

2025-26 ROLLINS COLLEGE ATHLETICS

STUDENT-ATHLETE HANDBOOK

NCAA COMPLIANCE IS EVERYONE'S RESPONSIBILITY!



DIVISION II

MAKE IT YOURS



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INTRODUCTION





Dear Rollins Student Athlete,

Welcome back returners and all our newcomers!

Our coaches and staff are glad to see you and excited to see you in action on the field, court, water, links, diamond and pool deck! We are focused on you and providing the best academic and athletic experience possible. My door is always open for you!

I wish you a successful 2025-26 academic year. I look forward to watching you excel in the classroom and in your sp

Go Tars!

Pennie Parker P'13 Associate Vice
President of Athletics





ROLLINS COLLEGE MISSION STATEMENT



Rollins College educates students for global citizenship and responsible leadership, empowering graduates to pursue meaningful lives and productive careers. We are committed to the liberal arts ethos and guided by its values and ideals. Our guiding principles are excellence, innovation, and community.

Rollins is a comprehensive liberal arts college. Rollins is nationally recognized for its distinctive undergraduate and selected graduate programs. We provide opportunities to explore diverse intellectual, spiritual, and aesthetic traditions. We are dedicated to scholarship, academic achievement, creative accomplishment, cultural enrichment, social responsibility, and environmental stewardship. We value excellence in teaching and rigorous, transformative education in a healthy, responsive, and inclusive environment.

Approved by the Board of Trustees, May 9, 2014

THE DEPARTMENT OF PHYSICAL EDUCATION AND ATHLETICS MISSION STATEMENT

The Department of Physical Education & Athletics strives to provide a broad-based program which affords Rollins students the opportunity to grow mentally, physically and spiritually. This coincides with Rollins' institutional mission of providing a "high quality liberal arts education" as well as enhancing the "quality of student life."

And the institution maintains an energized environment that promotes academic success as a precursor to participation in physical education, intramurals or varsity athletics. Students will be scholars first, athletes second.

Rollins will also teach, counsel, motivate and support all students to encourage their progression as individuals. Course offerings, intramural sports and varsity athletics will provide the opportunity to learn discipline, teamwork, conditioning and sportsmanship.

Supporting the principles of amateur athletics and the policies and procedures of Rollins College, the Sunshine State Conference, and the National Collegiate Athletic Association where applicable while maintaining an ethical athletic program is also important to the development of the department.

ROLLINS COLLEGE STATEMENT ON SERVICE EXCELLENCE

"Together we inspire purposeful lives through distinctive engaged learning and exceptional service."

Sunshine State Conference



Founded in 1975, the Sunshine State Conference has risen from a single sport organization to the Division II "Conference of National Champions." Since its inception, the conference has grown steadily in sports played, membership, and national prominence.

Sunshine State Conference schools have won NCAA national championships (113 total) in baseball, softball, men's and women's golf, men's and women's soccer, men's basketball, women's lacrosse, women's rowing, men's and women's tennis and volleyball. They are nationally recognized in men's and women's cross country and men's and women's swimming. The first NCAA Division II national championship won by an SSC-sponsored school was in the spring of 1978. The Florida Southern College baseball team captured the national crown that year.



Over the last 10 years, the SSC has led all 24 Division II conferences in the NCAA Academic Success Rate. Each year, over 1,500 student-athletes are named to the Commissioner's Honor Roll with grade-point averages over 3.20 on a 4.00 scale.

Through a wide range of initiatives, the SSC, its member institutions, and student-athletes are actively involved in the Florida community. On a conference-wide basis, the SSC Student-Athlete Advisory Committee participates in an annual community service project at Give Kids the World Village in Kissimmee, Florida, in addition to fundraising efforts conducted annually for the Make-A-Wish Foundation.

2025-26 SUNSHINE STATE CONFERENCE CHAMPIONSHIPS

Postseason Championship	Date(s)	Host / Location
Men's & Women's Soccer	November 10, 13, & 16, 2025	Higher Seeds / To Be Determined
Men's & Women's Swimming	February 11-15, 2026	FL Southern / FAST Facility, Ocala, FL
Men's & Women's Basketball	March 3, 5 & 8 2026	Higher Seeds / To Be Determined
Women's Golf	April 11-14, 2026	Eckerd / To Be Determined
Men's Golf	April 18-21, 2026	Saint Leo / To Be Determined
Men's Tennis	April 30 – May 2 2026	Lynn / Boca Raton, FL
Women's Tennis	April 24-26, 2026	Nova Southeastern / FT Lauderdale, FL
Women's Rowing	April 24, 2026	Rollins / Nathan Benderson Park, Sarasota
Men's Lacrosse	April 18, 22, & 25, 2026	Higher Seeds / To Be Determined
Women's Lacrosse	April 18, 23, & 26, 2026	Higher Seeds / To Be Determined

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| <ul style="list-style-type: none"> • Baseball – No Conference Tournament. The SSC baseball regular-season champion will be an automatic qualifier to the NCAA Regional. • Softball – No Conference Tournament. The SSC softball regular-season champion will be an automatic qualifier to the NCAA Regional. • Volleyball – No Conference Tournament. The SSC women's volleyball regular-season champion will be an automatic qualifier to the NCAA Regional. |
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Mission

Provide a world-class athletics and academic experience for student-athletes that fosters lifelong well-being.

Priorities

Coordinate and deliver safe, fair and inclusive competition directly and by Association members:

- Set rules and guidelines and provide enforcement.
- Create programs that support outstanding performance on and off the field.
- Deliver excellent and inclusive championships.

Provide world-class services to student-athletes and members that leverage the NCAA's collective scale:

- Lead research and promote innovation that improves health, safety and performance.
- Provide capabilities and programming that fill in the gaps for members.
- Identify, co-create and distribute best practices to student-athletes and members.

Grow the college sports ecosystem:

- Inspire the next generation of athletes and up-and-coming sports.
- Enable quality access and viewing for all who want it.
- Use data to engage fans with highly personalized experiences and products.

Deliver sustainable funding for the NCAA mission:

- Excite fans fandom through compelling entertainment products and services.
- Grow media, sponsorship and ticketing revenue.
- Innovate new revenue streams.
- Set a culture of cost discipline.

NCAA INCLUSION STATEMENT

As a core value, the NCAA believes in and is committed to diversity, inclusion and gender equity among its student-athletes, coaches and administrators. We seek to establish and maintain an inclusive culture that fosters equitable participation for student-athletes and career opportunities for coaches and administrators from diverse backgrounds. Diversity and inclusion improve the learning environment for all student-athletes and enhance excellence within the Association.

The NCAA will provide or enable programming and education, which sustains foundations of a diverse and inclusive culture across dimensions of diversity including, but not limited to age, race, sex, class, creed, educational background, religion, gender identity, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation and work experiences. Programming and education also will strive to support equitable laws and practices, increase opportunities for individuals from historically underrepresented groups to participate in intercollegiate athletics at all levels, and enhance hiring practices for all athletics personnel to facilitate more inclusive leadership in intercollegiate athletics.

Adopted by the NCAA Executive Committee, April 2010



History

The NCAA has a long history of supporting fair representation in its governance system for diverse administrators, coaches, faculty and student-athletes. The Association has also committed resources to educational programming, the professional development of women and minorities, and postgraduate scholarship support for former student-athletes pursuing careers in athletics.

The NCAA restructured and refocused its diversity and inclusion effort under the leadership of President Mark Emmert in 2010. While maintaining a commitment to education and development, priorities of the inclusion effort have shifted to include strategies to develop a culture that recognizes and values diversity as a means to organizational excellence and to providing better service to the ever more diverse and complex higher education community and our student-athletes. The Inclusion Initiative at the NCAA emphasizes that an inclusive culture is the best approach to achieving diversity. It represents a shift from embracing diversity as a metric to encouraging inclusion as a value in leadership and decision-making processes.

Today, the NCAA conducts programming and education in promoting and supporting the five areas of inclusion: race and ethnicity, women, student-athletes with disabilities, LGBTQ and international student-athletes. Inclusion continues to be an important aspect of intercollegiate athletics and the NCAA looks forward to collaborating with the more than 1,100 member institutions and conference offices in support of their diversity and inclusion goals.

NCAA Office of Inclusion website: <https://www.ncaa.org/sports/inclusion>

NCAA DIVISION II PRIORITIES

- **Balance.** Under the Division II philosophy, schools aspire to a balanced approach in which student-athletes reach their highest potential in the sports they love to play, the academic goals they choose to pursue, the engagement with their campus and local communities, and the personal development and wellness they need to succeed in life after college.
- **Academic success.** Division II schools offer a comprehensive program of learning and development in a personal setting. The size of many Division II campuses (89% of Division II schools have enrollments of fewer than 7,500 students) fosters that personal setting and leads to Division II student-athletes consistently graduating at rates several percentage points higher than their student body counterparts.
- **Access to championships.** Of the three divisions, Division II provides its student-athletes with the highest access to championships. Sports including basketball, volleyball, and track and field offer one championships opportunity for every 8.5 student-athletes. The ratio is even higher in other sports, including lacrosse and field hockey.
- **Regional competition model.** Division II has eight competitive regions in most sports, which build healthy rivalries, reduce time away from campus, enable families to follow their student-athletes and keep athletics participation in perspective within the educational mission. The regional model also affords a representative access to championship finals and equitable pathway to championships.
- **Community engagement.** Division II athletics programs actively engage with their communities, helping to drive attendance at athletics contests and connect student-athletes with community members in a more shared civic experience. Community engagement also strengthens the bond among teammates and fosters individual and personal growth.
- **Inclusive culture.** Division II athletics programs are committed to establishing an inclusive culture in which people of all backgrounds are respected and given the opportunity to provide input and participate.



- **Preparation for life.** Division II students have an excellent opportunity to be highly skilled and decorated athletes, but the balanced approach allows them to become marketable in their careers because they'll have time to focus on their academic pursuits, their internships and whatever else it takes to prepare themselves for life after college.

CIVIC ENGAGEMENT DAY POLICY



Policy Overview

Rollins College embraces the NCAA Division II commitment to civic engagement by providing student-athletes with meaningful opportunities to participate in civic activities. This supports the NCAA's "Life in the Balance" philosophy, fostering personal growth through active community involvement and leadership.

Policy Statement

In accordance with NCAA Bylaw 17.1.6.8, Rollins College will suspend all countable athletically related activities (CARA) on the **first Tuesday after the first Monday in November**. This pause allows student-athletes to exercise their right to vote and participate in other civic activities.

For sports currently in their championship segment, Rollins will follow Bylaw 17.1.6.8.1, permitting flexibility to substitute this day within a 15-day window before or after the designated date.

Civic Engagement Opportunities

The Rollins Athletics Department, working closely with the Student-Athlete Advisory Committee (SAAC), coaches, and senior athletics staff, will identify and coordinate opportunities such as:

- Volunteering with local nonprofits, schools, and community organizations
- Hosting or attending civic education workshops
- Organizing voter registration drives and assisting peers in voting procedures
- Participating in city council meetings, community forums, and other local government events

Implementation and Support

- **Collaborative Program Development:** The SAAC will spearhead civic engagement initiatives in partnership with coaches and athletics administration to create programs aligned with student-athletes' interests and the needs of the Winter Park and greater Orlando communities.
- **Resources and Support:** Rollins College Athletics will provide necessary logistical support — including transportation, materials, and educational resources — to ensure smooth execution of civic engagement activities. Workshops on civic responsibilities and voter education will also be offered.
- **Alternative Scheduling:** For teams in championship competition during the designated day, Rollins will provide a flexible schedule that allows participation in athletically related activities on the civic engagement day and designate an alternative day for civic involvement within 15 days before or after.

