## Section 1. Coaches Handbook

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## Section 2. Eckerd College Tritons Athletic Identity Guide

## Section 3. Forms
Please read carefully and sign

I acknowledge that I have received and reviewed the Eckerd College Coaches Handbook. I certify that I have read all of the policies and procedures therein and fully understand, accept and agree to be bound by them.

I also acknowledge that I have received and reviewed a copy of the NCAA Division II Manual and the Sunshine State Conference Handbook. I certify that I have read all of the policies and procedures therein and fully understand, accept and agree to be bound by them.

I have met with a representative from Athletics who answered any questions regarding the Eckerd College Coaches Handbook, NCAA Division II Manual, and the Sunshine State Conference Handbook. I fully understand that the violation of NCAA, Sunshine State, and/or Eckerd College Athletics rules is prohibited and may result in disciplinary action up to and including termination of employment.

___________________________________________  ____________
Employee’s Name (Printed) & Signature            Date

___________________________________________  ____________
Athletics Representative’s Signature             Date
INSTITUTIONAL PHILOSOPHY OF ATHLETICS

**Statement**
At Eckerd College, the athletics program exists as an integral part of college life. Athletics is designed to serve the larger educational mission of the college as well as to give co-curricular expression to the supporting cast of values which underwrites our mission. Eckerd College is committed to excellence in creating and maintaining athletic programs and experiences which will contribute positively to the total development of our student constituency.

**Eckerd College Purpose**
Eckerd College is a free standing, co-educational college of the liberal arts and science, related by covenant to the Presbyterian Church. The basic mission of Eckerd College is to aid the personal development of humane and competent persons of all ages to learn, lead, and serve in the local, national, and international realms of a pluralistic society at large, and more specifically, to contribute to the vitality of congregations which are the local expressions of the Christian church.

**Athletic Department Mission Statement**
The intercollegiate athletic program is conducted in a manner consistent with the commitment of Eckerd College to academic excellence and personal growth. The Eckerd College Athletics Department supports equitable opportunity for all student-athletes and staff, including women and minorities. The program is designed to enhance the lives of all student-athletes without regard to the student-athlete’s gender, race, or sexual orientation, by providing opportunities for the development of self confidence and leadership qualities. The program encourages students to mature mentally, physically and spiritually through discipline, fellowship and intense competition.

**Athletics Program**
The College has membership in one national organization, the National Collegiate Athletic Association (NCAA). Eckerd College is also a charter member of the Sunshine State Conference (SSC). The College sponsors sport programs in both men’s and women’s competition. The management of the total athletic program is administratively part of the domain of the Associate Vice President and Dean of Student Affairs. The decision-making and daily processes are overseen by the Director of Athletics, President, Associate Vice President, Senior Woman Administrator, and Associate Athletic Director.

**College Life and Community**
Competitive athletics at Eckerd College represents a realistic acknowledgement of a cultural phenomenon. It is a significant reality of American life and an intrinsic dimension of most colleges or universities. The roughly 15 percent of Eckerd students who participate in competitive intercollegiate sports enter into a legitimate area of participation in the larger campus culture. Athletics also possesses the capacity for a great deal of positive influence and contribution to players, spectators, and the entire local community.

**Representing Eckerd College**
At Eckerd College, the Athletics Department is designed to work harmoniously within the larger educational purpose of the college. In addition to its own educational value, athletics is grounded in and serves to help make the mission of the college possible. During a given year more than 200 students represent Eckerd College in uniform all over the United States and quite often in several foreign countries. Athletics presents a significant part of the college’s identity and public image. It is one way that the college can establish recognition and credibility as an institution of higher education. Athletics also serves as a recruiting mechanism. The NCAA bases its existence on the concept of
integrity and fair competition among its membership. As a representative of Eckerd College, student-athletes and all institutional staff members must uphold the virtues of good sportsmanship through their approach to competitive situations, actions during contests, and attitudes towards winning and losing.

**Supporting Values**
Athletics is grounded in and gives co-curricular expression to the supporting set of values which underwrites the mission of the college. Athletics presents occasions to exercise sportsmanship toward opponents, officials, and fans. Athletics presents students a great opportunity to practice the value of community. This value presents itself at several levels. First, it is an ideal context for athletes to interact in small groups and with a coach. Secondly, athletes must learn to develop a sense of “team,” i.e. to place the interests of the group ahead of personal agendas and goals. Individual athletes succeed as the team succeeds. Thirdly, athletics presents an outlet for campus socialization, centered in points of common interest and excitement. Athletics also provides the place and occasion for people from the local and surrounding communities to engage in activities on campus. Finally, athletics provides an opportunity for professional fraternity with the personnel and teams from other institutions, regionally and across the country.

Athletics may be used as a vehicle to promote cross-cultural experiences. This value is realized as coaches recruit diverse athletes, who become part of the team and the Eckerd College community. Eckerd teams also travel internationally for competitive and educational purposes. These experiences create opportunities to live in international homes and become acquainted with the social, economic, religious and other facets of a different culture.

Athletics present contexts for the practice of creativity as athletes and coaches prepare for games, think through contests, analyze opponents’ strategies, and develop counter strategies.

The privilege of competition creates the opportunity to explore the maximum of one’s potential, to push one’s self beyond present capabilities, to rise above the ordinary. This value translates into the increased and improved knowledge of and care for one’s physical and mental well-being.

**Commitment**
Careful planning is required for successful intercollegiate sports at Eckerd, including the intercollegiate sport, the selection of personnel, intercollegiate affiliations, competitive schedules, the allocation of financial resources, the appropriation of equipment, the scheduling and care of facilities, and all other functions of the department.

**Excellence**
Excellence is planned for and measured so as to assure valuable, rewarding and effective experiences for the players as well as for coaches. Excellence in competitive sports includes winning, but is not limited to winning. While we do keep score and our teams play to win, winning can be too easy and limiting a goal. Competition and winning should be viewed in terms of the total process and experience.

Excellence requires coaches that are competent. All coaches at Eckerd College have experienced success in competition, mentoring relationships with student-athletes, and healthy teamwork relationships with each other. They have demonstrated experience and knowledge in the related fields of human growth and development, the medical-legal aspects of sports, the psycho-social dimensions, the bio-physiological aspects, and the sports administration and management features of their sport. Eckerd coaches are also committed to the mission and values of the college and its philosophy of athletics.
Excellence also extends to the planning for and building of capital projects, the maintenance of all facilities and equipment, and the administration of every feature of the athletic program. To ensure our athletic teams maintain excellence, every program is regularly assessed by the Athletics Director. This assessment is completed through a variety of written instruments, coach and student interviews conducted by the Athletics Director and daily observation and monitoring by the Athletics Director. Assessment instruments and procedures are defined by the Athletics Director and the appropriate supervising personnel.

**Total Development**
Athletic competition represents a context of heightened stress and much emotion. Consequently, the opportunity for all participants to mature and develop character is presented. Public exhibitions afford experiences for practicing virtues such as self-discipline, self-sacrifice, team concepts and making others better, and self-mastery of one’s spirit and behavior. Competition exposes weaknesses and creates opportunities for converting these into strengths. For players, competition contributes to creating a sense of personal competence and confidence, as well as professional competence in public performance. Athletics creates the possibility for many to sharpen themselves and their skills to a level of keenness that is above the ordinary. Ultimately, athletic competition should be a vehicle that translates values and virtues into the future personal and professional lives of student-athletes.
GENERAL ATHLETIC DEPARTMENT POLICIES

Office Hours
It is understood that our profession requires long and irregular hours. Therefore it is simply expected that salaried employees be professionals, be diligent, be conscientious and remember that it is paramount to be in the office and available to student-athletes. Regular contact with the Executive Assistant to the Athletic Director is mandatory if the coach will be out of the office during normal business hours.

Sick and Vacation Time
Ongoing record-keeping of leaves are maintained in the Human Resources Office. The Athletics Director must first approve all vacation time.

Maintenance of Work Station
Offices should be clean and free of clutter.

Professional Development
All Athletics staff members are encouraged to pursue profession development opportunities approved by the Athletics Director. Coaches, trainers, and team physicians are required to attend formal educational programs offered by the institution on drug and alcohol awareness.

Phone
Students are not permitted to use office phones for personal long distance calls. Employees should use phones for reasonable and appropriate work-related purposes.

Student Managers
Each sport may have one federal work study student manager.

Student Assistants
Each head coach may hire one or two federal work study student assistants. Student assistants will also be assigned to the Athletics Director, Sports Information Director, and Executive Assistant to the Athletics Director.

Uniform, Apparel, and Printed Materials
The design for any team apparel or printed materials must receive the approval of the Athletic Director prior to screening, embroidery, purchasing, and printing.

Athletics Facilities Time
Requests for athletics facilities use should be submitted to the Facilities Director. In season teams receive priority, followed by teams with next upcoming seasons. Varsity teams typically receive priority over intramurals and open gym time; however, every effort is made to accommodate all student constituencies desiring access to athletic facilities.

Equipment and Uniforms
Coaches are responsible for the care and recovery of uniforms and equipment. It is a responsibility of team managers, under the direct supervision of the head coach, to wash and launder uniforms. Items not returned or damaged due to lack of proper care will be charged to the offending student. New uniforms will be purchased on a rotational basis.
**Countable Hours Policy**

Countable hours must be recorded on a daily basis for each student-athlete regardless of whether the student-athlete is participating in an individual or team sport. Coaches are required to complete a Countable Hours Form during both the championship and non-championship segments when a member(s) of their team participates in countable activities as outlined in NCAA Bylaw 17 (see NCAA Compliance-Playing and Practice Season for more details.) Each form should list all of the student-athletes on the team’s roster indicating the amount of time each individual spent performing each activity in that given week. Student-athletes must verify the accuracy of the information by initialing the form. Coaches must submit completed forms to the Compliance Director. (See Section 3-Countable Hours)

**Scheduling Contests**

The Sunshine State Conference schedules all conference events. Head coaches are responsible for scheduling non-conference contests. No contest or team travel may be scheduled during final exams. Whenever possible, scheduling travel during midterm exams or in the week prior to final exams should be avoided. All schedules are tentative until approval by the Athletics Director is received. Then and only then may the head coach issue game contracts. A copy of each completed contract must be provided to the Athletic Director’s office to be filed.

**Travel**

Once the schedule is complete and approved, departure and return times for away contests should be submitted to the Executive Assistant to the Athletic Director, who will arrange for bus travel. Buses generally arrive 15 minutes before scheduled departure time to allow for loading and prep time. Coaches should arrange lodging for the driver, but meals are the driver’s responsibility.

Prior to each away contest, a travel itinerary and a travel roster must be submitted to the Executive Assistant to the Athletics Director. (See Section 3-Travel Itinerary).

**Travel Attire**

Teams on the road represent our program and Eckerd College. Teams will wear uniform attire approved by the head coach.

**Triton Club**

The Triton Club exists to support and supplement the operation of the athletics programs. Each full time staff member is responsible to be a Team Leader and secure a minimum of $4,000 in pledges. No independent fundraising or projects to raise money may be undertaken without approval of the Athletics Director.

