

# Guilford College Athletics Handbook

2019-20



# ATHLETICS HANDBOOK

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## Acknowledgement of Receipt of Athletics Handbook

The Athletics Handbook provides important information regarding your responsibilities, including information about the College's policies as well as policies and procedures specific to Guilford College Athletics.

Please read the following statement and sign below to indicate your acknowledgement of the Athletics Handbook.

- I have received directions to access the electronic version of the Guilford College Athletics Handbook. I understand that it is my responsibility to read and comply with the policies and procedures contained in this handbook and any revisions made to it by the Athletics Department and/or the College.
- In particular, I acknowledge that I have read and understand the College's policies on Title IX, Gender Equity, Banned Substances, Confidentiality of Information and Privacy Protection, as well as all NCAA and ODAC rules and regulations.
- I understand that the policies, rules and provisions described in it are subject to change at the sole discretion of Guilford College at any time.
- Further, I understand that because the College may add, modify, delete or otherwise change provisions of the handbook, I should contact the Athletics Director regarding the status and/or interpretation of any particular policy, procedure or practice or if I have any questions regarding the handbook.
- I understand that my signature below indicates that I have read and understood the above statements and that failure to comply with the provisions of this handbook may result in disciplinary measures appropriate to the infraction.

---

Employee Name (Please Print)

Athletic Director Name

---

Employee Signature

Athletic Director Signature

---

Date signed

Date signed

# Guilford College

## I. Guilford College

### ***College Mission Statement***

Guilford College's longstanding mission is to provide a transformative, practical, and excellent liberal arts education that produces critical thinkers in an inclusive, diverse environment, guided by Quaker testimonies of community, equality, integrity, peace and simplicity and emphasizing the creative-problem solving skills, experience, enthusiasm and international perspectives necessary to promote positive change in the world.

### ***College Values***

Guilford College is grounded in the relentless pursuit of seven Core Values. These enduring values are the basis of the College's mission and are guided by the Quaker Testimonies. The Society of Friends (Quakers) founded Guilford College in 1837, and their principles are reflected in the campus culture.

*Community:* We are committed to the cultivation of positive relationships between, and common experiences among, students, faculty and staff.

*Diversity:* We are committed to creating an academic institution where a variety of persons and perspectives are welcome. We are committed to providing an environment where students from all cultures and backgrounds may succeed.

*Excellence:* We are committed to setting high standards of academic rigor in courses and creating high expectations for achievement by everyone. We seek the personal and intellectual transformation of our students through the liberal arts.

*Equality:* We are committed to creating an institution and a society where everyone is appreciated and judged based on their contributions and performance rather than gender, race, religion, physical abilities, sexual identity or socio-economic condition.

*Integrity:* We are committed to creating a community that acts with honesty and forthrightness, holding ourselves to high academic and ethical standards and dealing with everyone with respect.

*Justice:* We are committed to the peaceful resolution of conflict, sharing of economic and natural resources and parity in educational opportunity.

*Stewardship:* We are committed to making decisions that will ensure the long-term survival of this institution. We must maximize the value of our human, financial and physical resources in ways consistent with our Quaker heritage.

The pursuit of these core values is integral to the educational experience we offer, abundantly visible in academic and co-curricular campus life.

# Guilford College

## **Traditions**

[Bryan Series](#). In the past decade, Guilford's Bryan Series has brought many notable speakers to the campus and city for an annual public lecture series.

*Eastern Music Festival (EMF)*. Every summer, the college hosts the five-week-long Eastern Music Festival (EMF), where both professional and student musicians come together for seminars and public performances. Each year, EMF features more than 70 concerts and music-related events on- and off-campus.

*Serendipity*. The largest campus-wide event of the year is "Serendipity," held annually in the spring. It began in 1972 as a replacement to the somewhat antiquated May Day festivities, featuring games and musical performances. During its peak in the late 1980s and early 1990s, the weekend festival was attended by Guilford students and alumni, as well as thousands of students from other local institutions in the Triad area.

## **[Notice of Non-Discrimination](#)**

As an institution that is grounded in the relentless pursuit of core values that include equality and justice for all, the College adheres to Title IX and to all other federal and state civil rights laws banning discrimination in private institutions of higher education.

Guilford College does not discriminate on the basis of sex/gender, age, race, color, creed, religion, national origin, sexual orientation, gender identity, disability, genetic information, military status, veteran status, or any other protected category under applicable local, state or federal law, ordinance or regulation. The prohibition on discrimination applies to any and all educational program or activities that Guilford College operates, including but not limited to admissions policies; educational programs; scholarships, loans, and other financial aid; and athletic and other school-administered programs, services, and activities. The prohibition on discrimination also applies to applicants or employees with respect to employment.

Guilford College complies with Title IX which prohibits sexual discrimination and sexual harassment, including acts of sexual violence. Inquiries regarding [this policy](#) or Title IX generally may be referred to the [Title IX Coordinator](#):

Barbara J. Lawrence  
Title IX Coordinator  
Vice President, [Office of Diversity, Equity and Inclusion](#)  
King Hall, 108J  
Telephone: (336) 316-2432  
Email: [blawrenc@guilford.edu](mailto:blawrenc@guilford.edu)

Or

The Assistant Secretary  
U.S. Department of Education  
[Office for Civil Rights](#)  
Washington, DC (Metro)  
400 Maryland Avenue, SW

# Guilford College

Washington, DC 20202-1475

Telephone: (202) 453-6020

TDD: (800) 877-8339

Email: [OCR.DC@ed.gov](mailto:OCR.DC@ed.gov)

## ***College [Organizational Chart](#)***

## ***Guilford College [Student Handbook](#)***

### ***[Athletics Mission Statement](#)***

The Guilford College Athletic Department is an integral part of the College and strives to achieve the same standard of excellence and educational value that exists throughout all disciplines of the College.

The Guilford College Athletic Department is committed to the principles and practices of cultural diversity, gender equity, and athletics excellence. This commitment is reflected in every aspect of the department's operations. The philosophy of Guilford College, the Athletics Department, and the NCAA Division III are synonymous.

### ***[Athletics Code of Ethics](#)***

Guilford College Athletics Code of Ethics is the guideline of principles and standards set forth to direct our staff and student-athletes in maintaining the highest level of ethical conduct.

1. Coaches and student-athletes should exhibit honesty and integrity in their actions at all times.
2. Coaches and student-athletes shall treat all individuals with dignity, fairness and respect in behavior and language.
3. Coaches and student-athletes shall abide by the rules of their sport and the sport governing organization.
4. Coaches and student-athletes shall act in full accordance with institutional, [Old Dominion Athletic Conference](#) (ODAC) and NCAA rules. We support the ODAC Code of Sportsmanship [p. 20 in [ODAC manual](#)] and abide by [NCAA Operating Bylaw, Article 10](#) [p. 47] regarding ethical conduct, honesty, sportsmanship, drugs, and gambling.
5. Coaches and student-athletes should be models of fair play.
6. Spectators at Guilford athletic events are expected to abide by the [ODAC Code of Conduct](#) [see p. 20].



# Guilford College

## ***Athletics Hiring Policies/Procedures***

*Guilford College's athletic department is committed to the recruitment and retention of a diverse staff as an important way to add value to the student athlete experience. As a department, we are committed to the "Educational Principles and Realities Underlying the Need for a Diverse Athletic Staff at Guilford College."*

The hiring policies for the athletic department are outlined here and must be followed when hiring new employees into the athletic department.

### Position: Head Coach/Assistant Coach (full-time)

*Head Coach:* When hiring a head coach and/or assistant coach that will receive benefits, the hiring process will be consistent with the hiring practices as outlined in the [Faculty Handbook](#) 2.2.

However, the Director of Athletics will be responsible for monitoring the search process. These positions are required to be posted on the college website, NCAA website, and other sites that will create a diverse pool of candidates.

Approval for any athletic department position will be granted by the president of the college. If the position is for head coach, the Director of Athletics will put together the search committee which will consist of one departmental coach, the Assistant AD/SWA, the FAR (if available), a staff member from the Multicultural department, the VP of Title IX and Inclusion, and student athlete representatives. During the on-campus visit, the head coaching candidate will meet with:

1. The committee
2. Human resources
3. Faculty Athletic Representative
4. Representative from the multicultural department
5. Group of Guilford coaches
6. Players from the athletic team
7. President of the College

Once the committee has identified their final choice, it then gets sent to the president for final approval. Negotiations for the position will be done by the AD.

### Position: Part-time Assistant Coach/Volunteer Coach

For positions where there is no benefit package (part-time or volunteer) available, the search process will proceed as follows: The Director of Athletics, Assistant AD/SWA, and the head coach will make up the search committee. The position is *required* to be posted on Guilford's website. The committee will be responsible for phone interviews and hosting the candidate(s) for a campus visit. The campus visit will be set up by the head coach of the team. The candidate(s) will meet with the committee and any other person they deem necessary. Once the committee identifies the individual recommended for the position, the head coach, in consultation with the Director of Athletics, will make the final decision.

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Please use the required [Affiliate Information Sheet](#) when hiring volunteers.

### Internal Candidates:

When an assistant coaching position is vacant and an internal candidate exists, the position will need to be posted on the Guilford website. The position will be posted for 2 weeks before the internal candidate will be interviewed by the Director of Athletics, SWA, and head coach. If all members agree to offer the internal candidate the position, it will then be recommended to the direct report of the AD for final approval.

## II. NCAA Division III

### *Division III [Philosophy Statement](#)*

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

1. Expect that institutional presidents and chancellors have the ultimate responsibility and final authority for the conduct of the intercollegiate athletics program at the institutional, conference and national governance levels;
2. Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency (e.g., students, alumni, institutional personnel) than on the general public and its entertainment needs;
3. Shall not award financial aid to any student on the basis of athletics leadership, ability, participation or performance;
4. Primarily focus on intercollegiate athletics as a four-year, undergraduate experience;
5. Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel and spectators;
6. Encourage participation by maximizing the number and variety of sport offerings for their students through broad-based athletics programs;

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7. Assure that the actions of coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes;
8. Assure that athletics participants are not treated differently from other members of the student body;
9. Assure that student-athletes are supported in their efforts to meaningfully participate in nonathletic pursuits to enhance their overall educational experience;
10. Assure that athletics programs support the institution's educational mission by financing, staffing and controlling the programs through the same general procedures as other departments of the institution. Further, the administration of an institution's athletics program (e.g., hiring, compensation, professional development, certification of coaches) should be integrated into the campus culture and educational mission;
11. Assure that athletics recruitment complies with established institutional policies and procedures applicable to the admission process;
12. Exercise institutional and/or conference autonomy in the establishment of initial and continuing eligibility standards for student-athletes;
13. Assure that academic performance of student-athletes is, at a minimum, consistent with that of the general student body;
14. Assure that admission policies for student-athletes comply with policies and procedures applicable to the general student body;
15. Provide equitable athletics opportunities for males and females and give equal emphasis to men's and women's sports;
16. Support ethnic and gender diversity for all constituents;
17. Give primary emphasis to regional in-season competition and conference championships; and
18. Support student-athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation in national championships, by providing all teams with adequate facilities, competent coaching and appropriate competitive opportunities.

The purpose of the NCAA is to assist its members in developing the basis for consistent, equitable competition while minimizing infringement on the freedom of individual institutions to determine their own special objectives and programs. The

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above statement articulates principles that represent a commitment to Division III membership and shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs by institutions and conferences.

### ***Conference Affiliation***

Guilford College is a member of the [Old Dominion Athletic Conference \(ODAC\)](#), an NCAA Division III league, consisting of fifteen private schools located primarily in the State of Virginia. All conference members follow the philosophy of financial aid being awarded on the basis of individual and family need. The following schools are conference members:

Bridgewater College  
Eastern Mennonite University  
Emory and Henry College  
Ferrum College  
Guilford College  
Hampden-Sydney College  
Hollins University  
Randolph College  
Randolph-Macon College  
Roanoke College  
Shenandoah University  
Sweet Briar College  
University of Lynchburg  
Virginia Wesleyan University  
Washington and Lee University  
\*Greensboro College (swimming only)  
\*Southern Virginia (Football only/fall 2019)

The ODAC sponsors competition leading to team championships in twenty-two men's and women's sports – Men's sports: baseball, basketball, cross country, football, golf, lacrosse, soccer, swimming, tennis, indoor track and field, outdoor track and field. Women's sports: basketball, cross country, field hockey, golf, lacrosse, equestrian, softball, soccer, swimming, tennis, indoor track and field, outdoor track and field, and volleyball.

