



## 2014 – 2015 Student-Athlete Handbook

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**Georgetown Athletics Staff Directory**  
3700 O St. NW, Washington DC, 20057 • [www.guhoyas.com](http://www.guhoyas.com)

[Georgetown University Athletic Department Staff Directory](#)

**Georgetown University Academic Calendar  
2014 - 2015**

<http://registrar.georgetown.edu/three-years/>

**FALL 2014**

Aug 23 All day: Arrival of New Undergraduate Students  
Aug 24 12pm: New Student Academic Convocation  
Aug 24 All day: Arrival of Returning Students  
Aug 25 All day: Registration (Seniors/Juniors)  
Aug 26 12pm: Mass of the Holy Spirit  
Aug 26 All day: Registration (Sophomores/First Year Students)  
Aug 27 All day: Classes Begin; Registration Changes Accepted; Monday classes

Sep 1 All day: Holiday: Labor Day  
Sep 5 All day: Last Day for Late Registration  
Sep 6 All day: Add/Drop Ends

Oct 13 All day: Mid-Semester Holiday: Columbus Day  
Oct 17 All day: Parents Weekend for COL, SFS, NHS, & MSB  
Oct 17 All day: Undergraduate First-Year Student Advisory Grades Due  
Oct 17 All day: Undergraduate Upperclass Student Deficiency Reports Due

Nov 3 All day: Pre-Registration for the Following Spring Begins  
Nov 6 All day: Undergraduates: Last Day to Withdraw from Courses  
Nov 15 All day: Pre-Registration for the Following Spring Ends  
Nov 18 All day: Graduate Students: Last Day to Withdraw from Courses  
Nov 26 All day: Thanksgiving Recess Begins after Last Class

Dec 1 All day: Classes Resume  
Dec 5 All day: Classes End  
Dec 6 All day: Registration Completion for Spring Begins  
Dec 9 All day: Study Days Begin  
Dec 10 All day: Examinations Begin  
Dec 18 (no time): Examinations End  
Dec 20 All day: Add/Drop Continues for Spring  
Dec 27 (no time): Undergraduate Grades Due

**SPRING 2015**

Jan 7 All day: Add/Drop Continues  
Jan 7 All day: Classes Begin: Follow Monday Class Schedule  
Jan 7 All day: Registration (New Students)  
Jan 16 All day: Last Day for Late Registration  
Jan 17 All day: Add/Drop Ends  
Jan 19 (no time): Holiday: Martin Luther King Day

Feb 16 (no time): Holiday: President's Day

Mar 6 All day: Spring Break Begins after Last Class  
Mar 16 All day: Classes Resume  
Mar 16 All day: Undergraduate Students: Last Day to Withdraw from Courses  
Mar 30 All day: Early Registration for the Following Fall Term Begins

Apr 1 All day: Easter Break Begins after Last Class  
Apr 7 All day: Classes Resume  
Apr 11 (no time): Early Registration Ends  
Apr 23 All day: Graduate Students: Last Day to Withdraw from Courses  
Apr 27 All day: Last Day of Classes  
Apr 28 All day: Registration Completion Begins  
Apr 30 All day: Study Days Begin

May 1 All day: Registration Completion Ends  
May 2 All day: Examinations Begin  
May 3 All day: Exam Day  
May 4 All day: Study Day  
May 5 All day: Examinations Continue  
May 9 All day: Examinations End  
May 10 All day: Add/Drop Begins for Fall  
May 11 All day: Grades Due for Graduating Students  
May 13 All day: Grades Due for Undergraduate Students  
May 14 (no time): Senior Convocation  
May 15 All day: Commencement Weekend Begins  
May 17 All day: Commencement Weekend Ends  
May 18 All day: Grades Due for Graduate Students  
May 18 All day: Summer 1st 6-week Session Begins  
May 18 All day: Summer Full Session Begins  
May 18 All day: Summer Pre-Session Begins

Jun 1 All day: Summer Cross Session Begins  
Jun 1 All day: Summer First Session Begins  
Jun 12 All day: Summer Pre-Session Ends

## University Mission Statement

<http://www.georgetown.edu/about/governance/mission-statement/>

Georgetown is a Catholic and Jesuit, student-centered research university. Established in 1789 in the spirit of the new republic, the University was founded on the principle that serious and sustained discourse among people of different faiths, cultures, and beliefs promotes intellectual, ethical, and spiritual understanding. We embody this principle in the diversity of our students, faculty, and staff, our commitment to justice and the common good, our intellectual openness, and our international character.

An academic community dedicated to creating and communicating knowledge, Georgetown provides excellent undergraduate, graduate, and professional education in the Jesuit tradition – for the glory of God and the well-being of humankind.

Georgetown educates women and men to be reflective lifelong learners, to be responsible and active participants in civic life, and to live generously in service to others.

### Identity and Vision Statement for Georgetown Athletics

Georgetown University has a distinctive identity in intercollegiate athletics. Inspired by the University's Jesuit identity and educational missions, our Athletics program seeks to develop the talents, character and leadership qualities of all student-athletes and members of our community. We aspire for our coaches and student-athletes to exemplify the excellence and integrity of the Georgetown community.

#### CORE VALUES

Integrity • Educational Excellence • Competitive Success • Community • Leadership

### What's a Hoya?

<http://www.guhoyas.com/trads/gu-hoya.html>

Many years ago, when all Georgetown students were required to study Greek and Latin, the University's teams were nicknamed "The Stonewalls." It is suggested that a student using Greek and Latin terms, started the cheer "Hoya Saxa!" which translates into "What Rock!" The name proved popular and the term "Hoyas" was eventually adopted for all Georgetown teams.

## Athletics Department Statement on Student Conduct

We expect each coach to educate the student-athletes in his or her charge regarding the acceptable standards of behavior and conduct in the classroom, in practice/competition and on/off campus. We also expect coaches to hold student-athletes accountable to violation of those standards and to apply appropriate consequences as part of the education and development process. By virtue of a student's participation in an intercollegiate sport, they are recognized and identified readily on campus. For this reason, and because a student-athlete's conduct reflects not only on them, but on their team, the Department of Athletics, and the whole University community, expectations for student-athlete conduct go beyond that which is expected of other undergraduates. The Department of Athletics Code of Conduct is intended to guide student-athletes in their decision-making.

The Department policy specifically prohibits possession and/or drinking of alcoholic beverages by student-athletes at any time or place they are under the charge of the coaching staff or are attending any official Athletics Department function. Alcohol consumption by student-athletes under the legal drinking age is prohibited.

All Georgetown University students are expected to comply with all of the rules and regulations of the University. Student-athletes are subject to the same disciplinary policies and procedures contained in the Code of Conduct. Any student-athlete who is adjudicated through the campus judicial system as a result of his or her actions is also subject to additional sanctions in regard to participation on an intercollegiate athletics team. The Department will be notified of any recurring incidents of alleged misconduct on or off campus. Further, the Department will be notified when a student-athlete is alleged to have been involved in a single serious code violation. The Athletic Director and head coaches will consider the implications and results of official University judicial action and take any additional measures which they deem necessary (e.g. suspension from a team).

### Academic Integrity

All students at Georgetown will agree to and sign the Honor Pledge. In addition, in the Fall semester all freshmen are required to complete an on-line tutorial "Joining the Conversation: Scholarly Research and Academic Integrity" in order to pre-register for the Spring semester. Student-athletes are strongly encouraged to visit the Honor System website at <http://honor.georgetown.edu>.

## Big East Conference Code of Conduct

It is the responsibility of each member institution in The BIG EAST Conference to ensure that all individuals associated with its athletics program will conduct themselves with sportsmanship. Every reasonable effort will be made by member institutions to emphasize the importance of good sportsmanship at all athletic events.

Crowd control responsibilities during BIG EAST athletic events rest with the home event management staff designated by the member institution's director of athletics. Policies established by The BIG EAST Conference are reviewed annually by the directors of athletics and printed in a handbook effective for the sports season.

Student-athletes, individuals employed by or associated with a member institution, and game officials shall deport themselves with honesty and good sportsmanship. Their actions shall at all times reflect the high standards of honor and dignity that characterize participation in competitive sports in the collegiate setting. Evidence of misconduct, including verbal misconduct, is subject to disciplinary action by the member institution or against the individual committing the indiscretion.