**Officials**

Officials are assigned by the Sunshine State Conference. It is the responsibility of the head coach to submit schedules to the assignor at the earliest possible date. It is never, under any circumstances, acceptable for Eckerd College coaches to treat officials with anything short of respect. There is no place for dissent through voice or gesture. Understand that players and fans take their cue from the head coach, and the head coach is responsible for the behavior of everyone on his or her bench.

Coaches must be diligent in submitting official evaluations within their prescribed deadlines. Monetary fines may be assessed for failure to comply with deadlines. All fines incurred are the personal responsibility of the associated head coach.
**Athletic Aid & NLI Procedures**

Prior to offering a prospective student-athlete athletic scholarship dollars, the prospective student-athlete must submit high school or college transfer transcript(s) to our Admissions Department and must be listed on the perspective sports NCAA Eligibility Center IRL. After these steps occur, the head coach must first submit an Athletic Aid Communication form to the Financial Aid Office. The form will be returned to the head coach with the federal, state, and institutional aid detailed. Next, the head coach adds athletic aid and submits the form and copies of academic transcripts to the Athletics Director for final approval and submission to financial aid. After the Athletics Director approves the athletic aid amount, the National Letter of Intent and Tender of Financial Aid forms may be prepared by the head coach. After these forms are signed by the Athletics Director, Head Coach and Director of Financial Aid, they may be mailed within the NCAA signing period. It is the coach’s responsibility to submit an executed copy of these forms to the Compliance Director within 14 days of the student-athlete’s signing date. The Director of Compliance will then fax copies of the executed forms to the SSC Conference Office and will hold a copy on file.

It is vital that each student’s FAFSA be filed as soon as possible to expedite the financial aid awarding process. Head coaches must remind students and their parents to complete the FAFSA, even if they have been offered a full scholarship.

**Sports Information**

Each coach is responsible for submitting his/her accurate roster and schedule to the Sports Information Director (SID) as soon as it becomes finalized. The coach must notify the SID of changes to the roster or schedule. Coaches may be asked for additional information to be used in publications, news releases, or the Eckerd athletics website. The SID is responsible for all team statistics, publications, news releases, website, archives and historical records maintenance, and photography. The SID is required to travel with a team only if the host institution is unable to provide satisfactory sports information services.

**Game Management**

A staff member will be appointed by the Athletics Director to handle game management duties, including game staff, freeing head coaches to focus on the contest at hand. Spectator seating, field and court preparation, training equipment and security will be under the supervision of the Facilities Director. All cash boxes are to be returned immediately following the contest to the Athletics Director’s office. At least one administrator must be present to serve as a game manager; by Sunshine State Conference rule, a student may not serve as game manager.

**Athletic Department Vehicle(s)**

Use of the department vehicles must be reserved through the facility manager, and should be limited to use for trips outside the St. Petersburg area. Coaches should be prepared to defer to colleagues traveling greater distances. The vehicle should be returned in the same clean condition it was taken, with a full tank of gas.

If the use of a van is required for team travel, coaches should contact the Campus Activities Assistant to request one of the two Student Activities vans. This vehicle should be returned in clean condition and with a full tank of gas.
Hazing
All acts of abusive affiliation by any individual student, intercollegiate athletic team, College registered student club or organization, and any of its members or alumni are prohibited. Students are entitled to be treated with consideration and respect, and no individual may perform an act, or force another individual to perform an act, that is likely to cause physical or psychological harm or social ostracism to any person. Accordingly, the following behavior is expressly forbidden as abusive affiliation when related to the admission, initiation, pledging, joining, “rite of passage” or any other group-affiliation activity:

a. Physical abuse (on or off campus), including but not limited to paddling, slapping, kicking, choking, scratching and exposure to extreme (i.e. cold or hot) water temperatures;

b. Forced consumption of alcohol and/or other drugs, disgusting and/or dangerous concoctions, or any other substance in large amounts;

c. Causing excessive mental stress, including but not limited to placing prospective members of an organization or group in situations which lead to confusion and emotional stress, sleep deprivation;

d. Verbal abuse, including but not limited to shouting, screaming or use of derogatory, profane, or obscene language; or

e. Subservience, including but not limited to any activity which promotes a class system within organizations or activities which facilitate inappropriate levels of authority over students.

This list is not exhaustive and any student or organization found to be involved in any abusive affiliation will face conduct action and may be subjected to suspension and/or expulsion from the College. Violation of this policy exists irrespective of the voluntary or 14 consensual participation in the abusive affiliation (hazing) activity by the person being abused.

The Athletics Director will take disciplinary action against individuals or groups that haze. In addition to disciplinary action imposed by the Athletics Department, the student-athletes involved in hazing will be referred to the Student Affairs Office for further review and possible further disciplinary action.

Student-Athlete Sexual Harassment Policy
All student-athletes have the right to participate in a team environment free from sexual intimidation and/or harassment of any kind. It is Eckerd College Athletics’ express policy not to tolerate sexual harassment of or by any of its student-athletes or employees including coaches, administration, and appointed officials.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or any other verbal, physical or visual conduct of a sexual nature when:

Submission to the conduct is made, either implicitly or explicitly, a condition of the individual's athletics participation;
Submission to or rejection of the conduct by an individual is used as the basis for a athletics participation decision affecting such individual; or

The conduct has the purpose or effect of interfering with an individual's athletic performance, or creating an intimidating, hostile or offensive team environment.

For example, unwelcome sexual propositions, suggestive sexual comments, sexually-oriented jokes, remarks, or gestures, or the display of sexually explicit pictures may constitute sexual harassment and must not occur.

Any employee engaging in practices or conduct constituting sexual harassment shall be subject to disciplinary action, up to and including dismissal. Any student-athlete who feels that he or she has been sexually harassed should report the matter to his/her coach. If the coach is not available, or the student-athlete, for any reason, does not feel comfortable complaining to him or her, the student-athlete should contact the Director of Athletics or the Director of Human Resources.

Any coach, administrator or appointed official who becomes aware of any possible sexual harassment, of or by any student-athlete or employee, should immediately advise the Director of Athletics or the Director of Human Resources. The College will promptly investigate the conduct and ensure that the matter is appropriately resolved.

This policy covers all student-athletes and employees. Eckerd College will not tolerate, condone or allow sexual harassment, whether engaged in by fellow employees, students, supervisors, suppliers, vendors or non-employees who conduct business with or provide services to the College. The College encourages reporting of all incidents of sexual harassment regardless of who the offender may be.

**Student-Athlete Awards**

Recognition of student-athletes is an important part of the Eckerd College athletics program. Each academic year will conclude with the Athletics Banquet. At the banquet, every Eckerd student-athlete will receive a certificate of participation. All seniors will receive a gift. Each head coach will select a team Most Valuable Player and a Triton Award winner, which should go to the student-athlete who demonstrates excellence in academics, athletics, and leadership. The Athletics Department will select one male and one female senior student-athlete with the highest grade-point average as Senior Scholar Athlete of the Year. In addition, one male and one female senior student-athlete will receive the James R. Harley Award. The James R. Harley Award is given to student-athletes who demonstrate skill, leadership, and character in academics, athletics, and the community. The Harley Award is named for Eckerd’s legendary basketball coach and Athletics Director, and is the greatest honor an Eckerd student-athlete can receive.
ACADEMIC POLICIES

Eckerd College takes great pride in having been one of the founding schools of the Sunshine State Conference, which set academic performance as the first priority for all participants in intercollegiate athletics. Over the years, Eckerd student-athletes have won the most academic awards, as a percentage of athletes on varsity rosters, of all schools in the conference. It pays to be fit and smart.

Two areas of academic responsibility fall on all athletes’ shoulders:
1) careful management of time for academics and athletics
2) engaged, considerate relationships with their professors

Attendance Policies
Eckerd College student-athletes are not to miss class for any reason other than intercollegiate competition or a documented illness. It is a violation of NCAA rules to miss class for a practice, scrimmage or off-season contests. The athletes are responsible for notifying their professors at least one week in advance of a sports-related absence and arrange to make up missed work.

Relationships with Mentors and Professors
All student-athletes should identify themselves to their professors on first meeting. Most professors enjoy athletics and appreciate being invited to contests. Sport-related class absences should be discussed with their professors at the beginning of each semester. ALL student-athletes must give their travel schedule in competition season (including bus departure and return times) to each of their professors at the beginning of each semester. The athletic department complies with the general college policy that keeps athletes’ excused absences to an absolute minimum. However, athletes need to realize that only authorized varsity competitions are excused, and that most professors will penalize class “cuts.” (See Section 3- Travel Letter Template)

Athletes, Missed Classes (Eckerd College Faculty Handbook, p. 46)
1. Classes are to be missed by those participating in intercollegiate athletic programs only when participation is verified by a coach and only when conflicts in departure time for travel and competitive events are absolutely unavoidable.

2. All attempts will be made to schedule events that do not conflict with academic schedules.

3. Coaches will communicate to their teams that an individual student-athlete is responsible for giving faculty sufficient advance notice when a class is to be missed.

4. Student-athletes are responsible for all materials, tests and class assignments given during their absence.

5. Classes will not be missed for practice sessions.

6. Absences for athletic events may not exceed the following limits:
   - Four class periods for courses that meet three times per week
   - Three class periods for courses that meet two times per week
   - Two class periods for courses/labs that meet one time per week (every effort should be made prior to departure to arrange to attend an alternate lab period).

7. These absences are not to be considered in additions to the absence policies established in a particular course.
**Faculty Athletic Representative**
The role of the Faculty Athletics Representative (FAR) is to provide oversight and advice in the administration of the athletic program, and to protect the academic and ethical credibility of the faculty and administration. The FAR has several responsibilities, including, but not limited to, the following:

- To ensure either directly or indirectly that student-athletes meet all NCAA, conference and institutional requirements for eligibility for practice, financial aid and intercollegiate competition.
- To develop periodic statistical reports on the academic preparation and performance of student-athletes for each team.
- To be responsible either directly or indirectly for institutional compliance activities or responsibilities which involve campus entities outside the athletic department.
- To serve as the voice of the entire faculty as a member of the Athletic Advisory Board.

The Faculty Athletic Representative for Eckerd College is Tony Brunello, Professor of Political Science.

**Career Services**
The Office of Career Resources supplements the work of the faculty in providing students with information and opportunities for continuing their education in graduate and professional schools. Published and computer-based guides, workshops, and individual counseling are available to aid students in navigating the graduate school admission process.

Career Counseling is available to help students make wise decisions about their postgraduate plans. Assistance with resume preparation, interviewing skills, and job search strategies are also available. Career Resources will assist with placement resources with companies that pertain to each student’s major or interest. They network with organizations to establish relationships which will continue to allow students to work or intern at the organization year after year.

Opportunities available in the Office of Career Resources:

- Career Counseling
- Graduate School Information
- Career Assessments
- Career Educational Seminars & Workshops
- Professional Quality Resumes and Cover Letters
- Career Guidance Programs
- Internship & Service Learning Fair
- Full Time Listings
- Alumni Network Contacts
- Federal Work Study Placement
- Student Assistance Program
- Part-time and Summer Employment

Please call or stop by the Office of Career Resources (x8258) about your individual needs.
Special Academic Opportunities
All student-athletes should be aware of Eckerd College’s exceptional academic opportunities: study abroad; independent study; internships; winter terms and fall-into-winter & spring-into-summer courses.