### ***ODAC Purpose and Values***

#### **PURPOSE**

Athletic opportunities at the Division III level provide positive educational outcomes and growth for participants, as well as other valuable benefits for member institutions and communities. The Old Dominion Athletic Conference (ODAC) exists to provide a framework for realizing these opportunities through athletic competition, guided by

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our commitment to shared values and bounded by the educational missions and institutional identities of the respective members. Together, member institutions strive to foster a climate of excellence and integrity in the conduct of their athletic programs.

### OUR VALUES

Together, ODAC is committed to:

#### *1. Upholding the centrality of the academic mission of our member institutions*

- emphasizing that academic priorities clearly guide each institution
- providing athletic opportunities that complement the broader educational experience
- implementing practical scheduling strategies to minimize missed class time and costs
- supporting normal academic progress toward a degree and post-baccalaureate study if applicable.

#### *2. Enhancing the quality of the student-athlete experience*

- inviting intensity with civility; the highest levels of athleticism within ethical boundaries
- cultivating positive leadership on campus and role modeling in the community
- emphasizing positive character development
- nurturing healthy school loyalty, with spirited but wholesome rivalries within the conference
- expecting competitive integrity among players, coaches, support staff and spectators

#### *3. Encouraging broad-based programs rather than competitive extremes*

- including equity of opportunity among the genders and across the sports
- encouraging multiple-sport sponsorship, rather than single-sport membership
- making a wide range of participation opportunities available to all students
- limiting non-traditional season involvements

#### *4. Maintaining competitive equity within the conference*

- involving private institutions, in geographic proximity to each other
- emphasizing round-robin conference competition and excellence within the league, with national prominence a by-product rather than a primary emphasis providing an efficient and effective conference administrative structure

See the ODAC [conference manual](#) and [website](#) for further details concerning ODAC Conference.

### **NCAA/ODAC Rules**

Coaches are responsible for knowing and abiding by all [NCAA](#), [ODAC](#) and [Office of Civil Rights, Title IX](#) rules and regulations.

## III. Intercollegiate Athletics

### *Statement of Purpose*

Central to the mission of both Guilford College and the Athletic Department are the values of community, justice, integrity, and excellence. To this end, the College and the Athletics Department are committed to the following objectives:

- Uphold the mission of the College, as well as the principles and philosophy set forth by the Office of Civil Rights, NCAA and ODAC.
- Foster Guilford's community of equality and justice.
- Support student-athletes in their academic endeavors.
- Promote continued campus-wide integration of student-athletes by encouraging them to fully participate in the life of the College.
- Promote diversity and foster an environment of inclusion.
- Provide fair and equal treatment to both men's and women's varsity sports.
- Supply and provide student-athletes with first-rate facilities and equipment, the highest levels of teaching, coaching, and appropriate opportunities to practice and compete.
- Maintain the highest ethical standards and practices, while striving to achieve excellence through encouragement and positive leadership.

### ***Athletics Administrative Organization***

The President's office oversees the Department of Athletics and the Director of Athletics reports directly to the President of the College.

The Athletics Department organizational chart can be found [here](#).

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### ***Athletics [Staff Directory](#)***

#### ***Whom to see for what***

<i>Topic</i>	<i>Contact(s)</i>
Administrative Assistant	Heather Langston
Admissions Office Liaison	Kyle Wooden, Director of Admissions
Alumni Association and Advisory Boards Liaison	Betsy Seaton
Awards	Director of Athletics
Budgets: Preparation Program Requests Financial Monitoring	Director of Athletics
Club Sports	Director, Office of Student Leadership and Engagement
Computers and Technology	IT&S Department (ext. 2020)
Equity in Athletics Committee	Jane Fernandes, Guilford College President
Diet: Teams and Individual Athletes	Sports Medicine Staff
Eligibility	Ronnie Thomas, Compliance Coordinator
Employee Benefits	Debbie Craven (Human Resources)
Employment Procedures	Alisa Quick, Director of Human Resources
Events:  Management  Promotions & Publications	Stephanie Flamini, Assistant Athletic Director & Senior Women's Administrator  Sports Information Director

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<p>Facilities:</p> <p>Scheduling requests:</p> <p>Intercollegiate</p> <p>Recreation/Club/</p> <p>Intramural</p> <p>Other Rentals</p> <p>Maintenance</p> <p>Contest Set-Up</p>	<p>Facilities</p> <p>Director Office of</p> <p>Student Leadership and Engagement (OSLE)</p> <p>(Intramurals)</p>
Faculty Relations	Craig Eilbacher (Faculty Athletic Representative)
Financial Aid	Dottie Davidson
Dining Services	Snehal Deshmukh, Ass't Director of Dining Services
Grievances: Athletes	<p>Step one: Team Captain</p> <p>Step two: Coach</p> <p>Step three: Assistant Director of Athletics</p> <p>Step four: Athletics Director</p> <p>All gender equity and sexual harassment and misconduct follow the <a href="#">Title IX grievance procedure</a>.</p>
Grievances: Coaches	<p>First step: Assistant Director of Athletics</p> <p>Second step: Athletics Director.</p> <p>All gender equity and sexual harassment and misconduct follow the <a href="#">Title IX grievance procedure</a>.</p>
Grievances Title IX	Sharon Beverly, PhD, Director of Athletics



## Guilford College

Athletes as complainants	Stephanie Flamini, Assistant Athletic Director & Senior Women's Administrator (SWA); Barbara Lawrence, Title IX Coordinator
Coaches as complainants	Stephanie Flamini, Steve Mencarini, or Alisa Quick, Deputy Coordinators
Communication Facilitator liaison to the President's Office	Dr. Craig Eilbacher
Group Exercise	Chair, Sport Studies Department
Human Resources Liaison	Alisa Quick, Director, Human Resources
Insurance: Athletic injury Student Medical	Head Athletic Trainer
Intramural Sports	Director, Office of Student Leadership and Engagement
Keys	Jeffrey Stulack, Locksmith
Lockers	Director of Athletics
Mailing, Recruiting	All Coaches in Athletic Department
Medical Clearance Procedure	Head Athletic Trainer Sports Medicine Staff
NCAA compliance	Ronnie Thomas, Compliance Coordinator
Nutrition	Athletic Training Staff
ODAC Rules Payment of Officials	Director of Athletics
Office Equipment	Assistant to the AD
Office Supplies	Assistant to the AD
Officials, Contests	Head Coach

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Parking, Contests	Public Safety
Press Releases	Sports Information Director
Professional Development	Director of Athletics
Promotions	Sports Information Director
Publications	Sports Information Director
Publicity	Sports Information Director
Recruiting Campus visits: Coaches travel: Rules	Kyle Wooden/Head Coach Kyle Wooden/Head Coach Director of Athletics
Rule interpretations (ODAC, NCAA)	Director of Athletics
Scheduling: Contests	Director of Athletics
Security	Public Safety
Strength & Conditioning Program / Weight Training	Director of Athletics
Facilities	Brett Hacker
Student Athlete Issues	Director of Athletics
Team Travel	Athletics Director/Head Coach
Telephones	IT & S
Title IX compliance rules	Title IX Coordinator Barbara Lawrence (College) Deputy Title IX Coordinator for Athletics Stephanie Flamini (Athletics)
Training meals	Snehal Deshmukh, Ass't Director of Dining Services
Transportation: (Other than vans)	Black Tie Transportation
Travel:	Director of Athletics

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Coaches Recruiting Travel Coaches Professional Travel	
Uniforms: Purchase Issuance	Director of Athletics
Vans: Scheduling/Maintenance	Enterprise Rent-A-Car
Video Equipment	IT&S
Worker's Compensation	Human Resources; Athletics Director

### ***Equity in Athletics Committee***

The Equity in Athletics Committee (EAC) advises the President, Title IX Coordinator, and Director of Athletics on matters affecting gender equity in Athletics. The President names the EAC Chair, in consultation with the Athletics Director, for a five-year, renewable term.

- Composition
  - student-athletes
  - athletic representatives from current women's sports teams
  - coach representatives, majority from current women's sports teams
  - current Guilford administrators
  - current Title IX Coordinator and Deputy Coordinator for gender equity in Athletics
  - independent outsiders with Title IX expertise
  - Athletics Director
  - Senior Women's Administrator
  - Head Athletic Trainer
- The EAC is responsible for monitoring and oversight of:
  - Implementation of [Title IX](#) compliance in Athletics
  - Nondiscrimination policies and procedures in athletics
  - Periodic Interest Surveys
  - Evaluating possible new women's sports teams and programs

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- Recruiting to increase participation in existing women's sports
- Determining individual athletic team budget allocations and accountability for women's and men's teams
- Compliance with Guilford and NCAA financial aid rules
- Assignment for usage of space/fields for women's and men's sports teams
- Roster size and management and accurate reporting
- Use of locker room space, including allotment and location for women's and men's teams
- Improvement of current women's team facilities
- Construction of new facilities for men's and women's sports
- Fundraising
- Contributing to Guilford's annual Title IX report
- Implementation of process for reporting of and follow-up on gender equity complaints (including anonymous complaints)
- Title IX auditing and reporting

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### ***Intercollegiate Sport Programs***

#### *Scope of the Program*

<i>Sport</i>	<i>Men</i>	<i>Women</i>	<i>Coeducational</i>
Baseball	X		
Basketball	X	X	
Cross Country	X	X	
Football	X		
Golf	X		
Lacrosse	X	X	
Rugby		X	
Soccer	X	X	
Softball		X	
Swimming		X	
Tennis	X	X	
Track and Field (Indoor)	X	X	
Track and Field (Outdoor)	X	X	
Triathlon		X	
Volleyball		X	
<b>TOTAL</b>	<b>10</b>	<b>12</b>	

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## ***Coaches' Administrative Requirements***

As each new academic year begins there are numerous details that require the attention of the head coaches. The following is provided to assist each coach in covering the necessary items in preparation for the coming athletic year.

*Staff retreat:* All coaches and administrators are required to attend an annual retreat in August.

### Opening Days of College

Coaches should take every advantage to meet with all new first-year students (not only athletes) and extend the department's presence on the campus by attending appropriate orientation meetings and social affairs. Coaches should attend campus-wide orientation events and require student-athletes to attend. If roster numbers are low, the head coach will solicit participation from the student body through the Guilford Buzz, Admission Office and tabling at Founders Hall.

### *Meetings with Captains and Managers*

As early as possible, all head coaches should meet with their captains to discuss the general responsibilities and goals for the upcoming season. This meeting must be conducted in accordance with NCAA Bylaw 17.02.1.

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### Team Organizational Meeting

All coaches should have an organizational meeting in accordance with NCAA Bylaw 17.02.1. During this meeting, student athletes must be informed of relevant Athletic Department policies and procedures. Suggested topics may include:

- Introduction of team members, captains, managers
- Plans for the season
- Role of captains and managers
- Team rules
- Practices
- Season goals
- Awards Equipment and uniform procedures
- Coach's office hours
- Title IX Grievance Policy and training
- Statement of Non-Discrimination

[Checklist for Athletic Team Orientation Meeting](#): (*Coaches and players must sign attendance sheet*)

A member of the Athletic Training Staff should be introduced at the first team

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meeting to orient the squad on the procedures of the Athletic Training Room.

*Review Schedule, Budget, Travel Plans*

All coaches should review their current contest schedule and make travel arrangements within budget levels.

### NCAA/ODAC Rules/Title IX Compliance

When the Director of Athletics distributes this material, all coaches should review and be prepared to take a test on the rules. Annually coaches will take Title IX compliance training and complete an assessment of their understanding.

### Establish Recruitment Plan

All coaches should meet the Director of Athletics to formulate a recruitment plan for the academic year, which should include type and locations of recruiting activities. Roster management will be a required action in relation to all recruitment plans. Roster sizes will be determined each year according to the Athletics Department roster management strategic plan.

### Equipment and Uniforms

All coaches should meet with the Facilities Manager to review the status of equipment and uniforms for their sport.

### Budgeting and Purchasing Procedures

#### Philosophy

The Head Coach is responsible for the management of his/her budget and must be aware of the daily expenses and revenues. The Administrative Assistant to the Director of Athletics supervises, advises and works with the Finance Office.

