsibility to the University, your coaches, and your teammates to have a positive relationship with the media. Since this is a learning experience for most of you, the following hints may provide some guidance in developing a successful relationship:

1. Student-athletes have a responsibility to the University of Georgia, your coaches, and teammates by cooperating with the news media. The Georgia fans and fans from your hometowns are interested in your intercollegiate experience.
2. The opportunity to deal with the press is a learning experience in developing communication skills which can be helpful not only during your intercollegiate experience, but in future professional and business careers.

3. Never agree to a telephone interview unless the arrangements have been coordinated by the sports information office or you are acquainted with the person. This will permit you to avoid contact with unauthorized persons who may attempt to gain and use information for gambling purposes.
4. The press is not your enemy; in fact, they are your friends if you handle them properly and take the initiative with them during your interview.
5. You may be asked the same questions over and over again, but members of the media cannot all be there at the same time. Have patience.
6. Be on time for scheduled interviews or in returning phone calls arranged by the sports information office personnel. If you encounter problems with the scheduled interview or phone call, notify any member of the sports information staff. Never be a "no show".
7. You are not obliged to answer a question if you do not feel comfortable with it. A proper response could always be "I'd rather not discuss that subject at this time," or "I'd prefer not to make a comment on that question at this time."
8. Always feel free to talk with the sports communications director if you are uncomfortable with the questions, answers, or general tone of an interview.
9. If you perform well and are interviewed, what you say and what you do at the time will stay with you for the rest of your life. It will shape the perception that people have of you for the same period. Use good judgment.
10. Remember you are in a team sport. Always be respectful of your opponents both before and after the game; give proper credit to your teammates and coaches.
11. Think through every question you are asked and be sure what you say won't embarrass another player or coach.
12. At times, you may be asked about a topic that is "family business." Remember that questions personal in nature may be things that should best remain within the "team family."

INTERNSHIP PROGRAM

The University of Georgia conducts an Internship Program for all fifth year students who have completed their eligibility; students who are receiving aid and not participating due to a medical hardship, or any other student who is receiving aid but has been excused from participation by their coach. The purpose of requiring service in an internship is to enable the participant to get work experience within their sport or in another area of the department, which will assist them in building their resumes. Undergraduate students receiving athletics aid are expected to participate in these assigned internships for 10 hours per week for the term(s) of their internship. Graduate students receiving athletics aid are expected to participate in the assigned internships for 13 hours per week for the term(s) of their internship.

In order to be eligible for aid when no longer participating in your sport, a student-athlete must be recommended by their head coach. A scholarship agreement will be sent prior to the beginning of the academic year. Participants are expected to carry a full load (15 hours) of classes and maintain contact with the athletic academic counselor for their sport and the Director of Student Services. Program participants should note that failure to meet academic obligations, as outlined on the Fifth-Year or Medical Scholarship agreements may result in the cancellation of aid during the academic year. Further, it is expected that student conduct will be consistent with the standards set by the coach for the members of the team. Failure to behave accordingly may result in termination of aid.

ETHICS AND SPORTSMANSHIP STANDARDS

The NCAA and its member institutions subscribe to the principle that intercollegiate athletics is an important part of higher education. The highest possible standard of personal conduct by those who administer and participate is expected.

While each sport has rules which address good sportsmanship in various ways and while those specific rules will be annually reviewed by each head coach with his/her team, all UGA student-athletes are expected to abide by the following standards of conduct:

No student-athlete or institutional representative will attempt to incite by word or sign a demonstration by spectators.

No student-athlete or institutional representative will incite a fight among opponents or employ unnecessary violence during an athletic contest.

No student-athlete or institutional representative shall threaten or physically intimidate game officials.

No student-athlete or institutional representative shall use vulgar language that will in any manner insult or degrade opposing participants, coaches, officials or spectators.

The University of Georgia, as a member of the National Collegiate Athletic Association and Southeastern Conference, subscribes to all policies established to regulate appropriate behavior. Accordingly, student-athletes or institutional representatives not complying with these policies are subject to appropriate disciplinary action including possible suspension and loss of financial aid.