Eckerd College holds the #1 position of all colleges in the United States for the average number of study-abroad experiences that students have as undergraduates. Unfortunately, too many student-athletes do not take advantage of these programs because they assume that their obligations to athletics make study abroad impossible. In fact, with careful planning, student-athletes can study abroad nearly as often as their peers, and the FAR and coaches work regularly to provide study abroad courses that are particularly suitable for student-athletes’ schedules. Coaches are charged to encourage study abroad during all “off” seasons.

Independent study during playing seasons, and internships during off seasons, can help student-athletes schedule their time most productively and build attractive transcripts and resumes. Graduate schools and employers look for strong indicators of initiative to go along with team values and fitness. Student-athletes should talk with their mentors about these course options, and see the director of the Center for the Applied Liberal Arts (CALA) for internships.

Those student-athletes in fall sports should use their Winter Term options to select study abroad and service-learning courses. The short format is perfect for these transforming experiences and does not harm a training regimen for fall sports.

Spring-into-summer courses (and the occasional fall-into-winter course) are great options for student-athletes. Because the courses assign one-half the usual course load during a semester (and provide the other half while abroad for 2 to 3 weeks), the student athlete takes on a slightly lighter load and can look forward to a study-abroad experience right after finals week. These courses are suitable for all athletes, and even for graduating seniors.
ATHLETIC TRAINING POLICIES

The frontline of Eckerd College’s Sports Medicine Team is the Athletic Training staff. The athletic trainers are responsible for prevention, recognition, evaluation, acute care management, and referral to team physicians, treatment and rehabilitation of injuries and participation in return to play decisions. The Sports Medicine Staff will provide medical care to all student-athletes for any injuries received during periods of official, organized participation which are directly attributed to participation in intercollegiate athletics while a full time student at Eckerd College. All athletic injuries must be reported to the Athletic Training Staff within 48 hours.

Certified Athletic Trainers:

Chad Parker  Director of Sports Medicine
  727-864-7831 (office), parkercl@eckerd.edu
German Hall  Athletic Trainer
  727-864-8255 (office)
Brian Myers, Nicole Schulz  Athletic Training Fellows
  727-864-8255 (office) myersbt@eckerd.edu, schulznm@eckerd.edu

Eckerd College’s team physicians are responsible for the well-being of the student-athlete. The team physicians have absolute authority in determining the health status of an athlete who wishes to participate in intercollegiate athletics at Eckerd College. They are the final authority in the determination of whether or not an athlete should be permitted to return to practice or competition following an injury or illness.

Team Physicians:  Christopher Salud  M.D. – St. Anthony’s
                  George Canizares, M.D.- All Florida Orthopedics

Injury Care Procedures
All injuries, illnesses, or other medical problems that may affect an athlete’s participation in intercollegiate athletics should be reported to the athletic training staff immediately. Student-athletes will be evaluated by the licensed Athletic Training staff and referred appropriately. Please see the Student-Athlete insurance coverage section for billing and insurance questions.

All athletic injuries will be cared for by the team physicians and/or the Athletic Training staff. The medical staff will appropriately inform the athlete of medical evaluation, diagnostic testing, and surgical and non-surgical treatment options. The team physician or athletic trainer will notify parents/guardians prior to any invasive procedure being scheduled.

Doctor Appointments
The Athletic Training staff will assist the student-athlete in scheduling appointments with the team physicians or any diagnostic testing they may have ordered. The staff will schedule the appointment quickly, avoiding class and practice conflicts. It is the student-athlete’s responsibility to find transportation to and from the appointments. If the student-athlete cannot find transportation, 24 hour notice (before the appointment) must be given to the Athletic Training Room staff.

When an appointment is made, the Athletic Training staff will send the athlete with a medical referral form and written driving instructions. A referral provides a channel of written communication between the physicians and the Athletic Training staff. A referral will be sent with any athlete being seen at an outside medical facility (excluding physical therapy). It is the student-athlete’s responsibility to pick up
the referral form from the athletic training room to take to the appointment. This referral must be brought back to the Athletic Training staff following the medical appointments.

**Injury Treatment Procedures**

Athletes are expected to attend injury treatment prior to practice activities. Treatment times should also be scheduled around class. Appointments should be set up by phone, email or in person with the Athletic Training staff. No athlete should miss a practice or class for injury treatment. All injured athletes are required to attend their rehabilitation appointments, unless otherwise excused by the Athletic Training staff. Unexcused absences will be reported to coaching staffs.

**Athletic Training Room Operating Hours**

The athletic training room at the McArthur Center will serve as the primary training room. All treatments and rehabilitation will be done at this athletic training room. The athletic training room at the Turley Complex will serve as a satellite facility for practices and games. All taping and pre-game set up for baseball, softball, and soccer will be done out of this training room.

The hours of operation of the athletic training rooms will be posted at the beginning of each week. Generally, the training room will be open 10am-4pm weekdays for treatments. If practice occurs at times other than during regularly scheduled athletic training room hours, the training room will open 45 minutes prior to the start of practice, unless otherwise announced. The athletic training room will open 2 hours prior to games for treatment and taping.

**Pre-participation Physical Examinations**

Each new student (freshman, transfer, etc) is required to have a physical examination by an Eckerd College licensed physician before participating in Intercollegiate Athletics at Eckerd College. All paperwork must be completed before a student athlete is permitted to attend any practice, strength and conditioning sessions, and/or compete in any intercollegiate athletic events. This process must be completed on an annual basis. No member of the Eckerd College Athletic Department will permit a student-athlete to participate, nor will the College provide insurance coverage to any student-athlete who has not completed the pre-participation physical examination procedure.

**Athletic Training Room Rules and Regulations**

In order to ensure proper and precise medical care and treatment, the following guidelines must be followed at all times.

1. Use of the athletic training room is strictly for student-athletes involved in intercollegiate athletics at Eckerd College.
2. Student-athletes are not permitted in the athletic training room without proper supervision.
3. Student-athletes must report to the athletic training room for taping, treatment, and rehabilitation in proper attire.
4. Unnecessary clothing and equipment (i.e. cleats, gloves, balls, etc.) should not be brought into the athletic training room.
5. Food and drinks are not permitted in the athletic training room.
6. Abusive and/or foul language, horseplay, loud talking, and/or loitering are not allowed in the athletic training room.
7. All student-athletes must shower before receiving treatments.
8. Supplies should not be taken from the athletic training room without permission of a staff athletic trainer. All equipment is to be signed out before being removed.
9. Student-athletes are not permitted to use athletic training room phones or computers under any circumstances.
Athletic Training Coverage for the Championship Segment

1. Practices:
   - Ice and water will be furnished for both indoor and outdoor sports; the covering athletic trainer and/or work-study student will set up and take down.
   - A certified athletic trainer will be scheduled for all on-campus championship season practices.
   - The respective athletic trainer will arrive one hour prior to the beginning of their assigned championship season practice.
   - All rehabs should be scheduled during clinical hours and outside of pre-practice times. (Clinical hours of operation, 10am-4pm, M-F).

2. Games:
   - All contests, home or away, during the championship season, will have a certified athletic trainer with them at all times.
   - The respective athletic trainer will arrive two hours prior to the beginning of their assigned championship season game.
   - All rehabs should be scheduled during clinical hours and outside of pre-game times. (Clinical hours of operation, 10am-4pm, M-F).

3. Priority:
   - Although this is sometimes hard to regulate, championship season teams have priority in the athletic training room during practice hours.

Athletic Training Coverage for the Non-Championship Segment

1. Practices:
   - Ice and water will be furnished but it is the head coach’s responsibility to determine method of getting it to and from the venue if outdoor sport; in-door, the athletic trainer will set up and take down.
   - No certified athletic trainer will be on site but will be on-call while covering their respective championship season team.
   - If the respective athletic trainer assigned to the non-championship team is on the road, the athletic trainer working out of the closest athletic training room will be on-call.
   - If the athletic training room is not open, coaches are instructed to call 911 if emergency; if not an emergency, athlete is to make an appointment to be evaluated by an athletic trainer as soon as possible.
   - Ice bags and shrink wrap are placed in each locker room if ice is only thing needed and athletic training room is closed (Hours of operations, 10am-4pm, M-F).
   - All rehabs should be scheduled during clinical hours and outside of pre-practice times. (Clinical hours of operation, 10am-4pm, M-F).

2. Games:
   - All Home contests for non-championship segment, will have a certified athletic trainer with them at all times. All away contests during the non-championship segment will be covered by the host certified athletic trainer.
   - All rehabs should be scheduled during clinical hours and outside of pre-game times. (Clinical hours of operation, 10am-4pm, M-F).

3. Priority:
   - Although this is sometimes hard to regulate, championship season teams have priority in the athletic training room during practice hours.
STUDENT ATHLETE INSURANCE

As a condition of enrollment, Eckerd College requires all students to have primary health insurance. Evidence of such insurance is required and will be kept on file in the Student Health Center. Any student not submitting proof of primary insurance must purchase the plan offered through Eckerd College. The plan provides coverage for sickness and non-athletic related injuries.

Eckerd College carries an insurance policy for all student-athletes through Bollinger Insurance Company. The policy is an “excess” policy meaning eligible charges are payable only after your primary insurance has considered the charges and made payment. Student-athletes must fill out the Eckerd College Insurance Form prior to their athletic participation. These forms, along with a copy of their primary insurance card, will be kept on file in the athletic training room for each coach to retrieve when necessary. Whenever an athlete is referred for medical care (MRI, hospital, MD, etc) a copy of the insurance form must be sent with them. It is the responsibility of the athlete to submit changes in their primary coverage within one week of the change of insurance.

A student-athlete sustaining an athletic injury must notify the athletic training staff within 48 hours. The department is only responsible for injuries occurring as a direct result of athletic participation.

Tips for processing claims:
- A copy of the student-athlete’s insurance form must be sent with athlete to medical appointments.
- Medical Providers must bill student’s primary insurance first.
- Student-athlete and primary insurer (parent/guardian) must send a copy of the explanation of benefits (EOB) for all bills to the Athletic Trainers along with a copy of each itemized bill as quickly as possible. EOB is defined as the explanation of benefits. This is a form generated by the primary insurance company which details what the insurance paid and what it denied and why. It is an official record that the primary insurance considered the bill.

Athletic Insurance Procedures

When an athletic injury occurs, the student-athlete will be evaluated by the sport medicine staff including the Athletic Training staff and/or team physicians. The athlete may be referred to a medical specialist. Verification that the medical provider is a member of the primary insurance provider network should be done. Many medical providers will bill for services if hospitalization or surgery was required. Examples include hospital, physician/surgeon, anesthesia, emergency room, radiology, physical therapy, and others. The following are specific instructions for Eckerd College athletic insurance procedures:

1. An annual insurance information form must be completed for every student-athlete before they are permitted to practice. The Athletic Department will not be held responsible in the event an athlete or parent does not notify or indicate changes within their insurance coverage. When returning the completed insurance form, parents are requested to submit a photocopy (front & back) of all insurance cards (including dental, prescription) provided by the insurance carrier. This is requested to eliminate confusion in billing and expedite authorization for medical services for the student-athlete.

2. All athletic related medical bills are filed with the student-athlete’s primary insurance before being submitted to Bollinger Insurance Solutions for consideration.