The Office of Athletics Compliance will oversee adherence to this policy and regularly monitor participation, with non-compliance potentially resulting in institutional violations under NCAA regulations. Annual reviews with student-athletes, coaches, and staff will evaluate the effectiveness of the civic engagement programs and use feedback to improve future initiatives, enhancing both student-athlete development and community impact.

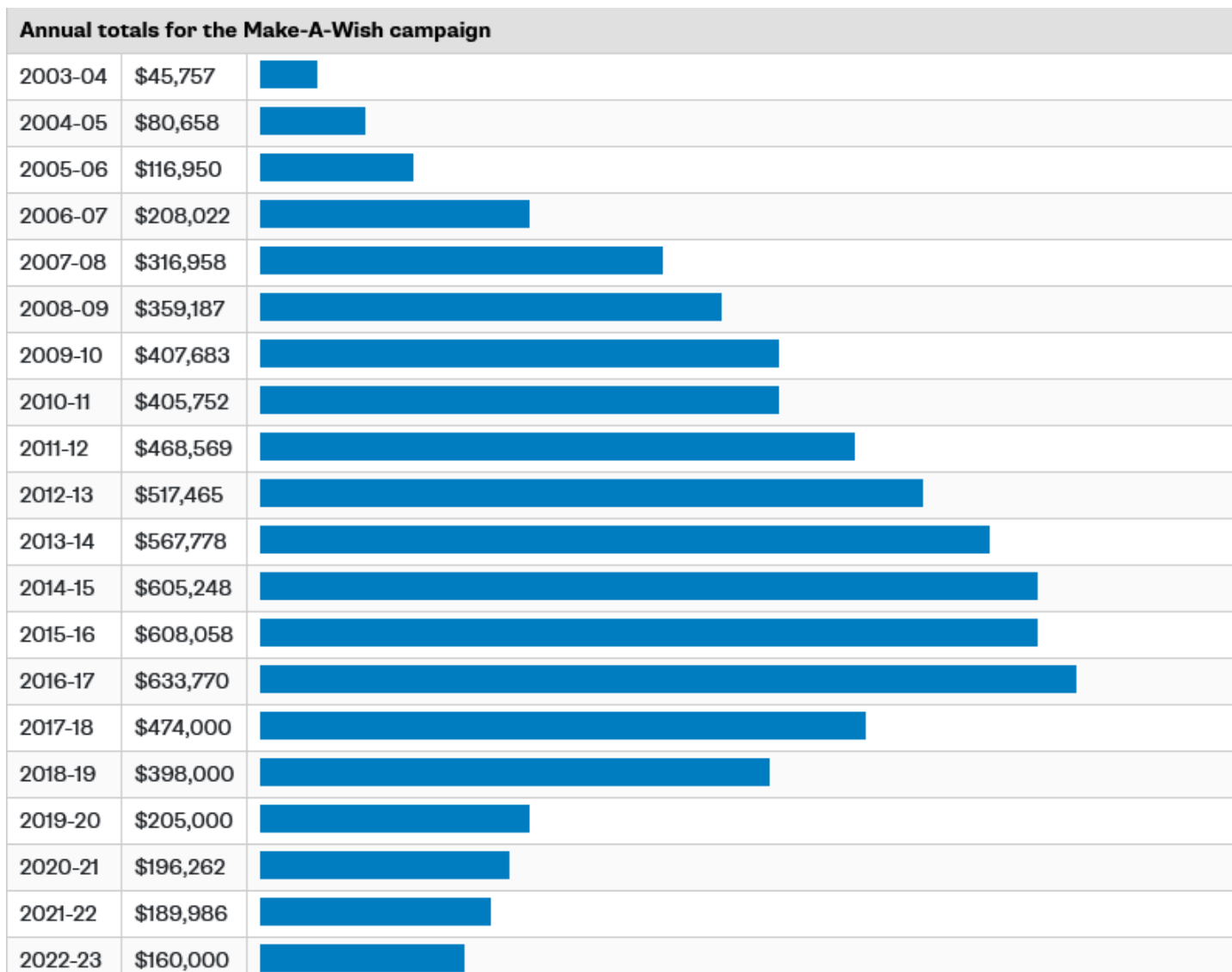
This policy will be effective beginning August 1, 2025, in alignment with NCAA legislative timelines.



While Division II schools engage with their communities locally, the division also recognizes the need to contribute on a national scale.

There’s no better example of that commitment than Division II’s long-standing relationship with the Make-A-Wish Foundation, which grants wishes to children with life-threatening illnesses. The Division II Student-Athlete Advisory Committee, which is the primary student-based group that contributes to policy-making for the division, established the Make-A-Wish partnership in 2003.

Division II has raised more than \$6.8 million toward granting the wishes of children with life-threatening medical conditions. Over 785 “wishes” have been granted through Division II contributions. These wishes can serve as a game changer in children’s fights against their illnesses, helping them feel better, and in some cases even get better.



DIVISION II CHAMPIONSHIPS



Division II features unmatched opportunity for student-athletes to advance to national championship competition as a result of the division's generous championship access ratio, which is the best among the three NCAA divisions. Sports including basketball, volleyball, and track and field offer one championship opportunity for every 8.5 student-athletes. The ratio is even higher in other sports, including lacrosse and field hockey.

Division II is the only NCAA division that conducts National Championships Festivals, Olympic-style events in which a number of national championships are held at a single site over a period of several days.

In total, Division II hosts 25 national championships — 12 in men's sports and 13 in women's sports — that annually give the more than 14,000 student-athletes who participate in them the experience of a lifetime.

At these championship events, Division II athletes are celebrated on television and digital networks. Nearly all Division II championship finals are either broadcast nationally or streamed live on ncaa.com.

Division II conducts community engagement activities at each of the 25 championship final sites. These activities not only involve outreach from participating student-athletes to community locations but also bring community members to the championship events.

ELITE 90

The ELITE 90, an award founded by the NCAA, recognizes the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in his or her sport, while also achieving the highest academic standard among his or her peers. The Elite 90 is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's 90 championships.

Here's your Rollins Athletics trivia question: Rollins Athletics has two NCAA Elite 90 winners. Who are they?



Lauryn Falcone, women's cross country in 2012-13 (when the award was called the Elite 89)

Samantha Collin, women's soccer in 2014-2015



Division II National Championships Festivals



Division II is the only NCAA division that conducts “National Championships Festivals,” Olympic-style events in which a number of national championships are held at a single site over several days.

The goals of festival are to enhance the student-athlete experience, create more awareness and exposure for Division II sports, and increase attendance by hosting multiple championships in one location. Each festival features opening and closing ceremonies, social opportunities for student-athletes, and community-outreach events. Student-athletes are housed in centrally located hotels, allowing for an athlete-village atmosphere.

The festivals are held on a rotational basis for the fall, winter and spring sports seasons, giving student-athletes a competitive opportunity to experience at least one during their intercollegiate athletics career.

BASEBALL

Finals: May 29-June 6, 2026 – USA Baseball National Training Complex, Cary, NC

MEN’S BASKETBALL

Finals: April 5, 2026 – Gainbridge Fieldhouse, Indianapolis, IN

WOMEN’S BASKETBALL

Final: March 24-28, 2026 – UPMC Cooper Fieldhouse, Pittsburg, PA

MEN’S GOLF

Finals: May 18-22, 2026 – Boulder Creek Golf Club, Boulder City, NV

WOMEN’S GOLF

Finals: May 12-16, 2026 – PGA National Resort, Palm Beach Gardens, FL

MEN’S LACROSSE

Finals: May 24, 2026 – Scott Stadium, Charlottesville, VA

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WOMEN'S LACROSSE

Finals: May 21-23, 2026 – Tiger Stadium, Rochester, NY

WOMEN'S ROWING

Finals: May 29-30, 2026 – Lake Lanier Olympic Park, Gainesville, GA

MEN'S SOCCER

Finals: December 12 & 14, 2025 – Switchbacks FC Stadium, Colorado Springs, CO

WOMEN'S SOCCER

Finals: December 11 & 13, 2025 – Switchbacks FC Stadium, Colorado Springs, CO

SOFTBALL

Finals: May 28-June 3, 2026 – Frost Stadium at Warner, Park, Chattanooga, TN

MEN'S AND WOMEN'S SWIMMING

Finals: March 10-14, 2026 – Deaconess Aquatic Center, Evansville, IN

MEN'S AND WOMEN'S TENNIS

Finals: May 19-24, 2026 – Surprise Tennis & Racquet Complex, Surprise, AZ

WOMEN'S VOLLEYBALL

Finals: December 11-13, 2025 – Sanford Pentagon, Sioux Falls, SD

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CODE OF CONDUCT



ROLLINS COLLEGE STUDENT-ATHLETE CODE OF CONDUCT

The Rollins College Student-Athlete Code of Conduct states the behavior expected of Rollins College Student-Athletes, and potential consequences for those who violate the Rollins College Student-Athlete Code of Conduct.

The Rollins College Student-Athlete Code of Conduct (Code of Conduct) does not assign guilt, nor does it supersede any NCAA, Rollins College, Sunshine State Conference (SSC) or, State of Florida policies and procedures and laws. The Student-Athlete Code of Conduct is meant to complement any team rules your sport has adopted. As a Rollins College student, all College policies governing student conduct apply to you, The Student-Athlete Code of Conduct is meant to set high standards relating to the athletic department's expectations of how student-athletes represent Rollins College and to state the potential consequences for those student-athletes who make poor choices which reflect negatively on themselves and the College. Rollins Athletics encourages student-athletes to be active members of the campus and community. Student-athletes may only be members of social fraternities or sororities which are registered through the Office of Student Involvement and Leadership. **Participation on an intercollegiate athletics team is a privilege, not a right.**

In today's world, all who work in or are associated with intercollegiate athletics, are the window to the institution. Consequently, as a student-athlete, your behavior—positive or negative reflects on Rollins, your teammates, your coaches, the athletic department, the College and your family. It is expected that all student-athletes will exhibit respectful behavior on and off the field and will abide by team, athletic department, College, SSC, and NCAA policies. **Failure to do so may result in a warning, suspension from the team, reduction or withdrawal of athletically-related financial aid and dismissal from the College.** The Head Coach of each sport has his/her own set of team training/conduct rules. The Rollins Athletics Administration will fully support appropriate disciplinary action taken by a coach. Should a student-athlete wish to appeal any disciplinary action, the student should contact the Director of Athletics.

Student-athletes are expected to:

1. Respect and comply with all College, local, state and federal laws and regulations.
2. Be courteous and respectful of all others and to treat people as they would want to be treated.
3. Communicate with their teammates, coaches, all athletics staff members, faculty, and other members of the campus community with honesty and timeliness.
4. Follow all team, athletics department, College, SSC, NCAA, and State of Florida NIL rules and guidelines.
5. Attend **all** classes as scheduled unless absences are approved. You are responsible for notifying your professors at least one week in advance of a sport-related absence and arrange to make up missed work. At the beginning of each semester in which you are competing the athlete should meet with your professors and discuss the classes to be missed. Sport-related/class absence forms should be given to the student-athlete by the coach one week prior to the class to be missed. Practices and off- season athletic events **are not valid** reasons for missing classes. Attend the class and arrange with the coach to make up missed practice time.
6. Complete their academic coursework in a timely fashion and make progress towards a degree each semester.
7. Give their best effort academically, athletically and in life.
8. Notify your coach and the sports medicine staff if you are injured. If you are injured as a result of practice, an intercollegiate athletics contest, or any other event directly related to your athletic team, you must notify the certified athletic trainer and coach before securing outside medical services (doctor/hospital/physical therapy).
9. Be responsible for school-owned equipment and uniforms issued during the season. Students will be billed through the Bursar's Office for loss or damage.
10. Conduct themselves in a positive, respectful manner on and off the field.