The head coach is accountable for the final status of his/her budget.

#### Record Keeping

An online status report exists as a summary of expenses charged to a team's budget and is updated as the Finance Office processes expenses. However, a ledger of expenses will serve as a daily check. In addition, a ledger will help note any mistaken charges or those that have not yet been posted to the team

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budget.

The Automatic Charge Sheets for campus vendors (Bookstore, Dining Hall, Print Shop, Facilities Management, etc.) are for team records. Check them and report them to the Administrative Assistant if mischarges are found.

Be alert to budget charges by Facilities Management. They may not bill immediately, so request an estimated cost when work is requested outside of the expected use.

### 3. Requisitions/Purchase Orders(PO)

Purchase orders are required for **all** purchases. The request for a PO should be made to the Athletics Business Manager **prior to** the ordering of **any** equipment, goods, etc. Only requests for absolutely necessary items will be moved forward for consideration by the Athletics Director, if there are available funds. No ordering may occur by a Staff member until notified by the Athletics Business Manager that the request has been approved and you have received a PO number. Questions concerning the process should be made to the Athletics Business Mgr and not the College Finance office.

The Purchasing Office is instructing our local vendors not to accept any orders for supplies, materials and apparatus from Guilford College without a signed and fully executed purchase order.

### 4. Reimbursement Request

Employees sometimes use their personal funds to purchase items and then they submit a request for reimbursement from Guilford College. With few exceptions, *these types of purchases are no longer allowed.*

In instances where use of personal funds to initially cover a business expense is unavoidable (i.e., expenses related to a campus emergency) employees shall be reimbursed only when the following conditions have been met:

- Prior written approval must be granted by the Athletics Director.
- Employees will only be reimbursed from an actual original sales receipt or invoice.
- An expense reimbursement report (with appropriate receipts attached) must be completed clearly stating the business purpose of the expense for which the employee is requesting reimbursement.
- The completed expense report must be reviewed, signed and dated by the Athletics Director.
- Employees will not be reimbursed if the expense receipt is 60 or more days old.

### 5 .Fund Raising

College Policy: Ideas and involvement in gaining gifts for Guilford College by the faculty and staff are appreciated and encouraged. However, any department member wishing to engage in fundraising efforts must discuss and coordinate such efforts with the Director of Athletics before beginning any such project. The Director of Athletics will then present the plan to the Vice President for Advancement for approval. This policy is designed to ensure that the College is maximizing its overall fundraising effort



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and potential. Effect on Department members:

- As individuals, funds may not be solicited for individual sports.
- Ideas must first be cleared through the Director.
- Any such funds offered without solicitation must be processed through the Director and then the Advancement Office to ensure proper handling, recording, acknowledgement and allocation.

### Awards/Plaques

The purchase of awards and plaques is permissible for those teams that win Conference or NCAA Championships. The Director of Athletics and Assistant Director/SWA must authorize these awards.

Those teams that compete in sports not in the ODAC may reward an exceptional season with the permission of the Director of Athletics and Assistant AD/SWA.

### Co-Purchasing with Players

If ordering items that will be paid for in part by the players, the money must be collected and deposited into the budget before any Purchase Order will be approved. **If a coach is not able to collect money from the team prior to ordering, the coach must meet with Director of Athletics for approval to proceed.**

### Special Fund Budgets

Each sport has a "Special Fund" budget for fundraised and donated money. The online status reports will indicate if there is money in this budget.

Purchases over \$500.00 or the use of "Special Fund" money to augment the working budget require the approval of the Director.

### Fiscal Responsibility

It is the responsibility of each department member to make every effort to stay within his/her allowable budget, as approved by the President and Board of Trustees.

Any lack of cooperation in the fiscal management of a specific program will be taken into consideration in the job performance of that particular individual.

### Administrative Support

All coaches should check in with the administrative assistant and review the following guidelines concerning priority order work:

Work directly related to the coaches meeting the basic requirements of the job comes first. Examples of this type of work are: answering phones and taking messages, recruiting letters, and itineraries.

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## **Compliance**

1. Coaches will be notified of the NCAA orientation meeting time for their teams. The coach shall see that all athletes attend.
2. A team roster of members must be provided to the Assistant AD - SWA and Administrative Assistant by June 1st. Updated rosters must be provided throughout the year.
3. All NCAA, Athletic Training and Sports Information required paperwork will be accessible and completed during the summer months.
4. Coaches and Administrators are required to annually take the NCAA Division III Rules Test, typically offered early fall for the group immediately following a staff meeting. Coaches can also elect to take it individually if they so choose.
5. Coaches must inform student-athletes of the following policies prior to the first competition: [Class Absence Policy](#).
6. Throughout the year, the Director of Athletics, Assistant Athletic Director/SWA/Deputy Title IX Coordinator and Guilford College VP/Title IX Coordinator will issue updates regarding rule changes and rules education.
7. Specific questions regarding NCAA, ODAC and Title IX rules and individual eligibility are to be directed to the Assistant AD/SWA/Deputy Title IX Coordinator first and then to the Compliance Officer, as appropriate.
8. The Director of Athletics and then the Assistant AD/SWA will report to the following offices: President, Provost and Academic Dean, and Registrar on individual eligibility questions, requesting reviews, and communicating responses back to coaches and administrators.
9. Prior to September 15 each year, each coach is required to attest to certification of compliance with NCAA rules by taking the NCAA Division III Rules Test: <http://www.ncaa.org/governance/division-iii-rules-test>
10. Coaches and Administrators are required to annually take the NCAA Division III Rules Test, typically offered early fall for the group immediately following a staff meeting. Coaches can also elect to take it individually if they so choose.

## **Student-Athlete Eligibility**

### Rules and Regulations

The participation of students in certain extracurricular activities is subject to a number of rules and regulations dealing with eligibility:

1. No student shall represent this College in any branch of intercollegiate athletics who is not regularly matriculated and taking a minimum of 12 credits of class work during the fall semester, and less than 12 credits if needed for graduation.
2. No student shall be a member of more than one intercollegiate athletic

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organization at the same time except with the express approval of the Director.

### **Start-Up Dates**

Each coach, in conjunction with the Director of Athletics should determine specific dates appropriate to their sport for the legal initiation of practices and competition and adhere to these when planning for the season. The following table reflects NCAA guidelines; coaches should consult with the Director to ensure compliance with Guilford policies before starting their season. Please reference the [NCAA Division III Playing and Practice Season tool](#). Coaches must also work with the Athletics Director and each other to enable schedules for multiple sports on the same field to occur.

### **Roster Policy**

The head coach is responsible for keeping the Assistant Athletic Director/SWA and other members of the athletic department up to date on all roster changes made throughout the year. To be added to an intercollegiate roster, a student must be officially enrolled. No student may be added to an intercollegiate roster (e.g., practice or compete) until he/she has completed the required NCAA paperwork and received permission from the Head Athletic Trainer.

Once a student-athlete on a team uses a season of participation per NCAA Division III Bylaw 14.2.4.1, the student-athlete must remain on the team's roster, NCAA Forms, and coded in the registrar's tracking system. If the student-athlete quits or leaves the team, the coach may request that he or she be removed from the website and Sports Information Department rosters only.

[NCAA Division III Bylaw 14.2.4.1](#): *“Minimum Amount of Participation. A season of intercollegiate participation shall be counted in the student-athlete's sport when a student-athlete participates (practices or competes) during or after the first contest in the traditional segment following the student-athlete's initial participation of that academic year at that institution or when the student-athlete engages in intercollegiate competition during the nontraditional segment in that sport. This provision is applicable to intercollegiate athletics participation (practice or competition) conducted by a Division III collegiate institution at the varsity, junior varsity or freshman team level.”*

### **Student-Athlete Participation Policy**

In order to participate in an intercollegiate sport at Guilford College, students must be:

1. Enrolled full-time at Guilford
2. In good academic standing with college (Registrar's office)
3. Cleared by the athletic training staff indicating all necessary forms, not limited to, physical, sickle cell test, and insurance, and participation waivers.
4. In compliance with the NCAA academic requirements (NCAA requires a 12 credit load per semester to participate, unless you are in your last semester before graduation)

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Prior to the start of each athletic season, each coach is required to meet with their players to cover team policies and completion of the necessary forms. Before the first practice, the coach is responsible for providing the athletic training staff with a team roster to ensure that all forms and documentation has been completed. Additionally, the coach is responsible for having their roster cleared by the Director of Compliance for Guilford.

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Optimal roster size for each team is as followed:

<b>Women's Team</b>	<b>Optimal Roster Size(N)</b>
Soccer	32
Swimming	20
Tennis	10
Softball	28 (V=18 JV=10)
Volleyball	18
Basketball	15
CC	10
T & F	50
Lax	28
Total	211
<b>Men's Team</b>	<b>Optimal Roster Size (N)</b>
Baseball	35
Golf	8-10
Basketball	15 (V=15 JV=10)
Soccer	32
Football	120
Lax	45
Tennis	10
CC	10
T & F	50
Total	337

**It is the responsibility of the Director of Athletics to manage optimal roster sizes and to achieve equity among men and women athletes.**

**Coaches should inform the Director of Athletics of anticipated roster size for upcoming season no later than May 1.**

If a student asks to join a team (and coach allows) after the season has started, they

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must follow steps 1-4 in the Participation Policy above prior to participation. If a prospective student athlete participates in a practice or an organized practice without following the proper steps, this will be viewed as a non-compliant issue and will be reported to the Director of Athletics for further investigation and reported to the NCAA.

### ***Class Absence Policy and Procedure***

Intercollegiate athletic competition provides student-athletes with opportunities for character development and learning that are not necessarily available in the classroom context. This is particularly true at the Division III level, where athletics remain unsullied by the pressures imposed by scholarships, high exposure, and the need to promote revenue-generating events. As a consequence, Guilford College encourages students to take maximum advantage of opportunities to engage in intercollegiate athletics as an integral part of their education.

At the same time the College and Athletics recognize that the primary goal of a college education is intellectual development. As a consequence, student-athletes are fully expected to devote themselves to their courses and to their intellectual development in no less a fashion than they would were they not engaged in intercollegiate competition.

To accommodate these twin goals of intellectual development and athletic participation, Athletics makes every effort to schedule “the time, place, and duration of team practices and contests” in a manner that avoids conflicts with students’ class schedules (See Athletics Mission Statement). With respect to practices and team meetings, the faculty, faculty athletic representative and coaching staff understand that class attendance takes precedence over participation in athletics. Furthermore, full class participation in courses that may cause students to miss occasional practices will not, in itself, prejudice the coaches in the selection of team participants.

On occasion, College-sanctioned events may unavoidably conflict with academic schedules. In those situations, student-athletes are not automatically entitled to exemptions from class attendance. However, given the Athletic Department’s commitment to the academic mission of the College, professors are encouraged to accommodate those conflicts whenever doing so will not jeopardize the individual student-athlete’s academic performance. In this regard, students who participate in intercollegiate athletics should review their calendars to see which athletic contests, if any, conflict with their academic schedules. Each student is responsible for discussing any scheduling conflict with his or her professors at the beginning of the term or as soon as possible after the student learns of the conflict. The ultimate goal is a reasonable accommodation of athletic and academic pursuits.

### ***Staff Travel***

**Personal Automobile Use:** When it becomes necessary for an athletic department staff member to use a personal car to conduct College business, reimbursement will be made for such use by the IRS Standard mileage rate. When this rate is applied to a trip, no other car expenses can be claimed. **Use of personal car must be pre-approved by Director of Athletics to conduct business.**

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Release of Liability - Practice: Should a student athlete choose to ride in a car with a teammate to participate in a school-sanctioned off-campus activity (such as swim or golf practice), that student athlete must complete the [Assumption of Risk and Release of Liability agreement](#) prior to participating in that event. The student-athlete needs to complete this form at the beginning of each academic year.

Release of Liability - Travel to/from competitions: There may be instances where, with a head coach's approval, a parent/relative may transport a student-athlete to or from an off-campus competition. In this instance, the student-athlete and parent both must sign the [Travel Liability Form](#).

Travel Advance: When needing an advance to travel, a check request must be submitted to the Assistant AD/SWA at least a week in advance.