RECRUITING BEHAVIOR

The University of Georgia Athletic Association, in its role as a recruiter of quality student-athletes, is committed to recruiting policies that foster high standards of behavior during the recruiting process. First and foremost, staff, coaches, student-athlete hosts and recruits will follow and be guided by NCAA recruiting regulations, but will also be accountable for applicable aspects of the University's Code of Conduct for all students.

The following actions are prohibited by the University of Georgia's Student Code of Conduct and should be a guideline for appropriate behavior for recruits while visiting the University of Georgia:

- Alcohol and Other Drug Related Misconduct Georgia law prohibits possession or consumption of alcoholic by those under the legal drinking age and prohibits making alcoholic beverages available to persons under the legal drinking age. Providing or facilitating the use, possession or distribution of narcotics or other illegal controlled substances.
- Disorderly Conduct Engaging in conduct that causes or provokes a disturbance that disrupts or infringes upon the rights, privacy or privileges of another person. Physical or verbal abuse, threats, intimidation, harassment or conduct that endangers the health or safety of another person.
- Gambling Conducting, organizing, or participating in any activity involving games of chance or gambling not permitted by law. (NCAA rules prohibit all gambling activities involving collegiate athletics)
- Theft, Damage and Disregard for Property Taking or attempting to take, or keep items of University property, or items belonging to students, staff, guests of the University. Malicious or unwarranted damage or destruction of items of University property.
- Hazing is defined as any intentional, negligent or reckless action, activity or situation that causes another pain, embarrassment, ridicule or harassment, regardless of the individual's willingness to participate.

Other past, publicized activities on other campuses during official visits which have been deemed as inappropriate behavior include: use of sex as a recruiting tool, frequenting strip clubs, utilizing a fake ID, and excessive entertainment and meals.

Bottom line, not every situation a student-athlete or recruit may encounter can be anticipated in a written document. Therefore student-athletes and recruits are expected to act in a manner that demonstrates integrity and respect for others and the campus environment.

Student-athletes may be asked to host recruits during campus visits and agree to follow the behavior guidelines described above. Failure to adhere to the behavior guidelines could be met with penalties.

AGENT PROGRAM

The University of Georgia takes pride in the accomplishments of its student-athletes, both academically and athletically. The Athletic Association (UGAA) understands that some athletes will have an opportunity to compete at the next level as a professional and the UGAA believes it has both a responsibility and has made a commitment to provide information and support in attaining student-athletes' post collegiate goals.

A student-athlete's success also depends on his/her understanding of Georgia State law, NCAA rules, and institutional policies that govern amateurism, agents, and disability insurance.

I. POINTS OF CONTACT

The Associate Athletic Director for Compliance has the primary responsibility for coordinating these programs. Educational programs are provided which assist players, parents, and coaches. A head coach is also an excellent source of information and coaches work closely with the Athletic Director in charge to offer as much information as possible during the important transition period.

II. NCAA RULES REGARDING AGENTS & AMATEURISM ISSUES

A student-athlete, his/her family and friends may not accept anything of value from an agent without jeopardizing his/her eligibility. Gifts of value include:

- Transportation
- Meals
- Money
- Jewelry
- Automobile
- Entertainment
- Free/reduced services of any kind

A student-athlete cannot agree orally or in writing to be represented by an agent any time prior to the completion of his/her eligibility.

It is permissible to talk to agents prior to exhausting one's eligibility, however, if a student-athlete is accused of any wrongdoing and cannot prove otherwise, he/she will be held out of competition during any investigation.

Suspension is normally imposed until further information can determine if accusations are valid. This action is taken to avoid the potential forfeiture of games and/or revenue of contests in which the ineligible player participates.

III. GEORGIA STATE LAWS

Agents must register with the State Regulatory Commission and they are required to post a surety bond. No sports agent may contact a student-athlete, either directly or indirectly, or otherwise engage in agent activities with UGA student-athletes without first registering with the State of Georgia.

Penalties for violating state laws are felonies incurring fines no less than \$5,000 and no more than \$100,000 or by imprisonment from 1 to 5 years, or both. In 2003 the State added new language, which holds student-athletes responsible for breaking the law as well. Inappropriate activities can result in prosecution by the State of Georgia.