11. Play the game with a sense of fair play and sportsmanship.
12. Respect the opponent and officials and fans.
13. Be proud to be a Tar and a member of the Rollins community.

Student-athlete behavior that is inconsistent with these expectations may be subject to behavioral sanctions. Felony game-fixing/gambling or other felony charges will involve suspension from athletics practice and playing privilege until the issue is resolved. Felony convictions (including game-fixing/gambling) will result in dismissal from the team and removal of grant-in-aid for succeeding academic years. Any other misdemeanor charges/convictions or violations of College, local, state or federal regulations will be reported to the office of Community Standards and Responsibility (CSR), and subject to the process outlined within the Code of Community Standards. As is stated in the code, a determination will be made between the office of CSR and the Director of Athletics or a designee as to whether any NCAA (or Sunshine State Conference) regulation violation will be handled through the CSR process or handled by the appropriate coach or designee.

ROLLINS COLLEGE ATHLETIC DEPARTMENT

Revised 5/17/22

BANNED SUBSTANCE POLICY



Purpose

The Rollins College Athletic Department strives to provide a broad-based program which affords Rollins students the opportunity to grow mentally, physically and spiritually. This coincides with Rollins' institutional mission of providing a high-quality liberal arts education as well as enhancing the quality of student life. Illegal and/or abusive use of drugs or alcohol by any member of the Rollins College community adversely affects the educational environment and the related athletic programs. In keeping with the educational mission of the institution, the Rollins College Athletic Department will utilize educational strategies as its major approach to this problem. But, any student-athlete who illegally uses drugs or abuses any drug, including alcohol, will be subject to the prosecution of civil authorities, and disciplinary action by the College and the Athletic Department. The overall goal of this policy is to encourage student-athletes to be free of controlled substances, and furthermore to be certain that the student-athlete understands that certain sanctions will occur if department policies are violated.

The Rollins College student-athlete referred to herein is defined as any student-athlete on the roster of a Varsity or Junior Varsity team during the academic year. This includes student-athlete on academic or behavioral suspension, as well as those on red-shirt or medical hardship. This will include any student-athlete coded as active on the roster (not on Leave of Absence or other exception). Recent NCAA legislation states that should a student-athlete request transfer, all pertinent information regarding a positive test for any banned substance use by the student-athlete will be delivered with the request to transfer letter to the institution that the individual plans to transfer.

Student-athletes at NCAA Division II member institutions are subject to year-round (summer included) and championship testing as a condition of membership. Please note that these tests are in addition to those performed by Rollins College and are conducted separately from the Rollins College testing program.

Random Testing

Rollins College Athletic Department conducts random banned substance testing. Random selection will be reasonably spread throughout the year. Rollins College Athletic Department will select, at a maximum, 25 percent of the average number of student-athletes in each calendar year for random banned testing. Random selection, by its very nature, may result in student-athletes being selected in successive selections or more than once a calendar year. Alternatively, some student-athletes may not be selected in a calendar year.

Reasonable Suspicion Testing

Reasonable suspicion for requiring a student-athlete to submit to drug and/or alcohol testing shall be deemed to exist when a student-athlete manifests physical or behavioral symptoms or reactions commonly attributed to the use of controlled substances or alcohol. Such student-athlete's conduct must be witnessed by at least two college officials.



Should the officials observe such symptoms or reactions, the student-athlete must submit to testing.

Substance Abuse Evaluation, Return To Play, And Follow Up Testing

Any student-athlete who engages in prohibited conduct shall be referred to a Professional Counseling Center. If the athlete desires to continue participation, the student-athlete must submit to any treatment the Substance Abuse Professional prescribes. Failure to report for counseling will result in suspension from the team until the student-athlete reports. Such student-athlete is also subject to follow-up testing. Follow-up testing is separate from and in addition to Rollins College Athletic Department reasonable suspicion, and random testing procedures. The schedule for follow-up testing shall be unannounced and in accordance with the instructions of the Substance Abuse Professional. Follow-up testing may continue for a period of up to one year following the athlete's return to performance. If the student-athlete fails a follow-up test, they will be required to be re-evaluated and treated by a Substance Abuse Professional and suspended from the team

CONSEQUENCES OF POLICY VIOLATION

This policy is not to be construed as a contract between the college and the student-athletes at Rollins College. However, signed consent and notification forms shall be considered affirmation of the student-athlete's agreement to the terms and conditions contained in this policy.

Any student-athlete who becomes unqualified or engages in prohibited conduct as set forth herein may be subject to suspension and/or disqualification. Each area has specific sanctions.

Please note that this policy may be updated at any time by the Rollins College Athletic Department.

EDUCATION

Rollins College Athletic Department will provide student-athletes with the educational materials required for full understanding of the policy. On a yearly basis, student-athletes will be provided with the policy and given the opportunity to review and ask questions about the policy.

The list of banned substances (Appendix A) is included, as well as the information on supplement use. This information will be reviewed for the student at the beginning of each academic year. Throughout the year, additional drug education opportunities will be provided as they become available.

Student-athletes will be able to view posters detailing the substance bans as well as the location of resources for additional information.

It is important to note that nutritional supplements are essentially unregulated, and as such, may contain substances that appear on the banned list. **The student-athlete is responsible for this risk.** The inaccuracy of a label on a supplement cannot be used as defense to positive testing.

****For authoritative information on NCAA banned substances, medications and nutritional supplements, contact the Resource Exchange Center (REC) at 877/202-0769 or www.drugfreesport.com/rec (password ncaa1, ncaa2 or ncaa3).***

****Additional information can be found by accessing the NCAA sports science institute at www.ncaa.org***



PROHIBITED CONDUCT

The following shall be considered “prohibited conduct” for purposes of this policy:

No student-athlete shall report for physical activity or remain in practice, play or competition while having an alcohol concentration of .04 or greater. Furthermore, no student-athlete shall compete within forty-eight (48) hours after usage of alcohol.

No student-athlete shall use alcohol/controlled substances while in practice, play or competition. This includes but is not limited to all substances listed in the Banned Substance List (See Appendix A).

*****Please note: There are many health risks associated with taking dietary supplements. Additionally, there is the risk of testing positive for a banned substance that is not marked on supplement product's label. Testing positive for an unknown ingestion of a banned substance carries the same penalties. It is the responsibility of the athlete to be aware of this risk and inform the Sports Medicine staff of the supplements they are taking...although, this will not indemnify them. The form for this notification is located in Appendix B.***

No student-athlete shall refuse to submit to a random, reasonable suspicion, or follow-up alcohol or drug test. Refusal to submit to the type of drug and alcohol test employed by Rollins College Athletic Department will be grounds for refusal to allow an athlete to participate in any and all athletic programs. A refusal to test is defined to be conduct that would obstruct the proper administration of testing. A delay in providing a urine, or breath specimen could be considered a refusal. If a student-athlete cannot provide a sufficient quantity of urine, he/she will be evaluated by a physician of the college's choice. If the physician cannot find a legitimate medical explanation for the inability to provide a specimen (breath or urine), it will be considered a refusal to test. In that circumstance, the student-athlete has violated one of the prohibitions of the regulations.

No student-athlete shall report for practice, play, competition, or remain in competition when the athlete uses any controlled substance, except when use is pursuant to the written instructions of a physician who has advised the student-athlete that the substance does not adversely affect the student-athlete's ability to perform safely.

If, as a result of alcohol, tobacco or drug use/possession, a student-athlete is subject to campus, community, county or state sanctions he/she may be subject to the Rollins College Code of Community Standards. Such activity includes but is not limited to: DUI, hospital transport (as a result of use/abuse), arrest or citation for behavior under the influence, illegal possession.

If a student-athlete engages in prohibited conduct and is referred to a Substance Abuse Professional (SAP), the student-athlete is not qualified to participate in practice, play or competition until the recommendations of an SAP is met.

NOTIFICATION AND COLLECTION PROCESS

Student-athletes will be notified by phone and email no more than 24 hours prior to a test. Upon notification, failure to show up in person for the test, failure to produce a sample, or actual/attempted adulteration of a sample will be considered a positive test. A sample must be provided on the day of the test in the amount of time allotted by the testing agency. A third dilute sample provided will be grounds for reasonable suspicion testing through the remainder of the academic year.

Notification will be made by the Assistant Athletic Director/Sports Medicine or his designee. The email notification will contain the Student-Athlete Notification Form. Student-athletes must return the form to the Sports Medicine office at least two (2) hours prior to scheduled testing.

All testing will be conducted in the Alford Sport Center unless otherwise noted. Testing is performed by Drug Free Sport utilizing the collection procedures outlined in Appendix F.



In the event of a positive test, the Assistant Athletic Director/Sports Medicine will notify the Director of Athletics and the head coach of the student-athlete's sport. The student-athlete will then be required to meet with the Assistant Athletic Director/Sports Medicine to complete the notification and sanctioning process.

SAFE HARBOR PROGRAM

A student-athlete eligible for the Safe Harbor Program may refer himself/ herself for voluntary evaluation, testing and treatment for alcohol or drug problems. A student-athlete is **NOT** eligible to enter the Safe Harbor Program:

1. More than one (1) time;
2. After he/she has been informed of an impending drug test;
3. After documentation of a positive drug test; or
4. Thirty (30) days prior to NCAA or Conference postseason competition.

Rollins College will work with the student-athlete to prepare a Safe Harbor treatment plan, which may include confidential drug testing. The student-athlete will be tested for banned substances upon entry into the Safe Harbor Program and such a positive initial test will not result in any administrative sanctions except those listed in this section (i.e. the team physician may suspend the student-athlete from play or practice if medically indicated). A student-athlete will be permitted to remain in the Safe Harbor Program for a reasonable period of time, not to exceed thirty (30) days, as determined by the treatment plan.

If a student-athlete is determined to have new banned substance use and/or alcohol use after the initial Safe Harbor Program test (as determined by follow-up testing), or fails to comply with the Safe Harbor Program treatment plan, the student-athlete will be removed from the Safe Harbor Program and be subject to appropriate disciplinary actions as detailed in the Rollins College Department of Athletics Drug Testing Policy and Procedures. Entering the Safe Harbor Program will be treated as one of the disciplinary action phases and any positive test indicating new banned substance use and/or alcohol use after the initial Safe Harbor Program test will be treated as the next subsequent positive.

While in compliance with the Safe Harbor Program treatment plan, the student-athlete will not be included in the list of students eligible for random drug testing by Rollins College. Student athletes in the Safe Harbor Program may be selected for drug testing by the NCAA. The Director of Athletics, Team Physician, Assistant Athletic Director/Sports Medicine, and the student-athlete's Head Coach may be informed of the student-athlete's participation in the Safe Harbor Program. The athletic trainer assigned to the student-athlete's sport may also be notified if medically appropriate. The team's coaching staff may also be informed at the discretion of the Head Coach. Other college employees may be informed only the extent necessary for the implementation of this policy.

Student-athletes will acknowledge the existence of the safe harbor program by signing Appendix E.

POLICIES FOR RESTRICTION OF SUBSTANCE USE

BANNED SUBSTANCES (non-alcohol/tobacco)

Rollins College Athletic Department opposes the use or abuse of illegal drugs and banned substances. Rollins College student athletes are forbidden from using any of the substances which appear on the Banned Substance List (Appendix A) unless prescribed by a physician. Students should also refer to the college policies printed in the Code of Students' Rights and Responsibilities.