3. The primary insurance will issue an explanation of benefits (EOB) stating payment or denial of charges. You must forward a copy of the EOB and medical bill to the
Athletic Insurance Coordinator in the Athletic Trainers Officer. Compliance in sending the EOB’s is necessary before any balance due charges will be paid.

4. Charges that are not paid by the primary insurance will then be considered by Summit America Insurance Services. They are the claims administrator for Markel Insurance Company. This process may take up to 4-6 weeks. The most common reason for holdup in payment is due to delays from the parents to send EOB’s and/or medical bills to the Athletic Insurance Coordinator.

**Limitations**

Liability is extended to cover only those eligible injuries reported to the Athletic Training staff within 48 hours from the injury producing accident. Liability is further restricted to those received during periods of official, organized participation which are *directly attributed* to participation in intercollegiate athletics while a full time student at Eckerd College. Periods of official, organized athletic participation includes all regularly scheduled practices and games while under the general supervision of authorized college personnel. *No liability is assumed by the college for the treatment of such injury/conditions not directly attributable to participation in intercollegiate athletics (even though occurring during periods of official, organized athletic participation), illnesses (as common colds, sore throats, respiratory infections, GI disorders, kidney stones) or non-athletic injuries, etc. Additionally, no liability is assumed by the College for athletic injuries sustained during volunteer workouts, unsupervised conditioning, intramural or campus event activities. Liability is not extended for expenses associated with non-participation related examination or testing.*

Authorization for medical services as a result of an injury attributable to participation in collegiate athletics must be obtained in advance of such services with the exception of medical emergencies. **The Athletic Department will not assume any liability in covering medical service expenses without prior approval by the team physician or the Athletic Training staff.**

Athletic Insurance Contact information:

Chad Parker  
Eckerd College  
727-864-7831  
parkercl@eckerd.edu
**Emergency Action Plan**

**Introduction**
The purpose of the Emergency Action Plan (EAP) is to guide athletic personnel, emergency medical services and campus security in responding to emergency situations when they occur. It is essential that the Athletic Department have a developed emergency plan that identifies the role of each member of the emergency response team, emergency communications, the necessary emergency equipment and the emergency protocol for each sporting venue.

**Emergency Personnel**
Certified Athletic Trainers (ATC’s) are employed by Eckerd College to provide leadership in the health care of the student athlete including the emergency management of injuries/illnesses during athletic competitions. ATC’s are certified by the National Athletic Trainers Board of Certification, are licensed by the state of Florida and are certified by the American Red Cross or the American Heart Association in CPR, First Aid and AED use. They are on site for all in-season practices and home contests.

Eckerd College coaches, staff and administration are certified by the American Red Cross in CPR and First Aid. Copies of training certificates and/or cards are maintained in the athletic training room.

Eckerd College security personnel are certified by the American Red Cross in CPR, First Aid and AED use (727-864-8260). Team physicians are available for home contests. EMS is available by calling 9-911.

Certified Athletic Trainers:
- Chad Parker, 207-768-8830 (cell)
- German Hall, 240-427-7600 (cell), Brian Myers, 931-607-0281 (cell)
- Nicole Schulz, 573-814-9426 (cell)

**Emergency Equipment**
Supplies (AED, Splint Bag, Medical Kit, CPR Mask and OSHA Materials) are located on the field and in the gymnasium behind the home team bench during games. During practices, these supplies are located in the McArthur Training Room. Additional emergency equipment (Spine Board, Cervical Collar, Crutches) are accessible in the McArthur (727-864-8255/7831) and Turley Training rooms.

**Emergency Communication**
Cell phones will be on site with ATC’s and/or coaches during any athletic practice and competitive event. They will be the primary method of contacting EMS. EMS will be contacted by the first responder, and then security will be notified.

When using campus phones, dial “9” for an outside line then dial number. Campus security can be reached by calling 727-864-8260 or by dialing x8260 on any campus phone.

**Transportation**
Emergency transportation of an injured/ill student-athlete is provided via the EMS system by calling 9-911 and campus security at x8260. In the event of non-life threatening injury/illness a member of the emergency care team may provide transportation to the emergency room only if adequate emergency care coverage is maintained at the athletic event. Eckerd college staff member should accompany student athletes to the hospital.

**Role Of First Responder**
***The first responder to an emergency situation is typically a member of the sports medicine staff, most commonly a certified athletic trainer. The first responder in some instances may be a coach or other institutional personnel.***

1. Immediate care of injured or ill athlete
a. Check ABC’s and life threatening conditions
b. If Advanced Care is needed, tell secondary staff (coach, administrators) to call EMS (Dial 9-911)
   i. First responder should communicate to secondary staff:
      - nature of the emergency
      - what actions are being done
c. Begin rescue breathing/CPR if needed
d. If stable, take baseline vitals and monitor vitals

2. Activation of EMS
   a. Making the Call
      i. Dial 9-911
      ii. Notify campus security at 727-864-8260
   b. Providing Information
      iii. Name, address, telephone number of caller
      iv. Nature of emergency
      v. Number of athletes
      vi. Condition of athletes
      vii. First Aid treatment initiated by first responder
      viii. Specific location of emergency
      ix. Other information as requested by dispatcher

   **DO NOT HANG UP UNTIL EMS HANGS UP!**

3. Direction of EMS to Scene
   a. Designate individual to “flag down” EMS and direct to scene
   b. Scene Control: Limit scene to first aid providers and move bystanders away from area.

4. Emergency equipment retrieval, documentation and debriefing. Post follow up arrangements as necessary.

**Athletic training staff must be notified of all emergencies within the athletic department.**

**Student Health Center must be notified of any non-athletic injuries or illnesses or medical emergencies occurring on campus.**

**After Hours**

In the event of an emergency after office hours, the following plan should be initiated:
1. Call 911 and go to the nearest hospital.
2. If you live on campus, contact your dorms RA and security 727-864-8260.
3. Notify athletic training staff of emergency
4. Contact your head coach and a family member (if necessary)

**Venue Locations**

All venues will be accessed via the main gate at 4200 54th Ave South

McArthur Gymnasium (volleyball, basketball)
- Enter through main entrance, veer to the right at Avenue of States (turn around). Take a right on Derby Lane. Gym is on the left.
**Turley Athletic Complex** (Baseball/Softball Fields)
- Enter through main entrance, veer to the left at Avenue of States (turn around). Follow road to the end. Turley is on the left.

**Soccer Fields**
- Enter through the main entrance, veer to the left at Avenue of States (turn around). Take a left in the parking lot across from Edmundson Avenue. Soccer fields will be straight ahead.

**Tennis Courts**
- Enter through main entrance, veer to the left at Avenue of States (turn around). Follow road to the end. Tennis courts are on the right.

**Golf**
- Due to the varying number of golf courses at which men and women play; coach will notify EMS, Clubhouse and Eckerd College Athletic Training Room of situations that arise. They will follow the EAP for their golf course location.

**Emergency Care Facilities**

**Bayfront Hospital**
701 Sixth St South
St. Petersburg, FL

**727-823-1234**

**Directions:** Leaving Eckerd College, take a right onto 54th Ave South. Travel onto 275N. Take 275 N to 175 (Tropicana Field exit). Take 175 to the 6th St South exit. Bayfront Hospital is on the corner of 6th St South and 6th Ave South.

**CONCLUSION**
The importance of being properly prepared when emergency situations arise can not be stressed enough. An athlete’s survival may hinge on how well trained and prepared athletic healthcare providers are. The emergency plan should be reviewed at least once a year with all athletic personnel, along with CPR and first aid refresher training.
NCAA COMPLIANCE

Institutional Control
Each coach at Eckerd College is responsible to know and comply with all NCAA rules and regulations. The NCAA defines Institutional Control as the responsibility of each member institution to control its intercollegiate athletics program in compliance with the rules and regulations of the NCAA. The institution’s chief executive officer is responsible for the administration of all aspects of the athletics program, including the approval of the budget and audit of all expenditures. The institution’s responsibility for the conduct of its intercollegiate athletics program includes responsibility for the actions of its staff members and for the actions of any other individual or organization engaged in activities promoting the athletics interests of the institution.

Each institution shall comply with all applicable rules and regulations of the NCAA in the conduct of its intercollegiate athletics programs. It shall monitor its programs to assure compliance and to identify and report to the NCAA instances in which compliance has not been achieved. In any such instance, the institution shall cooperate fully with the NCAA and shall take appropriate corrective actions. Members of an institution’s staff, student-athletes, and other individuals and groups representing the institution’s athletics interests shall comply with the applicable NCAA rules, and the member institution shall be responsible for compliance.

The control and responsibility for the conduct of intercollegiate athletics shall be exercised by the institution itself and by the conference of which it is a member. Administrative control or faculty control, or a combination of the two, shall constitute institutional control.

Compliance Assistant program (CA)
Eckerd College Athletics places great importance on the accurate and consistent use of the Compliance Assistant program (CA) developed by the NCAA. Coaches must use CA to record and monitor recruiting activities, eligibility, playing and practice seasons, and financial aid.

Recruiting
The NCAA’s rules and regulations on recruiting exist to balance the interests of prospective student-athletes, secondary educational institutions, and the NCAA. Recruiting is a solicitation of a prospect or a prospect’s relatives (or legal guardian) by an institutional staff member or by a representative of the institution’s athletics interest for the purpose of securing the prospect’s enrollment and participation in the institution’s athletics program.

Coaches NCAA Certification Exam
All athletics program personnel involved in recruiting student-athletes must participate in annual information sessions continuing their education regarding NCAA recruiting rules and the intent of those rules. All athletics program personnel involved in recruiting student-athletes must take and pass the NCAA Certification Test each year.

Certification ends by midnight on July 31 of each academic year.

13.02.4 Contact and Evaluation Periods.
13.02.4.1 Contact Period. A contact period is that period of time when it is permissible for authorized athletics department staff members to make in-person, off-campus recruiting contacts and evaluations.
13.02.4.2 Evaluation Period. An evaluation period is that period of time when it is permissible for authorized athletics department staff members to be involved in off-campus activities designed to assess the academic qualifications and playing ability of prospective student-athletes. No in-person, off-campus recruiting contacts shall be made with the prospective student-athlete during an evaluation period.

13.02.4.3 Quiet Period. A quiet period is that period of time when it is permissible to make in-person recruiting contacts only on the member institution’s campus. No in-person, off-campus recruiting contacts or evaluations may be made during the quiet period.

13.02.4.4 Dead Period. A dead period is that period of time when it is not permissible to make in-person recruiting contacts or evaluations on or off the member institution’s campus or to permit official or unofficial visits by prospective student-athletes to the institution’s campus. The provision of complimentary admissions to a prospective student-athlete during a dead period is prohibited, except as provided in Bylaw 13.7.2.5 for a prospective student-athlete who visits an institution as part of a group. During such a dead period, a coaching staff member may not serve as a speaker at or attend a meeting or banquet at which prospective student-athletes are in attendance, except as provided in Bylaws 13.1.9 and 13.1.9.1, and may not visit the prospective student-athletes’ educational institutions. It remains permissible, however, for an institutional staff member to write or telephone prospective student-athletes during such a dead period.

13.1 Contacts and Evaluations.
Recruiting contacts (per Bylaw 13.02.3) and telephone calls with a prospective student-athlete (or the prospective student-athlete’s relatives or legal guardians) by institutional staff members and/or representatives of the institution’s athletics interests are subject to the provisions set forth in this bylaw.

