## IMPORTANT CONTACT NUMBERS

**Director of Athletics**
Dr. Glada Munt  
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863-1618

**Associate Director**
Ronda Seagraves  
CJR 235  
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**Assistant Director**
Bill Raleigh  
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**Compliance**
Ronda Seagraves  
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**Athletic Training**
Glenn Schwab  
CJR 133  
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**Athletic Insurance**
Abby Petrecca  
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Reyes Diaz  
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**Academic Services**
Dave Seiler  
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Dr. Judy Sonnenberg  
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**Student-Athlete HANDBOOK**

Revised 7/11
MESSAGE FROM THE DIRECTOR OF ATHLETICS:
Dear Southwestern University Student-Athlete,

Southwestern University (SU) has a long and successful tradition of athletic excellence. SU is represented each year at the national, regional and conference championships. We are dedicated to maintaining and developing winning traditions and providing you, the student-athlete, with the best athletic experience available.

SU will strive to provide you the very best athletic experience, but not at the expense of academic success. Our coaches take a sincere interest in the academic and athletic activities of our student-athletes. All associated with the Athletic Department take great pride that our overall cumulative GPA is comparable to the overall student population and that the graduation rate surpasses the overall student rate.

As a representative of Southwestern University and the Department of Athletics you will have responsibilities to the program. You must comply with institutional, conference and NCAA regulations as well as display loyalty and respect to your teammates, coaches and the University. You must meet and maintain all academic requirements and be committed to achieving both in the classroom and in the athletic arena.

You have the opportunity to experience college life in a special way at SU because of your participation on an intercollegiate athletic team. Remember though, participation in Pirate Athletics is a privilege, not a right. We hope that you will accept the challenge to keep the great Pirate tradition here at Southwestern.

Go Pirates!
Dr. Glada Munt

NCAA DIII PHILOSOPHY & SPORTSMANSHIP STATEMENT
Colleges and universities in Division III place highest priority on the overall quality of the educational experience and on the successful completion of all students’ academic programs. They seek to establish and maintain an environment in which a student-athlete’s activities are conducted as an integral part of the student-athlete’s educational experience, and in which coaches play a significant role as educators. They also seek to establish and maintain an environment that values cultural diversity and gender equity among their student-athletes and athletics staff. Furthermore, the Athletic Department promotes sportsmanship by stressing respect, civility, fairness, honesty and responsibility toward teammates, officials and opponents.

Student Athlete Advisory Committee (SAAC) Anchor Award: voted on by the campus community, this award is presented to a male and female athlete who exemplifies leadership, bravery, community service, academic achievement as well as being an integral part of an athletic team. The name of recipients are displayed on a plaque hanging in the student lounge located on the main floor of the Robertson Center.

Tex Kassen / Carla Lowry Awards: presented to the best overall male and female student-athletes, respectively. Drs. Kassen and Lowry are former Director of Athletics who were advocates for all student-athletes. Recipients are nominated by athletic staff and selected by a department committee consisting of the Associate Director, Sports Information Director and Head Athletic Trainer. The selection committee considers outstanding individual accomplishments such as conference, regional and national recognitions as well as contributions made to overall team success. This is the highest honor of recognition for current student-athletes presented by the Department of Athletics. Crystal trophies are displayed upstairs in the Robertson Center athletic complex.

SCAC All-conference Awards: these awards are voted on by SCAC coaches for team sports or earned for a particular place finish in conference championships for individual sports. The SCAC awards a certificate to the recipients.

SCAC Academic Award: athletes earning a 3.25 GPA or better for the semester, during their traditional season, will be recognized by the SCAC with an academic certificate.

Southwestern Athletic Director’s Academic Honor Roll: an athlete who earns a GPA of 3.5 or better, during their traditional season, will be recognized with a certificate of merit for this academic accomplishment.
ATHLETIC LETTER
Athletic letters are distributed and parameters are set by each coach. Each coach may also recognize individual achievements with special awards and present these at their own discretion. The Department of Athletics awards the following:
- 1st year: certificate
- 2nd year: certificate
- 3rd year: certificate/jacket
- 4th year: watch

CONFERENCE CHAMPIONS
SCAC Team Champions will be awarded championship rings. Recipients will be awarded only one ring during their athletic tenure. Individual rings will be updated to reflect subsequent champion-

DEPARTMENT AWARDS
Each year the Southwestern University Department of Athletics recognizes several athletes and alumni for their contributions to athletics.