SANCTIONS FOR VIOLATION OF BANNED SUBSTANCES

Listed below are the normal sanctions that apply. The Athletic Department reserves the right to administer more stringent sanctions.



Substance	Alcohol and Other Banned Substances (AOBS)
1 st Offense	<ul style="list-style-type: none"> • Suspension for number of contests equal to 10% of the NCAA maximum allowable rounded up to nearest whole. • (next competitions on schedule – not including scrimmages) • Referral to DAST (Wellness) • Parental notification
2 nd Offense	<ul style="list-style-type: none"> • Suspension for number of contests equal to 33% of the NCAA maximum allowable rounded up to the nearest whole. • (next competitions on schedule – not including scrimmages) • Suspension from team activity for a minimum of 1 week. • Referral to off-campus professional for substance abuse assessment. • Completion of all recommendations set forth by assessment. • Parental Notification • 50% reduction of athletic scholarship (if applicable).
3 rd Offense	<ul style="list-style-type: none"> • Dismissal from team for remainder of academic year. • Loss of athletic scholarship if applicable. • Permanent dismissal at discretion of head coach • The student will be required to have a substance use/dependency assessment completed and all recommendations completed in order to return to the team (which must be agreed upon by the coach and the Director of Athletics).

APPEAL PROCESS

Student-athletes who test positive for a banned substance by the laboratory retained by Rollins College may, within 72 hours following receipt of notice of the laboratory finding, contest the finding. Upon the student-athlete's request for additional testing of the sample, the Director of Athletics/designee will formally request the laboratory retained by Rollins College to perform testing on specimen B. Specimen B findings will be final, subject to the results of any appeal. If specimen B results are negative, the drug test will be considered negative.

Student-athletes who test positive under the terms of this policy will be entitled to a hearing with the Director of Athletics or his/her designee prior to the imposition of any sanction. Requests for such a hearing must be made within forty-eight (48) hours of notification of a positive test result. If the forty-eight hours would end on a weekend, the request must be made by noon on the next business day. Requests must be in writing and received by the Director of Athletics or his/her designee.

The student-athlete may have an advocate or other representative present if the student so desires. However, the student-athlete must present his or her own case. The meeting should take place no more than seventy-two (72) hours after the written request is received. Either the student-athlete or the other parties involved may request an extension of time to the Director of Athletics, who will consider whether to grant the extension upon a showing of good cause. These proceedings shall include an opportunity for the student-athlete to present evidence, as well as to review the results of the drug test. The proceedings shall be confidential. The decision by the Director of Athletics or his/her designee regarding the sanction to be imposed shall be final.



I. ALCOHOL

48 hour rule

When a Rollins athlete is practicing or competing in his/her traditional season, he/she may not drink alcohol **48 hours prior to competition**. During the times an athlete may consume alcohol during his/her season, he/she is expected to do so in **an appropriate and responsible manner**. He/she must also comply with the laws of the State of Florida and the Code of Students' Rights and Responsibilities of Rollins College regarding the consumption of alcohol. This includes but is not limited to restrictions on age and location of consumption.

TRAVEL

Any Student-Athlete who travels off campus under the sponsorship of Rollins College Athletics is not permitted to drink alcohol at any time on that trip.

Additionally, no Student-Athlete should wear any clothing provided by the Athletic Department for use in athletic contests in a bar or any other drinking establishment, or while drinking.

SANCTIONS FOR VIOLATION OF ALCOHOL RULES

Sanctions for violation of the 48 hour rule and alcohol use during a Rollins College Athletics sanctioned trip will be at the discretion of the Head Coach. The sanctions may include, but are not limited to: Warning, Probation, Restriction, Additional Exercise, Suspension, Dismissal. It is possible that the violation will be reported to the office of Community Standards and Responsibility, depending on the circumstances surrounding the violation.

<http://www.rollins.edu/community-standards-responsibility/policies/index.html>

II. TOBACCO PRODUCTS

Smoking and the use of tobacco products is proven to cause long-term illness. Therefore, in the interests of the health of its student-athletes, the Rollins College Athletic Department does not condone the use of any tobacco product by any student-athlete.

The use of **tobacco** products is prohibited by all game personnel (e.g., coaches, trainers, managers and game officials) in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees and sports committees with rules-making responsibilities) shall be established for such use. The use of **tobacco** products by a student-athlete is prohibited during practice and competition. Smoking is not permitted in Rollins College facilities







SANCTIONS FOR VIOLATION OF TOBACCO RULES

A student-athlete who uses **tobacco** products during a practice or competition shall be disqualified for the remainder of that practice or competition. This is an NCAA violation (10.2) and will be reported as such.

If the violation of the Tobacco Policy is not athletically-related, then the violation is handled by Rollins College Code of Community Standards. Smoking is only permitted in certain areas on campus.











ROLLINS COLLEGE DEPARTMENT OF ATHLETICS TEAM TRAVEL POLICY

-  All members of the travel party must leave from campus and return to campus following the athletic event. Any deviation from this policy subjects the coach and institution to liability issues. If other travel arrangements for return to campus are desired, a parental release must be on file with the Director of Athletics and Athletics Travel Coordinator **prior** to departure.
-  If extenuating circumstances prevent a student-athlete from traveling to an event with the team, prior to making individual travel arrangements to the event, a parental release must be on file with the Director of Athletics and Athletics Travel Coordinator **prior** to departure.
-  All student-athletes and coaches are to stay in the same hotel and each travel party member must be listed on the hotel roster (required by law).
-  To effectively deal with the liability issues regarding the travel party, the Head Coach is required to always know the whereabouts of the members of the travel party during the trip, including activities not on the travel itinerary, such as dinner with parents, friends, etc. The coach should be able to contact the individual if necessary.
-  During overnight trips, student-athletes are not to utilize travel accommodation services that incur an expense (e.g., phone, pay television, or room service) without receiving prior approval from the coach.
-  Drinking alcohol is prohibited by all student-athletes during the entire duration (time when leaving campus until time returning to campus) when traveling for athletic activities under the sponsorship of Rollins College, the SSC, the NCAA or other appropriate athletic governing body.

DEPARTMENT OF ATHLETICS SOCIAL NETWORKING/PUBLICMEDIA POLICY

Rollins College encourages all students to openly engage in free speech, including the use of social networking sites. Remember, as a student-athlete, you are viewed as a leader and role model in and out of the Rollins community. Being a student-athlete is a privilege, not a right. When using social networking/public media sites here are some cautions to be mindful of regarding your safety:

-  Media, faculty, future employers and NCAA officials can easily access your profile and view your information.
-  Any picture posted of you on the internet is open to the public regardless of your privacy setting. This means that any pictures could be used against you and may consequently affect your eligibility status with the College and athletics.
-  Rollins student-athletes may not use any proprietary information gathered about the Rollins Athletic Department or teams.
-  Rollins student-athletes may not use any of the official marks (logos, photos, word marks) of Rollins Athletics, the Sunshine State Conference and/or the NCAA.
-  Use discretion when posting photos, videos, comments, especially those of a personal nature such as using tobacco, drinking alcohol, drug use, or anything of a sexual nature.
-  Be mindful of the links to websites you have on your social networking site.
-  Use all appropriate methods to keep your profile and personal information private to prevent stalking and/or identity theft. For example, do not post your cell phone, address, or class schedule for safety reasons.
-  Consider how your content, comments, pictures, links would be viewed by your team, coach, Rollins, family, friends, and future employers. Your content/blog comments may affect your eligibility status with the College and athletics.



ACTING AS A STUDENT HOST FOR ROLLINS ATHLETICS

Rollins College strives to recruit the highest quality students-athletes available. As part of their official visit process, you are an integral piece of the prospect's visit to campus. Acting as a student host is an important service to the team and the Department of Athletics. Appropriate conduct is required of you by Rollins College, Rollins Athletics, the Sunshine State Conference and NCAA. The student host, the recruit, and the coach all sign off on the Rollins College Student Host form at the beginning of an official visit. The conduct described below should also be adhered to during any unofficial visits.

1. I am enrolled full-time at Rollins College. If you are a freshman, you must have been a high school qualifier.
2. Only one student host per prospect may be provided a free meal if restaurant facilities are utilized.
3. Only you shall be provided money with which to entertain only yourself, the prospect, the prospect's relatives, legal guardians or spouse. Other students may assist with hosting the prospect but shall pay for their own entertainment.
4. A maximum of \$30 per day may be provided to cover the entertainment expenses (for example, movies, bowling, Winter Park boat tour, snacks) for both you and the prospect, **excluding** the cost of meals and admission to campus athletic events. You may be provided with an additional \$15 per day for each additional prospect entertained by you.
5. I am responsible for providing a positive and safe experience for the prospective student-athlete(s).
6. I will not give cash to the visiting prospect or anyone else.
7. I will not use or give the entertainment funds to purchase or provide the prospect with gifts of value (e.g., souvenirs or clothing).
8. I will not use vehicles provided or arranged for by any Rollins College staff member or Tar booster(s)/Anchor Club member(s) of the athletics program. This includes transportation to and from the airport.
9. I will not transport the recruit or friends/family/relatives more than 30 miles from campus.
10. I will not, and the prospect will not, post pictures or blog on social networking sites of illegal activities or activities that would reflect poorly on me, the recruit, my team, and/or Rollins College.
11. I will not allow recruiting conversations to occur off campus, between the recruit and Tar booster(s)/Anchor Club member(s). If an unplanned meeting occurs, only an exchange of greetings will be allowed.
12. I will not, and the recruit will not, consume alcoholic beverages during the official visit. Underage drinking is both a criminal activity and contrary to Rollins College Code of Conduct.
13. I will not, and the recruit will not, participate in adult entertainment (including clubs/exotic dancers, etc.).
14. I will not, and the recruit will not, use illegal drugs during the official visit.
15. I will not arrange sexual favors for the recruit or myself during the official visit.
16. I will not, nor will I allow the recruit, to engage in contests of chance or gambling or sports wagering during the official visit.

Student-Athletes and Recruiting Prospective Student-Athletes



Off-Campus Contacts. Off-campus, in-person recruiting contacts between enrolled student-athletes (or other enrolled students) and a prospective student-athlete are permissible if such contacts do not occur at the direction of a coaching staff member or a representative of the institution's athletics interests. Bylaw 13.1.2.4a

Written, e-mail, phone/video calls. It is permissible for an enrolled student-athlete to engage in recruiting correspondence (written or electronically transmitted correspondence, telephone calls, videoconferences) with a prospective student-athlete, provided it is not done at the direction and/or expense of a representative of the institution's athletics interests, and provided the activity is voluntary. Recruiting correspondence may include multiple enrolled student-athletes and/or prospective student-athletes [or their relatives or legal guardian(s)] at a time (see Bylaw 13.10.2 for publicity restrictions). Bylaw 13.1.2.4c revised 5/3/21



Interaction During a Community Engagement Activity. It is permissible for an enrolled student-athlete to engage or interact (e.g., contact, telephone calls) with a prospective student-athlete at the direction of a coaching staff member, provided the engagement or interaction is a part of a community engagement activity and the student-athlete does not miss class, except for class time missed in conjunction with away-from-home competition. Bylaw 13.1.2.4d

[Student-Athletes and Pick-up Games With Prospective Student-Athletes](#)

A student-athlete may participate in practice or pick-up game activities with a prospective student-athlete while the prospect is on campus provided the activity is not observed by any member of the coaching staff and no information is required to be reported back to the coaching staff.