International Tours/Special Trips: All international tours/special trips must begin with a proposal/request submitted to the Athletics Director, which would include tentative schedule of the tour, estimated costs (meals/housing/flights), fundraising plans, etc. The administrative team will vet the proposal, and approve or deny the request. Leading up to the trip, all travel details must be vetted with the Assistant Athletic Director, Athletic Training Staff, Sports Information, and facilities crew.

### ***Scheduling Athletic Team Practice Times***

Every coach at Guilford College will have the opportunity to get practice times that fits their schedule. The athletic department and facilities will follow the procedure below when determining practice times for in-season and out-of-season sports.

In-Season Sports/Armfield/Ragan Brown/Alumni: (football, M & W soccer, Volleyball, M & W Basketball, M & W Lacrosse)

1. All head coaches will meet with the facilities director at the same time and provide a list of preferred practice times. This meeting must occur in advance of their seasons. Ideally, a month prior to the start of the first practice.
2. Coaches will come to a gender neutral consensus about the times they will get. All coaches must agree to the practice schedule before it is approved.
3. If a general neutral consensus is not reached, the facilities director will provide a practice plan that clearly addresses equity for all teams.
4. M & W basketball should meet separately with the facilities director ensuring that they are rotating the use of alumni gym and Ragan Brown Field House equally. These practices should be worked around volleyball practices and game schedules during the fall semester.

Out-of-Season Fall/Armfield/Grass:

In-season sports will take precedence over out-of-season sports. Therefore, the grass fields are available for out-of-season teams to use. All head coaches should provide a preferred schedule to the Facilities Director and then meet to determine which fields

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will be used. If a coach would prefer one or the other, it is important that all coaches agree on the arrangement and equity is maintained.

Since baseball, softball, and tennis each have their own facility, meeting with the facilities director is not necessary. However, each team needs to provide a list of practice times to the facility director.

### ***Scheduling Contests***

1. All contracting of contests is initiated by the head coach then submitted for final approval by the Director of Athletics and Assistant Athletic Director - SWA. The Director of Athletics and Assistant Athletic Director - SWA are responsible for determining equity as it relates to travel and practices for all teams. These include: availability of opponents, previous commitments, travel costs, and the overall schedule plan for the sport in terms of scope of competition.
2. At the conclusion of each season, the Director of Athletics meets with each head coach to discuss a tentative schedule for the subsequent year. *Missed class time should be avoided.* The finalization and the commitment as to the dates, terms of contracts, and the sending of contracts are done by the Director of Athletics and/or the Assistant AD - SWA with help from the Administrative Assistant.
3. Important Scheduling Guidelines for Games and Practices

### ***Exam Practices/Contests - Traditional***

Week Prior to Exams. During the week prior to exams, teams are permitted to schedule a contest on Monday, Tuesday, or Wednesday; however, the contest must either be at home or within 2 hours from campus. Teams are allowed to have regular practice on Monday, Tuesday, and Wednesday; however Thursday and Friday teams are only allowed to practice for 90 minutes. The coach may determine the time of practice on Thursday and Friday.

Exam Week. Once exams begin, no team is allowed to play a contest or practice unless it is a conference or NCAA tournament. The Athletics Director will work with the ODAC Commissioner and opposing teams' Director of Athletics to work on a schedule that limits time away from campus.

### ***Practice Limitations - Non-Traditional***

For teams with a non-traditional segment, a maximum of 16 meetings are permitted during the non-traditional segment, and must be limited to a maximum of five weeks.

#### Morning Practices

1. Coaches may have a morning practice instead of an afternoon practice, but may not have both.



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2. Morning practices are allowable with prior approval by the Director of Athletics, and all student-athletes must be available to attend class no later than 10:00 A.M.
3. Students should not be missing class because of a morning practice. As always, students are excused from practice to attend class.

### ***Rescheduling of Contests***

The Director of Athletics and Assistant AD - SWA, working with the coach, shall contact the opponent to discuss rescheduling possibilities. The Sports Information Office, Facilities Crew, the Director of Athletics or the Assistant AD will notify all necessary offices within the Department of the rescheduled contest. The ODAC office must also be notified of any changes.

### **Postponement of Contests**

1. When a coach:
  - a. believes that travel conditions warrant changing the team's travel plans and requires the postponement of a contest; or
  - b. is contacted by *away* opponents who want to postpone their contests; or
  - c. wants to postpone a *home* contest due either to adverse field conditions or at the request of the opponent; then the coach should contact the Director of Athletics and/or the Assistant AD - SWA, then
2. The Director of Athletics or the Assistant AD - SWA will be responsible for contacting the other college's scheduling representative to arrange for the postponement.

Upon agreement by both colleges to postpone the contest:

1. The *coach* will be responsible for: *postponement of away contests*: contacting all members of the traveling party and canceling all transportation, meal, and lodging arrangements. Coaches should handle cancelling the officials and rescheduling of the contest. This must be done in concert with ODAC administration and the coordinator of officials.
2. The Director of Athletics or the Assistant AD - SWA will be responsible for: *postponement of away contests*: contacting sports information; *postponement of home contests*: contacting work crew supervisor, and sports information.

### ***Game Management***

Please refer to the [Game Management Manual](#)

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## Tailgating Policy

Gathering in parking lots and other designated areas before and after Quakers' home contests for food, music, and games is a staple of any Guilford game day.

1. Propane grills are permitted.
2. Tents must not block roadways and are not allowed in parking spaces in the place of a vehicle.
3. Prerecorded music (radios, Bluetooth speakers, etc.) is permitted. Music should be played at a volume respectful of other fans. Music that contains explicit language is not permitted.
4. Tailgaters must be respectful of others. Guilford students will abide by conduct policies contained in the [Student Handbook](#). Those causing a disturbance or exhibiting disrespectful behavior will be asked to leave the premises by Guilford Public Safety. If the situation persists, Public Safety will contact the Greensboro Police Department to rectify the situation.
5. Fans are responsible for cleaning up their area. Trash receptacles will be provided in designated tailgating areas.
6. Quaker Club members and season ticket holders typically assemble in the grassy area south of the Armfield Athletic Center adjacent to their designated parking area in the Dana Hall parking lot. There is no tailgating charge for season-ticket holders and Quaker Club members.
7. Other Guilford fans may gather under the row of trees that divides the parking areas west of the baseball field. These spaces will be roped and monitored by a Show Pro employee.
8. The tailgating area for visiting fans is adjacent to the Jensen Golf Center, which is accessible by following the road behind the baseball field . These spaces will be roped and monitored by a Show Pro employee.
9. Overflow parking will be provided in the grassy area next to the tennis courts north of the Ragan Brown Field House.
10. Pets are not permitted in Armfield Athletic Center unless they are classified as a service animals. We ask that fans clean up after their pets.
11. Guilford encourages robust displays of school spirit! However, fans should refrain from verbal or physical altercations with opposing student-athletes, staff, and fans. Failure to comply will result in expulsion from the premises.
12. Fans should drink responsibly and keep all alcoholic beverages within tailgating locations.
13. Outside food and drinks are not permitted inside the Armfield Athletic Center.

Guilford Public Safety will patrol the tailgating areas, enforce the tailgating policy, eject those exhibiting offensive behavior and contact the Greensboro Police Department as needed.

Tailgaters may be asked to leave the premises by Guilford Public Safety for failure to

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comply with the policy.

Offices responsible for safe tailgating and the implementation of this policy include Public Safety Director; Director of Athletics; and Sports Information Director.

### Ticket Sales at Games

Men's & Women's Basketball: Money will be collected for games at a table set up in the PE center before fans go down the steps to Ragan-Brown Field House. Once halftime is completed the moneybox will be collected by the Director of Athletics and locked in her office. The money will be given to the athletic department's administrative assistant for deposit the following day. In the event the Director of Athletics is not at the venue, the game manager (head or assistant Guilford Coach) in charge of the ticket sales will lock the box in their *locked office* and return it to the administrative assistant immediately the next day.

Football: Money will be collected for games at a table set up outside of Armfield Athletic Complex. A game manager (head or assistant Guilford Coach) will be responsible for managing the table. Once halftime is completed the moneybox will be collected by the Director of Athletics and locked in their office. The money will be given to the athletic department's administrative assistant for deposit the following day. In the event the Director of Athletics is not at the venue, the game manager (head or assistant Guilford Coach) in charge of the ticket sales will lock the box in their *locked office* and return it to the administrative assistant immediately the next day.

### Home Contest Management

Coaches, as part of their secondary responsibility, are required to serve as event managers for other teams events.

To assist the coaches in meeting their responsibilities for home contest management, the following outline is provided to assist in their covering the necessary items in preparation for the season:

The Game Administrator is the point person for Guilford Athletics at an athletic event. This is a necessary and important part of the success of events/contests. In many instances, the job will be very easy and trouble-free. Occasionally, the duties will be more challenging, especially when dealing with problematic fans or participants. In those instances, ask the help of other Guilford Athletic Department staff and Guilford Public Safety.

- Arrive at least 30 minutes prior to the start of the contest in case assistance is needed. Check in with:
  - Lead Official
  - Guilford Public Safety officer on duty
  - Sports Information Director/press box\*
- Wear Quaker gear that will help identify you to the participants and spectators at the event as an Athletic Department Official.

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- Stay and be visible and available throughout the contest.
- Roam the entire contest venue and not simply stay in a stationary position.
- Have access to a cell phone and to the appropriate keys to locker rooms, storage areas, press boxes, etc.
- Be professional and courteous at all times.
- \*After the contest, be prepared to escort officials to car/locker room if necessary.

The number for Public Safety is (336) 451-9207. In the event that there needs to be a change of time or venue, please call Director of Athletics, (336) 316-2199 and make sure it is coordinated with the following groups before proceeding:

- *All Head Coaches involved*
- *Officials*
- *Sports Information*
- *Grounds/Field/Equipment staff*
- *Athletic Training Staff*

### Away Contest Management

The Director of Athletics, Assistant AD - SWA, and the Head Coach share responsibility for away contest arrangements. A detailed itinerary must be submitted to the Administrative Assistant at least 48 hours prior to travel. The following outline provides some considerations for away contests arrangements:

1. Confirm details of each away contest with the Director of Athletics. Check on date, time, location, and color of uniforms.
2. BUS SCHEDULE- rough schedules are due to the scheduling coordinator in May; finalized schedule & information (departure time, location, party size, hotel info, return time) due to the bus company 6 weeks prior to departure.
3. Discuss with the team the arrangements as they impact on their class attendance. Instruct team members to meet with professors at the beginning of the season to discuss impact of competitive schedule and obtain approval for absence and/or makeup of missed work.
4. Discuss with the team all Department and program guidelines concerning conduct on team trips. *No alcohol is permitted on trips from the time of departure until team returns to campus and is dismissed.* All members of the team and the coaching staff are representing Guilford College and the Athletics Department. Conduct of all teams, at home and on the road, should be above reproach. Student-athletes are subject to the policies outlined in the [Student Handbook](#) whether they are on or off campus representing Guilford College and Guilford College Athletics.
5. [Student Athlete Travel Policy](#)

The College's Student Athlete Travel Policy, which assures equitable distribution of resources for travel, accommodations, and meals, will be

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followed by all teams during all team trips.

### **Admissions and Recruiting**

#### 1. Philosophy

- a. The recruitment of prospective student-athletes shall be in compliance with the rules and regulations of the NCAA and Guilford College.
- b. Only prospective student-athletes who meet the admission standards of the College shall be encouraged to apply.
- c. A student-athlete is a student whose matriculation was solicited by a staff member or another representative of athletic interests with a view toward the student's ultimate participation in the intercollegiate athletic program. Anyone else becomes a student-athlete once they report to an intercollegiate squad.
- d. All techniques used in the recruitment of prospective student-athletes should be consistent with the moral and ethical standards of the College and the NCAA.
- e. It is the responsibility of all representatives of the athletic program to be familiar with the rules governing recruiting. Period rules education and reminders, as well as the annual Rules Test help coaches remain up-to-date on the legislation, as well as offer opportunities for questions/clarification.
- f. Coaches are required to inform prospective student-athletes, their parents, and coaches, of NCAA recruiting rules that pertain to them and the penalties for violations of those rules. In all cases, every prospect shall be advised whether a visit to Guilford is an official or unofficial visit. All official visits must be in accordance with NCAA guidelines.