13.1.1 Contactable Prospective Student-Athletes.
13.1.1.1 High School Prospective Student-Athletes. In-person, off-campus recruiting contacts and telephone calls shall not be made with a prospective student-athlete or a prospective student-athlete’s relatives or legal guardians before June 15 immediately preceding the prospective student-athlete’s junior year in high school.

13.1.1.2 Four-Year College Prospective Student-Athletes. An athletics staff member or other representative of the institution’s athletics interests shall not make contact with the student-athlete of an NCAA or NAIA four-year collegiate institution, directly or indirectly, without first obtaining the written permission of the first institution’s athletics director (or an athletics administrator designated by the athletics director) to do so, regardless of who makes the initial contact. If permission is not granted, the second institution shall not encourage the transfer and shall not provide athletically related financial assistance to the student-athlete until the student-athlete has attended the second institution for one academic year. If permission is granted to contact the student-athlete, all applicable NCAA recruiting rules apply.

13.1.3 Telephone Calls to Prospective Student-Athletes.
13.1.3.1 Time Period for Telephone Calls — General Rule. Telephone calls to a prospective student-athlete [or the prospective student-athlete’s relatives or legal guardian(s)] shall not be made before June 15 immediately preceding the prospective student-athlete’s junior year in high school; thereafter, there shall be no limit on the number of telephone calls made by institutional staff members to a prospective student-athlete [or the prospective student-athlete’s relatives or legal guardian(s)].
13.1.6 Contacts. There is no limitation on the number of in-person, off-campus recruiting contacts per prospective student-athlete. (See Bylaw 13.1.7 for contact restrictions at specified sites.)

13.4 Recruiting Materials.
13.4.1 Printed Recruiting Materials. An institution may not provide athletically related recruiting materials (including electronic mail and facsimiles) to a prospective student-athlete [or the prospective student-athlete’s relatives or legal guardian(s) and coaches] before June 15 immediately preceding the prospective student-athlete’s junior year in high school.

13.4.1.1 Exceptions.
13.4.1.1.1 Permissible Date. An institution may provide educational information published by the NCAA (e.g., NCAA Guide for the College-Bound Student-Athlete), institutional camp brochures (see Bylaw 12.5.1.6.1), questionnaires and non-athletically related recruiting materials (e.g., institutional admissions publications, academic publications, student services publications) to a prospective student-athlete at any time.

13.4.1.1.2 Reproducing Printed Recruiting Materials in Any Electronic Format. An institution may reproduce media guides in any electronic format for purposes of recruiting; however, all of the material contained in the electronic format must be able to be replicated in hard-copy format (i.e., the electronic format may not contain audio or visual materials pursuant to Bylaw 13.4.5) and must be permissible according to Bylaw 13.4.1. (Adopted: 4/11/06, Revised: 1/25/10)

13.4.1.2 Responding to Prospective Student-Athlete’s Request. Institutional staff members (including athletics staff members) may respond to a prospective student-athlete’s letter requesting information from an institution’s athletics department before June 15 immediately preceding the prospective student-athlete’s junior year in high school, provided the written response does not include information that would initiate the recruitment of the prospective student-athlete or information related to the institution’s athletics program (e.g., the reply contains an explanation of current NCAA legislation or a referral to the admissions department).

13.4.2 Electronic Media. An institution may not provide athletically related electronic media to a prospective student-athlete [or the prospective student-athlete’s relatives or legal guardian(s) and coaches] before June 15 immediately preceding the prospective student-athlete’s junior year in high school.

13.4.2.1 Exception — Community Engagement Activities. An institution may produce, show, send and provide a prospective student-athlete with electronic media of its community engagement activities at any time.

13.4.5 Electronic Transmissions. Electronically transmitted correspondence (e.g., instant messaging, text messaging) shall not be sent to a prospective student-athlete [or the prospective student-athlete’s relatives or legal guardian(s) and coaches] before June 15 immediately preceding the prospective student-athlete’s junior year in high school. All electronically transmitted correspondence shall be sent directly to the prospective student-athlete [or the prospective student-athlete’s relatives or legal guardian(s) and coaches] and shall be private between only the sender and recipient (e.g., no use of chat rooms, message boards, posts to “walls”). There shall be no limit on the number of electronic transmissions sent by institutional staff members to a prospective student-athlete [or the prospective student-athlete’s relatives or legal guardian(s)]. Color attachments may be included with electronically transmitted correspondence sent to a prospective student-athlete, provided the attachment does not include any animation, audio or video clips and there is no cost (e.g., subscription fee) associated with sending the item attached to the electronically transmitted correspondence.
13.6 Official (Paid) Visit.
13.6.1 Limitations on Official Visit.
13.6.1.1 One-Visit Limitation. A member institution may finance only one visit to its campus for a prospective student-athlete.

13.6.1.2 First Opportunity to Visit. A prospective student-athlete may not be provided an expense-paid visit earlier than June 15 immediately preceding the prospective student-athlete’s junior year in high school.

13.6.1.3 Post-High School Visits. The one-visit limitation applies separately to the period in which the prospective student-athlete is in high school and to the period beginning September 1 after the prospective student-athlete’s completion of high school.

13.6.1.3.1 Transfer Student. If a student-athlete attending a four-year institution desires to transfer and that institution provides the permission required (per Bylaw 13.1.1.2), it is permissible for a second institution to provide the student-athlete one official visit to that institution’s campus.

13.6.2 Requirements for Official Visit. An institution shall not provide an official visit to a high school or preparatory school prospective student-athlete until he or she: (a) Presents a score from a PSAT, an SAT, a PLAN or an ACT test taken on a national testing date under national testing conditions or an ACT test taken on a state testing date under state testing conditions. The score must be presented in writing through a testing-agency document or on a high school (or college) academic transcript (official or unofficial) or through the use of the applicable testing agency’s automated-voice system.

An international or learning-disabled prospective student-athlete who requires a special administration of the PSAT, SAT, PLAN or ACT may present such a score on the approval of the appropriate academic requirements committee; (b) Registers with the NCAA Eligibility Center; and (Revised: 1/8/07 effective 8/1/07) (c) Is placed on the institution’s institutional request list (IRL) with the NCAA Eligibility Center.

13.6.2.1 NCAA Eligibility Center. A prospective student-athlete’s fulfillment of these academic requirements for an official visit may be certified through use of information on file at the NCAA Eligibility Center, as approved by the Executive Committee.

13.6.2.2 Visit to Off-Campus Contest. The official visit shall be made to the campus and not, for example, to an off-campus site where the institution may be appearing in an athletics contest. However, if an institution is required to play all of its home games in a given sport at a site located in a community other than its own because of conditions beyond its own control (e.g., fire, windstorm, earthquake or other disaster), the institution may consider games played at the substitute site as on-campus competition, provided the institution documents the conditions causing it to visit an off-campus site on an official visit.

13.6.3 Length of Official Visit. An official visit to an institution shall not exceed 48 hours. A prospective student-athlete may remain in the locale in which the institution is located after the permissible 48-hour period for reasons unrelated to the official visit, provided that at the completion of the 48-hour visit, the individual departs the institution’s campus, and the institution does not pay any expenses thereafter, including the cost of return transportation to the prospective student-athlete’s home. Additionally, if the prospective student-athlete does not return home before attending the institution, the one-way transportation to the campus would be considered a violation of Bylaw 13.5.4, which prohibits transportation to enroll.
13.6.3.1 48-Hour Period Defined. The 48-hour period of the official visit begins at the time the prospective student-athlete arrives on the institution’s campus, rather than with the initiation of the prospective student-athlete’s transportation by a coach or the time of the prospective student-athlete’s arrival at the airport or elsewhere in the community. The prospective student-athlete’s transportation to and from the campus must be without delay for personal reasons or entertainment purposes. The institution may not pay any expenses for entertainment (other than the actual and reasonable cost of meals) in conjunction with the prospective student-athlete’s transportation. At the completion of the 48-hour visit, the prospective student-athlete must depart the institution’s campus immediately; otherwise, the institution may not pay any expenses incurred by the prospective student-athlete upon departure from the institution’s campus, including the cost of the prospective student-athlete’s transportation home.

13.6.3.2 Exception to 48-Hour Period for Extenuating Circumstances. An official visit may extend beyond 48 hours for reasons beyond the control of the prospective student-athlete and the institution. In such instances, the institution shall submit a report to the conference office noting the details of the circumstances.

13.6.4 Transportation on Official Visit. For regulations relating to transportation on the official visit, see Bylaw 13.5.2.

13.6.5 Accommodations on Official Visit. A prospective student-athlete on an official visit shall be provided lodging and take meals as regular students normally do. Local commercial facilities may be used but at a scale comparable to that of normal student life and only within a 30-mile radius of the institution’s campus.

13.6.6 Entertainment/Tickets on Official Visit.

13.6.6.1 General Restrictions. An institution may provide entertainment, which may not be excessive, on the official visit only for a prospective student-athlete and the prospective student-athlete’s relatives [or legal guardian(s)]. Entertainment and contact by representatives of the institution’s athletics interests during the official visit are confined to campus. It is not permissible to entertain other relatives or friends (including dates) of a prospective student-athlete at any time at any site.

13.6.6.1.1 Meals and Lodging While in Transit. It is permissible for an institution to pay a prospective student-athlete’s actual costs for reasonable expenses (e.g., meals, lodging) incurred while traveling to and from campus on the official visit.

13.6.6.2 Complimentary Admissions. During the official visit, a maximum of three complimentary admissions to a campus athletics event in which the institution’s intercollegiate team practices or competes may be provided to a prospective student-athlete. Such complimentary admissions are for the exclusive use of the prospective student-athlete and those persons accompanying the prospective student-athlete on the visit and must be issued on an individual-game basis. Providing special seating arrangements during the conduct of the event (including intermission) for the prospective student-athlete or those persons accompanying the prospective student-athlete in the facility’s press box, special seating box(es) or bench area is specifically prohibited.

13.6.6.2.1 Off-Campus Home Competition. Complimentary admissions may be provided to a prospective student-athlete and those persons accompanying the prospective student-athlete on the visit to
attend an institution’s off-campus home competition, provided the site of the competition is located within a 30-mile radius of the institution’s campus.

13.6.6.2.2 Conference Tournaments. An institution may provide complimentary admissions to a prospective student-athlete for a postseason conference tournament only if the institution participates in the tournament and it is held on the institution’s campus.

13.6.6.2.3 NCAA Championships or Other Postseason Contests. The provision of complimentary or reduced-cost admissions to prospective student-athletes for an NCAA championship (all rounds) or other postseason contests (e.g., bowl game, NAIA or NIT championship) constitutes excessive entertainment and is prohibited. The prospective student-athlete may purchase these tickets only in the same manner as any other member of the general public.

13.6.6.2.4 Purchase of Game Tickets in Same Locale. An institution may reserve tickets, only for the use of immediate family members accompanying a prospective student-athlete during an official visit and for seat locations adjacent to the complimentary seats being provided to the prospective student-athlete.

These tickets must be purchased at face value.

13.6.6.3 Parking. An institution may arrange special on-campus parking for prospective student-athletes during an official visit.