Hall of Fame: these individuals and/or teams have made significant contributions to athletics as athletes, coaches, administrators or associates. Recipients are chosen by a committee from nominees. The recipients are recognized in a formal dinner and award ceremony every other year. Plaques honoring recipients are displayed for viewing in the Medley Conference Room.

Team Academic Award: a trophy is awarded to the athletic team that achieves the highest overall GPA for an entire academic year. It is displayed upstairs in the Robertson Center athletic complex.

SOUTHWESTERN UNIVERSITY MISSION STATEMENT
Southwestern University, under the auspices of the United Methodist Church, is committed to undergraduate liberal arts education involving both the study of and participation in significant aspects of our cultural heritage, expressed primarily through the arts, the sciences, the institutions, and the professions of society. The core purpose is that of fostering a liberal arts community whose values and actions encourage contributions toward the well-being of humanity. To this end, the Southwestern University community has agreed upon a set of core values that serve as the guiding principles of the institution:

~ Promoting lifelong learning and a passion for intellectual and personal growth.
~ Fostering diverse perspectives.
~ Being true to oneself and others.
~ Respecting the worth and dignity of persons.
~ Encouraging activism in the pursuit of justice and the common good.

STUDENT LIFE MISSION STATEMENT
Student Life promotes the mission of Southwestern University by implementing programs and delivering services that provide a values-centered education of the whole person. These programs and services facilitate students' development of social competencies and reflect a shared responsibility for student learning within an undergraduate liberal arts community. Student Life fosters a challenging, secure environment in which the uniqueness of each individual is respected and celebrated.

ATHLETIC DEPARTMENT MISSION STATEMENT
The programs within the Department of Intercollegiate Athletics promote the mission of Southwestern University by placing the highest priority on the academic success and overall quality of the educational experience of each student-athlete. By adhering to the NCAA Division III (DIII) philosophy, the Athletic Department strives to enable the integration of student-athletes with other students in the University's community. A primary goal of the Athletic Department is for its sports programs to reflect Southwestern’s commitment to the principles of sportsmanship and amateur athletics, ethical conduct, honesty, fairness, and respect for others. Further, the Athletic Department places emphasis on the health and welfare of its student-athletes. The Athletic Department endeavors to contribute to the mission of the University's Student Life division by joining with efforts to implement programs and to deliver services that provide fair and equitable treatment of men and women and a values-centered education of the whole person.
SOUTHERN COLLEGIATE ATHLETIC CONFERENCE

The Southern Collegiate Athletic Conference (SCAC) is governed by the chief executive officers of the member institutions. The Athletic Directors Council is comprised of the senior male and female athletics administrators at each member institution. The Sports Councils represent the 21 sports sponsored in the conference and includes the head coach, head athletic trainer and sports information director at each member institution.

The SCAC is comprised of Austin College of Sherman, Texas; Birmingham-Southern College of Birmingham, Alabama; Centre College of Danville, Kentucky; Colorado College of Colorado Springs, Colorado; DePauw University of Greencastle, Indiana; Hendrix College of Conway, Arkansas; Millsaps College of Jackson, Mississippi; Oglethorpe University of Atlanta, Georgia; Rhodes College of Memphis, Tennessee; The University of the South of Sewanee, Tennessee; Southwestern University of Georgetown, Texas; and Trinity University of San Antonio, Texas. The SCAC office is located in suburban Atlanta, Georgia.

ACADEMIC ELIGIBILITY

Course load: as a student-athlete you must be enrolled in a minimum of 12 credit hours to be eligible to participate in athletics. When your class hours fall below 12, as documented by the Southwestern University Registrar’s Office, the student-athlete immediately becomes ineligible and the athletic director is notified.

Academic standing: as a student-athlete, you must be in good academic standing as defined by the University to participate in athletics. Good academic standing is interpreted to mean not on academic probation. A full-time student will be placed on academic probation whenever the cumulative grade point average falls below a 2.0 or you pass less than eight (8) semester credit hours. In order to be removed from academic probation you must pass 12 hours and receive a GPA of 2.2 in the next regular semester (summer school is not considered to be a regular semester) of attendance. Participation between semesters may be effected.

Satisfactory progress towards graduation: a student-athlete must be making progress towards graduation; which means you have to pass an average of 12 hours per regular semester or a total of 48 hours with a cumulative GPA of 2.0 or better before you enter your fifth semester.