The Commissioner may impose disciplinary action if and when he/she deems it appropriate. The following applies to coaching staff members, players, Conference office officials, and representatives of a member institution's department of athletics:

1. No individual shall disrespectfully address or physically address game officials, participants, other coaches, athletic administrators, Conference officials, or spectators.
2. No individual shall publicly criticize game officials, participants, other coaches, athletic administrators, Conference officials, or spectators.
3. No coach shall enter the locker room of a game official following a contest.
4. No individual other than Conference officials (e.g. Commissioner, Coordinator of Officials) shall enter the locker room of a game official to discuss game activities.

Violations of the rules listed above and/or poor sportsmanship not described in detail above may subject the individual to public reprimand and/or suspension from participation by the member institution and/or the Conference. Penalties are determined on a case-by-case basis.

Game officials are responsible for enforcing both contest and sportsmanship like behavior/decorum rules. They do so with the complete support of the Conference member institutions, the Commissioner and Conference staff. Failure to enforce these rules will subject game officials to reprimand by the member institutions and the Conference. Likewise, evidence of misconduct, including verbal misconduct, will subject game officials to reprimand by member institutions and the Conference.

## NCAA Compliance Rules for Student-Athletes

The following is a brief summary of the rules and regulations that directly affect you, the student-athlete. Please remember that the Athletics Compliance Office Staff is here to assist you should you have any questions regarding NCAA, Conference or University rules. A complete copy of the NCAA Manual is available through the website and is included as an appendix here ([Appendix I - NCAA Manual](#)), but you will find some of the most important regulations that govern eligibility listed below.

Dan Trump - Senior Associate Athletics Director for Internal Operations  
202-687-6573  
[dt510@georgetown.edu](mailto:dt510@georgetown.edu)

Milton Roy - Assistant Athletics Director for Compliance  
202-687-8206  
[mlr82@georgetown.edu](mailto:mlr82@georgetown.edu)

Matt Keane - Assistant Director for Compliance  
202-687-8262  
[mbk52@georgetown.edu](mailto:mbk52@georgetown.edu)

Georgetown University athletics has recently partnered with ARMS compliance software. Through ARMS, the compliance office will be able to accurately monitor Countable Athletically Related Activities (CARA) hours, eligibility status, medical history and other information.

**Loss of amateur status (NCAA 12.1.2)** An individual loses amateur status and thus shall not be eligible for intercollegiate competition in a particular sport if the individual:

- (a) Uses his or her athletics skill (directly or indirectly) for pay in any form in that sport;
- (b) Accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation;
- (c) Signs a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received;
- (d) Receives, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletics skill or participation, except as permitted by NCAA rules and regulations;
- (e) Competes on any professional athletics team per Bylaw 12.02.4, even if no pay or remuneration for expenses was received;
- (f) Subsequent to initial full-time collegiate enrollment, enters into a professional draft (see also Bylaws 12.2.4.2.1 and 12.2.4.2.3); or
- (g) Enters into an agreement with an agent.

**Advertisements and Promotions (NCAA 12.5.2.1):** Subsequent to becoming a student-athlete, an individual shall not be eligible for participation in intercollegiate athletics if the individual:

- (a) Accepts any remuneration for or permits the use of his or her name or picture to advertise, recommend or promote directly the sale or use of a commercial product or service of any kind, or
- (b) Receives remuneration for endorsing a commercial product or service through the individual's use of such product or service.

**Prior to engaging in any promotional activity, please ensure the activity is permissible by securing prior approval from the Athletics Compliance Office.**

## Academic Support and Maintaining Eligibility

<http://academicsupport.georgetown.edu>

In order to maintain your academic eligibility and continue playing and practicing with your team, make sure that you stay in contact with Dr. Habel before you make any changes to your schedule. Please make sure you have introduced yourself to your Dean and make every effort to build productive relationships with each of these resources. In particular, reach out....

### **At the beginning of each semester (before end of Add/Drop):**

- help getting a full schedule of classes
- help in working out a schedule that recognizes both academic and athletic demands
- a dean's signature for a course that requires a paper add/drop slip
- approval to take 6 classes in a semester (for sophomore year and later)
- to arrange an independent study/tutorial with a professor (for sophomore year and later)
- to take a course pass/fail or audit (for sophomore year and later)
- approval for service-learning credit
- approval for a consortium course

### **Throughout the semester:**

- introduce yourself to your dean
- concerns about a course
- questions about graduation requirements/degree audit in student access+
- to set up a meeting with your dean to discuss long-term academic planning
- advice on academic success strategies
- advice on personal issues that may be affecting your academic progress
- to miss a class because you are sick – contact your dean and professor(s)
- information on campus resources
- questions about your AP, IB, International exams, transfer credit
- approval for summer school courses, either away from or at Georgetown
- approved transfer credit from another institution that is not on your transcript
- to find out your class rank
- letters of reference for academic programs
- approval for your study abroad study proposal
- to declare or change a major or minor
- advice on pre-professional planning (ex., medical/business/law school)
- share good news
- to request an academic, medical or personal leave of absence
- to withdraw from a class
- an exception to any deadlines due to unusual circumstances
- to apply for Internal Transfer to another school at Georgetown

### **End of semester when you need:**

- to file an incomplete in a class
- to arrange to take an exam during the conflict exam time
- to discuss summer plans

## Service for Students with Disabilities

<http://academicsupport.georgetown.edu/disability/>

Students with disabilities, whether general disabilities or specific learning disabilities, may be eligible for reasonable curriculum accommodations and/or special services. However, students are responsible for communicating their special needs to the appropriate University personnel. The University is not responsible for making special accommodations for students who have not declared their disabilities and have not requested an accommodation.

Students formally declare a disability by submitting pertinent written documentation from a recognized authority to the appropriate University office. All students needing accommodations for learning and/or general disabilities should contact Academic Resource Center (355 Leavey Center; 202-687-8354). The University reserves the right to request a second professional evaluation (at its expense) of the student's disability. Based upon the materials submitted by the student and after review by the responsible University personnel, the University will determine the appropriate reasonable accommodation. Students with a disability should meet with the school Deans' Office to discuss course requirements and possible degree programs and forms of accommodation in the area of academics they might require. They may also wish to contact the University Librarian to outline their specific needs (telephone 202-687-7454). Any requests related to scheduling and the possible relocation of classes should be discussed with the University Registrar (telephone 202-687-4020) at least one month before registration so that any necessary changes may be made. At registration a special desk is staffed to handle inquiries from students with disabilities.

Georgetown does not discriminate or deny access to an otherwise qualified student with a disability on the basis of disability, and students with disabilities may be eligible for reasonable accommodations and/or special services in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. However, students are responsible for communicating their needs to the Academic Resource Center. The University is not responsible for making special accommodations for students who have not requested an accommodation and adequately documented their disabilities. Also, the University need not modify programmatic, course, or degree requirements considered to be an essential requirement of the program of instruction.

### **To request an accommodation on the basis of any disability, whether a physical, psychological or learning disability, a student must take the following steps:**

Declare his or her disability by submitting appropriate written documentation regarding a disability from a qualified professional to the Academic Resource Center.

In the case of a **physical** or **psychological** disability, this documentation must be current medical documentation from a qualified professional that provides a specific diagnosis, describes symptoms, demonstrates an impact on a major life activity (i.e. learning, walking, sight), lists recommended educational accommodations, and provides a rationale for each accommodation.

With respect to documentation of **learning disabilities** or **Attention Deficit Disorder**, Georgetown follows the guidelines developed by the Association on Higher Education and Disability (AHEAD) and the Consortium on ADHD Documentation, as adopted and modified by the Educational Testing Service (ETS). These guidelines describe the documentation that is necessary to validate a learning disability or Attention-Deficit/Hyperactivity Disorder and the need for reasonable accommodations. In general, testing must be current (within three years), comprehensive, and include a specific diagnosis. Each accommodation recommended by the evaluator must include a rationale. Complete guidelines are available through the Educational Testing Services website at <http://www.ets.org/disability/>.

The documentation and information regarding the student's disability will remain confidential and will be released only if and to the extent that the student provides the Academic Resource Center with written authorization to release such information, or in the unlikely event that disclosure is compelled by legal process. The University reserves the right to request a second professional evaluation (at its own expense) of the student's disability. Based upon the materials submitted by the student and a review by the appropri-

ate University personnel, the University will determine the appropriate reasonable accommodation.

Students are advised to register with the Academic Resource Center upon enrollment and at the beginning of each semester for which they are requesting services. A reasonable amount of time is required to evaluate the documentation, review the request, and determine the appropriate accommodations.