13.6.6.4 Cash to Prospective Student-Athlete. The institution or representatives of its athletics interests shall not provide cash to a prospective student-athlete for entertainment purposes.

13.6.6.5 Student Host. The institution may provide the following to a student host entertaining a prospective student-athlete:
(a) A maximum of $30 for each day of the visit to cover all actual costs of entertaining the prospective student-athlete (and the prospective student-athlete’s relatives or legal guardians), excluding the cost of meals and admission to campus athletics events. These funds may not be used for the purchase of souvenirs such as T-shirts or other institutional mementos. It is permissible to provide the student host with an additional $15 per day for each additional prospective student-athlete the host entertains;
(b) Complimentary meals, provided the student host is accompanying the prospective student-athlete during the prospective student-athlete’s official visit; and (Adopted: 1/10/92, Revised: 7/21/09)
(c) Complimentary admissions to campus athletics events, provided the admissions are used to accompany a prospective student-athlete to the events during the prospective student-athlete’s official visit.

13.6.6.5.1 Multiple Hosts. If several students host a prospective student-athlete, the $30-per-day entertainment money may be used to cover the actual and necessary expenses incurred by the prospective student-athlete and all hosts. Only one student host per prospective student-athlete may be provided a free meal if restaurant facilities are used.

13.6.6.5.2 Non-qualifier Prohibition. The student host must be enrolled in the member institution being visited by a prospective student-athlete. A non-qualifier (see Bylaw 14.02.10.3) may not serve as a student host during his or her first academic year in residence.

13.6.6.5.3 Use of Automobile. The institution or representatives of its athletics interests shall not provide an automobile for use by the prospective student-athlete or the student host.
13.6.6.6 Student Support Group Assisting in Recruiting. An institution may not provide a free meal or entertainment to a member of an institutional student support group that assists in the recruitment of a prospective student-athlete during an official visit, unless the student is designated as the one student host for that prospective student-athlete. Any additional arrangement between the institution and members of such a support group (e.g., compensation, providing a uniform) is left to the discretion of the institution.

13.6.6.7 Meals on Official Visit.  
13.6.6.7.1 Meals on Official Visit. An institution may provide the actual cost of meals on an official visit for a prospective student-athlete and the prospective student-athlete’s relatives or legal guardian(s).

13.6.6.7.1.1 Entertainment at Staff Member’s Home. A luncheon, dinner or brunch at the home of an institutional staff member (e.g., the athletics director, a coach, a faculty member or the institution’s president) may be held for a prospective student-athlete on an official visit, provided the entertainment is on a scale comparable to that of normal student life, is not excessive in nature and occurs on only one occasion.

13.6.6.8 Normal Retail Cost. If a boat, snowmobile, recreational vehicle or similar recreational equipment (including those provided by an institutional staff member or a representative of the institution’s athletics interests) is used to entertain a prospective student-athlete or the prospective student-athlete’s relatives or legal guardian(s), the normal retail cost of the use of such equipment shall be assessed against the $30-per-day entertainment figure; further, if such normal retail cost exceeds the $30-per-day entertainment allowance, such entertainment may not be provided.

13.6.7 Entertainment on Official Visit for Relatives or Legal Guardian(s) of Prospective Student-Athlete. A member institution shall limit entertainment, meals and lodging on the prospective student-athlete’s official visit to a prospective student-athlete, and the prospective student-athlete’s relatives [or legal guardian(s)].

13.6.8 Lodging for Additional Persons. Additional persons (e.g., prospective student-athlete’s brother, sister, friend) may stay in the same room as the prospective student-athlete or relatives or legal guardian(s) of the prospective student-athlete, but the institution shall not pay the costs resulting from the additional occupants. The additional occupants shall not be prospective student-athletes being recruited by the institution.

13.7 Unofficial (Nonpaid) Visit.  
13.7.1 Number Permitted. A prospective student-athlete may visit a member institution’s campus at his or her own expense an unlimited number of times. A prospective student-athlete may make unofficial visits before his or her senior year in high school.

13.7.2 Entertainment/Tickets.  
13.7.2.1 General Restrictions. During an unofficial visit, the institution may not pay any expenses or provide any entertainment except a maximum of three complimentary admissions to a campus athletics event in which the institution’s intercollegiate team practices or competes. Such complimentary admissions are for the exclusive use of the prospective student-athlete and those persons accompanying the prospective student-athlete on the visit and must be issued on an individual-game basis. Providing seating during the conduct of the event (including intermission) for the prospective student-athlete or those persons accompanying the prospective student-athlete in the facility’s press box, special seating box (es) or bench area is specifically prohibited.
### 13.7.2.1 Meals
An institution may provide a prospective student-athlete (and the prospective student-athlete’s relatives or legal guardians) with one meal on or off campus in the locale of the institution during an official visit.

### 13.7.2.1.2 Housing — Lodging in Dormitories
A prospective student-athlete on an unofficial visit may stay in an enrolled student-athlete’s dormitory room only if the prospective student-athlete pays the regular institutional rate for such lodging.

### 13.7.2.1.3 Transportation during Unofficial Visit
For regulations relating to transportation on an unofficial visit, see Bylaw 13.5.3.

### 13.7.2.1.4 Reserving Game Tickets
An institution may not reserve tickets (in addition to the permissible complimentary admissions) to be purchased by a prospective student-athlete (or individuals accompanying the prospective student-athlete) on an unofficial visit. Tickets may be purchased only in the same manner as any other member of the general public.

### 13.7.2.1.5 Parking
An institution may arrange special on-campus parking for prospective student-athletes during an unofficial visit.

### 13.7.2.1.6 Academic Interviews
An athletics department staff member may arrange academic interviews for a prospective student-athlete on an unofficial visit.

### 13.7.2.2 Home Games Outside the Community
If an institution schedules any regular-season home games at a site located in a community other than its own, the host institution may provide a maximum of three complimentary admissions to only one such game for the exclusive use of a prospective student-athlete and those persons accompanying the prospective student-athlete. Tournament and postseason games are excluded. The institution shall not arrange or permit any other entertainment or payment of expenses, including transportation.

### 13.7.2.3 Conference Tournaments, NCAA Championships or Other Postseason Contests
The provision of complimentary or reduced-cost admissions to prospective student-athletes for a conference tournament, NCAA Championship (all rounds) or other postseason contests (e.g., bowl game, NAIA or NIT championship) constitutes excessive entertainment and is prohibited. The prospective student-athlete may purchase tickets to such events only in the same manner as any other member of the general public.

### 13.7.2.4 NCAA Championships or Other Postseason Contests
The provision of complimentary or reduced-cost admissions to prospective student-athletes for an NCAA championship (all rounds) or other postseason contests (e.g., bowl game, NAIA or NIT championship) constitutes excessive entertainment and is prohibited. The prospective student-athlete may purchase tickets to such events only in the same manner as any other member of the general public.

### 13.7.2.5 Visit Unrelated to Recruitment
The limitations on providing entertainment to a prospective student-athlete shall not extend to a visit to the institution’s campus for a purpose having nothing whatsoever to do with the prospective student-athlete’s athletics recruitment by the institution (e.g., band trip, fraternity weekend, athletics team’s attendance at a sporting event with the high school coach). The institution’s athletics department or representatives of its athletics interests may not be involved in any way with the arrangements for the visit, other than providing (in accordance with established policy) free admissions to an athletics event on a group basis, rather than personally to the prospective student-athlete.
13.7.2.6 Visit Related to National Student-Athlete Day or National Girls and Women in Sports Day. The limitations on providing entertainment to a prospective student-athlete shall not extend to a visit to the institution’s campus for activities related to National Student-Athlete Day and/or National Girls and Women in Sports Day.

(2012-13 NCAA Division II Manual pp. 70-72, 74-75, 78-85)

Periodic Review
Coaches may be asked to submit recruitment-monitoring documents or CA data to a senior-level administrator for review. Institutional representatives not affiliated with the athletics program may also review recruitment-monitoring documents or CA data to determine the extent of actual compliance with institutional recruiting policies and procedures.

Boosters
Members of the athletic department, other institutional staff members, student-athletes, and individuals and groups representing Eckerd's athletics interests are responsible for ensuring Eckerd's commitment to integrity and rules compliance.

Eckerd College abides by the principle of institutional control in operating the athletic program consistent with rules and regulations set forth by the NCAA and the Sunshine State Conference. We are committed to maintaining control of the athletic programs through cooperation and communication between responsible administrators, coaches, faculty, all institutional staff members, student-athletes, and representatives of Eckerd's athletic interests. The following information is provided to assist you in communicating rules to boosters in order to help them make good decisions regarding prospective and enrolled student-athletes. This information is also available the Eckerd College Tritons website.

Are you a representative of Eckerd College interests?

13.02.12 Representative of Athletics Interests. A “representative of the institution’s athletics interests” is an individual who is known (or who should have been known) by a member of the institution’s executive or athletics administration to:

(a) Have participated in or to be a member of an agency or organization, including corporate entities (e.g., apparel and equipment companies), promoting the institution’s intercollegiate athletics program;
(b) Have made financial contributions to the athletics department or to an athletics booster organization of that institution;
(c) Be assisting or to have been requested (by the athletics department staff) to assist in the recruitment of prospective student-athletes;
(d) Be assisting or to have assisted in providing benefits to enrolled student-athletes or their families; or
(e) Have been involved otherwise in promoting the institution’s athletics program.

13.02.12.1 Representative of Athletics Interests. Once an individual is identified as such a representative, the person retains that identity indefinitely.

Who is a prospective student-athlete?
A prospective student-athlete or "prospect," is any individual who has started classes for the ninth grade. In addition, student-athletes enrolled in preparatory school or two-year colleges are considered prospects. In other words, a student remains a prospect until enrollment at a four-year college or university.
What is a contact?
A contact is any face-to-face encounter between a prospect or the prospect's parent or legal guardian and an institutional staff member during which any dialogue occurs in excess of an exchange of a greeting.

What role may boosters play in recruiting?
Only Eckerd College coaches who have successfully completed the NCAA Coaches Certification Exam are permitted to be involved in the recruitment of student-athletes. Boosters must adhere to NCAA and SSC regulations regarding recruiting.

Eckerd College boosters MAY NOT:

- Make recruiting contacts with prospects or their relatives, including, phone calls, letters, emails, instant messages, facsimiles, or meetings. Off-campus personal contact is strictly prohibited.
- Assist Eckerd coaches by securing transcripts, film, or any other information pertaining to a prospect's ability from the prospect's current educational institution.
- Provide financial aid or benefit of any kind (i.e., clothing, special discounts, lodging, meals, transportation, tickets, loans) to prospects or their relatives.
- Make contact with a prospective student-athlete or his/her parents when the prospect is on campus for an official or unofficial visit.
- Contact a prospect to congratulate him/her on signing a National Letter of Intent to attend Eckerd College.
- Provide transportation or arrange for payment of transportation costs for a prospect or his/her relatives or friends to visit campus.
- Earmark funds for specific prospects to attend an Eckerd summer camp.
- Employ or arrange for employment of a prospect before the completion of his/her senior year. After graduation, a booster may employ a student-athlete, provided that the compensation for work performed is commensurate with the going rate.
- Provide anything to a prospect or the prospect’s family or friends without prior approval from the Compliance Office.