ROLLINS ACADEMIC CODE OF CONDUCT – See Academic Policies and Procedures Section ROLLINS CODE OF COMMUNITY STANDARDS

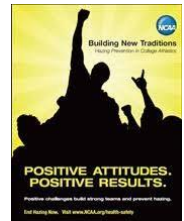
Throughout their college education, students will be developing values that translate into responsible behavior. In an effort to guide students through this period of development, as well as to maintain standards that ensure the welfare and safety of the College community, Rollins College establishes this Code of Community Standards. The basic principles of the Code of Community Standards are rooted in the beliefs of the Rollins Honor Code.

ROLLINS COLLEGE HAZING POLICY

Please refer to the Rollins Code of Community Standards for institutional hazing policies.

- Additional guidelines and resources about hazing can be found at www.stophazing.org, The Gordie Center website, and www.hazingprevention.org.
- **State of Florida's Definition of Hazing**
http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1006/Sections/1006.63.html

From the NCAA Hazing Prevention Handbook [Here](#)



Hazing vs. Team Building

Hazing	Team Building
Humiliates and degrades	Promotes respect and dignity
Tears down individuals	Supports and empowers
Creates division	Creates real teamwork
Lifelong nightmares	Lifelong memories
Shame and secrecy	Pride and integrity
is a power trip	Is a shared positive experience



ROLLINS COLLEGE DISCRIMINATION GRIEVANCE PROCEDURE FOR STUDENTS REPORTING OF FACULTY OR STAFF

Please find the entire policy:

- <https://rollins.teamdynamix.com/TDClient/1835/Portal/KB/ArticleDet?ID=141953>

DIVERSITY, EQUITY, INCLUSION AND BELONGING AT ROLLINS

At Rollins College, our vision for Diversity, Equity, Inclusion, and Belonging is to celebrate all members of our college community and to broaden our collective understanding by uplifting diverse identities, cultures, experiences, and perspectives. We acknowledge that this requires a willingness to have tough conversations, hear and respect vastly different points of view, and to do all this with respect and grace. Our commitment to DEIB is embedded throughout all we do. Rollins is committed to fostering a campus culture where all stakeholders can thrive and experience a genuine sense of inclusion and belonging.

Learn more about Diversity, Equity, Inclusion and Belonging at Rollins:

<https://www.rollins.edu/diversity-equity-inclusion-belonging/>

[Student Center for Inclusion & Belonging https://www.rollins.edu/inclusion/](https://www.rollins.edu/inclusion/)

The Student Center for Inclusion and Belonging provides intercultural experiences that support our students to be their best selves and work to foster a Rollins campus community that is equitable, inclusive, and just. We incorporate social justice education throughout the college experience for all students to be effective leaders and global citizens for a complex and diverse world. We partner with students, staff, faculty, and community partners to nurture a climate where those who were underserved can have a sense of belonging and work to eliminate challenges that stand in the way of their success.



Rollins Unity Walk, October 21, 2021



ACADEMIC POLICIES AND PROCEDURES



IMPORTANT FOR ALL STUDENT-ATHLETES



- **All student-athletes should be enrolled in 16 hours of degree credit per term** to prevent any eligibility issues if a course is dropped and/or not passed. **You must pass 9 hours to be eligible the next regular full-time term. If you only enroll in 12 hours and drop or not pass a 4-credit class, you will only earn 8 hours and will not be eligible for practice, conditioning, and competition.**
- **ONLY** six (6) hours of credit toward a minor will count each semester for eligibility purposes, please plan your schedule accordingly.

ROLLINS COLLEGE ACADEMIC HONOR CODE

- <https://www.rollins.edu/honor-code/academic-honor-code/#:~:text=Therefore%2C%20%20a%20student%20of,in%20my%20relationships%20with%20ot%20hers.>

ROLLINS COLLEGE CLASS ATTENDANCE POLICY

CLASS ATTENDANCE

<https://catalog.rollins.edu/content.php?catoid=22&navoid=869>

Religious Holidays (updated 6/2025)

It is the responsibility of the faculty to publish attendance policies for their courses in the course syllabus. If a distinction is made between “excused” absences and “unexcused” absences, it must be conveyed in the attendance policy. At the instructor’s discretion, a student’s grade may be lowered for failure to comply with the attendance policy. Exceptions exist for absences owing to religious observances. If a student will miss a class because of religious observance, then the student must confer with their instructor as to how and when the make-up work will be done, which includes the possibility of turning work in early. The instructor may not lower a student's participation or attendance grade in the course due to absences for religious observance. Instructors need to provide reasonable accommodations for excused absences regarding due dates for assignments and make-up exams whenever possible.

Students who need assistance in communicating absences due to religious holiday observance should consult with the Student Outreach and Resource Center, the Dean of Religious Life, or the appropriate academic dean.

Serious and Contagious Illness (updates 6/2025)

Students who must miss class due to isolation or quarantine orders will not have their course grade negatively affected by these absences. Faculty will be notified of these absences by college officials. Students who receive their diagnosis or quarantine order from off-campus health care providers must contact the Wellness Center to have these absences communicated to faculty. Students are reminded that lying to a faculty or staff member is considered a violation of the Academic Honor Code. Students remain responsible for all assigned work and will consult with instructors on the means of accommodation.

Excessive absences from class due to isolation/quarantine or other reasons can result in the student being unable to meet all of the learning objectives for a course. In such cases, students will consult with the Student Outreach and Resource Center to explore options such as a medical leave, incomplete course contract, or withdrawal from the course.

FIRST DAY ATTENDANCE

Students are required to attend all classes beginning with the first scheduled class meeting.



Students who do not attend the first class meeting are subject to removal from the class at the discretion of the instructor. To ensure accuracy of registration records, students are responsible for verifying their registration each term and submitting an official drop form for all classes not attended. Students unable to attend due to circumstances beyond their control must notify the Dean of the Faculty or the instructor prior to the first day of classes.



STUDENT-ATHLETES AND CLASS ATTENDANCE

ALL Rollins student-athletes cannot miss class for practice, a scrimmage or an out of season contest/game. As a Rollins student-athlete, YOU are responsible for notifying your professors at the beginning of the semester and at least one week in advance of a competition-related absence and arrange to make up the missed material.

STUDENT-ATHLETES DROPPING/ADDING CLASSES

Whether you are a NCAA student-athlete or a water skier, men's rower, or sailor, to be eligible, you should be enrolled in a minimum of 12 hours per term to prevent potential eligibility issues (to be able to practice and/or compete) if you drop and/or not pass classes. If you are in graduate school at Crummer or at Holt, you must be enrolled in what the graduate program considers full-time.



If you are a NCAA student-athlete and need to drop a class, you MUST add the class you want BEFORE dropping a class. The moment you drop below 12 hours, you are ineligible, and it is a NCAA violation. You cannot practice, condition, or compete, until you have been reinstated by the NCAA. If you compete while you are not enrolled full-time, you put your entire team in jeopardy. Your coach will let you know when you are eligible again.



All international students in F-1 or J-1 status must receive permission from the International Student Services Coordinator prior to dropping any courses that would bring them below the twelve (12) semester hour minimum. Failure to receive prior permission may result in a termination of the student's immigration status.

ROLLINS COLLEGE ACADEMIC PROBATION, SUSPENSION, AND DISMISSAL

<https://catalog.rollins.edu/content.php?catoid=22&navoid=869#ap-pro-susp-dismiss>

Standards of Scholarship

ACADEMIC PERFORMANCE AND ACADEMIC ALERT SYSTEM

Unsatisfactory academic performance includes poor attendance, lack of participation, failure to complete assignments on time, poor test and quiz grades, poor quality of written work, studio work, or laboratory work, or an estimated grade of 'C-' or lower in the course. Faculty communicate with students about their academic performance in a course in various ways. This communication may take the form of emails, in-person meetings, graded course work, learning management system postings, and/or academic warnings.

Faculty may complete formal academic alert forms for students who are performing at unsatisfactory levels in their courses. Academic alerts are sent via campus e-mail to the student, faculty advisor, and professional advisors. Students receiving alerts are directed to meet with the professor of the course, as well as their faculty advisor, to discuss issues of concern, strategies for improvement, and other options including withdrawal from courses or exercise of the Late Credit/No Credit (CR/NC) option. In addition to these interventions, the Academic Advising Services staff also contacts students if they are deemed academically "at risk" for other reasons (multiple academic alerts, those on academic probation).

The withdrawal without penalty deadline occurs in the tenth week of each semester; students may exercise their one-time, late CR/NC option through 5 p.m. on the last day of classes each term.

ACADEMIC STANDING

Beginning Spring Term 2015, all students must maintain a cumulative Grade Point Average (GPA) of at least 2.00 and a single term Grade Point Average (GPA) of at least 1.5 to be in good academic standing.



ACADEMIC PROBATION, SUSPENSION, AND DISMISSAL

Rollins College students are expected to earn and maintain a minimum grade point average of 2.0 to be considered in good academic standing. Students who fail to meet minimum academic standards at the end of any term are placed on academic probation, academic suspension, or are dismissed permanently from the College.

Minimum Academic Standards

Any student whose cumulative GPA falls below 2.00, or whose fall or spring term GPA falls below 1.5, will be placed on academic probation. A Summer Term/Maymester GPA below 1.5 will not result in a student being placed on academic probation or suspended. However, changes in a student's cumulative GPA after Summer Term/Maymester course grades are calculated may result in a student being placed on academic probation or moved to good academic standing.

A student with:	Cum below 2.0	Cum above 2.0
Fall or Spring Semester Term GPA below 1.5	probation	probation
Fall or Spring Semester Term GPA above 1.5	probation	good standing

Academic Probation

Students on academic probation are required to enroll in a minimum academic load of twelve (12) semester hours during the fall or spring semester.

Students on academic probation may be prohibited from participating in Rollins-sponsored activities, such as athletics, fraternity/sorority life, leadership positions, study abroad, and/or internships for academic credit.



Students placed on academic probation will be asked to adhere to the General Requirements for Probation. Probationary students must complete a General Requirements for Probation form that specifies an individualized plan for returning to good academic standing and agree to abide by all probationary regulations, including enrollment in a specialized course focused on academic success. Failure to follow the terms of the General Requirements for Probation may result in a student's immediate suspension or permanent dismissal, even during the course of the term in progress. Students who are academically suspended or dismissed prior to the end of a semester, Summer Term, or Maymester are subject to standard college refund policies for tuition, room, and board fees.

Students on academic probation need the permission of their academic advisor in order to add or drop any course during the add/drop period. Students on academic probation will need the approval of the Dean of Faculty (or designee) to complete the following academic transactions after the designated add/drop period: 1) withdrawal from a course; 2) take a graded course on a credit/no-credit basis; 3) file an Incomplete Grade Contract.

Academic Suspension

Students who fall within any of the following categories will be academically suspended from the College.

- Those who have been on probation and do not meet the minimum academic standards the following fall or spring semester.
- Those on probation who fail to follow any of the General Requirements for Probation.
- Those who have been on probation two non-consecutive semesters (fall or spring only) and fail to meet the minimum academic standards a third time.

An exception is made for first-year students. First-year students will be academically suspended from the College after their first semester if their GPA falls at or below 1.25. If these students would like to be considered for continuation for a second semester, they should appeal their academic suspension to the Dean of the Faculty. If their appeal is accepted and they are continued in the Spring, these students will be subject to the General Requirements for Probation.



Students who are academically suspended from the College are not permitted to continue in any Rollins College programs, including the Hamilton Holt School. While on academic suspension, students should only be on campus to conduct business related to a re-admission appeal, and/or as an officially registered guest, and must abide the guest policies. Students may request to transfer back to Rollins any credits earned during an academic suspension. All transfer credits must be pre-approved by the student's advisor and Registrar's Office prior to enrolling elsewhere.