If the University determines that an accommodation is appropriate, the student shall consult with administrators in the Academic Resource Center and the appropriate University personnel, including in cases of academic accommodations, the student's academic dean's office, to identify what services will be provided as a reasonable accommodation. In most cases, the Academic Resource Center will provide the student a letter describing the nature of the accommodation he/she requires as a result of his or her disability.

To facilitate this process, a student must complete and sign a release of information form provided by the Academic Resource Center. This form gives the Academic Resource Center permission to share, as necessary, information about the student's disability with the University personnel who will be involved in providing the accommodation to the student.

After these steps are completed, the student is responsible for meeting with the University personnel who will be arranging for the accommodation to discuss the recommended accommodations. In the case of academic accommodations, the student should plan to meet with his or her professors at the beginning of each semester. The student should give the letter from the Academic Resource Center that verifies the student's disability and the recommended accommodations to the faculty or staff members with whom they meet.

## Progress Towards Academic Degree Requirements

To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete shall maintain progress toward a baccalaureate or equivalent degree at that institution as determined by the regulations of that institution (NCAA 14.4.1). The following is a chart detailing the minimum credits needed to maintain NCAA athletic eligibility and a year degree at Georgetown:

Semester	NCAA Requirement	4-Year Graduation Plan
Prior to 2 <sup>nd</sup> semester	6 hours completed in previous term	5 courses/15 hrs earned in the previous term
Prior to 3 <sup>rd</sup> semester (Two full-time semester completed)	6 hours minimum in the previous term 18 hours in Fall & Spring • 24 hours in Fall, Spring, Summer • 1.8 GPA Minimum	• 5 courses/15 hrs earned in the previous term • Total of 10 courses or 30-33 hours • 25% of a degree • 30-33 earned/120 required
Prior to 4 <sup>th</sup> semester	• 6 hours minimum in the previous term • 1.8 GPA Minimum	• 5 courses or 15 hours • Total of 15 courses or 45 hours
Prior to 5 <sup>th</sup> (Four full-time semesters completed)	• 6 hours minimum in the previous term • 18 hours in Fall & Spring • Declared Major • 40% completed in declared major • 48 hours needed in Georgetown College • 49 hours needed in McDonough School of Business • 48 hours needed in Walsh School of Foreign Service • 49-52 hours needed in Nursing and Health Studies • 1.9 GPA Minimum	• 5 courses/15 hrs earned in the previous term • 20 courses or 60-65 hours • 50% completed in declared major • 60-65 earned/120 required
Prior to 6 <sup>th</sup> semester	• 6 hours minimum in the previous term • 1.9 GPA Minimum	• 5 courses/15 hrs earned in the previous term • Total of 25 courses or 75 hours
Prior to 7 <sup>th</sup> semester (Six full-time semesters completed)	• 6 hours minimum in the previous term • 18 hours in Fall & Spring • 60% completed in declared major • 72 hours needed in Georgetown College • 74 hours needed in McDonough School of Business • 72 hours needed in Walsh School of Foreign Service • 74-78 hours needed in Nursing and Health Studies • 2.0 GPA Minimum	• 5 courses/15 hrs earned in the previous term • 30 courses or 90-97 hours • 75% completed in declared major • 90-97 earned/120 required
Prior to 8 <sup>th</sup> semester	• 6 hours minimum in the previous term • 2.0 GPA Minimum	• 5 courses/15 hrs earned in the previous term • Total of 35 courses or 105 hours
Prior to 9 <sup>th</sup> semester (Eight full-time semesters completed)	• 6 hours minimum in the previous term • 18 hours in Fall & Spring • 80% completed in declared major • 96 hours needed in Georgetown College • 98 hours needed in McDonough School of Business • 96 hours needed in Walsh School of Foreign Service • 98-104 hours needed in Nursing and Health Studies • 2.0 GPA Minimum	• 5 courses/15 hrs earned in the previous term • 40 courses or 120-129 hours • 100% completed in declared major • 120 hours needed in Georgetown College • 122 hours needed in McDonough School of Business • 120 hours needed in Walsh School of Foreign Service • 122-129 hours needed in Nursing and Health Studies
Prior to 10 <sup>th</sup> semester	• 6 hours minimum in the previous term • 2.0 GPA Minimum	
At completion of 10 semesters	• 100% completed in declared major • 120 hours needed in Georgetown College • 122 hours needed in McDonough School of Business • 120 hours needed in Walsh School of Foreign Service • 122-129 hours needed in Nursing and Health Studies	

<b>Nursing and Health Studies Major</b>	<b>Minimum Hours For Graduation</b>	<b>Hours Needed for 40%</b>	<b>Hours Needed for 60%</b>	<b>Hours Needed for 80%</b>
Human Science	122 credits	49 credits	74 credits	98 credits
Healthcare Management and Policy	122 credits	49 credits	74 credits	98 credits
International Health	122 credits	49 credits	74 credits	98 credits
Nursing	129 credits	52 credits	78 credits	104 credits

## Financial Aid

A student-athlete shall not be eligible to participate in intercollegiate athletics if he or she receives financial aid that exceeds the value of the cost of attendance (NCAA 15.1). Please notify the Compliance Office of any outside scholarships, grants, or loans that you may receive directly as those awards could affect your eligibility.

**Period of Institutional Financial Aid Award (NCAA 15.3.3.1)** If a student's athletics ability is considered in any degree in awarding financial aid, such aid shall neither be awarded for a period less than one academic year nor for a period that would exceed the student's five-year period of eligibility. One year grants-in-aid shall be awarded in equal amounts for each term of the academic year.

**Increase Permitted (NCAA 15.3.4.1)** Institutional financial aid may be increased for any reason at any time.

**Reduction or Cancellation Permitted (NCAA 15.3.4.2)** Institutional financial aid based in any degree on athletics ability may be reduced or canceled during the period of the award if the recipient;

- (a) Renders himself or herself ineligible for intercollegiate competition;
- (b) Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement;
- (c) Engages in serious misconduct warranting substantial disciplinary penalty;
- (d) Voluntarily withdraws from a sport at any time for personal reasons; however, the recipient's financial aid may not be awarded to another student-athlete in the academic term in which the aid was reduced or cancelled. A student-athlete's request for written permission to contact another four-year collegiate institution regarding a possible transfer does not constitute a voluntary withdrawal.

**Reduction or Cancellation Not Permitted (NCAA 15.3.4.3)** Institutional financial aid based in any degree on athletics ability may not be increased decreased or canceled during the period of its award:

- (a) On the basis of a student-athlete's athletics ability, performance or contribution to a team's success;
- (b) Because of an injury, illness, or physical or mental medical condition; or
- (c) For any other athletics reason.

**Renewals and Non-renewals Institutional Obligation (NCAA 15.3.5.1)** The renewal of institutional financial aid based in any degree on athletics ability shall be made on or before July 1 prior to 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 has eligibility remaining in the sport in which financial aid was awarded in the previous academic year (under Bylaw 14.2) whether the grant has been renewed or not renewed for the ensuing academic year. Notification of financial aid renewals and non-renewals must come from the institution's regular financial aid authority and not from the institution's athletics department.

### ATHLETIC GRANT-IN-AID APPEALS

If a student-athlete's athletic grant-in-aid is reduced or cancelled during the period of the award or is reduced or not renewed for the following academic year, the student-athlete has the opportunity for a hearing to appeal the decision. Student-athletes will have 10 business days from the date of the letter notifying them of the reduction or non-renewal decision to request an appeal of that decision. Requests for appeal must be made in writing to the Dean of Student Financial Services.

Upon receipt of the written request for appeal, the Dean of Student Financial Services will promptly convene the Athletic Grant-In-Aid Appeals Committee to hear the appeal. The Dean of Student Financial Services will notify the student-athlete of the date of the hearing.

The Athletic Grant-In-Aid Appeals Committee will be comprised of the following individuals from the following offices:

**Office of Student Financial Services** (2 people – one of which will be the Chairperson)

**Registrar's Office** (1 person)

**Student Affairs** (1 person)

**Faculty** (1 person)

The student-athlete will be given the opportunity to present the basis for his/her appeal, after which the Head Coach (or his/her designee) will present the basis for the reduction/non-renewal decision. It is preferable that all parties are present in person for the appeals hearing; however, if that is not possible, a party may participate in the hearing via teleconference. During both presentations, only committee members shall be allowed to address or question the presenters. In addition to hearing from the student-athlete and the Head Coach (or his/her designee), the committee may interview any other witness or review any other documents or materials it deems relevant.