#### 2. Admissions and Financial Aid Procedures

Only the Office of Admissions is authorized to provide information on the admissions status of an applicant. There are no exceptions to this rule. Similarly, only the Financial Aid Office is authorized to provide information on the financial aid status of an applicant. Financial aid is dependent solely upon the demonstrated "need" of the family. Additional information regarding Admissions and Financial Aid at Guilford is contained online at <https://www.guilford.edu/admissions>

Common Application <http://www.commonapp.org>

Students may also complete the Common Application online in order to apply to Guilford. If an applicant chooses to apply with the Common Application, the applicant will have to complete the Supplemental Information to the Common Application Form and submit it to the Admissions Office by the admissions deadline.

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### Official Visits and Entertainment on Campus

- a. A prospective student-athlete is allowed one “official” visit to the Guilford campus. The visit shall not exceed 48 hours. Coaches are responsible for structuring all visits to comply with NCAA rules. Student hosts and prospective student-athletes must both sign off on the prospective student standards of conduct form, found in the [Overnight Liability Form](#).
- b. A prospect may visit the Guilford campus at his/her expense as many times as he/she desires although NO form of entertainment may be provided (food, accommodations, tickets).

### Prioritizing Prospective Athletes

For successful recruitment purposes, some sports will require the prioritizing of prospective student athletes for fall admission. This will require earlier communication with the prospective student than the timetable established. These prospective student athletes must be submitted to the Director of Athletics by using the form required. The Director of Athletics will communicate accordingly with the Director of Admissions.

### Early Transcript Reviews

The Director of Admission will review unofficial transcripts of prospective priority athletes at prescribed times in the fall. These reads will be useful in determining whether to continue to recruit a student-athlete, and are limited to the performance of the prospect’s program of study.

### Acceptances

The Director of Admissions will communicate Guilford College acceptances of priority athletes to the Director of Athletics. The Director will transmit this information to each coach. Decision letters are mailed to candidates from Admissions in early April. Under no circumstance may coaches communicate admission decisions to prospective student-athletes. Furthermore, there is to be no contact with any prospective student-athlete from the day of notification is mailed to the following week.

### ***End-of-Season Student Athlete Surveys and Senior Exit Interviews***

The Faculty Athletic Representative (FAR)/Assistant AD/SWA conducts and receives student input concerning Intercollegiate Athletics at Guilford through end-of-season surveys and senior exit focus groups. At the conclusion of each season, the senior student athletes of the respective sports shall have a focus group meeting with the FAR to discuss:

- synopsis of preceding season;
- strength of the respective sport throughout the senior(s) athletic career at Guilford;

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- senior(s) recommendations to aid in the improvement of the sports program; and
- whether the senior(s) would participate in his/her sport if they had it to do all over again.

The surveys will be conducted as follows:

- Seniors end of their season
- Fall Athletes beginning of spring semester
- Winter Athletes before spring finals
- Spring Athletes in August of the fall semester

### ***Crisis Situations***

All coaches and department personnel should be familiar with the College's [Emergency Operations Management Plan](#) in the event of unanticipated emergencies. The [Sports Medicine Emergency Action Plan](#) is posted at each Athletic venue, as well as on file with the Athletic Training Staff.

See also [Inclement Weather](#) policy elsewhere in this Handbook.

In the event of a terrorist or active shooter on campus, please refer to Guilford's [Terrorist/Shooting Best Safety Practices](#).

## **IV. Athletic Department Forms**

- [Assumption of Risk Agreement](#)
- [Athlete Participation Waiver](#)
- [Athletic Participation Physical Form](#)
- [Athlete Questionnaire - New & Transfer Students](#)
- [Athlete Questionnaire - Returning Students](#)
- [College Affiliate Information Sheet](#)
- [Facility Reservation and Rental Agreement](#)
  - [Facilities Rental Rates](#)
- [Game Management Manual](#)
- [Nereus English Award Nomination Form](#)
- [Parent and Student Athlete Insurance Information Form](#)
- [Prospective Student Athlete Overnight Visit Form](#)
- [Release of Athletic Health Care Information \[HIPPA\]](#)
- [Sickle Cell Trait Verification Letter](#)

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- [Team Organizational Meeting Checklist](#)
- [Travel Liability Form](#)
- [Trip Waiver / Hold Harmless Form](#)
- [Tryout Policy Agreement Form](#)

### **V. Summer Camps**

Guilford College permits coach-directed and coach-operated camps to be held on campus. Based on the limited amount of time/space that we have available, the Department wants to ensure that coaches interested in starting a camp have an opportunity to do so. The head coach is responsible for adhering to policies for sponsoring camps on campus.

Please refer to the [Athletic Summer Camps Manual](#) for conditions under which this is permissible. See also the [Timeline for Meeting Summer Athletic Requirements](#).

Guilford College has the right to terminate camps at any time if these guidelines are not followed.

### **VI. Facilities and Equipment**

#### ***Prioritizing the Use of Facilities***

The College understands that the facilities of the Ragan Brown building, the Alumni Gym, the McMichael '37 tennis courts with the Arthur Bluethenthal court additions, and the College athletic fields are primarily for the use of Guilford students, faculty, and staff. With this in mind, priority, as a general policy, is extended as follows:

- a. Sports Studies Classes
- b. Intercollegiate/Varsity Sports
- c. Club/Intramural Sports
- d. Group Exercise
- e. Other University organizations
- f. Authorized outside groups

To assure that students, faculty, and staff are able to use the facilities mentioned above as freely as possible, the Athletic Department follows the prioritization above to determine the use of the facilities, particularly advance registration for any part of the facilities by outside groups.

The Athletic Department adopts the guidelines above, as closely as possible, regarding the use of all Guilford College facilities. The Athletic Department will ensure that its constituents will get first priority for usage.



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Reservations by either College organizations or non-College organizations must be made through the Facilities Manager. Non-College use will be subject to receipt of an approved insurance waiver and the agreement to pay any appropriate rental fees. Outside groups are required to provide proof of insurance. The Ragsdale fitness area is not available to outside groups.

### ***Athletic Facility Maintenance***

Requests by coaches regarding the maintenance of the facilities should not be made directly to employees. All requests should be made to the Director of Facilities and/or Assistant Athletics Director/SWA.

### ***Equipment***

#### 1. Use of Equipment

- a. Towels are the property of Guilford College and are not to be taken from the building.
- b. Towels are handled on an exchange basis only.
- c. Broken equipment must be returned to the equipment room. There will be no charge unless there is evidence of abuse.

#### 2. Coaches' Responsibilities

- a. The Director of Athletics maintains a list of uniforms by age and team and will approve all new uniform orders to ensure equity.
- b. Prior to the season, each coach must provide an updated squad list to the Assistant AD/SWA to assist with equipment issue.
- c. Each coach is responsible for assuring that all equipment for the team is turned in. At the beginning and end of their season, coaches are expected to be present to assist with the signing out and checking in of team equipment.
- d. *All* equipment such as starting guns, watches, etc., should be signed for by the coaches. This is necessary to document where this equipment is at all times.
- e. It is the responsibility of the respective coach in each sport to establish the necessary rules and discipline to help maintain the cleanliness of the team locker room.
- f. At the completion of the season, the coach should assist in the inventory of all their sports equipment. This inventory will be the guideline for the ordering of all necessary equipment for the respective sports.
- g. All ordering of equipment will be done through the Assistant AD/SWA. Individual coaches are not authorized to order equipment or uniforms without consulting the Assistant AD/SWA.
- h. Each coach is responsible for maintenance of video equipment.

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### ***Locker Room Assignment Policy***

All athletic teams will be provided a designated locker room during their in-season sport. Women's and men's teams that are in-season will have priority use of their designated locker room including over visiting teams, visiting coaches, referees, and game officials. Locker rooms will be assigned based on roster sizes. This is subject to change from season to season and will be evaluated each year by the Director of Athletics as rosters continually evolve. Additionally, all locker rooms will have a television and stools (only for locker rooms with 18 inch lockers). Any additional accoutrements will need to be requested and approved by Director of Athletics.

The Director of Athletics is responsible for assigning the locker rooms and approving additional amenities.

Failure to comply with this policy will result in immediate disciplinary action by the Director of Athletics.

### ***Transgender Locker Room Policy***

Guilford College can provide a dedicated locker room for transgender student athletes who *voluntarily seek additional privacy* rather than using the team assigned locker room. Coordination of practice and game schedules will be done with facilities to allocate times for the space to be utilized by the request of the student-athlete.

The women's locker room facility is equipped with a community bathroom that has a private shower and bathroom. The changing area is open with the rest of the team. If this is not suitable; during the fall and early winter season, the W. Lacrosse locker room will be designated for a transgender student athlete to change but would continue to use the bathroom and showers. During the spring and late winter season, the women's soccer locker room will then become the transgender student-athletes' space. If this is not desirable, the women coaches' locker room could be scheduled for their use which would have its own private bathroom and locker in one.

The men's locker room facility is equipped with an open shower area and bathroom stalls. If requested, the college could create a private shower stall or utilize the men's coaches' locker room, as similar to the women.

At this time, Guilford College does have the flexibility to accommodate transgender student athletes based on their requests.

### ***Athletic Team Weight Room Usage Policy***

Every coach at Guilford College will have the opportunity to reserve times for their team to use the weight room facility that fits their schedule. The athletic department and facility manager will follow the procedure below when determining weight room times for in-season and out-of-season sports.

1. All head coaches will meet with the facilities manager at the same time and provide a list of preferred times.

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2. Coaches will come to an equitable consensus about the times they will receive. All coaches must agree to the weight room schedule before it is approved.
3. If consensus is not reached, the facilities manager will provide a weight room plan that clearly addresses equity for all teams.
4. In-season sports will take precedence over out-of-season sports.
5. The Director of Athletics and Assistant Athletic Director/SWA will need to approve the weight room schedule before it is implemented.

Failure to comply with this policy will result in immediate disciplinary action by the Director of Athletics. The facilities manager, all coaches, and Director of Athletics are responsible for this policy.

### ***Facility Reservation and Rental Policy***

Please use the [Athletics Facility Rental Agreement](#).

Guilford Sports Studies courses and varsity practices and matches are given first priority for all facilities. Outside individuals/groups will be required to sign a Facility Use Agreement and/or Liability Waivers. For more information, see [college policy on rental of facilities](#).

#### Court Reservation Procedure:

A certificate of insurance naming Guilford College as an additional insured must be provided to the facility manager in advance of the event. Minimum amount of insurance is \$1,000,000.00

#### Outdoor Field Reservation Policy

A certificate of insurance must be provided to the facility manager naming Guilford College as an additional insured **in advance of the event**. Minimum amount of insurance is \$1,000,000.00.

If an outside team is playing against a Guilford team, the outside team will be permitted to use a field the day before, day of, and day after the contest free of charge. Also, we do not charge for our conference tournaments or organizations with which we have a shared facility relationship (e.g., American Hebrew Academy).

### ***Uniforms***

Uniform colors must be cardinal, black, gray, or white as the acceptable primary and accent colors. Uniforms must be approved and ordered through the Assistant AD/SWA. Uniform sets (i.e. “home” and “away” sets) are on different cycles to ensure we do not have to replace them all at the same time.

### ***Facility Guidelines/Laundry***

All equipment and apparel issued is property of Guilford College. Student-Athletes may not trade, sell, exchange or give away the equipment or apparel issued; to do so is

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a violation of NCAA rules and will affect their eligibility. Each athlete is financially responsible for all items received from Guilford College.

Laundry will be done for all in-season teams and traditional and non-traditional practice periods and is under the supervision of the facilities manager. This includes practice and game attire. Voluntary workout laundry service is not available.