IV. DISABILITY INSURANCE

Disability Insurance is available in certain instances and is a means of protecting a student-athlete's future earning potential. Typically, a student-athlete must be a projected first or second round draft candidate in order to be eligible for disability insurance. Olympic sports athletes need to be a premiere standout in their sport.

It is permissible for a student-athlete to secure a loan for disability insurance through the Compliance Office. The insurance will in most cases be full-extended coverage for any injury that happens on or off the field/court. It is important to note, as for all general rules, there may be some exclusion due to previous injuries.

VI. ANNUAL MEETINGS

PARENT SESSIONS:

- Professional Sports Career Day (G-Day)

PLAYER SESSIONS:

- NCAA Rules Certification (Pre-Season)
- Agent affidavit meeting (Fall)
- Professional Sports Career Day (G-Day)
- Individual sessions (as needed)

GAMBLING

The NCAA establishes specific guidelines for both staff members and student-athletes regarding gambling activities. Staff members and student-athletes shall NOT:

- a) Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition

- b) Solicit a bet on any intercollegiate team
- c) Accept a bet on any team representing the institution
- d) Solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value. (Revised: 9/15/97)
- e) Participate in any gambling activity that involved intercollegiate athletic or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling (Revised: 1/9/96, 1/14/97 effective 8/1/97)

Both student-athletes and staff members who are found in violation of the above are subject to the following sanctions:

- Student-athletes - “shall be ineligible for further intercollegiate competition, subject to appeal”. The athlete would lose a minimum of at least one year of eligibility with the real possibility of losing all remaining eligibility.
- Staff members - are subject to disciplinary action to include separation.

As a student-athlete, professional gamblers may approach you in order to determine “inside information”. As a team member you may be a valuable source of information regarding a player’s mental and physical condition. You can also be approached about your helping to “affect win-loss margins (point shaving) or about the possibility of affecting the ultimate outcome of a contest (throwing the game). Organized gamblers in organized crime may attempt to bribe you by offering you gifts and money.

BE AWARE: You could be jeopardizing your career and even your life. Your participation in gambling or bribes in any manner can result in your prosecution by Federal, State or local law officials.

IMPORTANT: Report any of these activities to your head coach or to the Associate Athletic Director for Compliance.

Do not jeopardize your career or life by taking a bribe or placing a bet!

TRANSFERRING AND TRANSFER APPEALS

Student-athletes wishing to seek opportunities to speak with other four-year institutions about transferring must submit a written request to the Compliance Office prior to doing so. Upon receipt of the written request from the student-athlete or four-year institution (date received/marked), the Compliance Office will communicate with the head coach and sport administrator and will respond in writing to the student-athlete within seven business days. If the Compliance Office fails to respond to the student-athlete's written request within seven business days, permission shall be granted by default and the institution shall provide written permission to the student-athlete.

If permission to speak or transfer is denied, the Compliance Office will notify the student-athlete in writing that a hearing may be requested within 10 business days of the written denial. If a student-athlete wishes to appeal the denial, the hearing and written results of the hearing must be provided to the student-athlete within 15 business days (see Bylaw 13.02.1) of receipt the student-athlete's written request for a hearing. The student-athlete will be provided the opportunity to actively participate (e.g., in-person, via telephone) in the hearing. If the institution fails to conduct the hearing or provide the written results to the student-athlete within 15 business days, permission to contact the student-athlete shall be granted by default and the institution shall provide written permission to the student-athlete.

TEAM TRAVEL POLICY

(Revised April 27, 2011)

Purpose of policy:

To provide a framework for safe and efficient athletic team travel for the University of Georgia Athletic Department.
To assign responsibility and accountability for enforcement.

Applicability

For purposes of the policy, athletic teams are defined as:

- Baseball
- Men’s Basketball

- Women's Basketball
- Men's Cross Country
- Women's Cross Country
- Equestrian
- Football
- Men's Golf
- Women's Golf
- Gymnastics
- Soccer
- Softball
- Men's Swimming & Diving
- Women's Swimming & Diving
- Men's Tennis
- Women's Tennis
- Men's Track and Field
- Women's Track and Field
- Volleyball
- Mascots, Cheerleaders, Student Trainers and/or Student Managers traveling as a part of a team listed above or any other such team as may be subsequently added to the UGA Athletic Department

Responsibility for Administration

The Director of Athletics or his/her designees shall have the responsibility to verify the type of vehicle recommended for use for athletic travel is in compliance with this policy. Coaches are responsible for developing their season travel plans, to include recommended vehicle types, and gaining approval from the appropriate Sport Facilitator in advance of the season or subsequent schedule change. Coaches will consider the type of travel necessary to comply with the institutional policy on missed classes. Post-season travel shall be handled according to NCAA guidelines and approved by the Director of Athletics or his/her designee.