ATHLETIC DEPARTMENT APPEAL PROCEDURES

Discipline for improper student-athlete (SA) behavior will be administered by the respective team coach or athletic administration; this includes on or off-campus matters. The coach will immediately report the incident, the SA involved, and confer with the athletic administrators for the appropriate sanction. Should an athlete feel they were treated unfairly they may appeal the decision administered by the coach or athletic administration. The student-athlete has the option of either a mediation meeting or an Athletic Review Committee (ARC) hearing regarding disciplinary sanctions.

Mediation Meeting: the SA must contact the Director, Associate Director or Assistant Director of Athletics to schedule a mediation meeting with the coach. The athletic administrator that serves as the mediator must not have been a part of the process that determined the initial sanctions. At this meeting both parties will have the opportunity to voice their opinion relative to the particular situation. A written report from the mediator will be filed with the Director of Athletics office and the NCAA Faculty Representative (FAR). The SA may make an appeal to the FAR.

OR

ARC Hearing: the SA must contact and submit a completed ARC form to the Director or Associate Director of Athletics before a formal hearing can be arranged. This form is available from the Athletics Compliance Office. The ARC is comprised of the Head Athletic Trainer; the Director, Associate or Assistant Director of Athletics; and one head coach as named by the Director or the Associate Director of Athletics.

The hearing will take place with the SA and the members of the ARC present. The role of the ARC is to use the formal written complaint and this hearing to determine an outcome. A written report from the mediator will be filed with the Director of Athletics and the FAR. The SA may make an appeal to the FAR.

Appeal to the FAR: the SA must schedule a formal appeal meeting with the FAR. Using the information gathered from the mediation meeting or the ARC hearing, the FAR will make the final determination of the incident, punishment or outcome. The decision of the FAR is the final appeal.
STUDENT-ATHLETE ACADEMIC RESPONSIBILITY
Your first priority at Southwestern University is to your academics. The athletic department strives to do everything it can to insure and support your academic success.

Missed classes: under no circumstances are you to miss class for practice. Regularly scheduled athletic competitions are excused absences. It is your responsibility to advise your professors regarding your involvement with the team and your travel schedule. Once a coach has set the travel squad it will be posted to the email system and broadcast to all instructors. If your professors have any questions please advise them to contact your coach.

Missed assignments and tests: all missed assignments are to be made up or turned into your professor prior to leaving for an athletic event. Make arrangements ahead of time with your instructor. If you will miss a scheduled test because of travel with your team, your professor may ask that you take the test prior to leaving or while traveling. In order for your coach to administer a test while on the road the professor must make arrangements directly with the coach. If you feel you are being academically penalized because of your involvement with an athletic team please notify your coach immediately.

Early registration: you will receive the privilege of registering early during the semester that you are competing in your traditional season. You must have all “holds” from the business office released by the deadline in order to qualify for early registration.

FRA credit: FRA credit can be earned one time during your athletic career. You will receive the credit after completing the entire season as long as you remain in good standing with the team, coach and Athletic Department. Students who become injured or sick and do not complete the entire season will be reviewed on a case-by-case basis.

Honor Code: the Athletic Department supports the value and integrity of the University Honor Code. Academic dishonesty by any student-athlete will be dealt with accordingly.

ATHLETIC TRAINING & INJURY INFORMATION
Assumption of risk: as an athlete, you must be aware that there is an inherent risk of injury when participating in intercollegiate athletics. You should make sure that you maintain a high level of conditioning and take every precaution to reduce the risk of injury. If you become injured it is important to report to the athletic trainer as soon as possible.

Physical exam: in order to participate in intercollegiate athletics you must be cleared by the athletic training staff. This involves entering the University with a physical from a certified medical doctor and the completion of the required health forms.

Health insurance: every student-athlete is required to carry health insurance in order to compete. The University does carry insurance that provides secondary insurance coverage for injuries incurred while practicing or competing for an intercollegiate team. The coverage does not cover injuries obtained in the off-season, during intramural, or club sport participation. In order for this insurance to be utilized you must:

1. Make sure that a SU Athletic Trainer documents the injury.
2. Make sure that all referrals to specialists are obtained through the Head Athletic Trainer.
3. File all appropriate documents with your insurance provider and then provide the SU Insurance Manager the required documents.

NCAA health advisory: all nutritional/dietary supplements carry some risk of containing an NCAA banned substance because they are not well regulated and may be contaminated. Failure to check out any supplement with the athletic training staff prior to use may result in a failed appeal for a positive drug test. Student-athletes are responsible for anything they ingest.