Students who have been academically suspended a first time may petition for readmission by completing the academic appeal to return form in which they articulate both insight into the factors that led to the poor performance and a realistic plan to improve academic performance and return to good academic standing. This academic appeal to return may be submitted to the Office of the Dean of the Faculty after a minimum of one (1) semester has elapsed. To be considered for readmission from academic suspension, students must demonstrate readiness to return and improved commitment to academic success. The academic appeal to return will only be considered if the student is in good standing with the Rollins Community (including but not limited to Community Standards, Student Account Services, etc.).

Students who are academically suspended a second time are dismissed permanently from the College and may not subsequently enroll in any program.



RESOURCES FOR TAR STUDENT-ATHLETES



Suggested Student-Athlete Monthly “To Do” List (not inclusive) **Read Carefully**

August

- Electronically sign NCAA Compliance forms (mandatory prior to practice/conditioning)
- Attend NCAA Squad/Team Meeting virtually in Canvas, if questions contact the Compliance Coordinator (mandatory prior to practice)
- Register with NIL Opportunities Tracking Software (reach out to Compliance for more information) to document your NIL activities and have access to tutorials and brand training and more
- New/Transfer Student-Athlete Pre-Participation Physical Exam Forms
 - https://rollinssports.com/documents/2023/6/12/NEWTRANSFER_SA_PPE_Forms_2023-2024.pdf
- Returning Student-Athlete Pre-Participation Physical Exam Forms
 - https://rollinssports.com/documents/2023/6/12/RETURNING_SA_PPE_Forms_2023-2024.pdf
- Get to know your professors - set up appointments to review team travel schedule
- Take your official team travel schedule and absence letters to each professor
- Mark all tests, project, travel, and competition dates in your planner (online or paper)
- _____
- _____
- _____

September

- Labor Day Holiday (no class)
- Electronically sign NCAA Compliance forms (mandatory prior to practice/conditioning)
- Attend NCAA Squad/Team Meeting virtually in Canvas, if questions contact Compliance Coordinator (mandatory prior to practice)
- Obtain clearance by Rollins Sports Medicine staff (mandatory prior to practice/conditioning)
- New/Transfer Student-Athlete Pre-Participation Physical Exam Forms
 - https://rollinssports.com/documents/2023/6/12/NEWTRANSFER_SA_PPE_Forms_2023-2024.pdf
- Returning Student-Athlete Pre-Participation Physical Exam Forms
 - https://rollinssports.com/documents/2023/6/12/RETURNING_SA_PPE_Forms_2023-2024.pdf
- Take your official team travel schedule and class absence letters to each professor as appropriate
- _____
- _____
- _____

October

- Take your official team travel schedule and class absence letters to each professor as appropriate
- Get ready for Midterms
- Clear any registration holds
- If appropriate, please advise your coach of any study abroad program you will participate in the spring semester
- Fall sports when your fall season ends, there’s a NCAA mandatory 14-day break from ALL CARA
- Be safe on Fall Break
- _____
- _____
- _____

November

- Take your official team travel schedule and class absence letters to each professor
- Review Final Exam Schedule and create study plan



- Have a yummy Thanksgiving Break (no class)
- Fall sports when your fall season ends, there's a NCAA mandatory 14-day break from ALL CARA
- _____
- _____
- _____

December

- Spring sports** – no countable athletically related activity one week prior to the beginning of the start of Reading Days and through the conclusion of finals; end of the season meeting is ok
- A student-athlete **shall not** participate in any voluntary athletically related activities on campus from December 23 through December 29, unless the facility is open to the general student-body (NCAA winter break)
- December 23-29, 2024 – Rollins **cannot** provide transportation in conjunction with away-from-home competition. (NCAA winter break)
- Every success on finals, projects, papers and presentations!
- Have a wonderful break!
- _____
- _____
- _____

January

- New and Transfer Student-Athletes electronically sign NCAA Forms (mandatory prior to practice/conditioning)**
- Register with NIL Opportunities Tracking Software (reach out to Compliance for more information) to document your NIL activities and have access to tutorials and brand training and more
- Attend NCAA Squad/Team Meeting virtually in Canvas, if questions contact Compliance Coordinator (mandatory prior to practice)**
- New and Transfer Student-Athletes obtain clearance by Rollins Sports Medicine staff (mandatory prior to practice)**
- Take your official team travel schedule and class absence letters to each professor and get to know your professors
- Obtain clearance by Rollins Sports Medicine staff (mandatory prior to practice/conditioning)
- New/Transfer Student-Athlete Pre-Participation Physical Exam Forms
 - https://rollinssports.com/documents/2023/6/12/NEWTRANSFER_SA_PPE_Forms_2023-2024.pdf
- Returning Student-Athlete Pre-Participation Physical Exam Forms
 - https://rollinssports.com/documents/2023/6/12/RETURNING_SA_PPE_Forms_2023-2024.pdf
- Winter Intersession
- Martin Luther King, Jr. Day (no class)
- Mark all tests, project, travel, and competition dates in your planner
- If appropriate, make sure studyabroad@rollins.edu – Office of International Programs has your fall study abroad grades.
- _____
- _____
- _____

February

- Take your official team travel schedule and class absence letters to each professor as appropriate
- Check Peer Tutors and Writing Consultants @ TJ's
- _____
- _____
- _____



March

- Take your official team travel schedule and class absence letters to each professor as appropriate**
- Be safe on Spring Break
- Get ready for Midterms
- When is Fox Day?!
- If you are completing your fourth semester, you must declare a major with your Academic Advisor and Student Records to be eligible for fall.
- Winter sports when your fall season ends, there's a NCAA mandatory 14-day break from ALL CARRA
- _____
- _____
- _____

April

- Take your official team travel schedule and class absence letters to each professor as appropriate**
- Spring sports when your fall season ends, there's a NCAA mandatory 14-day break from ALL CARRA
- Review Final Exam Schedule
- Fall and winter sports** – no countable athletically related activity one week prior to the beginning of the start of Reading Days and through the conclusion of finals; end of the season meeting is ok
- Tommy Awards and Prom
- Every success on finals, projects, papers and presentations!
- _____
- _____
- _____

May

- Commencement (Mother's Day) (CLA)
- Maymester starts
- If appropriate, make sure studyabroad@rollins.edu – Office of International Programs has your spring study abroad grades.
- _____
- _____
- _____

June

- Maymester Ends
- Juneteenth Holiday Observed (campus closed)

July

- July 4, 2022 – Independence Day Holiday (campus closed)
- Returning student-athletes only** need to complete an examination with a physician **if they have been ill or injured since leaving campus in May**. Physician notes, MRI reports, etc. should be brought when returning to campus in August. Failure to obtain proper medical records may result in delayed medical clearance.

August

- Electronically sign NCAA Forms on-line (men's/women's soccer, volleyball)**
- Eligibility questions, contact Compliance Coordinator**

Go Tars Go!!!



Resources for Tar Student-Athletes

1. This handbook
2. Your Head Coach
3. Rollins Athletics Administrators, Coaches and Staff: <https://rollinssports.com/staff-directory>
4. Dr. Mike Gunter (photo below), Faculty Athletic Representative, your advocate outside the Department of Athletics; 407- 646-2263 or mgunter@rollins.edu ; <https://myweb.rollins.edu/mgunter/>
5. Dr. Taylor Langley (photo below), Sports Psychologist: 407-319-8690 or tjlangley@rollins.edu
6. Rollins Athletics Sports Medicine:
<https://rollinssports.com/sports/2020/4/28/information-departments-sports-medicine-index.aspx>
7. Office of Student and Family Care: <https://www.rollins.edu/dean-of-students/student-care/>
8. Rollins Athletics Compliance:
<https://rollinssports.com/sports/2020/4/28/information-departments-ncaa-compliance-index.aspx>
9. Rollins Athletics Official Website: www.rollinssports.com
10. Rollins Athletics Official Facebook: <https://www.facebook.com/RollinsSports>
11. Rollins Athletics X/Twitter: www.twitter.com/rollinssports
12. Rollins Athletics Instagram: www.instagram.com/rollinssports



Dr. Mike Gunter













Dr. Taylor Langley

Your Goal as a Student-Athlete

The primary goal for a student-athlete is obtaining a baccalaureate degree or graduate degree and not simply meeting the minimal requirements for athletic eligibility.

Some best practices for your academic success include:

-  Treat instructors and classmates with courtesy and respect.
-  At the beginning of each semester, review your competition schedule with your professor
-  If you will miss class in season because of competition, remind the professor the week of the event(s) by providing the missed class letter from your coach
-  Decide with the professor on how to make up missed material
-  If you are participating in post-season competition (SSC or NCAA), let your professor know as soon as possible
-  Arrive early and attend the entire class;
-  Sit in the front of the classroom.
-  Be prepared for class - bring textbooks and assignments;
-  Be attentive in taking notes and active in class discussions;
-  Be familiar with course requirements



Grievances or Complaints with Your Team/Coach

If you should have a grievance or complaint concerning your personal rights or team rules, please follow the protocol below:

- (a) If appropriate, discuss the issue with your team captain(s)
- (b) Meet with your Head Coach
- (c) Meet with Dr. Taylor Langley
- (d) Meet with the Athletics Department Staff member who oversees your sport
- (e) If the issue is not resolved, meet with the Director of Athletics

Please note:

- Issues of playing time, are a student-athlete and Head Coach only discussion, your parents should not be having playing time discussions with your Head Coach
- If you feel more comfortable discussing your athletic issue with someone outside the Athletic Department, the Faculty Athletic Representative, Dr. Mike Gunter, is your advocate



Title IX: Sexual Misconduct Violence Policy

<https://www.rollins.edu/sexual-misconduct/title-IX-policy/index.html>

Title IX and Violence Prevention Meet Our Team

All members of the Title IX team are passionate about preventing and responding to incidents of sex based discrimination. Please contact us for information, resources, support, or to file a report.

Title IX Coordinator and Deputy Title IX Coordinators

The College has appointed a Title IX Coordinator as well as Deputy Title IX Coordinators to oversee its response to all reports of sexual misconduct and harassment, conduct training, and coordinate compliance with the requirements of Title IX.

The Title IX Coordinator and Deputy Title IX Coordinators are knowledgeable and trained in the College's policies and procedures, and state and federal laws, that apply to sexual misconduct and harassment, and the dynamics of sexual misconduct and harassment. The Title IX Coordinator and Deputy Title IX Coordinators are available to meet with any individual to discuss the options for resolving a report under this policy.



Sarah Laake, M.S.

*Director, Title IX | Title IX
Coordinator*

170 W. Fairbanks
(407) 691-1773
slaake@rollins.edu



Matt Hawks, M.A.

Deputy Title IX Coordinator

Troutman Bldg, second floor
(407) 646-2104
mhawks@rollins.edu



Pennie Parker, B.A.

*Deputy Title IX Coordinator for
Gender Equity in Athletics*

Alfond Sports Center, second floor
(407) 646-2636
pparker@rollins.edu

Prevention, Education, and Outreach

Heather Surrency

Prevention Educator

(407) 691-1796
hsurrency@rollins.edu



Anxiety Disorders

Anxiety disorders are the most common mental health issues in the United States. Data from national surveys show that more than 30 percent of student-athletes have experienced overwhelming anxiety. By understanding that anxiety is common and by addressing it, student-athletes can better manage anxiety and its impact on their health and performance.