When aircrafts are used under this policy, the captain (pilot in command) shall make the final decision whether to fly. However, in no case will the pilot fly if weather conditions do not meet the standards of his/her certification. The respective head coach may always overrule the pilot if he/she concludes that it is inappropriate to fly.

The Director of Athletics of his/her designee shall review and recommend revision, as deemed appropriate to this policy annually, in accordance with institutional guidelines on policy revisions. The Director of Athletics shall have the authority to approve reasonable waivers, in writing, of the UGA Team Travel Policy guidelines to allow travel in emergency situations. The Director of Athletics shall place student-athlete welfare as the highest priority in any modification. All such waivers will be presented at the next scheduled Senior Staff meeting for review.

Supplemental Insurance

The UGA Athletic Department will maintain in effect supplemental insurance that will provide an amount up to \$1 million, but not less than \$250,000 for travel connected to athletic competition and practice (in accordance with NCAA Bylaw 16.4.1-(b) or as amended). Coverage per person will be in addition to any other coverage for student-athletes, coaches, mascots, spirit squad, student trainers, student manager, and Athletic Department members.

Given the volatility in insurance markets, it may not always be reasonably possible to achieve these minimum coverages. If such coverage is not reasonably available, it shall be the responsibility of the UGA Business Office, in consultation with the Director of Athletics to achieve the next best coverage that is reasonably available.

Team Travel Procedures

Coaches are responsible for developing their season travel plans and gaining approval from the appropriate Senior Sports Facilitator in advance of the season. The Sports Facilitator and the Business Office will review and recommend

revisions if deemed appropriate.

All trips must be approved by the Sport Facilitators and the Business Office.

Team Travel Party

The following will be permitted to travel at the Athletic Association's expense when traveling via commercial airlines, chartered air travel, and chartered ground transportation:

- Head Coach
 - Eligible student-athletes
 - One (1) trainer
 - Assistant Coaches
 - Team Managers (number will vary depending on sports and must be pre-approved)
- *Note:* The inclusion of any other individuals to the above list must be approved in advance by the appropriate Sports Facilitator. Permissible exception may include, but are not limited to:
 - One (1) SID representative
 - Post-season competition
 - Extended trips
 - Medical personnel
 - Radio/Broadcast representatives
 - Exceptions will only be considered when a staff member's travel does not negatively impact other existing responsibilities.
 - This policy applies to ground transportation, commercial air travel, and charter air travel.
 - Every student-athlete must be eligible before he/she travels.

It shall be the policy of the University of Georgia Athletic Association to provide comparable modes of travel for all student-athletes. It is the policy of the University of Georgia Athletic Association that the normal mode of transportation for team travel shall be ground transportation. When ground transportation to a competition site exceeds six hours or 350 miles, air travel may be considered. However, budgetary constraints must also be considered. It shall be the responsibility of the Sport Facilitator to determine the mode of travel that is to be used for out-of-town competition, taking into consideration academic requirements of student-athletes, size of team, safety, and budget constraints. Should there be a question regarding appropriate mode of travel, the head coach should contact the Director of Business Operations.

Types of Vehicles Used for Team Travel and Requirements for Operation

General Requirements

Coaches, assistant coaches or full-time UGAAA employees may drive vehicles used for team travel, if the **specific** requirements for the vehicle are met. Student-athletes may not drive other athletes as part of team travel. All drivers must be insurable.

Full time staff members and coaches are permitted to transport teams up to 110 miles one-way. However, student trainers and managers are only allowed to transport teams locally (specifically in the Athens-Clarke County and Oconee areas).

All drivers should strictly obey all traffic rules and regulations. All accidents, no matter the extent of damage or injuries, must be reported to the police and an accident or incident report should be filed. As soon as possible, the accident must be reported to the Executive Associate Athletic Director for Finance in the Butts-Mehre Building.