Each party will be able to bring one individual to the hearing to serve as a support person. That individual will be permitted only to observe the hearing; he/she shall not participate in the hearing in any way. The Senior Associate Athletic Director for Internal Operations will be present for the hearing but will not be present during deliberations. The role of the Senior Associate Athletic Director for Internal Operations is to provide the committee information about applicable NCAA rules and regulations. The Dean of Student Financial Services may also elect to ask a representative from the Office of University Counsel to be present during the appeal process.

Once both sides have presented their position and the committee has collected and considered any other evidence it deems necessary, the committee will meet in private to make a decision on the appeal. The committee shall use good faith efforts to make a final decision within 48 hours of the hearing. The committee shall evaluate whether the reduction/non-renewal decision was reasonable and consistent with the NCAA rules. If it finds that the decision was either unreasonable and/or inconsistent with NCAA rules, the committee shall grant the student-athlete's appeal.

The committee shall use good faith efforts to make a final decision within 48 hours of the hearing. The committee's decision will be determined by majority vote. Once a decision is made, the Dean of Student Financial Services will notify both parties in writing of the final decision. Pursuant to NCAA rules, all decisions of the committee are final.

### Policy Transfer Appeals

If a student-athlete's request for Permission to Contact or General Release (related to Bylaw 14.5.5.2.10 d) One-Time Transfer Exception is denied, the student-athlete has the opportunity for a hearing to appeal the decision. Student-athletes will have 5 business days from the date of denial to contact other institutions to request an appeal of that decision. Requests for appeal must be made in writing to Dr. Scott Taylor, Faculty Athletic Representative (FAR). Upon receipt of the written request for appeal, the FAR will promptly convene the Transfer Appeal Committee within 15 business days to hear the appeal. The FAR will notify the student-athlete of the date of the hearing.

The Transfer Appeals Committee will be comprised of the Faculty Athletics Representative, a faculty member from the Athletics Advisory Board, and a representative from Student Affairs.

The student-athlete will be given the opportunity to present the basis for his/her appeal after which the Head Coach (or his/her designee) will present the basis for denying the permission to contact. It is preferable that all parties are present in person for the appeals hearing; however, if that is not possible, a party may participate in the hearing via teleconference. During both presentations, only committee members shall be allowed to address or question the presenters. In addition to hearing from the student-athlete and the Head Coach (or his/her designee), the committee may interview any other witness or review any other documents or materials it deems relevant.

The Senior Associate Athletic Director for Internal Operations will be present for the hearing but will not be

present during deliberations. The role of the Senior Associate Athletic Director for Internal Operations is to provide the committee information about applicable NCAA rules and regulations. The FAR may also elect to ask a representative from the Office of University Counsel to be present during the appeal process.

Once both sides have presented their position and the committee has collected and considered any other evidence it deems necessary, the committee will meet in private to make a decision on the appeal. The committee will make a final decision immediately following the hearing. The committee shall evaluate whether the decision to deny permission to contact was reasonable and consistent with the NCAA rules and University philosophy. If it finds that the decision was either unreasonable and/or inconsistent with NCAA rules, the committee shall grant the student-athlete's appeal. Pursuant to NCAA rules, all decisions of the committee are final.

## Student-Athlete Benefits

**Student-Athlete's Own Sport:** The General Rule allows an institution to provide four (4) complimentary admissions per home or away intercollegiate athletics event to a student-athlete in the sport in which the individual participates (either practices or competes), regardless of whether the student-athlete competes in the contest.

**In Other Sports:** Generally an institution may provide admission for each student-athlete to all of the institution's regular-season home intercollegiate athletics events in sports other than that in which the student-athlete is a participant, via a printed student-athlete pass or gate list. Proof of identity is required upon admission.

Q: Who should I NOT put on my complimentary admission list?

A: Agents or agents runners; Representatives of Athletics Interests (Boosters, Student-Athletes Employers, Professors, Donors, Athletic Committee Members); Prospects/Recruits; Family, friends or requests of Georgetown University coaches; media; public officials; Athletic Department staff members.

Q: May I sell my complimentary tickets?

A: No. A student-athlete may not receive payment from any source for his or her complimentary admissions and may not exchange or assign them for any item of value.

Q: May a student-athlete purchase extra tickets and sell them for a profit?

A: No. A student-athlete may not purchase tickets for an athletics contest from the institution and then sell the tickets at a price greater than their face value.

Q: What happens if I give my complimentary tickets to a third party and that person sells the tickets?

A: This is a violation. Individuals designated by the student-athlete to receive complimentary admissions are not permitted to receive any type of payment for these admissions or to exchange or assign them for any item of value. Sale of complimentary tickets by such designated individuals is prohibited and considered an extra benefit not available to the general student body, which would render the student-athlete ineligible for participation in intercollegiate athletics.

### EXTRA BENEFITS

An "extra benefit" is any special arrangement to provide **you** or **your relatives** or **friends** with a benefit not authorized by the NCAA rules. The NCAA allows Georgetown to provide student-athletes with scholarships to cover tuition, fees, room, board and books. Georgetown may also provide complimentary admissions to Georgetown athletic events, practice or competition-related apparel, equipment, meals, travel, academic support services and medical treatment. It is a violation of NCAA rules for you to receive any other benefit **unless the same benefit is available to all Georgetown University students or members of the general public**. This prohibition on receiving extra benefits also applies to parents/guardians and relatives. An extra benefit to a parent or relative is considered an indirect extra benefit to you and will affect your eligibility.

Some examples of extra benefits:

- Use of a staff member's car for your personal use;
- A trip to New York City funded in part by a friend or roommate;
- Use of the fax machine or phones in the athletics department;
- A "discount" at a store because you are a student-athlete;
- Having a "friend" cosign a car loan; and
- Free doctor's visit without a specific referral from the athletic trainers.

Some exceptions to the extra benefit rule:

- An authorized occasional home meal at staff member's or booster's home- Must be pre-approved
- Reasonable local transportation on an occasional basis
- Disabling injury insurance
- Student-Athlete Opportunity Fund
- Transportation in the event of a serious injury, illness or death of a family member

## Hosting An Official Visit

YOU CAN MAKE A DIFFERENCE when a recruit is deciding whether to attend Georgetown University. The coaches spend many hours getting to know recruits and their families and educating them on the merits of our great institution. The goals of the recruiting visit are to help the prospect and Georgetown determine whether or not Georgetown is the right fit both academically and athletically, and for you and the coaching staff to feel the same way. You can most effectively show prospects all that Georgetown has to offer and help them determine that Georgetown is the right place for their intercollegiate career.

There are some rules you must adhere to in your involvement with recruiting visits that will ensure you are representing Georgetown University as expected.

### **General:**

- First impressions are crucial. Make the prospect and his/her guests feel welcome.
- Read information about the recruit and his/her interests so you are prepared to talk with him/her. Ask questions and find something in common to talk about.
- Carefully review the student-host instructions form that you are required to sign prior to hosting each and every official visit prospect and ask your coach or the Compliance Office in advance if you have any questions to in order to avoid any NCAA violations.
- Carry a cell phone and call the coaching staff immediately if there are any problems with a prospect.
- Have a plan for entertaining the recruit and review it with your coaches. If there are any changes to the plan, advise the coaches ahead of time.
- Be on time to all scheduled activities.

### **Transportation:**

- Institutions may provide local transportation for a prospect and the prospect's parents, legal guardians and/or spouse around campus, within a 30-mile radius of campus, and from/to the local airport only in an institutional or personal vehicle with no special accessories.
- A coach, staff member or booster may not provide a student-athlete or prospect with the use of a vehicle for purposes of transporting a prospect during his/her official visit. The host is expected to use his/her own vehicle or a teammate's for entertaining the prospect.

### **Meals:**

- Institutions may provide only one student-athlete host per prospect with a meal and only if that student-athlete is accompanying the prospect on the meal. Other student-athletes may attend the meal, but must pay the cost of their own meals.
- You should not invite other individuals or Georgetown University students that are not current student-athletes to assist in the recruitment of a prospect (e.g., eat a meal with you and the prospect, hang out with you in the prospect's hotel room, etc.).

### **Entertainment:**

- NCAA rules permit Georgetown University to provide a host with a maximum of \$40 for each day of the official visit to cover the actual costs of entertaining the prospect (and the prospect's parents, legal guardian or spouse) excluding the cost of meals and admission to campus athletics events. If several students host a prospect, the \$40 per day entertainment money may be utilized to cover the actual and necessary expenses incurred by the prospect and all hosts.
- The student-athlete host **must** sign a student-host form prior to receiving host funds and prior to hosting any prospect.
- Cash **may not** be provided to a prospect.
- These funds **may not** be used for the purchase of any material items (e.g., souvenirs such as T-shirts or other mementos, etc.)
- The following activities are prohibited during official visits and may not be engaged in or paid for with host funds: gambling, use of escort services, entrance to or entertainment in exotic dance clubs, consumption of alcoholic beverages (even by those over 21) or drugs, or any activity contrary to University policy, state and/or federal law.