Signs and symptoms:

EMOTIONAL SYMPTOMS

- Feelings of apprehension or dread.
- Feeling tense or jumpy.
- Restlessness or irritability.
- Anticipating the worst and being watchful for signs of danger.

PHYSICAL SIGNS

- Pounding or racing heart and shortness of breath.
- Sweating, tremors and twitches.
- Headaches, fatigue and insomnia.
- Upset stomach, frequent urination and diarrhea.



What student-athletes can do:

- Recognize signs and symptoms and seek help from a licensed mental health provider.
- Actively participate in your treatment and develop a plan that works for you.
- Be mindful of triggers and stressors that can impact your anxiety.
- Practice daily self-care; this includes getting restful sleep, effectively managing stressful situations and addressing symptoms of anxiety.

Content courtesy of NAMI.



What athletics department staff can do:

- Recognize signs and symptoms of anxiety.
- Work with campus partners to provide access to licensed mental health providers.
- Be mindful of triggers and stressors that can impact a student-athlete's anxiety.
- Know your athletic department's written mental health referral protocols.



RESILIENCE | HELP SEEKING | STIGMA FREE



Depression

Depression is common among people of all ages and all racial, ethnic and socioeconomic backgrounds. Depression is a treatable mental health condition, and early detection and treatment leads to better outcomes.



Signs and symptoms:

- Persistent sadness or empty mood.
- Dramatic changes in sleep, appetite, concentration and energy.
- Lack of interest in activities.
- Hopelessness or guilty thoughts.
- Physical aches and pains.
- Suicidal thoughts.



What student-athletes can do:

- Recognize depression symptoms and seek help from a licensed mental health provider.
- Develop trust and communicate openly with your health care providers.
- Reach out to a trusted friend, coach or athletics administrator or contact The National Suicide Prevention Lifeline at 800-273-8255.
- Practice daily self-care; this includes getting restful sleep, effectively managing stressful situations and addressing symptoms of depression.



What athletics department staff can do:

- Recognize signs and symptoms of depression.
- Know your athletics department's written mental health referral protocols.
- Work with campus partners to provide access to licensed mental health providers.

Content courtesy of NAM.



RESILIENCE | HELP SEEKING | STIGMA FREE



Eating Disorders

Some individuals become so preoccupied with food and weight issues that they find it difficult to focus on other aspects of their life. It is important for student-athletes to seek balance in their relationship with food, as this impacts all aspects of physical and mental health.



Signs and symptoms:

- Obsession with food and exercise.
- Denying self of food to the point of starvation.
- Binge eating and purging behaviors.
- Compulsive exercise beyond what is good for sport performance and health.
- Social withdrawal.
- Fear of eating in public.



What athletics department staff can do:

- Recognize the signs and symptoms of eating disorders.
- Partner with campus health care providers such as sports dietitians, eating disorder specialists and licensed mental health providers to support healthy eating and the prevention and treatment of eating disorders.



What student-athletes can do:

- Accept yourself. It is important to understand that the 'ideal' body weight of each individual differs because of variations in genetic traits and cultural norms.
- Find support with others recovering from an eating disorder.



What everyone can do:

- Learn more about eating disorders at the National Eating Disorder Association, nationaleatingdisorders.org, and at the National Association for Males with Eating Disorders, namedinc.org.

Content courtesy of NAMI.



RESILIENCE | HELP SEEKING | STIGMA FREE



Suicide Prevention

AN INFORMATIONAL RESOURCE FOR STUDENT-ATHLETES, COACHES AND ATHLETICS PERSONNEL

Suicide is the second-leading cause of death among people aged 10-24. By eliminating the misunderstanding and stigma that prevent individuals from speaking up and getting support, the incidence of suicide can be reduced.



Warning signs – any of the behaviors below indicate an increased risk of suicide:

- Talking, writing or thinking about death.
- Impulsive, aggressive or reckless behavior.
- Increased alcohol and drug use.
- Social withdrawal from friends, family and the community.
- Dramatic mood swings.

Signs of imminent danger – any of the behaviors below should prompt immediate interventions:

- Putting affairs in order and giving away possessions.
- Saying goodbye to friends and family.
- Mood shifts from despair to calm.
- Unexplained interest in obtaining firearms or controlled substances.
- Talking about death.
- Self-harming behaviors.

What student-athletes can do:

- Call the 988 Suicide & Crisis Lifeline at 988.
- Reach out to a trusted friend, coach or athletics administrator.

What athletics department staff can do:

- Follow your athletics department's mental health emergency action and management plan.
- Learn more about postvention guidance by reading [A Guide for Response to Suicide on College Campuses](https://hemha.org/postvention_guide.pdf) at hemha.org/postvention_guide.pdf.

PROMOTE THE USE OF STIGMA-FREE LANGUAGE

"Suicide attempt/ attempted suicide."

AVOID: "Failed suicide" or "unsuccessful attempt"

"Died by suicide/ suicide death."

AVOID: "Successful" or "completed suicide"

"Took their own life."

AVOID: "Committed suicide"

"Died as a result of self-inflicted injury."

AVOID: "Chose to kill him/herself"

"Disclosed."

AVOID: "Threatened"

SOURCE: NAMI and 988lifeline.org



SPORT SCIENCE
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WHAT STUDENT-ATHLETES NEED TO KNOW

Concussion Safety

What Is a Concussion?

The Consensus Statement on Concussion in Sport, which resulted from the sixth international conference, defines sport-related concussion as follows:

Sport-related concussion is a traumatic brain injury caused by a direct blow to the head, neck or body resulting in an impulsive force being transmitted to the brain that occurs in sports and exercise-related activities. This initiates a neurotransmitter and metabolic cascade, with possible axonal injury, blood flow change and inflammation affecting the brain. Symptoms and signs may present immediately, or evolve over minutes or hours, and commonly resolve within days, but may be prolonged.

Additional information on concussion diagnosis, management and prevention in collegiate athletes, including a complete definition of concussion, can be found [here](#).



How Can I Keep Myself Safe?

1. Know the symptoms.

You may experience ...

- Headache or head pressure.
- Nausea.
- Balance problems or dizziness.
- Double or blurry vision.
- Sensitivity to light or noise.
- Feeling sluggish, hazy or foggy.
- Confusion, concentration or memory problems.

2. Speak up.

- If you think you have a concussion, stop playing and talk to your coach, athletic trainer or team physician immediately.

3. Take time to recover.

- Follow your team physician and athletic trainer's directions during concussion recovery.
- When managed properly, most student-athletes recover fully from concussion. Exercise, under medical supervision, is a core component of concussion management.
- There may be negative consequences when concussion is left untreated.
- Once you've recovered from a concussion, talk with your physician about the risks and benefits of continuing to participate in your sport.

No two concussions are the same. Symptoms may appear several hours after the initial impact or even the next day. Symptoms may also evolve over several days. If you are unsure if you have a concussion, talk to your athletic trainer or team physician immediately.

How Can I Be a Good Teammate?

1. Know the signs.

You may notice that a teammate ...

- Appears dazed or stunned.
- Forgets an instruction.
- Is confused about an assignment or position.
- Is unsure of the game, score or opponent.
- Appears less coordinated, unsteady on feet or wobbly.
- Answers questions slowly.
- Loses consciousness.

2. Encourage teammates to be safe.

- If you think one of your teammates has a concussion, tell your coach, athletic trainer or team physician immediately.
- Help create a culture of safety by encouraging your teammates to report any concussion symptoms.

3. Support your injured teammates.

- If one of your teammates has a concussion, let them know you and the team support playing it safe and following medical advice during recovery.
- Being unable to practice or join team activities can be isolating. Make sure your teammates know they're not alone.



SPORT SCIENCE
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What Happens If I Get a Concussion and Keep Practicing or Competing?

- Due to brain vulnerability after a concussion, an athlete may be more likely to suffer another concussion while symptomatic from the first one.
- In rare cases, repeat head trauma can result in brain swelling, permanent brain damage or even death.
- Continuing to play after a concussion increases the chance of sustaining other injuries too, not just concussion.
- Athletes with concussion have reduced concentration and slowed reaction time. This means that you won't be performing at your best.
- Athletes who delay reporting concussion take longer to recover fully.

What is the Recovery Time for a Concussion?

- Each athlete is different, but emerging information indicates that most athletes fully recover from concussion.
- Some athletes experience persisting post-concussive symptoms, which are managed with exercise and targeted treatment.
- If your symptoms persist, you may also have another treatable condition unrelated to your concussion. If you are experiencing any ongoing symptoms, please seek medical care with the team physician.

What Do I Need to Know About Repeated Head Impacts?

- Research into the new concept of repeated head impacts is evolving rapidly.
- Most head impacts in sport occur at low levels well below the force needed to cause a sports-related concussion.
- The medical and scientific community continues to conduct research to determine if long-term exposure to head impacts may be deleterious to brain health.
- While many questions remain unanswered, the NCAA Concussion Checklist recommends that efforts should be made to reduce head impact exposure in both practice and game settings.

Chronic Traumatic Encephalopathy ("CTE")

- In recent years, there has been ongoing research into CTE, and more research is needed to answer important questions.
- According to the Centers for Disease Control website, research-to-date suggests that CTE is associated with long-term exposure to repeated head impacts at levels that would cause injury to the brain.
- According to the CDC, there is no strong scientific evidence that shows that getting one or more concussions (or other mild traumatic brain injuries) or occasional hits to the head leads to CTE.

More research is needed to better understand:

- The causes of CTE, including the role of repeated head impacts.
- Other potential risk factors for CTE, including the role of a person's sex, genetics, medical history, and environmental and lifestyle factors.
- How the CTE pathology develops, and what symptoms CTE pathology may cause.
- Why some people develop CTE and others do not.

You can find more information on the emerging CTE research at various sources including the [CDC](#), [NINDS](#) and the [Consensus Statement on Concussion in Sport](#).

If you are concerned or have questions, please talk to your medical doctor.

Did You Know?

- NCAA rules require that team physicians and athletic trainers manage your concussion and injury recovery independent of coaching staff, or other non-medical, influence.
- We're learning more about concussion every day. To find out more about the largest concussion study ever conducted, which is being led by the NCAA and U.S. Department of Defense, visit ncaa.org/concussion.

CONCUSSION TIMELINE



Baseline Testing

Balance, cognitive and neurological tests that help medical staff manage and diagnose a concussion.



Concussion

If you show signs of a concussion, NCAA rules require that you be removed from play and medically evaluated.



Recovery

Your school has a concussion management plan, and team physicians and athletic trainers are required to follow that plan during your recovery.



Return-to-Learn

Return-to-learn should be done in a step-by-step progression in which adjustments are made as needed to manage your symptoms.



Return-to-Sport

Final return-to-sport only happens after you have returned to your pre-concussion baseline and you've gone through a step-by-step progression of increasing activity.





Sports Wagering

What student-athletes need to know.

The NCAA is committed to protecting student-athlete well-being and the integrity of competition. NCAA sports wagering rules do not allow student-athletes or athletics employees (1) to bet on any sport sponsored by the NCAA at any level, including college and/or professional or (2) to share information for sports wagering purposes.

IF YOU RISK SOMETHING, IT'S A BET

If you put something at risk (such as cash, entry fee, dinner or other tangible item) on any amateur and/or professional sporting event with a chance to win something in return, you violate NCAA sports wagering rules.

NO SPORT WAGERS OF ANY KIND

Types of sport wagers that violate NCAA rules include, but are not limited to, fantasy leagues, March Madness® brackets, Super Bowl squares, Calcuttas, sports pools, online sports bets, sports betting apps, parlay and prop bets, live in-game betting and single-game sports bets.