Ground Transportation

Effective August 2011, all coaches and staff that will be transporting students or student-athletes will be required to take

the P.A.C.E. driving course designed to provide guidance on safe driving. The following types of vehicles shall be approved for athletic team travel under the conditions noted:

- **Automobiles/Minivans (Specific Requirements)**
 - Drivers must be at least 25 years of age, have a valid and approved drivers license and be rested. Any exceptions to this policy must be submitted in writing to the Sports Facilitator and approved in advance of travel.
 - A qualified, paid driver, not a member of the travel party, must be used if traveling farther than 110 miles one way, or if the trip is expected to extend later than 2:00 am, or overnight.
 - Reservations must be coordinated through the Travel Office

- **Twelve and Fifteen Passenger Vans (Specific Requirements)**
 - Only 12-passenger vans can be used within a 110-mile radius of Athens or within 110-mile radius of a team's destination. No more than eight passengers (including the driver) may be loaded in a 12-passenger van.

No more than ten passengers (including the driver) may be loaded in a 15-passenger van.

- **Further specifications for Ground Transportation:**
 - Drivers must be at least 25 years of age and have a valid and approved drivers license and be rested. Any exceptions to this policy must be submitted in writing and approved in advance of travel.
 - Drivers must have a valid Class C (P) Commercial Driver's License whether or not required by law.
 - Qualified, paid driver, not member of the travel party, must be used if traveling farther than 110 miles one way or if the trip is expected to extend later than 2:00 am, or overnight.
 - It is permissible to use 15-passenger vans as transportation for local travel only (Athens-Clarke County and Oconee County). No more than ten passengers (including the driver) may be loaded in a 15-passenger van. NOTE: 15-passenger vans cannot be used at a destination site (after a plane flight) unless permission is granted in writing from the Sports Facilitator.
 - It is permissible to use 12-passenger vans as transportation for team travel of trips up to 110 miles one-way. No more than eight passengers (including the driver) may be loaded in a 12-passenger van. Any trip exceeding this distance requires permission in writing from the Sports Facilitator.
 - Only vans with 155-inch wheelbase equipped with "E" rated radial tires, or equivalent, properly inflated will be allowed to transport teams greater than 110 miles from a point of departure. In cases when it is necessary to lease vans from a commercial vendor or when vans are provided as a courtesy, team travel is authorized even if the van does not meet the 155 in/"E" criteria, but travel will be limited to 110 miles one way.
 - Reservations must be coordinated through the Travel Office.

Departmental Vans (12 passenger vans)

These vehicles are for department-use only. Only authorized drivers may drive departmental vehicles. These drivers must be listed with the Athletic Association's fleet insurance policy before being authorized to drive. These vehicles can only be used locally within a distance of 110 miles one way. Effective August 2011, all coaches and staff that will be transporting students or student-athletes will be required to take the P.A.C.E. driving course designed to provide guidance on safe driving.

Requests for official use of department vehicles must be made in advance. The Assistant Athletic Director of Event Management's office (located in the Coliseum) will coordinate all use of the vehicles. The keys should be returned to the Assistant Director of Event Management's office immediately upon return. In the event of late arrival, they should be returned by 9:00 a.m. the following day. Vehicles are to be returned in good condition with a full tank of gasoline.

Receipts for all gasoline and/or service charges must be returned and recorded on appropriate expense reports. Additional instructions are found on the back of the "departmental vehicle form." This form may be obtained from the Coliseum Administrative Assistant's office. For out-of-town use, a team's budget will be charged the appropriate mileage cost. For

local use, the team's budget is charged for gasoline only with appropriate receipts.

Buses (Specific Requirements)

- Approved buses for team transportation are motor coach common carriers or institution leased, owned or operated over-the-road bus transports.
- All charter buses must be licensed and operate according to the Federal Motor Carrier Safety Administration and Department of Transportation.
- Privately owned or donated bus transportation cannot be used.