General guidelines while in the facility:

- Always keep your whites on a separate laundry loop from your color
- In public spaces (hallways) shirts and shoes must be worn
- Quaker card must be shown at the front desk before attending practice
- If music is being played, keep it clean
- Shower towels must be returned. A fee of \$10 will be charged to the athlete's team for every missing towel
- Practice clothing is to be returned to the laundry room within 30 minutes of the conclusion of practice to ensure it's washed. Items submitted after 30 minutes may not be laundered until the next day
- All attire from sport contests must be submitted in the laundry room upon the conclusion of the contest, or upon arrival back to school for it to be cleaned by the next day. If returned late there is no certainty it can be cleaned by the next day.
- Attire from away games must be submitted in the laundry room upon arrival back to campus. If the player is not riding back with the team, he/she must coordinate with their coaches/players to ensure their uniform and gear are still submitted in time.
- Do not keep opened food in your lockers or in the locker room

### **VII. Departmental/Athletic Awards**

*Nereus C. English Award.* Beginning in 1977, the Nereus C. English Athletic Leadership Award is named for the late Nereus C. English of Thomasville, NC, a 1926 graduate of Guilford College. He maintained close contact with the College, and his loyalty and interest in the students led to the establishment of the English Endowment Fund and the Nereus C. and Mae Martin English Scholarship Fund after his unexpected death in 1965. With his brother, the late T.R., he received the Distinguished Alumni Award in 1962, the highest honor bestowed by the Guilford College's alumni association. The award goes to superior athletes, regardless of sport, with priority given to students at the sophomore through senior levels who are clearly leaders and who maintain suitable progress toward graduation from Guilford. The award is granted on a one-time basis, to no more than six students athletes selected by consensus of the Athletics Department staff. [Please use the English Award nomination form.](#)

*George Wynn Most Improved Athlete Award.* George Wynn Most Improved Athlete

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Award is given annually to the student who shows the most improvement from the start of his or her college career.

*Best Male Athlete Award* - goes to a male athlete that has excelled in his sport(s).

*Best Female Athlete Award* - goes to a female athlete that has excelled in her sport(s).

*Richard Joyce Sportsmanship Award* - Richard Joyce Sportsmanship Award given annually by the athletic and intramural staff to the individual who best exemplifies the ideals of good sportsmanship in the intramural or athletics program.

Richard Joyce was a Guilford student from Stokes County in the mid-1960's. His father played on Guilford's tennis team in 1926, but Richard was not a varsity student-athlete. He competed enthusiastically in intramurals, however, and was a big fan who attended many Guilford games. Richard died from cancer before he graduated, but left such an impression that the athletic and intramural staff created this award in his honor.

*Jack Jensen Ideal Student Athlete Award* - Jack Jensen Ideal Student Athlete Award was instituted in 1985 by the Quaker Club, Guilford's athletic booster club, for the female and male students who best represent Guilford athletics. It was named in honor of longtime coach and teacher Jack Jensen, who died unexpectedly in 2010 after over 40 years of service to the college.

### Voting Procedure

*Eligibility to vote:* The following staff members are eligible to vote on the awards: Head Coaches/Assistant Athletics Director - SWA/Athletics Director (and Intramural Director where applicable)

*Voting method:* Paper Ballot

### Athletic Awards

Everyone who is on a team and completes the season receives an award. Coaches may also award letters if an athlete is injured with approval from the Director of Athletics. The participation awards are given for years of participation in a sport, not by year in school.

1. First year - Guilford Athletics Bag
  2. Second year - Varsity Letter Jacket
  3. Third year - Guilford Watch
  4. Fourth year - Athletic Award Plaque
- 
1. Conference/Regional Champions - Awards plaques for entire team/Team Banner
  2. National Champions - Rings or Watches to entire team/Team Banner
  3. Individual All-American and Scholar-Athlete Awards - Certificates "perma-plaques" (one for athlete, one for school)

## VIII. Athletic Training/Sports Medicine

### ***Medical Staff and ATC Staffing***

The athletic training staff is made up of a head athletic trainer and 3 assistant athletic trainers. The college's team doctors are:

Dr. Ryan Draper: Guilford's Sports Medicine Coordinator

Dr. Robert Wainer: Team Orthopedic

Additionally, Guilford will be assigned a Sports Medicine Fellow by the Cone Health residency program who is on-call 24 hours a day for the athletic training staff. They will be at all home and away games for football. During the fall semester, the team doctors will be in the athletic training room for injury evaluations as follows:

Monday evening: Sports Medicine Fellow

Tuesday evening: Dr. Robert Wainer

Thursday afternoon: Dr. Ryan Draper

During the winter and spring semester, the Sports Medicine Fellow will conduct office visits on Monday evening. Additionally, a doctor may be at a men's or women's basketball game during the week and see any athlete needing injury evaluation during halftime.

Team assignment will be based on injury risk for each sport. Sports identified as high risk sports will have a certified athletic trainer (ATC) at all practices, home games, and away games (if possible). According to the "Recommendations and Guidelines for Appropriate Medical Coverage of Intercollegiate Athletics" revised in 2010, the high risk sports that Guilford offer are:

1. Football
2. Lacrosse (M: Determined by ODAC Head Athletic Trainers and Commissioner as high risk)
3. Women's Rugby

Therefore, an ATC will be assigned to those teams at all times.

Sports identified as a moderate risk are:

1. Basketball\* (M&W)
2. Indoor Track (M&W)
3. Lacrosse (W)
4. Soccer (M&W)
5. Volleyball (W)

The above teams will not have an ATC travel to away contests. According to the

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“Recommendations and Guidelines for Appropriate Medical Coverage of Intercollegiate Athletics,” moderate risk sports can be covered by an individual with the following:

“Certification in cardiopulmonary resuscitation techniques (CPR), first aid, and prevention of disease transmission (as outlined by OSHA guidelines) should be required for all athletics personnel associated with practices, competitions, skills instruction and strength and conditioning. New staff engaged in these activities should comply with these rules within six months of employment.” Additionally this training shall include certification in AED usage. Athletic activities where an institution decides a certified athletic trainer need not be in attendance then one individual with the qualifications above must be present.

All other sports at Guilford, fall into the category of low risk; therefore, the college will have an ATC on campus either in the athletic training room or at a high risk teams practice. Additionally, all sports competitions on Guilford’s campus will have an ATC.

All host schools take care of the visiting teams if an ATC does not travel. ODAC treatment documentation will be sent to head ATC at visiting institution prior to the day of competition.\*

Teams that will have **ATC travel** in the fall: Football (2 ATC), Women’s Rugby (1 ATC)

Teams that will have **ATC travel** in the spring: M Lacrosse (1ATC), Women’s Rugby (1 ATC)

**All teams will have an ATC travel for ODAC Championships.**

### Student Health and Accident Insurance

All students are required to have primary medical insurance before enrolling at Guilford. The College requires this proof of coverage. Such coverage can be purchased through the College or can be under the student’s own policy.

All students participating in intercollegiate athletics at Guilford are **required** to purchase Guilford’s athletic insurance which serves as a secondary to their primary insurance. The athletic insurance does not cover pre-existing conditions nor does it cover injuries that occur outside of their designated traditional and non-traditional sport season (must be Guilford-related).

***Sports Medicine Forms*** [*\* forms that need to be completed*]

[Athlete Signature Form](#)\*

[Athletics Participation Physical Form](#)\*

[Athletics Participation Waiver](#)\*

[Concussion Management Guidelines](#)

[Concussion Statement](#)\*

[Drug/Banned Substances Policy](#)

[NCAA Banned Drug List](#)

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[Drug Testing Appeals Process](#)

[Drug Policy Informed Consent](#)

[Helmet Safety](#)

[NCAA Shared Responsibility for Sport Safety\\*](#)

[Parent and Student Athlete Insurance Information\\*](#)

[Parent Insurance Letter](#)

[Release of Athletic Health Care Information \[HIPPA\]\\*](#)

[Sickle Cell Information Sheet](#)

[Sickle Cell Trait Verification Letter\\*](#)

### ***Medical Bill Payments***

All medical bills are to be handled through the Head Athletic Trainer.

It is the responsibility of the student-athlete to forward all medical bills and forms from primary insurance carriers to the Head Athletic Trainer in a timely fashion to ensure claim processing and payment.

The Head Athletic Trainer will file the injury claim for the secondary insurance (which is required by the student athlete's primary insurance and the secondary Guilford College insurance). The Head Athletic Trainer will be in direct contact with the primary provider.

The Head Athletic Trainer serves as a liaison between the students, parents, and the insurance carrier.

For medical services provided to a student-athlete outside Guilford College's network, it is necessary to have the attending medical agency forward all billing to the Head Athletic Trainer, who will file all claims with the insurance carrier.

Injuries covered under the College insurance plan must occur during an official practice (traditional and NCAA approved non-traditional), scrimmage, or competition with on-site supervision by a College coach or athletic trainer.

### ***Athletic Training Room Procedures***

**Athletic Training Room Facilities:** The Department of Athletics maintains an athletic training facility for the treatment of minor injuries that do not require the attention of a doctor. Participants in intercollegiate athletics use the athletic training room most frequently. A professional athletic trainer, who works closely with a College physician, is in charge of the facility. Physical rehabilitation is a service offered to the student athlete upon referral from the athletic trainer or College physician.

The athletic training room is an inclusive environment for all student athletes. Student athletes that are in-season will have first priority to medical treatment. Additionally, out-of-season student athletes are encouraged to seek medical care in the morning hours while the athletic training facility is open. The medical staff will be unable to



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provide rehabilitation and evaluations during the hours of 2:00pm-6:00pm. Prep for in-season practices will take place during that time.

No student athlete will be allowed in the training room without supervision.

Rehabilitation sessions can be scheduled with any of the athletic training staff.

The College physician has overall responsibility for care of all injuries. The athletic training staff will communicate with all coaches the care being provided to their student-athletes.

Student-athletes must have an evaluation by a member of the sports medicine staff (athletic trainer) before seeing the College physician and receiving treatment. The sports medicine staff will administer therapeutic treatment and rehabilitation under the purview of the College physician.

### Medical Record Keeping

All medical records are kept in the doctor's office in the athletic training room. Additionally, all student athletes that enter the athletic training room and receive treatment are entered into "SportsWare," a program that tracks student-athletes injuries and treatment. The College complies with all applicable [HIPPA](#) privacy provisions.

### ***Inclement Weather Policy for Practice***

In the event of inclement weather in which the college has been closed, athletics will operate in a manner that keeps the health and safety of its employees and student athletes as its first priority. Essential Personnel (facilities manager) will be in communication with the Director of Athletics.

1. PE Center Staff: If the weather prohibits the Athletic Department Facility Manager from being able to get to the facility, the PE Center assistant will then be contacted to open. If no PE center employee is able to open the facility, follow guidelines in "Out of Season Teams/Guilford Community" below.
2. In-Season Teams: If a coach is able to make it to campus safely they have permission to open the gym and have practice for students living on campus. At no time should any student athlete off campus be instructed to attend practice if the college is closed. If a student-athlete is instructed by a head coach or assistant coach to attend a practice, disciplinary action will be taken by the Director of Athletics. We are not to put any student-athlete off campus at any risk while traveling to campus. When in-season coaches have practice while the school is closed they are responsible for the securing of the building before, during and after practice. At no time should the doors be propped open or rooms/courts be left unlocked.
3. Medical Coverage: If a certified athletic trainer is unable to be present, practice will be curtailed to a shoot around, drills, and walkthrough. Decreasing the physical exertion of the student athletes is critical. All coaches are first aid and CPR certified and will assume the role of primary care manager. If you believe an ambulance cannot make it to campus due to severe weather, DO NOT PRACTICE!

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4. Out of Season Teams/Guilford Community: In the event the facilities manager is unable to get to campus, the facilities manager will contact the second person in charge of facilities. If they are unable to get in, the Director of Athletics will be notified and will have to be present in the building in order for partial operations. The Director of Athletics has the authority to contact someone from the athletics department to be a facility manager in case she/he is unable to make it to campus.

The facility manager will contact a student worker on campus to work the front desk of the PE Center to maintain daily operational procedures for entering the building. All in-season coaches will monitor their teams while using the gym space. We are not requiring the Director of Athletics/designated facility manager to manage the use of both gyms. Facility monitors are required to check the fitness facility every 15 minutes. Additionally, the entire facility should be checked making sure no doors are propped open and no students are in the gym spaces. The Strength and Conditioning staff can continue to offer out of season workouts for all student athletes and students on campus as long as they are present the entire time with the group. The Director of Athletics has the authority to shut the entire facility down, which means no activities (practice, workouts, meetings, etc.) will be held in the facility on that day. Anyone found using the facility when it is closed will face disciplinary action by the Director of Athletics.

### Lightning Procedures

The National Oceanic & Atmospheric Administration estimates 60-70 fatalities occur from lightning strikes every year.