Eckerd College boosters MAY:

- Communicate with Eckerd coaches regarding prospects.
- View a prospect's athletic contest on your own initiative, provided you do not contact the prospect or his/her relatives or coach.
- Continue established relationships with prospects' family members or friends, provided contacts are not made for recruiting purposes or are arranged by an Eckerd staff member.
- Employ a prospect after they have signed a National Letter of Intent and have graduated from high school, provided the compensation for work performed is commensurate with the going rate.

What are boosters permitted to do in regards to enrolled student-athletes?

Eckerd College boosters MAY NOT:

- Pay or arrange for payment of room, board or any type of transportation at any time for currently enrolled student-athletes, their relatives, or their friends.
• Provide student-athletes with any sort of extra benefit, which refers to any special arrangement to provide a student-athlete or his/her relatives or friends with a benefit unavailable to the general student population.
• Provide student-athletes with any special discount, cosignment of a loan, credits on a purchase (i.e., airline tickets, clothing) or services (i.e., dry cleaning, transportation).
• Allow the student-athlete to use your telephone or provide a calling card for the student-athlete to make free calls.
• Provide awards or gifts to student-athletes for any reason without permission by the Compliance Office.
• Entertain or provide meals or beverages to student-athletes or their family and friends.

Eckerd College boosters MAY:

• Employ a student-athlete, provided the compensation for work performed is commensurate with the going rate.
• Invite a student-athlete or an entire team to your home for an occasional meal. The meal may be catered, but must take place in your home and must be restricted to special occasions. Eckerd asks that you seek approval from the Compliance Office prior to the meal.

What are the consequences if any of these rules are breached?
Under NCAA rules, Eckerd College is responsible for all actions of its boosters. Therefore, it is our responsibility to make you aware of consequences for violating the rules described within this website. Boosters found in violation are subject to losing benefits and privileges, including season passes. In addition, the NCAA Committee on Infractions has required institutions to disassociate boosters from the institution.

Eligibility
If you have any questions regarding a prospective student-athlete’s or current student-athletes eligibility status please see the Compliance Director immediately. The NCAA may levy penalties and/or fines if student-athletes practice or compete while ineligible.

Eligibility for competition
To be academically eligible to compete, a student-athlete must:
• Have been admitted as a regularly enrolled, degree seeking student according to the published entrance requirements of the institution;
• Have been certified by the NCAA Eligibility Center, or satisfy NCAA Transfer Requirements.
• Be in good academic standing according to the standards of the NCAA and the institution; and
• Meet NCAA progress towards a degree requirement.
• Be enrolled in at least a minimum full-time baccalaureate degree program (not less than 12 semester hours) and maintain satisfactory progress toward that degree, be enrolled in a full-time graduate or professional degree program (not less than eight semester hours) or be enrolled and seeking a second baccalaureate degree at the institution.

If the student-athlete is enrolled in less than a full-time program, he/she is eligible to compete only if enrolled in the last term of his/her degree program and carrying credits necessary to finish a degree.

Students are eligible to compete during the official vacation period immediately before initial enrollment, provided they have been accepted by the institution for enrollment in a regular, full-time
Students are no longer enrolled in their previous educational institution, and they are eligible under all institutional and NCAA requirements.

Students are eligible to compete between terms if they are continuing enrollment, provided they have been registered for the required minimum full-time load at the conclusion of the term immediately preceding the date of competition, or if they are either continuing enrollment or beginning enrollment, provided they have been accepted for enrollment as a regular full-time student for the regular term immediately following the date of competition.

Eligibility for practice
Students are eligible to practice if they are enrolled in a minimum full-time program of studies leading to a baccalaureate or equivalent degree as defined by the regulations of the certifying institution which shall not be less than 12 semester hours, regardless of the institution’s definition of a minimum full-time program of studies.

Prior to the first practice, student-athletes shall sign the NCAA Student-Athlete Statement, NCAA Drug-Testing Consent Form, NCAA Student-Athlete Health Insurance Portability (voluntary) and Accountability Act/Buckley Amendment Consent Form, and the NCAA General Amateurism and Eligibility Form to be kept on file in the Compliance Director’s office. Per Eckerd College policy all student-athletes must turn in their medical history questionnaire/insurance paperwork and must have a physical prior to athletics participation. All student-athletes are required to complete the Sickle Cell Solubility Test. Student-athletes are not authorized to practice until all three steps are complete.

Students are eligible to practice during the official vacation period immediately preceding initial enrollment provided they have been accepted by the institution for enrollment in a regular full-time program of studies at the time of initial participation, they no longer are enrolled in their previous educational institution, and they are eligible under all institutional and NCAA requirements.

Students also are eligible to practice if they are enrolled in the final semester or quarter of a baccalaureate program while enrolled in less than a minimum full-time program of studies and the institution certifies that they are carrying (for credit) the courses necessary to compete the degree requirements, as determined by the faculty of the institution.

Freshmen
Freshmen are referred to as a qualifier and are eligible to practice and compete in their sport and to receive financial aid (institutional and athletically related) during their first academic year under Bylaw 14.02.9.1, if they:

- Graduate from high school;
- Attain a minimum high school grade-point average of 2.000 in 16 core-curriculum courses as specified in Bylaw 14.3.1.1; and
- Achieve the required sum ACT (68) or SAT (820) score as specified in Bylaw 14.3.1.1.

Freshmen are referred to as a partial qualifier and are eligible to receive institutional and athletically related financial aid if they fail to meet the criteria for a qualifier, but at the time of graduation from high school they attain a minimum high-school grade-point average of 2.000 in 16 core-curriculum courses as specified in Bylaw 14.3.1.1 or achieved the required sum ACT (68) SAT (820) score. They may not compete in their sport during their first academic year in residence; however, partial qualifiers may practice on campus or at the institution’s regular practice facility.
Freshmen are referred to as a non-qualifier if they fail to meet the criteria above. Although a non-qualifier is ineligible for practice and competition during the first academic year in residence, a non-qualifier may receive non-athletics institutional aid, provided certification by the faculty athletics representative and the chair of the financial aid committee that the financial aid was granted without regard to athletics ability is on file in the office of the director of athletics.

If a student is a non-qualifier or partial qualifier, he/she will have four seasons of eligibility after the first academic year in residence. However, student-athletes who have exhausted three seasons of competition in Division I are not eligible for further seasons of competition in Division II.

**Amateurism - International & Select Prospective Student-Athletes**

It is the coach’s responsibility to go over the NCAA General Amateurism and Eligibility Form for all new student-athletes (freshmen or transfers) in conjunction with the Compliance Director to gauge their eligibility. If the student-athlete has participated on any club team(s) following their graduation from high school, it is the coach’s responsibility to send each club a questionnaire to determine their status (professional or amateur). If a coach would like to offer the prospective student-athlete athletic related financial aid these steps must be completed prior to the offering of athletic aid.

**Continuing Eligibility**

In order to be eligible for competition at the end of each academic term, a student-athlete must successfully complete six-semester hours of academic credit the preceding regular academic term in which the student-athlete has been enrolled full time at any collegiate institution.

If the student has transferred to the current institution mid-year, or they have completed one academic year in residence at the current institution or used one season of eligibility in a sport at the current institution, their eligibility shall be determined by their academic record in existence at the beginning of the fall term or at the beginning of any other regular term of that academic year, and they must satisfy the following requirements for academic progress to be eligible to compete:

- Must have satisfactorily completed at least an average of 12 semester or quarter hours of academic credit during each of the terms in each of the academic years in which they have been enrolled, or must have satisfactorily completed 24 semester hours or 36 quarter hours of academic credit since the beginning of the previous fall term or since the beginning of your school’s preceding regular two semesters.
- Must earn at least 75 percent of the semester hours required for satisfactory progress during the regular academic year. May not earn more than 25 percent of the semester or quarter hours required for satisfactory progress during the summer or through correspondence courses taken during the 2005-06 academic year and thereafter.
- Must achieve the following minimum grade-point average (based on a maximum of 4.000)
  a.) At the completion of 24 semester or 36 quarter hours: 1.800
  b.) At the completion of 28 semester or 72 quarter hours: 1.900
  c.) At the completion of 72 semester or 108 quarter hours: 2.000 and
  d.) At the completion of 96 semester or 144 quarter hours: 2.000

*The numbers above also affect all Eckerd College monies.
• Must meet the minimum grade-point average at the certifying institution based on the method of calculation used by the institution for calculating grade-point averages for all students and the calculation shall only include courses normally counted by the institution in calculating the grade-point average for graduation.

• Must choose a major that leads to a specific baccalaureate degree by the beginning of their third year of enrollment. (This includes transfer students who have not completed an academic year in residence yet or used one season of eligibility in a sport at their current institution.)

Other regulations concerning eligibility - all sports
Students are not eligible to participate in more than four seasons in one sport of intercollegiate competition. Students are not eligible after the first 10 semesters or 15 quarters in which they were enrolled at a collegiate institution in at least a minimum full-time program of studies as determined by the institution, except for extensions that have been approved in accordance with NCAA legislation.

Students are eligible at an institution other than the institution from which they have received or satisfied the requirements for a baccalaureate degree or an equivalent degree, if they meet the conditions of the one-time transfer exception and they have eligibility remaining as set forth in Bylaw 14.2.2

Students are eligible for championships that occur within 60 days of the date they complete the requirements for their degree.

All sports other than basketball
Students are not eligible in a sport for the rest of the season if, after enrollment in college and during any year in which they were a member of an intercollegiate team, they competed as a member of any outside team in any non-collegiate, amateur competition in the sport during the playing season. Competing in the Olympic Games tryouts and competition, and other specified national and international competition is permitted.

Basketball only
Students are not eligible if, after they completed high-school eligibility in basketball and before their high school graduation, they participated in more than two high-school all-star basketball games.

Students are not eligible if, after they become student-athletes, they participate in any organized basketball competition except while representing the institution in intercollegiate competition. Competing in the Olympic Games tryouts and competition, and other specified national and international competition is permitted.

There are no restrictions on the participation of Division II student-athletes in outside basketball competition during the summer.

Transfer students only
A student is a transfer student if:

• The registrar or admissions officer from the former institution certified that the student officially was registered and enrolled at that institution in any term in a minimum fulltime load and the student was present on the opening day of classes; or
The director of athletics from the former institution certified that the student reported for the regular squad practice that any staff member of the athletics department of the former institution announced before the beginning of any term.

If a student is a transfer student from a four-year institution, he/she is not eligible during the first academic year in residence unless he/she meets the provisions of one of the exceptions specified in Bylaw 14.5.5.3 or one of the waivers specified in Bylaw 14.8.1.2.

If the student is a transfer student from a two-year institution, he/she is not eligible during the first academic year in residence at the new institution unless the student meets the academic and residence requirements specified in Bylaw 14.5.4 or the exceptions specified in Bylaw 14.5.4.4.

If a student transferred from a four-year college to a two-year college and then to your new institution, the student is not eligible during the first academic year in residence at your new institution unless the student meets the requirements specified in Bylaw 14.5.4.1 and Bylaw 14.5.4.3.1.

**Promotional Activities**

Eckerd student-athletes are encouraged to be involved in the community. There are several items to keep in mind when participating in community service or fundraising activities.