All sports/departments must bid for charter bus services. The Travel Office has a list of pre-qualified companies that provide charter bus services for various travel destinations. Please access sports.uga.edu for a list of pre-approved vendors. This policy allows the Travel Office to research several areas of concern for bus travel:

- Liability
- Safety
- Proof of Insurance
- Licensing

Air Transportation:

Commercial air carriers, charter, time-share and other aircraft may be used for the purpose stated and are subject to the provisions below:

- Commercial Airline
 - Commercial airlines are an acceptable means of travel for athletic teams. Tickets must be procured under the travel guidelines and contracts established by the Travel Office of the Athletic Department.

General Requirements for Charters, Time-share and Other Aircraft

- Insurance: Aircraft owners/operators shall furnish proof of insurance in advance. Liability insurance should be at least \$25 million for light turboprop aircraft, \$50 million for light jet aircraft, and a minimum of \$3 million per seat for commercial airlines. Given the volatility in the insurance market, it may not always be possible to achieve this minimum coverage in the marketplace. If it becomes necessary to establish limits in keeping with current industry standards, it shall be the responsibility of the Athletic Travel Task Force Committee to recommend acceptable limits.
- Pilots
 - Two pilots will be required for all travel involving student-athletes and staff. Pilots shall have as a minimum:
- Captain
 - Airline Transport Pilot (ATP) rating with a minimum of a second class medical.
 - Type rating in aircraft to be used for team travel.
 - Training in the aircraft type to be used at Flight Safety International, Simuflite Training International, SIMCOM or equivalent aircraft manufacturer's training within the past 14 months.
 - 2,000 hours total flying time.
 - 200 hours total flying time in the aircraft type to be used.
 - 20 hours flying time in the past 90 days in the aircraft type to be used.
 - Three instrument approaches and three night landings in the previous 90 days.
- Copilot
 - Commercial Pilot Certificate with current second class medical with multi-engine and instrument ratings.

- Training in the aircraft type to be used at Flight Safety International, Simuflite, Training International, SIMCOM or equivalent aircraft manufacturer's training within the past 14 months.
- 1,000 hours total flying time.
- 100 hours total flying time in the aircraft type to be used.
- 10 hours flying time in the past 90 days in the aircraft type to be used.
- Three instrument approaches and three night landings in the previous 90 days.
- Maintenance
 - An appropriately rated FAA certified repair station must perform inspection and maintenance, the manufacturer or a manufacturer authorized service center (no Aircraft and Powerplant Mechanic signoffs).
 - Maintenance personnel (or at least the person signing the log books) must be appropriately rated and be trained to maintain the aircraft type.
 - Charter aircraft used according to this policy must be maintained under the appropriate FAA operations specifications.
- Operation
 - A weight and balance form must be completed for each flight.
 - No over-weight or out of center gravity operations shall be allowed.
 - No aircraft may depart into forecast hazardous weather conditions, such as severe icing, thunderstorms or severe turbulence or wind shear.
 - No circling instrument approaches shall be authorized with ceilings less than what is authorized for the approach.
 - All flights shall be conducted on an instrument flight plan.
 - No passengers may enter the cockpit or distract pilots when the aircraft is below 10,000 feet on takeoff or landing operations.
 - Aircraft should be in hanger whenever possible during inclement weather.
 - No aircraft used for team transportation may be piloted by a team member.
 - All flight operations must be conducted in accordance with all relevant FAA regulations or insurance requirements, whichever is stricter.
- Charter Services (Specific Requirements)
 - All charter services shall be coordinated with the Athletic Department Business Office.
 - Every charter company used must have and demonstrate evidence of a current air carrier certificate under FAA Part 135 or 121.
 - The Business Office must verify in writing that the charter company has a current charter operations certificate.
 - The Director Athletics, Executive Associate Athletic Director or his/her designee must sign all charter airline contracts.
- Other Aircraft (Specific Requirements)
 - Other Aircraft.
 - The aircrafts are powered by two or more turbine engines.
 - The aircrafts are certified for flight into known icing conditions.
 - The aircraft otherwise meets all FAA and insurance requirements of UGA's travel policy (whichever are most strict).
- Other Aircraft Approval
 - The Athletic Department Business Office must approve in writing the use of aircraft prior to travel.
 - Proof of Insurance with required minimums.
 - Documentation showing the maintenance plan under which the aircraft operates complies with the requirements of this policy.
 - Pilot experience and training documents showing qualifications meeting or exceeding the requirements of this policy.