#### Guidelines for Lightning Safety

Monitor local weather forecast days before the start of all athletic events. Things to remember: The day of the event, the head athletic trainer and or staff athletic trainer involved with the medical coverage of the event will be designated to stop and remove a team or teams from the playing field. The athletic training staff uses weather service apps such as WeatherBug, DNT System, or National Weather Service for the latest weather changes in our area. Thunderstorm watches and severe weather warnings will be reported to coaching and officials 1 hour prior to event and monitor throughout the event.

“When you see it, FLEE it,” “When thunder roars, go INDOORS”. This indicates a storm is within 8-10 miles away and lightning strikes are a possibility. Lightening detected <10 miles away will prompt practice and competitions to stop immediately. Athletic trainers are to be in contact with the lead official in reporting the distance and potential risk to the student athletes to stop competition if necessary.

During lightning and tornado warning participants and fans will be directed to the closest “safe structure” or location to the playing field. The structure is any building normally occupied or frequently used by people (that is a building with plumbing and or electrical wiring that acts to electrically ground the structure). This could be alumni gym or Dana auditorium.

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- Armfield Athletic Center/Football Field - Alumni Gym
- Edgar H. McBane Baseball Field - Gym or Batting Center
- Haworth Soccer/Ragsdale Tennis - Softball Dugouts
- Hebrew Academy campus - Get in cars and return to campus

Before resuming athletic activities, recommend waiting 30 minutes after both the last sound of thunder and the last flash of lightning. The athletic trainer present on the field or on campus will give permission to resume sport activity.

Procedures to follow during thunder/lightning storms/tornado

- Get inside home or large building
- Avoid using telephone (emergency only)
- Do not stand beneath a natural lightning rod such as isolated tree
- Get out of and away from any puddle of water
- Get away from tractors and other metal farm equipment
- Get off and away from motorcycles, scooters, golf carts, and bicycles
- Stay away from wire fences, clotheslines, metal pipes, rails, and other metallic parts which can carry lightning to you from some distance away.

If athlete or bystander is struck, contact EMS and monitor the victim in the event CPR is warranted.

### Cold Weather Protocol

As per NCAA rules and regulations, all coaches should adhere to the cold protocol found below.

The athletic training staff will be monitoring the current temperatures with National Weather Service website at [www.weather.gov](http://www.weather.gov) and also the DNT System. All coaches should check with the athletic training staff prior to practices when there are weather concerns. Coaches should be prepared to have indoor practice and/or adapt practice schedules according to the temperature.

If the temperature or wind chill is below 28 degrees, outdoor practices should be limited to an hour. If there is rain, snow, or sleet, outdoor practice time should be limited to 30 minutes.

### **Athletics Drug Policy**

#### Prohibited Drugs/Banned Substances

All students must comply with Guilford College's Drug and Alcohol Policy as outlined in the [Student Handbook](#). In addition, a student athlete, during the period of either their membership on or affiliated with an intercollegiate athletic team, may not use the

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drugs/substances specified in the [NCAA list of banned substances and non-prescribed drugs](#). Any use of these or other non-prescribed substances is expressly prohibited, whether such use occurs before, during, or after the student-athletes competitive season. Students are required to fully familiarize themselves and comply with the [Athletics Department Drug/Banned Substances Policy](#). Any student-athlete who has a medical condition for which the use of a prescribed drug is authorized, a physician must provide a statement of such authorization and a copy of the prescription to the Certified Athletic Training Staff at Guilford College. This documentation will be kept in their medical file.

### Educational Activities Available

Athlete will be referred to the Guilford College substance abuse group and will be prescribed through the counseling service a number of sessions based on the evaluation by the staff. If services cannot be provided on campus, the athlete will be referred by the Guilford College counseling staff to an offsite center for which they will be financially responsible.

### Roles and Responsibilities

Director of Athletics: This person is responsible for ensuring the policy is being followed and assisting in phone and in person communication with the student athlete regarding results.

Head Athletic Trainer: is responsible for the oversight of the drug testing policy. He/she will contact the student athlete after a random drawing from team rosters is completed.

Head Coach: This person is responsible for supporting the student-athlete during this time and assisting in phone and in person communication with the student athlete regarding results.

### *Voluntary Admission and Request for Counseling*

Any athlete may come forward at any time and seek help by contacting their head coach, athletic trainer, or Director of Athletics. In such cases, the athlete will go through the steps listed in the section concerning the “Consequences of Impermissible Drug/Substance Use”.

### *Consequences of Impermissible Drug/Banned Substance Use*

Any student-athlete who refuses to sign the release form will not be given the privilege of participating in the practices or games for a Guilford College Intercollegiate Athletics Team.

When there has been reliable determination of improper drug use, through verified test results, the student-athlete will be subject to the following requirements:

1. *Voluntary admission and request for counseling.* Confidential meeting to evaluate the nature and extent of drug involvement. The student-athlete will be required to meet privately with the Head Athletic Trainer, Director of Athletics,

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Guilford College counselor and Head Coach to ascertain the facts about the nature, history, and extent of the problem. In eliciting information from the student-athlete, responses are to be oral and are not given under oath, and are to be revealed only to college officials, persons authorized by the student-athlete, and the parents of the student-athlete if he/she is a minor or is a dependent student as defined in section 152 of the Internal Revenue Code 1954 ); essentially one who is financially dependent on the support of his or her parents, which would include most undergraduate students). No other persons or agencies will be given information except in response to a valid subpoena or court order.

2. *Counseling or rehabilitation.* The nature and extent of institutional counseling and medical intervention that may be required as a condition to continued athletic eligibility will depend on the nature of the individual's drug/substance involvement. As a minimum the student-athlete will be required to complete an individual education and counseling seminar program.
3. The student-athlete may be subject to additional testing and could be financially responsible as long as is deemed appropriate by either the Director of Athletics or Head Athletic Trainer for the balance of the intercollegiate athletic season. Follow-up testing for positive test results will allow adequate time for the drug/substance to be removed from the system. The student-athlete will not be permitted to participate in post-season play or activities until they retest with a negative result.

### *First Positive Test Result*

1. Notification via in person meeting with the Director of Athletics, Head Coach, and Head Athletic Trainer. The student-athlete's parents will be informed of the known facts concerning drug/banned substance abuse and the conditions to be imposed by the institution in response to those facts by the Head Athletic Trainer and Director of Athletics or their designee.
2. Students will be referred to the Dean for Campus Life for appropriate judicial charges in accordance with the Student Code of Conduct.
3. Following a meeting with the head coach, the student-athlete is informed of a retest after 30 days. The date is noted in the meeting and failure to complete the retest may result in permanent disengagement from athletic participation.
4. Appropriate medical and psychological monitoring and counseling will be available to the student-athlete for the duration of any period of suspension and thereafter as long as the Athletic-Director, and Head Athletic Trainer, and Head Coach deem appropriate.
5. The student-athlete may be subject to additional testing and could be financially responsible as long as is deemed appropriate by either the Director of Athletics or Head Athletic Trainer for the balance of the intercollegiate athletic season. Follow-up testing for positive test results will allow adequate time for the drug/substance to be removed from the system. The student-athlete will not be permitted to participate in post-season play or activities until they retest with a negative result.

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6. The student-athlete's refusal to take the required actions listed above will be treated as a Second Positive Offense.

### *Second Positive Test Result*

1. A second positive, or admission prior to testing, will result in a suspension from the college. Upon readmission, a coach may also institute further athletic suspension based upon the second offense of this policy.
2. Notification via in person meeting with the Director of Athletics, Head Coach, and Head Athletics Trainer. The student-athlete's parents will be informed of the known facts concerning drug/banned substance abuse and the conditions to be imposed by the institution in response to those facts.
3. Students will be referred to the Associate Dean for Campus Life for appropriate judicial charges in accordance with the Student Code of Conduct.
4. Prior to being barred from participation in intercollegiate athletics or activities, the student-athlete shall be given the opportunity to meet with the Director of Athletics to be heard on the matter of imposition of the sanction upon them.

ANY NCAA DRUG TEST VIOLATION will be treated as a POSITIVE DRUG TEST with any of the above sanctions applied from Section F as deemed necessary of the Athletic Administration for Guilford College.

### Procedures:

#### *Screening Program*

By subscribing to this education, screening, and counseling program, a participating student agrees to submit to tests to reveal the use of any drugs/substances listed in the NCAA Banned Drugs List. No such test will be administered without the student first having signed an individual consent form, however you must sign a consent form in order to participate in sports at Guilford College.

The basic test to be used for drug/substance screening is a urinalysis. However, other types of test from time to time may be utilized to determine the presence of drugs/substances listed in Appendix A. Except as otherwise provided herein, the standards for determining "non-negative" tests will be those prescribed by the manufacturers of the test. The testing on urinalysis will be implemented as follows:

1. When the test will be administered
  - a. Unannounced, random testing. All student-athletes and will be subject to periodic, unannounced random testing. The selection of individuals will be made through a random drawing of names from the team roster by the Head Athletic Trainer or Assistant Athletic Trainer. From this point forward the term "Student-athlete" and "student" now referenced will include student-athletes. Student-athlete notification of selection shall come from the Athletic Training Staff as to the date of which testing will take place. The notification procedure shall occur at any time prior to the scheduled testing. Student-athletes will be required to sign a

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statement on the last page of the [Drug Policy](#). The student-athlete will be contacted by phone from an athletic trainer or coach. The notification shall also include the time and location of the test. The student is required to sign and submit to the Certified Athletic Trainer or delegate, the form and acknowledge the time specified for conducting the test.

- b. Coaches, Athletic Trainer, and or Administration may request the screening of a student or student athlete when reasonable concern merits such a request.
2. Consequences of failure to participate in or cooperate with testing
    - a. If the student-athlete declines to execute the required individual consent form, eligibility to participate in intercollegiate athletics will begin the 30 day in-season suspension. For student-athletes not in season, the 30 day suspension will carry over to when team activities begin again.
    - b. If the student-athlete fails to appear at the designated time and place for testing, he/she will be suspended from athletic participation immediately for 30 days during their active season. This action will be treated as a “positive” drug test result. The student or student-athlete will be eligible for reinstatement following the completion of urinalysis and service of their 30 day suspension. These procedures will be subject to the actions and sanctions prescribed in Section H below.
    - c. If the student-athlete fails, within a reasonable period of time (not to exceed one hour from the time scheduled for collection of the specimen), to produce the required urine specimen; eligibility to participate in intercollegiate athletics will be suspended immediately until the subsequent testing day or until the student-athlete produces the required specimen, whichever is the lesser period of time. The period of suspension may be extended indefinitely upon failure to produce the required specimen on subsequently rescheduled testing dates.
  3. Administration of drug screening program (Subject to change as conditions and needs merit).
    - a. The student-athlete will report to the Alumni Gym athletic training room, or otherwise specified location at the designated time in shorts and t-shirt with a current photo ID card (Guilford College ID or driver’s license)
    - b. The Certified Athletic Trainer will select a sealed and approved drug screen test kit each with its own lot number, expiration date, and laboratory chain of custody test form.
    - c. One kit is prepared for each athlete to be tested.
    - d. The athlete’s information is entered on the laboratory chain of custody test form.
    - e. The student-athlete watches the process to ensure accuracy and integrity of these test.
    - f. The Certified Athletic Trainer takes the student-athlete, laboratory chain

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of custody test form, and specimen bottle to the collection area.

- g. The specimen collection area must be sealed and only the student-athlete will be present at that time. Prior to specimen collection, the student-athlete will be visually inspected to check for hidden or secreted tampering materials. Any and all pockets will be emptied prior to collection of the urine specimen.
  - h. The student-athlete will enter the specimen collection room (private restroom) to produce the acceptable level/amount of urine at a specific concentration needed for testing. **Please note that the collection of a urine specimen for drug/banned substance testing is a “witnessed” procedure.** When the urine collection process is complete, the specimen will be checked by the staff member for temperature. The temperature check is done in full view of the athlete. A specimen that is found to be too dilute or contaminated is discarded and a new sample must be produced and collected.
  - i. The urine specimen bottle is sealed per the testing protocol.
  - j. As the student-athlete watches, in private, the staff member checks the number of the testing kit against the number on the laboratory chain of custody testing form, then places the laboratory chain of custody testing form and sealed urine specimen bottle in a plastic bag and seals it.
  - k. The specimen is signed over to the courier service.
4. Notification of results
- a. The head Athletic Trainer will receive the results from lab
  - b. Notification of “positive” results are communicated as needed to the following:
    1. Director of Athletics
    2. Athletic training staff
    3. Head Coach
    4. Parents
    5. Team Physician
    6. Dean of Students
    7. Student-athlete
  - c. Notification of negative results will be communicated to Head Coach, Athletic Training Staff, and student-athlete.