- Students can not allow their name, picture, or personal appearance to be used to advertise or promote any commercial products, services, jobs, or employers, regardless of whether compensation is received.
- Students should not attend any special events (i.e. banquets, receptions, golf outings, speaking engagements) as a guest of an athletic booster without first checking with the coach or the compliance office in advance of the activity to make certain that the athlete will not jeopardize his/her eligibility.
- Students may be involved in a promotional activity and utilize their athletic ability to receive a prize as part of a promotional activity, provided they are selected through a random drawing open to the general public or student body.
- Charitable organizations often request assistance from student-athletes in fundraising activities. Permission to participate in such activities must be obtained from the compliance office. Any questions about permissible activities should be directed to the coach in advance of the activity, so that the proper paperwork may be completed to ensure that a student does not jeopardize eligibility.
- Any approved charitable appearances must occur without missing any classes.

Prior to participation in a promotional activity, the activity must be approved by the Athletics Director. Following the completion of the activity, each student must sign the Institutional and Non-institutional Promotions form. Both forms are included in the appendix.

**Financial Aid**

Athletic aid may be granted for a maximum of 10 semesters or 15 quarters. Permissible sources of financial aid include scholarships, grants, tuition waivers, loans, and parental contribution.

A counter is an individual who is receiving financial aid based in any degree on athletics ability or who is receiving institutional financial aid, unless there is on file proper certification that such institutional aid was granted without regard in any degree to the athletic ability. Further, once a student becomes a counter, any countable aid received by that student-athlete is countable against the aid limitations in that sport.
Each sport has a limit on the value (equivalency) of financial aid awards that an institution may provide in any academic year to counters. An institution shall not provide more than the equivalent of 60 total awards in all men’s sports other than basketball in any academic year. A student-athlete’s equivalency value is calculated by dividing the amount of the student-athlete’s countable institutional financial aid received by the value of the institution’s full grant-in-aid.

Maximum equivalencies are listed below.

<table>
<thead>
<tr>
<th>SPORT</th>
<th>EQUIVALENCIES</th>
<th>SPORT</th>
<th>EQUIVALENCIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Men’s and Women’s Basketball</td>
<td>10.0</td>
<td>Baseball</td>
<td>9.0</td>
</tr>
<tr>
<td>Men’s Golf</td>
<td>3.6</td>
<td>Women’s Golf</td>
<td>5.4</td>
</tr>
<tr>
<td>Men’s Soccer</td>
<td>9.0</td>
<td>Women’s Soccer</td>
<td>9.9</td>
</tr>
<tr>
<td>Men’s Tennis</td>
<td>4.5</td>
<td>Women’s Tennis</td>
<td>6.0</td>
</tr>
<tr>
<td>Softball</td>
<td>7.2</td>
<td>Volleyball</td>
<td>8.0</td>
</tr>
</tbody>
</table>

Financial aid may be reduced or cancelled during the period of the award for the following four reasons only:

- A student-athlete renders himself/herself ineligible for intercollegiate competition
- A student-athlete fraudulently misrepresents any information on an application, letter of intent or financial aid agreement
- A student-athlete engages in serious misconduct warranting substantial disciplinary penalty
- A student-athlete voluntarily withdraws from a sport at any time for personal reasons

Financial aid may not be reduced or cancelled during the period of the award on the basis of athletic ability, a participation-preventing injury or illness, or for any other athletics reason.

Financial aid may be increased between the period of time when the student-athlete signs the financial aid agreement and the beginning of the period of the award. If the institution can demonstrate that the increase in tuition is not related to athletic ability, financial aid may be increased during the period of the award.

The student-athlete must be notified in writing of a reduction or cancellation of financial aid during the period of the award, and must be provided written notice of an opportunity for a hearing by the financial aid office.

The renewal of institutional financial aid based in any degree on athletics ability shall be made on or before July 1 before the academic year in which it is to be effective. The institution shall promptly notify in writing each student-athlete who received an award the previous academic year and who had
eligibility remaining in the sport in which financial aid was awarded the previous academic year whether the grant has been renewed or not renewed for the ensuing academic year. Student-Athletes must be notified in writing of financial aid renewals and nonrenewals by the financial aid office and not from the athletics department, and must be provided written notice of an opportunity for a hearing by the financial aid office.

Athletic aid may not be used for off-campus housing.

**Playing and Practice Seasons**

Countable athletically related activities include any required activity with an athletics purpose, involving student-athletes, and at the direction of, or supervised by, any member or members of an institution’s coaching staff. Student-athletes may log up to 20 hours of athletically related activity during their championship season, not to exceed four hours per day, and including one mandatory day off per week. Competition always counts as three hours. Travel days or vacation days can be used as the mandatory day off, provided no countable activity occurs (such as watching game film on the bus). Student-athletes may log up to eight hours of athletically related activity per week during their off-season, with no more than two hours of individual skill instruction and two mandatory days off per week. Please see the charts below as a quick reference for some of the sport-specific dates involved in Division II playing and practice seasons.

<table>
<thead>
<tr>
<th>SPORT</th>
<th>FIRST PRACTICE DATE</th>
<th>FIRST CONTEST DATE</th>
<th>END OF REGULAR SEASON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soccer</td>
<td>17 days prior to the first permissible date for competition or five days before institution’s first day of class</td>
<td>Thursday preceding September 6, 2014</td>
<td>Conclusion of the NCAA Division II men’s soccer championship</td>
</tr>
<tr>
<td>Volleyball</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basketball</td>
<td>Preseason conditioning: Sept. 7 or institution’s first day of class On court: October 15</td>
<td>November 14, 2014</td>
<td>Conclusion of NCAA Division II men’s basketball championship</td>
</tr>
<tr>
<td>Golf</td>
<td>January 10 or the first day of classes, whichever occurs first</td>
<td>February 1, 2015</td>
<td>Conclusion of the NCAA championship In sand volleyball, last day of final exams for regular academic year</td>
</tr>
<tr>
<td>Baseball</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Softball</td>
<td></td>
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<tr>
<td>Tennis</td>
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<tr>
<td>Sand Volleyball</td>
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</tbody>
</table>
PLAYING SEASONS
Non-Championship Segments

<table>
<thead>
<tr>
<th>SPORT</th>
<th>FIRST PRACTICE DATE</th>
<th>FIRST CONTEST DATE</th>
<th>END OF REGULAR SEASON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soccer Volleyball</td>
<td>February 15</td>
<td>February 15</td>
<td>Not later than seven calendar days prior to the date of final exams</td>
</tr>
<tr>
<td>Golf</td>
<td>September 7 or the institution’s fourth day of classes, whichever occurs first</td>
<td>September 7 or the institution’s fourth day of classes, whichever occurs first</td>
<td>November 15</td>
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<td>Sand Volleyball</td>
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BUSINESS POLICIES

Purchasing
All requests for items priced over $300 must be approved by the Athletics Director prior to purchase, using an Athletics Requisition form. Invoices should be submitted to the Executive Assistant to the Athletics Director for payment upon receipt. Eckerd College is exempt from all sales tax. A copy of the College’s tax exempt number can be obtained from the Executive Assistant to the Athletics Director.

Employee Reimbursement
Employees may be reimbursed for items purchased for the department and/or institution. Upon receipt of an item, employees must complete an Obligation/Expense Voucher form and attach all receipts and supporting documentation. The completed form must be approved by the Athletics Director before submission to the Business Office for payment. Employees must make copies of the form and receipts for their files. Reimbursements totaling $50 or more will be direct deposited to your personal bank account, while payments less than $50 will be made available in the form of petty cash, to be picked up by the employee at the Cashier’s Window.

Cash Advances
If an employee requires a cash advance for travel or other expenses, the employee should complete a Request for Cash Advance form. The completed form must be approved by the Athletics Director before submission to the Business Office for payment. After the expenses have occurred, the employee must complete a Cash Advance Clearance form and attach all receipts and supporting documentation. If the employee did not use the full amount of the cash advance and owes money to Eckerd, the employee must submit the difference to the Cashier. Employees must make copies of the form and receipts for their files.

Corporate Purchasing Card
Receipts must be retained for each credit card transaction. Individuals hosted and purpose of expenditure should be noted on the back of each receipt. Expenses must be allocated online within 5 days after making the purchase. Each month, the employee will receive a credit card statement. Upon receipt of the statement, the employee must complete a Reconciliation Cover Sheet and attach the credit card statement and all receipts in the order shown on the credit card statement. Completed packets should be forwarded to the Executive Assistant to the Athletic Director immediately to ensure
timely payment and to avoid late payment charges. The form must be approved by the Athletics Director before submission to the Business Office. Employees must make copies of the form and receipts for their files. Personal purchases should not be made using an institutional credit card.

**Misc. Cash Receipt & Deposit Policy**

All payments/donations accepted by Athletics staff members must be forwarded to the Executive Assistant to the Athletic Director immediately for processing. All checks must be stamped immediately with a “For Deposit Only” stamp. Deposits will be brought to the cashier every Monday, Wednesday and Friday afternoon. Under no circumstances will copies of checks be kept on file. Payment information should be tracked in spreadsheet form only. A receipt must be made immediately for each transaction showing amount, date, & purpose of the transaction. All cash accepted in denominations of 100’s, 50’s, 20’s should be marked with a “Counterfeit Detector Pen” for validation.
Eckerd College Athletics Department Communications Policy:
All publicly released athletic department communication that is not authored by a member of the sports information department must be pre-approved by the Director of Athletics. Examples of such communications are listed below:

- Letters to alumni
- Letters to parents
- General fundraising letters
- Fundraising letters for a specific trip or event
- Event invitations
- Post-event thank you letters
- Donor solicitation letters

Other athletic department practices that will need prior approval from the Director of Athletics are:

- Events
- Programs
- Activities

Athletic Department Policy: Physical contact with a member of an Eckerd College team

The purpose of this policy is to express in clear terms that it is entirely unacceptable to ever, under any circumstances, make inappropriate physical contact of any nature with a member of an Eckerd College team. It is core to our program to treat every student with dignity and respect and to challenge them to achieve in a positive manner.
Eckerd College Athletics
Travel Policy

- Ground transportation is generally provided via charter buses except for men’s / women’s tennis and men’s / women’s golf. Golf and tennis teams use 16 passenger vans for transportation. Air transportation is provided when deemed necessary by the Director of Athletics.

- Travel rosters and itineraries are provided by each Head Coach to the Athletic Director’s Office prior to departure. They are kept on file in the Compliance office in case of an emergency.

- All required and necessary travel expenses are generally charged to the respective Head Coaches’ Eckerd College Purchasing Card. Each player is allotted $30 per diem / per day for team road trips. For certain other trips this per diem / per day rate may be higher. Per Diem rates in excess of $30 per day for travel, meals and other expenses are verbally pre-approved by the Athletic Director on a case-by-case basis. All coaches are to keep itemized receipts of purchases made with their card. Receipts will be turned in to the Eckerd College business office at the end of the month in accordance with college-wide policy.

- All lodging arrangements are made by the Head Coach and every effort is made to provide rooms at a reasonable cost to the college

- It is important for all Eckerd College Athletics travel parties to reflect positively on Eckerd College. Therefore, members of the travel party shall travel in issued team travel gear or other approved apparel.

- Every effort is made in scheduling travel to minimize conflict with the academic priority of Eckerd College.