## Student-Athlete Employment (NCAA 12.4)

**Criteria Governing Compensation to Student-Athletes (NCAA 12.4.1)** Compensation may be paid to a student-athlete:

- (a) Only for work actually performed; and
- (b) At a rate commensurate with the going rate in that locality for similar services.

**Athletics Reputation (NCAA 12.4.2)** Such compensation may not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he or she has obtained because of athletics ability.

**Fee-for-Lesson Instruction (NCAA 12.4.2.1)** A student-athlete may receive compensation for teaching or coaching sport skills or techniques in his or her sport on a fee-for-lesson basis, provided;

- (a) Institutional facilities are not used;
- (b) Playing lessons shall not be permitted;
- (c) The institution obtains and keeps on file documentation of the recipient of the lesson(s) and the fee for the lesson(s) provided during anytime of the year; and
- (d) The compensation is paid by the lesson recipient (or the recipient's family) and not another individual or entity.
- (e) Instruction to each individual is comparable to the instruction that would be provided during a private lesson when the instruction involves more than one individual at a time.
- (f) The student-athlete does not use his or her name, picture or appearance to promote or advertise the availability of fee-for-lesson sessions.

**Employment at a Camp or Clinic: Student-Athletes (NCAA 13.12.2.1)** A student-athlete who is employed in any sports camp or clinic must meet the following requirements:

- (a) The student-athlete must perform duties that are of a general supervisory character in addition to any coaching or officiating assignments.
- (b) Compensation provided to the student-athlete shall be commensurate with the going rate for camp or clinic counselors of like teaching ability and camp or clinic experience and may not be paid on the basis of the value that the student-athlete may have for the employer because of the athletics reputation or fame the student-athlete has achieved. It is not permissible to establish varying levels of compensation for a student-athlete employed in a sports camp or clinic based on the level of the athletics skills of the student-athlete.
- (c) A student-athlete who only lectures or demonstrates at a camp/clinic may not receive compensation for his or her appearance at the camp/clinic.

**Prior to beginning any job, on or off campus, a student-athlete must secure permission from the Athletics Compliance Office.**

## Outside Competition, Ethical Conduct, Gambling & Hazing

**Sports Other Than Basketball (NCAA 14.7.1)** A student-athlete in any sport other than basketball who participates during the academic year as a member of any outside team in any non-collegiate, amateur competition becomes ineligible for intercollegiate competition unless eligibility is restored by the Committee on Student-Athlete Reinstatement. A student-athlete is permitted to practice on such a team.

**Exception (NCAA 14.7.1.1)** A student-athlete may compete outside of the institution's declared playing and practice season as a member of an outside team in any non-collegiate, amateur competition during any official vacation period published in the institution's catalog. The number of student-athletes from any one institution shall not exceed the applicable limits set forth in Bylaw 17.32.2.

**Exception – Soccer, Women's Volleyball, and Field Hockey (NCAA 14.7.1.2)** In soccer, women's volleyball, and field hockey, a student-athlete may compete outside of the institution's declared playing and practice season as a member of an outside team in any non-collegiate, amateur competition, provided the following conditions are met:

- (a) Such participation occurs no earlier than May 1;
- (b) In soccer, women's volleyball and field hockey, the number of student-athletes from any one institution does not exceed the applicable limits
- (c) The competition is approved by the institution's director of athletics;
- (d) No class time is missed for practice activities or for competition; and
- (e) In women's volleyball, all practice and competition is confined to doubles tournaments in outdoor volleyball, either on sand or grass.

**Outside Competition, Basketball (NCAA 14.7.2)** A student-athlete who participates in any organized basketball competition except while representing the institution in intercollegiate competition in accordance with the permissible playing season specified in Bylaw 17.5 becomes ineligible for any further intercollegiate competition in basketball.

### **Unethical Conduct (NCAA 10.1)**

Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member (e.g., coach, professor, tutor, teaching assistant, student manager, student trainer) may include, but is not limited to, the following:

- (a) Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual's institution;
- (b) Knowing involvement in arranging for a fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete;
- (c) Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;
- (d) Knowingly furnishing the NCAA or the individual's institution false or misleading information concerning the individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation;
- (e) Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative or an agent or advisor (e.g., "runner");
- (f) Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state and federal law;
- (g) Failure to provide complete and accurate information to the NCAA or institution's admissions office regarding an individual's academic record (e.g., schools attended, completion of coursework, grades and test scores);
- (h) Fraudulence or misconduct in connection with entrance or placement examinations;
- (i) Engaging in any athletics competition under an assumed name or with intent to otherwise deceive; or
- (j) Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or the institution's athletics department regarding an individual's amateur status.

### **Gambling Activities (NCAA 10.3)**

Staff members of a member conference, staff members of the athletics department of a member institution and student-athletes shall not engage in sports wagering or provide information to individuals involved in any type of sports wagering activities. Sports wagering includes placing, accepting or soliciting a wager (on a staff member's or student-athlete's own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

A student-athlete who engages in activities designed to influence the outcome of an intercollegiate contest or in an effort to affect win-loss margins ("point shaving") or who participates in any sports wagering activity involving the student-athlete's institution shall permanently lose all remaining regular-season and postseason eligibility in all sports.

A student-athlete who participates in any sports wagering activity through the Internet, a bookmaker or a parlay card shall be ineligible for all regular-season and postseason competition for a minimum of a period of one year from the date of the institution's determination that a violation occurred and shall be charged with the loss of a minimum of one season of eligibility. If the student-athlete is determined to have been involved in a later violation of any portion of Bylaw 10.3, the student-athlete shall permanently lose all remaining regular-season and postseason eligibility in all sports.

### **Hazing and Initiation Rituals**

The Department of Athletics endorses activities that promote unity and team spirit consistent with the University's core value of respect for others. Consistent with University standards for all campus student organizations, hazing (any ritual/activity that is demeaning, humiliating, and harmful or otherwise weakens or causes a teammate to feel uncomfortable) is specifically prohibited.

### **Definitions of Power Abuse**

In order to ensure that the experience of all students and members of the Georgetown community is consistent with the Catholic and Jesuit values and mission of the institution, the following guidelines are established to define inappropriate uses of power in three different manifestations. Any action by a student, an organization, a faculty or staff member, or other affiliate of the Georgetown community that meets the definition of one of these abuses of power will be referred to the Division of Student Affairs for evaluation and adjudication.

#### Joining or Retaining Membership in a Group or Organization - "Hazing"

Georgetown is expressly committed to the Jesuit understanding of education as a process that involves transmission of knowledge and the formation of character. One result of this philosophy is the determination that extracurricular and cocurricular activities supported by the university provide opportunities for the development of knowledge, the cultivation of virtue, the building of community and student leadership development. Student organizations that gain Access to Benefits (i.e. the granting of resources by, though not necessarily the endorsement of, the university) must have open membership unless they have been given special permission to employ appropriate selection criteria such as musical or athletic ability.

Because such organizations must be open to all enrolled students who wish to join, "rites of initiation" serve the purpose of creating inclusive, affirming, self-exploring, and culturally educational processes that help new members gain comfort and familiarity with the group. "Rites of initiation" may not in any way be designed to exclude, select, or extract any sort of sacrifice from members interesting in joining. Rites of initiation that fall into the latter category may be characterized as "hazing".

Georgetown defines hazing as the abuse of power by member(s) of an organization used against individual(s) who are either seeking membership or hold membership whereby those individuals are subjected to unproductive and/or excessive physical, psychological, or emotional discomfort in order to either join or maintain full rights of membership in that organization.

- Such abuse of power may be exercised through direct action against another or indirectly by instructing

other(s) to commit acts

- Neither intent of the perpetrator nor consent or willingness of the victim(s) shall serve as factors in determining the presence of hazing, but both will be considered in the application of sanctions

#### Inflicting Harm on Individuals - "Bullying"

Outside of the context of membership in groups or organizations, individuals may inappropriately use power to inflict harm on each other. Georgetown defines bullying as the use of superior strength or influence, whether actual or perceived, to intentionally inflict harm, to intimidate, or to force someone to do something against their will or self-interest on a repeated basis.