### *Confidentiality of Information Concerning Drug /Banned Substance use*

Any information concerning a student-athlete alleged or confirmed improper use of drugs/banned substances, solicited or received pursuant to implementation of this program, shall be restricted to institutional personnel responsible for the administration of the program, and the parents of minors or dependents students. No other release of such information will be made without the student-athletes written



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consent, unless in response to appropriate judicial process. The institution cannot guarantee that law enforcement or prosecutorial authorities will not gain access to information in the possession of the institution, since a valid subpoena or other enabling court order might be issued to compel disclosure; the institution, however, will not voluntarily disclose such information in the absence of a court order. Please note that any of all failed drug test(s) to include the NCAA Drug Testing Program and [Guilford College Student Handbook](#) the Guilford College Drug Testing Program are required to be made known to any NCAA institution to which a student-athlete transfers to per athletic participation.

### *Violation of Student Code of Conduct or Team Rules*

Head Coaches may establish additional rules/restrictions concerning the use of drugs/banned substances and alcohol by their team members. All athletic teams must abide by the Student Drug and Alcohol Policy found in the Guilford College [Student Handbook](#). This drug screening and education program is not intended to replace these team rules. A student-athlete may be determined by a head coach or supervising college faculty/staff member to have violated team rules related to the use of drugs/banned substances and alcohol on the basis of evidence acquired outside of the drug screening program. Results of drug screening test performed under this program can be used in determining or confirming a student-athlete's violation of team rules as well. See [Student Handbook](#).

### *Improper Provision of Drugs by Institutional Personnel*

No official, employee, or agent of Guilford College, may supply to any student-athlete any drug/banned substance or alcohol that may endanger student-athlete or affect his or her ability or athletic performance, or otherwise encourage or induce any student-athlete to improperly use drugs/banned substances and alcohol, except as specific drugs that may be prescribed by qualified medical personnel for the treatment of individuals. Any person who has information about a possible violation of this policy should report such information promptly to the Dean of Students who shall have full authority to investigate the allegation and to report the results of any investigation to the president, for appropriate disciplinary proceedings against anyone who is charged with having violated this policy.

### *Appeal to Positive Test Results*

Upon notification that their drug test was reported positive, the student-athlete may request that the urine specimen be re-tested to rule out laboratory testing error. This notification of appeal must be done within 24 hours of receipt of the positive test result. The re-testing of the urine specimen will be conducted at the expense of the student-athlete and paid for in advance of the actual re-testing process. During this time of appeal, the student-athlete will not be permitted to participate in intercollegiate varsity athletic activity until results are known of the re-tested urine specimen. In the event that the specimen re-test as "negative" for drug/banned substance abuse, the student-athlete may return to full athletic activity participation. In the event the specimen still re-test positive for drug/banned substance abuse, the

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sanctions and procedures previously discussed in Section F shall be instituted. See NCAA website for [NCAA drug-testing appeals process](#).

### Guilford College Athletic Alcohol Consumption Statement

#### Guidelines:

1. An alcohol-involved police offense [i.e. DWI/DUI, drunk and disorderly, etc.] during the season, while school is in session must be made known to the Director of Athletics.

ACTION: Suspended until all legal actions and/or penalties have been officially documented. A guilty plea, admission or guilty verdict shall be treated as a POSITIVE Drug Test Result and sanctions applied per Section F.

2. Drinking on any athletic trip to include vans/buses to or from games.

ACTION: Treated as a POSITIVE Drug Test Result.

3. Campus Violation.

ACTION: Meeting with coach and/or Director of Athletics and sanctions will be at his/her discretion.

Students-Athletes should be aware of the campus policies as written in the [Student Handbook](#). The Dean of Students' Office can also pursue sanctions per the Guilford College Student Code of Conduct.

#### **Concussion Policy**

1. All equipment that may help protect against concussions should be used. All safety equipment such as helmets should meet either NOCSAE (National Operating Committee on Standards for Athletic Equipment) or ASTM (American Society for Testing and Materials) standards.
2. All student-athletes in the following sports will be assessed using the IMPACT System prior to participating in any practice or competition: men's and women's basketball, football, men's lacrosse, and men's and women's soccer. These sports were listed because of the specific risk inherent to the activity for concussion.
3. IMPACT testing may also be performed on athletes in other sports as deemed necessary by Guilford staff and physicians.
4. Anytime a student athlete is suspected to have had a concussion, the first priority should be to remove the student athlete from the practice/competition until a thorough assessment can be done. If there is any question about the status of the student athlete, it is best to error on the conservative side of assessment and withhold the student athlete until a physician can perform an assessment.
5. If at any time, the athletic trainer or their designee feels that a student athlete's injury or symptoms are beyond the scope of their knowledge, a physician

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should be consulted. If at any time the student athlete's concussion symptoms seem to be increasing or worsening, should be seen by a physician or seen in an emergency department as soon as possible.

*See [this link](#) for detailed Concussion Guidelines*

6. A student-athlete that sustains a concussion and is not cleared to participate shall not travel to away competition.

### **IX. NCAA Forms**

- [2019-20 Division III Summary of Regulations](#)
- [Form 19-3c: Student-Athlete Statement](#)
- [Form 19-3f: Drug Testing Consent](#)
- [Form 19-3c and 19-3f Combined \(letter size\)](#)
- [Form 19-3c and 19-3f Combined \(legal size\)](#)
- [Form 19-4c: Student-Athlete Affirmation of Eligibility](#)
- [Form 19-10c: General Amateurism and Eligibility Form for International and Select Student-Athletes](#)
- [2019-20 Permission to Contact: Self-Release Form](#)
- [2019-20 HIPAA/Buckley Amendment Consent/Waiver Form](#)
- [2019-20 NCAA Banned Drugs List](#)

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## **X. Sports Information**

[Athletic Questionnaire - New & Transfer Students](#) - New Students

[Athletic Questionnaire - Returning Students](#) - Returning Students

## **XI. Clubs, Intramurals, and Recreational Activities**

### ***Mission Statement***

Guilford's clubs and recreation programs promote and complement the College's liberal arts mission. The fundamental goal of these activities is to contribute to the student experience by enhancing academic learning with health, physical fitness, and wellness.

In keeping with the ancient idea of *mens sana in corpore sano* – a healthy mind in a healthy body – the College maintains a commitment to strive for maximum participation at all levels. We offer a diverse curriculum to meet the educational needs and interests of the student body emphasizing the development of fundamental skills and exercises that students carry with them beyond graduation.

The Department's fundamental goal is to contribute to a students' educational experience by enhancing academic learning with health, physical fitness, and wellness.

In support of our mission, we seek to provide a welcoming environment, diverse programs designed to promote a healthy and active lifestyle, and leadership opportunities for students. The department's secondary goal is to provide recreational programs to the broader Guilford community. Campus intramurals provide competitive, recreational, and educational activities including intramurals, club sports, and group exercise.

### ***Club Sports***

Club sports, organized through Student Affairs at Guilford, provide the student a schedule of competitive matches with rules against other schools and regulated tournaments.

Offerings include: cheer and dance, disc golf, golf, men's rugby, women's rugby, soccer, ultimate frisbee and quidditch.

In order for clubs to be recognized by the College, they must be chartered through the Office of Student Leadership and Engagement. To be chartered, the club must meet the guidelines set forth in the Guilford College [Student Handbook](#).

The Handbook basically requires that all clubs have an updated roster form, officer form, and informed consent form on file. If the club wishes to become competitive and

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join a National Governing Body, they must abide by all the rules and regulations required.

For inquiries regarding starting up a club and/or the club sports program, contact the Director of the Office of Student Leadership and Engagement (OSLE).

For inquiries about moving a club or intramural sport to an NCAA Division III intercollegiate sport, contact the Director of Student Leadership and Engagement (OSLE) and the Director of Athletics.

### Elevating Club Sports to Varsity Status

A club sport may petition the college for varsity status. This petition should be submitted to the Vice President of Student Affairs and Dean of Students. Upon receiving the petition the Dean of Students will convene a hearing board to determine if the club meets the standards to warrant elevation to varsity status.

### Board Structure

- Dean of Students (Chair)
- Athletic Director
- Asst. Athletic Director and Facilities Manager Senior Women's Administrator
- Title IX Coordinator
- Director of Student Leadership and Engagement (budget/resource manager for club sports)
- One student representative selected by Community Senate
- One student representative selected by the Student Athlete Advisory Committee
- One faculty member (nominated by the faculty clerk)

### Procedures & Timeline

Upon receiving the petition for varsity status the Dean of Students will request documentation that the club sport meets the standards necessary to be elevated to organization varsity status. The club sport will have 14 calendar days to submit the paperwork. The review board will then have 60 calendar days to review materials, submit questions electronically, schedule an in-person interview with the club sport leadership, and make a final decision on the status of the organization. All decisions made by the board are final.

### Standards for Varsity Sport Status

#### I. Participation

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Club Sport must demonstrate that there has been active participation in the student organization for at least three (3) calendar years and that there is enough interest in the sport to sustain a competitive roster at a varsity level.

### II. Resources

Club sport must demonstrate that they are able to adequately provide funding through a combination of fundraising, donor support, and college resources. Funding must be available for: coaching, [travel](#), practice/training supplies, insurance, publicity/promotion, home game expenses, uniforms, and other expenses necessary to being a competitive varsity sport.

### III. Implications on State and Federal Law

Any decision to elevate a club sport to varsity status should be justifiable under state and federal laws and other rules and regulations which may be applicable. In compliance with [Title IX](#), careful consideration of gender equity will be given when deciding on elevating a sport to varsity status. This is in line with Guilford College's commitment to providing equal opportunities to individuals of all gender identity in varsity athletics.

### IV. Impact on Facilities

College facilities must be available to support the newly elevated varsity sport. This includes facilities for training, practice, and competition. Club sport must demonstrate that their use of facilities will not have significant negative impact on any current varsity sport. If adequate facilities are not currently available club sport must demonstrate that they are able to rent facility use off-campus or build new facilities through a combination of fundraising, donor support, and college resources

### V. Scheduling and Availability of Competition

Club sport must submit practice and competition schedule for the last three (3) years. Club sport must show that there is adequate competitive opportunity in the Old Dominion Athletic Conference (ODAC), regionally, and nationally to support the existence of this organization as a varsity team at Guilford College.

### VI. Other Factors of Direct Impact on the College

The board may submit a request for documentation on any other direct impacts that this new varsity sport may have on the college. Any request for new information must be met by the club sport during the vetting period.

### Communication of Decision

The board will communicate a decision in writing to the club leadership at or before the conclusion of the 6D day review period. If the club sport is elevated to varsity status the group will be expected to schedule a meeting immediately with the appropriate campus officials to start the transition process. If the club sport is not elevated the group will schedule a meeting with the Director of

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Student Leadership & Engagement to discuss how it can continue to be a successful organization, enhancing student life at Guilford College.

## ***Intramural Sports***

The intramural program is run through Student Affairs. The purpose of the intramural program is to provide every student with a chance to compete in various activities on an organized basis. Guilford intramurals has a three-phase program with co-educational activities and sports for men and women. In an attempt to reach a wide range of students, the Guilford intramural program offers a variety of events ranging from traditional sports such as flag football to non-traditional activities such as quidditch tournaments.

All participants must be current Guilford students, faculty, or staff members. Students generally play with other students and compete against students; sometimes residence hall teams compete with each other. Any group of students can form a team and play another group.

Offerings can be found on the College's [intramurals web page](#).

For inquiries regarding the intramural program, contact the Director, Office of Student Leadership and Engagement (OSLE).

## ***Group Exercise***

Group Exercise classes are offered occasionally throughout the year. All classes are instructor-led and open to students, faculty/staff and community members. Recent offerings such as Zumba and yoga are offered for course credit through the Department of Sport Studies. For all course offerings, contact the Chair of the Sports Studies (SPST) Department. If no credit, contact Director of OSLE [Office of Student Life and Engagement].

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*\*Indicates forms that need to be completed by student-athletes and/or their parents*