ATHLETE NCAA CERTIFICATION
Each athlete is required to complete NCAA certification paperwork. Your academic status, grades and progress will be verified by the Compliance Office.

NCAA TRANSFER REGULATIONS
All transfers who have enrolled will have their eligibility status verified by contacting their previous institution. If you wish to explore a transfer to another DIII institution this may be done without notifying your current coach. The NCAA allows a student-athlete from one DIII school to investigate the opportunities at other DIII institutions without notification for 30 days. Through the website www.ncaa.org the student-athlete can obtain a self-release form.
ATHLETE TRAVEL POLICY
Each athlete is expected to travel to and from an athletic event with
the team. An athlete may be released to a parent after a contest with a
note. An athlete may receive permission to travel with other parties
as long as the coach receives written confirmation from a parent prior
to the contest; however, this practice is discouraged.

HAZING POLICY
Southwestern University defines hazing as any activity, expected of or
done to someone affiliating with, joining or participating as a regular
member of a group, that humiliates, degrades, abuses or endangers
regardless of the person’s willingness to participate. Hazing can be
committed by one person alone or by a group and that formal organi-
zation need not exist for hazing to take place. Each athlete and all
coaches are required to sign a “Student Hazing Prohibition Notice”
before participating in athletics. This policy will be strictly enforced.

GAMBLING STATEMENT
In accordance with the NCAA Manual, “gambling activity that in-
volves intercollegiate athletics or professional athletics, through a
bookmaker, a parlay card or any other method employed by organized
gambling is prohibited.”

USE OF UNIVERSITY PROPERTY
Equipment and uniforms: the athletic department will provide each
athlete with uniforms and various equipment to participate in their
sport. Return of all equipment is required at the end of the season.

Facilities: the University aims to provide the best and safest facility
possible to all student-athletes. Under no circumstance is any individ-
ual permitted to use the facility for personal use such as private les-
sons or coaching an outside team. Any use of the facilities by an out-
side entity must be arranged through the facility coordinator.

STUDENT-HOST RESPONSIBILITIES
Student-athletes may be asked by the head coach to host prospective
recruits overnight. Under NCAA regulations SU may provide you
with up to $20 for the prospect’s entertainment. It is imperative that
you abide by the following conditions: do not go outside a 30 mile
radius (Austin is acceptable); do not purchase souvenirs; use the
money only to entertain the prospect - - do not use it for teammates.
Under no circumstances is alcohol use acceptable when hosting any
prospective student-athlete.

SU STUDENT-ATHLETE CODE OF CONDUCT
The Department of Athletics believes that each student-athlete must act
responsibly, realizing that there may be consequences to various choices
that he/she may make as a student-athlete. Actions on or away from the
athletic arena, and incidents on or off campus may be dealt with by the
athletic department and/or through the Southwestern University judicial
system. Behaviors are never to reflect negatively on the Southwestern
University, the athletic department, or team. The following policies are
set forth as a means to assure that all student-athletes are treated with
respect regarding disciplinary issues.

SCAC conduct: The Southern Collegiate Athletic Conference (SCAC)
requires that "players on SCAC teams are expected to conduct them-
selves in such a manner as to show respect to the officials, the SCAC,
and other member institutions at all times. Uncomplimentary remarks
or unacceptable conduct may result in a public reprimand and possible
suspension."

On campus misconduct: your conduct on campus away from the ath-
etic arena is monitored by the Dean of Students Office. Misconduct
reported to the Director of Athletics may be shared with your coach.
The punishment(s)/penalty(s) will be dealt with on an individual basis.

Off-campus misconduct: if your conduct away from campus negatively
impacts your team, the athletic department or Southwestern University,
it may result in action by either the coach, the athletic department or
both.

Athletic event misconduct: your sport may carry penalties relating to
specific behavior and actions that you take during an athletic contest.
Southwestern University and the athletic department reserve the right to
further penalize you for actions deemed excessive or egregious.

Team travel misconduct: the use of alcohol on any institutionally
sponsored athletic trip is prohibited. The penalty for a first offense will
be an automatic suspension from the next contest. A further
offense will result in suspension from the team. Should the offense oc-
cur on the final trip/contest of your career, you will forfeit your privi-
lege of earning a varsity letter/award.

Academic misconduct: athletic eligibility may be impacted as a result
of resolutions from Honor Code or other academic violations reported to
the Director of Athletics.