Key things that must be present for behavior to constitute bullying:

- an imbalance of power (perceived or real)
- repetition or potential for repetition
- physical, psychological, or emotional harm
- the intent to inflict harm or assert inappropriate control
- use of physical, verbal, written, or electronic means

#### Inflicting Harm on Individuals - "Incivility"

In order to distinguish bullying from incivility, it should be noted that in situations not rising to the level of bullying there is some ambiguity of intent, the imbalance of power is less clear, and there is no repetition or pattern of behavior, but an injured party has suffered psychological or emotional harm by the use of physical, verbal, written, or electronic actions. The Georgetown Code of Student Conduct defines "incivility" as "disrespect of a fellow Georgetown student, a university official, or a law enforcement officer through language or actions".

*Examples of Healthy Rites of Initiation:*

- memorization and recitation of a thematic poem or mission statement
- traditional team forming/building activities, challenges
- mandatory shared "study hall" time for new members
- alumni mentoring/sharing events
- small group exploration of significant events, strengths, highlights and challenges
- small group task-oriented competitions
- individual or small group community service requirements

#### **Gambling**

The NCAA opposes all forms of legal/illegal sports wagering. Sports wagering has the potential to undermine the integrity of sports contests and jeopardizes the welfare of student-athletes and the intercollegiate athletics community. Sports wagering demeans the competition and competitors alike by a message that is contrary to the purposes and meaning of 'sport.'

Sports competition should be appreciated for the inherent benefits related to participation of student-athletes, coaches, and institutions in fair contests, not the amount of money wagered on the outcome of the competition.

For these reasons, the NCAA membership has adopted specific rules prohibiting athletics department staff members and student-athletes from engaging in gambling activities as they relate to intercollegiate or professional sporting events.

## **Athletics Department Relationship and Human Resource Policies**

### **Purpose**

The University recognizes the complexities inherent in relationships between Senior and Junior Members of the University Community. Relationships between Student-Athletes and coaches or other Athletics Department Staff Members are unique in part because of their high level of interaction and the diverse settings in which they interact (e.g., on the field; in locker rooms, training rooms, or weight rooms; or during travel, team meetings, or player one-on-ones) and for this reason it is appropriate to have a policy in Athletics that establishes a stricter standard than in other parts of the University.

The NCAA recommends that universities prohibit sexual, romantic, or dating relationships between student-athletes and coaches, or other athletics department staff members with supervisory authority over student athletes, in order to avoid the conflicts of interest and coercion that are inherent in such relationships. Even where such relationships may be welcomed or consented to by a student-athlete, the power disparity between staff members and student-athletes, the perceptions of other students, and the potential for actual or apparent conflicts of interest caused by these relationships, make such relationships problematic.

The University takes great care to provide an environment free from harassment, coercion, and intimidation for all students. In order to further such an environment and avoid the conflicts of interest, power dynamic, perceptions, and coercion described above that could arise from a sexual, romantic, or dating relationship between a Student-Athlete and Athletics Department Staff Member, and consistent with NCAA guidance, the Athletics Department has established the policy set forth below. This policy supplements the University Policy on Consensual Sexual Relationships and establishes a stricter standard for Athletics Department Staff Members.

### **Definitions**

*Athletics Department Staff Member:* Any and all University employees, independent contractors, and non-undergraduate student volunteers and interns serving in the Athletics Department by appointment. This includes, but is not limited to, coaches, management, administrative staff, and support staff who provide services to student athletes.

*Student-Athlete:* Any student of the University who is a member of a varsity athletics team as defined by the university, and any student serving as an employee, volunteer, or intern in the Athletics Department, or who regularly spends time with or travels with athletic teams (such as cheerleaders and band members).

### **Policy on Sexual, Romantic or Dating Relationships**

Sexual, romantic, or dating relationships between an Athletics Department Staff Member and a Student-Athlete are strictly prohibited. Where a relationship exists between a Student-Athlete and an individual prior to the individual becoming an Athletics Department Staff Member, the individual will report the relationship to the Athletic Director prior to becoming an Athletics Department Staff Member. In such circumstances, the Athletic Director may determine, in his or her sole discretion, that the University's Policy on Consensual Sexual Relationships Between Senior and Junior Members of the University Community shall apply.

### **Reporting a Violation**

Any person may report a potential violation of this Policy by contacting the Director of Athletics, or the Office of Institutional Diversity, Equity, and Affirmative Action ("IDEAA"). Should any Athletics Department Staff Member become aware of a potential violation of this policy, they must immediately notify the Athletics Director, who must notify IDEAA.

### **Addressing Reported Violations**

Where a potential violation of this Policy is reported, IDEAA shall follow its standard procedure in investigating the incident and will provide recommendations to the Director of Athletics or the Senior Associate Athletic Director, where appropriate. If an investigation determines that an Athletics Department Staff Member has violated the policy, that individual shall be subject to disciplinary action, up to and including dismissal.

### **Prohibition on Retaliation**

Any retaliation for reporting a violation of this policy, or for participating in good faith in any investigation of a

violation of this policy, is strictly prohibited. Any persons taking retaliatory action in violation of this policy shall be subject to discipline by the Athletics Department in consultation with the Human Resources Department and IDEAA, up to and including termination.

### **Training**

Athletics Department Staff Members will be required to attend training periodically on this Policy, as directed by the Director of Athletics.

### **Other Relevant Policies**

Athletics Department Staff Members must also be aware of, and comply with, other relevant University policies, that complement and supplement the requirements and guidelines set out herein, including, but not limited to:

*Whistleblower Policy.* The University's Whistleblower Protection Policy protects individuals from retaliation when they make good faith reports about problems. See <http://compliance.georgetown.edu/whistleblower>.

*Protection of Minors Policy.* This Policy establishes guidelines for those in the University community who may work or interact with individuals under 18 years of age, with the goal of promoting the safety and well-being of minors. See <http://protectionofminors.georgetown.edu/policy>.

*Equal Opportunity and Non-Discrimination in Education.* This Policy establishes that Georgetown University provides educational opportunities without regard to certain characteristics, including those prohibited by law, in its educational programs and activities. See <http://ideaa.georgetown.edu/policies/>

*Policy Statement on Harassment.* This Policy establishes that Georgetown University prohibits harassment on the basis of certain characteristics, including those prohibited by law. This policy includes a prohibition on sexual harassment. See <http://ideaa.georgetown.edu/policies/>

*Grievance Procedures to Investigate Allegations of Discrimination and Harassment.* These procedures establish that the Office of Institutional Diversity, Equity, and Affirmative Action ("IDEAA") will review, investigate, and resolve alleged violations of the University's Equal Opportunity and Non-Discrimination in Employment and Non Discrimination in Education Policies, Affirmative Action Policy and the Policy Statement on Harassment. .

## Training Room and Insurance Information

All medical results are subject to final approval by the Georgetown University team physician. All medical records on file in the athletics training room become confidential property of Georgetown University athletics department and cannot be used for non-athletic purposes. All policies and required medical forms can be found here: <http://www.guhoyas.com/ot/sportsmed-forms.html>

Physical examinations are required for first-time participants, and for participants every year thereafter, who wish to try out for and/or participate on an intercollegiate athletics team at Georgetown University. No student-athlete will be permitted to participate in any way until all referrals, or recommendations, by the examining physician are completed and the physician has signed and approved the student-athlete eligibility for participation. There are no exceptions to this policy. All costs related to pre-participation physicals are the full financial responsibility of the student-athlete; including any additional charges generated from supplemental tests (e.g., echocardiogram, blood work).

Georgetown University provides opportunities for student-athletes to receive a physical examination on campus by our team physician through the student health center. If you are going to be on campus during the summer and would like to get your physical exam, you can contact the student health center to schedule your appointment. The student health center accepts most insurance plans, but will not direct bill for services; it is the responsibility of the student-athlete to submit bills associated with the physical examination to his/her insurance carrier for consideration.

Should you develop a significant injury or illness after completing the medical update, but before the first sanctioned practice, you must present a letter from a qualified physician stating you are eligible to be cleared to participate in intercollegiate sports activities. This letter must be given to a member of the sports medicine staff and final approval and clearance will be made at the discretion of a Georgetown University team physician.

### **Accident and Injury Insurance**

The Georgetown University athletics department does not provide primary insurance coverage for athletic injuries. However, provided proper procedures are followed by the student-athlete, the athletics department may provide secondary insurance coverage of medical costs arising directly from athletic injuries. In order for Georgetown to provide secondary insurance coverage for medical costs related to an athletic injury, the student-athlete must comply with the following procedures:

- The student-athlete must obtain a completed and signed Georgetown University sports medicine department referral for services form from the sports medicine department. The form is provided for each necessary referral and is only applicable to specific services stated on the form by the signing physician. If the student-athlete fails to obtain this form, Georgetown University will not provide secondary insurance coverage for any medical costs related to the injury.
- Prior to the student-athlete's appointment, the student-athlete must notify his/her primary insurer. If required by the student-athlete's primary insurer, the student-athlete also must obtain the proper authorization prior to the appointment.
- During the patient-registration process with the medical provider the student-athlete must provide both his/her primary insurance and Georgetown's secondary insurance information to the medical provider. Georgetown's secondary insurance information is contained on the Georgetown University sports medicine department referral for services form noted above.
- The medical provider should first submit all bills to the student-athlete's primary insurance company for consideration and processing. The student-athlete will then receive an explanation of benefits (eob) from his/her primary insurance carrier detailing its actions. The eob is generally mailed to the address of the policy holder on file with the primary insurer. Please forward the athletically related eob's to Shawn Hendi, Assistant AD for Student-Athlete Health and Wellness.
- After the student-athlete's primary insurer takes action, the medical provider should then submit any remaining balances to Georgetown's secondary insurance carrier for consideration and processing. The student-athlete will also receive an explanation of benefits (eob) from Georgetown's secondary insurance carrier detailing its actions. The eob is mailed to the address of the policyholder based on the information submitted on the injury claim form.

- As a secondary insurer on athletics injuries, Georgetown University will consider payment for bills after, and only after, the primary insurance has paid and/or denied payment to the health care provider(s). Bills not submitted by the medical provider to Georgetown's secondary insurer within one (1) year of the date of referral noted on the Georgetown University sports medicine department referral for services form may be denied secondary coverage.
- Prior to making deductibles payments by the student-athlete, he/she is advised to review eobs from both his/her primary insurance carrier and Georgetown's secondary carrier.
- Keep copies of all information related to the injury (e.g., eobs, bills) for your records.

If you have any questions regarding an insurance claim you should first contact your primary insurance company; then, Mutual of Omaha, special risks services, NCAA basic accident medical program, PO Box 31156, Omaha, NE 68131. Telephone [1-800-524-2324 ext 3133](tel:1-800-524-2324) or 3807. Your last point of contact is Shawn Hendi, Head Athletic Trainer, Georgetown University, [\(202\) 687-1898](tel:202-687-1898)

### **Second Opinions**

The athletics department does not prohibit student-athletes from obtaining a second medical opinion in regard to any athletically-related injury or illness. However, for the athletics department to assume any financial responsibility for medical expenses associated with such an injury or illness (e.g., physical therapy, x-rays, MRI's, orthotics, chiropractic care), the student-athlete must obtain a completed and signed Georgetown University sports medicine department referral for services form from the sports medicine department in advance of seeking a second opinion. Any expenses associated with services not specifically stated on the completed and signed Georgetown University sports medicine referral for services form are the full financial responsibility of the student-athlete and their primary insurance company.

### **Medical Illnesses**

The sports medicine department staff may evaluate and treat illnesses (e.g. cold, flu, sore throats) if requested by the student-athlete. If the illness requires additional evaluation or treatment, the student-athlete will be referred to the team physician. If the illness requires additional evaluation or treatment, the student-athlete will be directed to contact the student health center or another allied health facility. Expenses associated with the treatment or evaluation of illnesses by an individual other than an athletic trainer are the full financial responsibility of the student-athlete and their primary insurance company.

### **Medications**

In general, the athletics department does not provide or pay for any prescriptions or non-prescriptions medications prescribed by a physician. This includes payment of prescriptions for both illnesses and injuries.

Exceptions for obtaining a written referral from a member of the sports medicine staff may be made in the event of a medical emergency. In this instance, the student-athlete should report to the nearest medical facility and notify the athletic training room as soon as possible.

### **Training room rules**

1. Leave all personal belongings outside while treatments are being administered.
2. No food or drinks are allowed.
3. No loitering.
4. All student-athletes must be properly clothed.
5. No spikes of any kind.
6. Clean up your area after treatment.
7. Place all dirty towels and wraps in hamper.
8. No smoking or chewing tobacco is permitted.
9. No one is permitted to use the training room phones or computers.
10. No horseplay.

## Student-Athlete Equipment Agreement

- Treat everyone with respect at all times
- All issued apparel and equipment is the sole property of the Georgetown University Athletic Department and must be returned upon request and within the time frame stated. Failure to do so can result in financial holds with the University.
- **Absolutely no items issued to you shall be given to anyone, resold or traded for monetary gain.** This includes any conference or tournament gifts. Failure to comply with this regulation can result in suspension by the NCAA.
- Never cut, tape, or alter any issued equipment / apparel. If equipment/apparel needs adjustment come to the equipment room. Any unauthorized altered equipment/apparel **will** result in a bill to the student-athlete to replace the item.
- You are responsible for wearing **ALL** protective padding for practice and games.
- All practice clothes must be placed on the loop provided and turned in at the conclusion of each practice or game. Nothing is to be taken out of the facility regardless of the reason. **NO PERSONAL ITEMS SHOULD BE ON YOUR LOOP - ONLY GEORGETOWN ISSUED GEAR.**
- Towels will be provided in your laundry locker; please place them on your loop to be washed. They are your responsibility and you will not be issued another one.
- After all games pregame warm ups, uniforms and game loops must be placed in the laundry immediately after a contest or arrival back from a trip. Failure to do so will result in your uniform not being cleaned for the next contest. There are no exceptions.
- If a piece of clothing or equipment is worn out please inform the Equipment Staff and we will try to exchange it for new item. Some items are in a limited quality so we will try our best to accommodate your needs.
- **Absolutely no cleats shall be worn in the facility.** You must wear tennis shoes or flip flops in and out of the facility.
- Absolutely **no bikes** are allowed in McDonough Arena.
- There are absolutely no visitors allowed in the locker room without prior permission from your coach or Equipment Staff
- Please keep the locker room neat and orderly, pick up all trash.
- Please turn off all electronics and lights if you are the last one in the locker room.
- The equipment staff will frequently enter the locker room to check the condition and retrieve laundry. They will first announce themselves upon entering. Please respond and acknowledge it is safe for them to enter.
- Only use Georgetown University issued lockers on lockers; failure to do so will result in the lock being cut off.
- Neither Georgetown University nor any of its employees or agents are liable for loss of or damage to personal property resulting from any cause, including, though not limited to, fire, water, vandalism and/or theft. Facility users are responsible for the security of their own property and are encouraged to insure their own personal property.

## Varsity Weight Room Guidelines

The mission of the Georgetown University Strength & Conditioning Department is to create the strongest, fastest, most explosive athletes in the nation, period. This is going to be done using the core principals of discipline, dedication, honesty, and integrity.

The Georgetown University Varsity Weight Room is an equal-access working facility solely for the use of current varsity athletes and athletic staff. Access to both the facility and its staff is a privilege, not a right. You are expected to conduct yourself like a Division I athlete as you enter, train, and leave the facility.

Due to the high volume of teams that utilize this space, and the high demand on the S&C Staff, athletes should consult the posted schedule for team weight room times and contact the S&C staff in advance if you are unable to attend your scheduled workout. Athletes may work out during their reserved time or during open/unreserved times, but not during another team's scheduled time (unless prior arrangements have been made).

All athletes are required to wear proper team-issued attire – including shirts and shoes – at all times. No spikes, cleats, bare feet or open-toe/unlaced footwear are permitted. Each team's policies regarding apparel and appearance (as well as conduct) are in effect in the weight room. If you are wearing another school's colors or logo you will be asked to leave.

It is important that we operate in a productive and safe manner – always think safety! Take pride in the weight room and keep it in order. It is each athlete's responsibility to pick up after him/herself. Keep equipment in its proper location (do not rearrange or remove).

Rules and regulations are posted for your safety and will be reviewed during your orientation. Just to reiterate – food, open beverage containers, glass or tobacco of any kind are not permitted in the weight room. Sport bottles may be used throughout the weight room, but cups must remain at the beverage machine. The telephone and stereo are available with permission from the S&C staff. Music with profane or obscene lyrics is inappropriate in the weight room. **Wearing headphones is not allowed.**

Provide positive, proactive leadership and strive for excellence. No excuses or alibis – do the right thing all the time! If you have questions comments or concerns please contact your S&C Coach or Head of Sports Performance, Mike Hill, at 202-697-3384 or mdh42@georgetown.edu.

The road to success is under constant construction – so grab your hard hat – and let's get to work!

## Hoyas Lead Student-Athlete Leadership and Development at Georgetown

Since 1789 Georgetown has followed its core mission of developing the minds, bodies and spirits of young people and this position is intended to be another demonstration of how significant that mission is to every component of the university.

The most important role of the Hoyas Lead program is to take concrete steps to ensure the overall development of young men and women through their participation in intercollegiate athletics. Student-athletes naturally develop important life skills through play and practice that are valued by graduate schools and potential employers but we intentionally capture and refine those benefits by teaching the theory and application of leadership skills. Freshmen (ATHL 051/052) and sophomore (ATHL 053/054) student-athletes are required to register for Hoyas Lead classes each year. ATHL 051/052 meets four times in the Fall AND four times in the Spring. ATHL 053/054 meets four times in EITHER Fall or Spring, depending on athletes' competition schedules

Components of the leadership training program include:

- 1.) Personal Strategic Planning
- 2.) Institutional Social Responsibility
- 3.) Sociocultural Education/Advocacy
- 4.) Influencing Theory & Practice

The most tangible short term measure of success in college is the first landing immediate after graduation--the attainment of a position consistent with the student's goals in terms of employment, service or additional education. For that reason **personal strategic planning** is a component of each level of Hoyas Lead classes. Freshmen are introduced to the concept, provided with a resource book called "Career Ball" and taught how to utilize Optimal Resume to begin the process of planning with basic resumes and cover letters. Sophomores have a basic check-in and education about effective influencing up for networking purposes. Juniors and Seniors are provided with weekly bulletins connecting them to the resources available through the Career Education Center. They are also invited to dedicated student-athlete recruiting and networking opportunities on campus, special events such as etiquette dinners, and skills-driven sessions provided through department staff and alumni (e.g. resume review and mock interview sessions).

Most organizations now recognize the merit of values and policies that explicitly prioritize responsible behavior both internally and externally. Many professional sports organizations now have offices of Corporate Social Responsibility that are dedicated to connecting with the local community through community service, education, advocacy, and partnership. It is imperative that university athletic departments engage in their local communities in the same way and this is most effectively done through student-athletes. The priority of the Student-Athlete Advisory Committee (SAAC) is **Institutional Social Responsibility (ISR)**. This requires a thoughtful approach to developing projects that meet three objectives--provide practical experiences of servant leadership with appropriate reflection; develop regular, meaningful, and visible connections with the surrounding community; and, encourage student-athletes to proactively gain awareness of relevant social issues beyond their immediate context. The ISR program includes team specific, one-off events as well as department-wide one-off (single day of service), longitudinal (multiple touch points over the course of an academic year), and global opportunities (service trips to particularly unique environments). All ISR activities should include intentional debrief that encourages reflection on the experience, how it relates to the student-athletes' individual identities and core messages, as well as the impact of the serviced completed.

While all college students face difficult choices and risks associated with sociocultural phenomena, student-athletes are often uniquely exposed due to life-long isolation within athletic environments, overprotection, and overexposure through media. The **sociocultural education/advocacy** component of the leadership program requires active connection with the constituencies on campus that are the primary resources for education and advocacy. This includes the LGBTQ Center, the Women's Center, Health Education Services, Counseling and Psychiatric Services (CAPS), and the Center for Multicultural Equity and Access (CMEA). We will provide one to three programming sessions for all student-athletes each semester that address current events or significant issues in society. While there is clear benefit in increasing awareness and utilizing student-athlete voices, a primary concern in the early stages of young adult development is formation of sufficient self-awareness and self esteem to mitigate the risk of dangerous behavioral patterns (e.g. coping through the use of substances, accession to social activities that can be on-ramp to addiction,

etc.) We also maintain ongoing dialogue and co-sponsor events with groups on campus, creating context specific programming for teams and coaches as requested, and providing emergent counseling and crisis management support for administrators, coaches, and teams.

The Student-Athlete Leadership and Development office also strives to be a leading edge research home for **influencing theory and practice** in coordination with significant silos in the Georgetown community with allied interests. One goal of this component is to develop and continually update an academically anchored leadership curriculum around the fundamental Hoyas Lead conceptual framework. Freshmen and sophomores are required to pass through the appropriate series of classes (ATHL 051/052 and ATHL 053/054) that teach the theory of Unstructured/Informal (UI) Influence. Juniors and seniors have the option of participating in Hoyas Lead - Advanced Leadership Development Program (ALDP), which combines mentoring, discussion, field experience, and individual coaching in the use of Structured/Positional/Formal (SPF) Influence.

## **Student-Athlete Advisory Committee (SAAC)**

Leaders of all intercollegiate teams are strongly encouraged to participate on the Student-Athlete Leadership Advisory Committee, as an opportunity to foster team unity and a sense of community within the Athletic Department. Meetings are held regularly throughout the academic year and are open to all student-athletes.

### **Georgetown University Student-Athlete Advisory Committee Mission Statement**

The name of the organization shall be the Georgetown University Student-Athlete Advisory Committee. The Organization shall be comprised of representatives of all intercollegiate athletic teams at Georgetown University. The focus of the group is student-athlete welfare with respect to academic excellence, personal development, community service, athletic excellence, career development, social equality and school spirit. The organization will establish and maintain open channels of communication with all student-athletes, coaches, administrators and support staff regarding issues relevant to the student-athlete experience. The organization shall participate in student-athlete welfare programs designed to enhance the experience of all student-athletes. The organization shall assist in promoting intercollegiate athletic programs within the University Community. Team Representatives shall act as the liaison between his or her team and the organization.

The opinion of the organization shall be requested concerning various issues and topics as initiated by the Department Administrative Staff. Such topics shall include, but not be limited to, academic performance, athletic awards, NCAA legislation, and implementation of department policy.

SAAC officers and representatives maintain dialogue with SAAC entities at the Big East, the Patriot League, and the NCAA. Active SAAC participants may have the opportunity to represent Georgetown at Conference, regional, and national events.

SAAC Advisor: Dr. Mike Lorenzen

### **2014 - 2015 SAAC Officers**

<b>President</b>	Emily Hall	ekh38
<b>Vice President</b>	Javan Robinson	jdr83
<b>Secretary/Treasurer</b>	Kelsey Perselay	

## Campus Resources

### **ACADEMIC RESOURCE CENTER**

333 Leavey Center  
202-687-8354  
<http://ldss.georgetown.edu>

### **CENTER FOR MULTICULTUREAL EQUITY & ACCESS LIFE**

5<sup>th</sup> Floor Leavey Center  
202-687-4054  
<http://cmea.georgetown.edu>

### **CENTER FOR STUDENT PROGRAMS**

316 Leavey Center  
202-687-3704  
<http://csp.georgetown.edu>

### **LGBTQ RESOURCE CENTER**

316 Leavey Center  
202-687-3704  
<http://lgbtq.georgetown.edu>

### **CAPS**

1 Darnall Hall  
202-687-6985  
<http://caps.georgetown.edu>

### **HEALTH EDUCATION SERVICES**

202 Village C West  
202-687-8949  
<http://healthed.georgetown.edu>

### **LEADERSHIP DEVELOPMENT**

316 Leavey Center  
202-687-7195

### **CAREER EDUCATION CENTER**

1<sup>st</sup> Floor Leavey Center  
202-687-3493

### **OFFICE OF CAMPUS MINISTRY**

113 Healy Hall  
202-687-4300

### **NSO**

325 Leavey Center  
202-687-3906  
<http://nso.georgetown.edu>

### **OFF CAMPUS STUDENT**

316 Leavey Center  
202-687-4056  
<http://offcampus.georgetown.edu>

### **OUTDOOR EDUCATION**

316 Leavey Center  
202-687-8419  
<http://outdoored.georgetown.edu>

### **RESIDENCE LIFE**

530 Leavey Center  
202-687-4056  
<http://reslife.georgetown.edu>

### **STUDENT CONDUCT**

530 Leavey Center  
202-687-4056

### **STUDENT HEALTH CENTER**

Ground Floor Darnall Hall  
202-687-4500  
<http://shc.georgetown.edu>

### **STUDENT INSURANCE**

31 Henle Village  
202-687-4883

### **WOMEN'S CENTER**

327 Leavey Center  
202-687-6359

### **SEXUAL ASSAULT AND HEALTH ISSUES COORDINATOR –**

202-687-0323 [jls242@georgetown.edu](mailto:jls242@georgetown.edu)