PLAY WITH INTEGRITY

Student-athletes should NOT share any information about their team or any other team. This includes information regarding team disciplinary actions, strategy, injuries or team morale. This information is sought by gamblers.

LOSING YOUR ELIGIBILITY

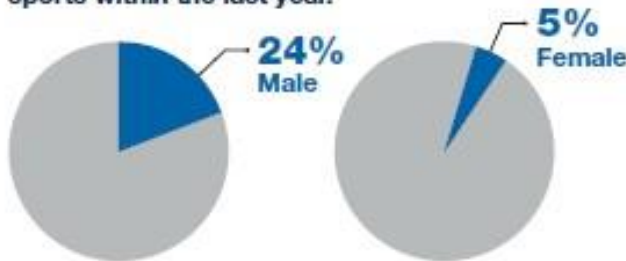
Student-athletes who violate NCAA sports wagering rules will be ineligible for competition, subject to appeal to the Committee on Student-Athlete Reinstatement. Penalties will be considered on a case-by-case basis based on the guidelines for the division in which the student-athlete participates.



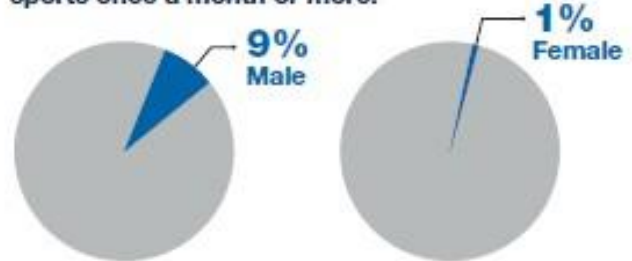
Wagering Impacts Well-Being

Sports wagering is a gateway for other behaviors that can negatively affect student-athlete well-being.

Student-athletes reported wagering on sports within the last year.

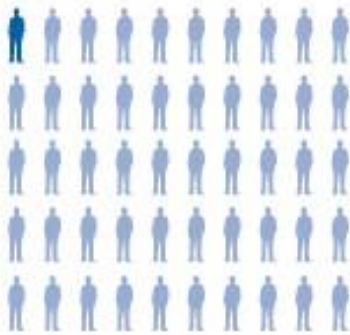


Student-athletes reported wagering on sports once a month or more.



1 in 50

male student-athletes meet standard diagnostic criteria for problem gambling.



4%



of male student-athletes who gambled in the past year reported **one-day gambling losses of \$500 or more.**

26%

of male student-athletes reported sports wagering as their first gambling activity.

Student-athletes who wager on sports placed their first bet before entering college.

90%

Male

82%

Female

49%

Male



23%

Female

Student-athletes who bet on sports think they can consistently make a lot of money on the activity.

Student-athletes who reported wagering on sports placed wagers electronically.



54%

Male



31%

Female

Student-athletes who think sports wagering is a harmless pastime. Those figures are **76%** and **61%** for those who wager on sports.

For additional information, please visit dontbetonit.org

NCAA sports wagering contact: **317-917-6222**

24-hour confidential national gambling helpline: **800-522-4700**

National Council on Problem Gambling: ncpgambling.org

DON'T BET ON IT

NCAA and March Madness are trademarks of the National Collegiate Athletic Association.



EVALUATING A DIETARY SUPPLEMENT

- Use a reliable source to investigate whether or not supplement claims are true:
 - **The National Center for Drug Free Sport:**
www.drugfreesport.com/REC
Password: ncaa1, ncaa2 or ncaa3
 - **NCAA:**
www.NCAA.org/drugtesting
 - **United States Anti-Doping Agency:**
www.usada.org/supplement411
 - **International Olympic Committee:**
www.olympic.org/ioc
- Claims that are “too good to be true” are just that. “Red-flag” terms include:
 - Energizer
 - Fat Burner
 - Metabolic Booster
 - Proprietary Ingredients
 - Testosterone Booster
- Exaggerated claims related to energy metabolism, body fat loss and muscle mass gain are especially high risk for containing an undisclosed banned substance.

Note: The NCAA does not endorse any dietary supplements; therefore, products marketed as “NCAA compliant” have not been reviewed by the NCAA.

KNOW THE FACTS!

- Manufacturers of dietary supplements are **not** required to obtain pre-market approval from the Federal Drug Administration (FDA); therefore, there is no assurance of a product’s purity, safety or effectiveness.
- Although manufacturers are required to list all ingredients on the label, a dietary supplement **may** contain a banned substance, even if not listed, due to contamination or poor manufacturing practices.
- A positive test for banned substances can result in suspension from competition for a minimum of 365 days, and the loss of a year of remaining eligibility.
- NCAA policies regarding nutritional supplements (see NCAA Bylaw 16.5.2 for more information):
 - **Permissible:** can be provided to student-athletes by athletics department.
 - **Impermissible:** cannot be provided to student-athletes by athletics department.
 - **Banned:** substances banned for use by student-athletes.

FOOD FIRST

- Protect your health and enhance your performance by choosing food over supplements.
- Vitamins and minerals alone have **NO** energy value and cannot provide the required fuel found in food.
- In general, no vitamin and mineral supplements are necessary if a student-athlete is consuming adequate energy from a variety of foods to maintain body weight.
- Supplements are expensive. A turkey sandwich contains more essential amino acids at a much lower cost than an entire bottle of amino acid supplements!



HOW TO PLAY IT SAFE

- Eating real food, training responsibly and getting enough rest leads to success without the potential consequences of taking dietary supplements.
- As a NCAA athlete, it is your responsibility to know what you are putting into your body!
- Before consuming any supplement, review the label with your athletics department’s sports medicine staff.

The following table lists common dietary supplements used by athletes, their risks and common food sources high in these nutrients.

Supplement	Risks	Food Equivalent
Multivitamin and Mineral	Potential toxicity if taken in amounts greater than recommended	Meats, poultry, fish, whole grains, vegetables, fruits, beans and peas, nuts, low-fat dairy
Caffeine	Potential anxiety, irritability, insomnia, headaches, gastrointestinal (GI) distress	Coffee, tea, chocolate Note: Consumed in high quantities, these foods can result in testing positive for a banned substance.
Creatine	GI distress, cramps, potential contamination	Meat, poultry, fish
Protein and Added Amino Acids	Potential contamination	Beef, pork, chicken, fish, turkey, beans, lentils, tofu, tempeh, nuts, low-fat dairy, eggs
Omega-3 Fatty Acids	Potential contamination	Fatty fish (salmon), flaxseed oil, walnuts, canola oil



Written by SCAN Registered Dietitians (RDs). For advice on customizing a nutrition plan, consult a RD who specializes in sports, particularly a Board-Certified Specialist in Sports Dietetics (CSBD). Find a SCAN RD at www.scanpd.org.



NAME, IMAGE, LIKENESS (NIL)

Effective, June 30, 2021, the NCAA adopted an uniform, interim policy suspending name, image and likeness rules for all incoming and current student-athletes. The State of Florida, Intercollegiate athlete compensation and rights Statute 1006.74, went into effect July 1, 2021. This statute applies to **ALL** Rollins student-athletes (non- NCAA student-athletes **AND** NCAA student-athletes).

Additional information may be found at:

<https://rollinssports.com/sports/2021/12/1/name-image-and-likeness-guide.aspx>

As of April 4, 2022, there is not a uniform NIL model across all 50 states.

Important points from the State of Florida law include:

- Any agreements involving Name, Image, and Likeness entered into prior to July 1, 2021 are not covered under the NCAA or Rollins Athletics policies and would be subject to previous NCAA Rules regarding NIL, including mandatory reporting of violations of those Rules.
- State law requires that NIL compensation must be commensurate with market value and cannot be provided in exchange for athletics performance or attendance at Rollins College.
- NIL compensation may only be provided by a third party unaffiliated with Rollins College.
- Employees of Rollins College and its direct support organizations (including coaches and athletics staff members) cannot compensate, assist, or arrange for compensation to be directed to a current or prospective student-athlete.
- In accordance with Florida Statute, Rollins College may not restrict enrolled student-athletes from earning compensation for use of their name, image, or likeness (NIL) when they are not engaged in official team activities or from obtaining professional representation to secure name, image, and likeness opportunities.
- An intercollegiate athlete under 18 years of age must have any contract for compensation for the use of her or his name, image, or likeness approved under ss. [743.08](#) and [743.09](#).
- **All freshman and junior student-athletes are required to take a one credit Rollins class which meets the state of Florida requirement to provide financial literacy and life skills, debt management, as well as time management training.**
 - Freshman **INT 125**
 - Juniors **INT 225**
- If you are an **international student-athlete**, **BEFORE**, you decide to commit to **ANY NIL opportunities**, please check with:
 - Jenifer Ruby
she/her/hers
Director
Rollins College | International Student & Scholar Services
407-691-1370 (voice or text)



CAN I USE MY NIL TO RECEIVE COMPENSATION?



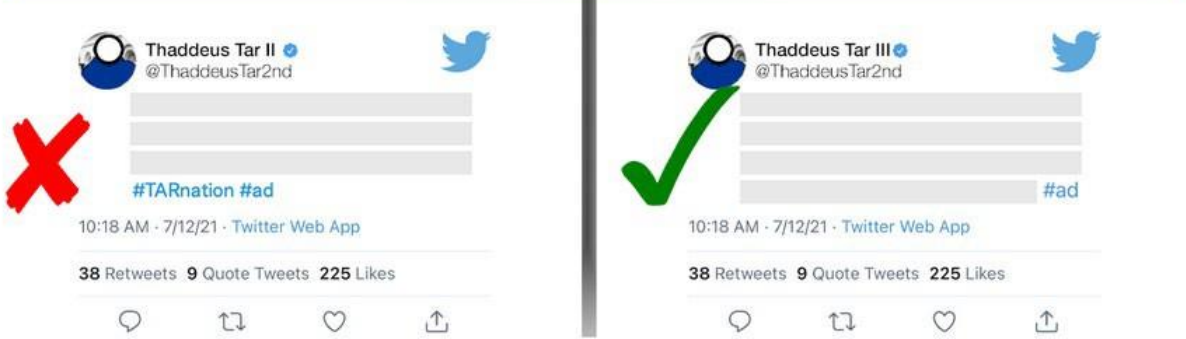
WHAT MARKS CAN I USE?



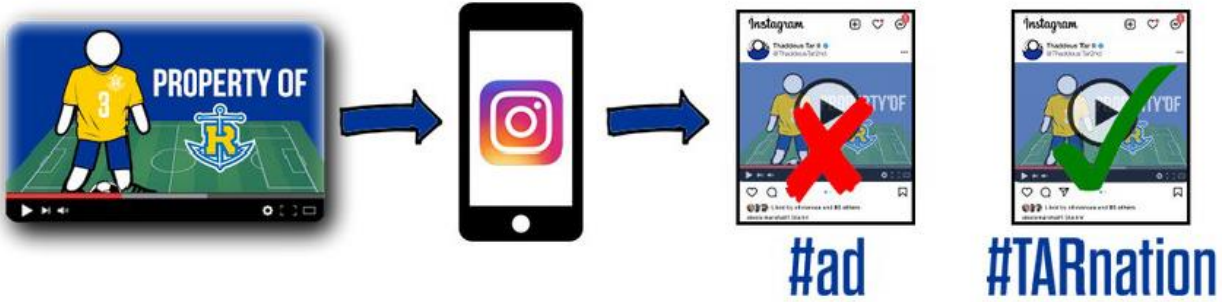
WHAT CAN I WEAR DURING NIL ACTIVITIES?



WHAT CAN I SAY?



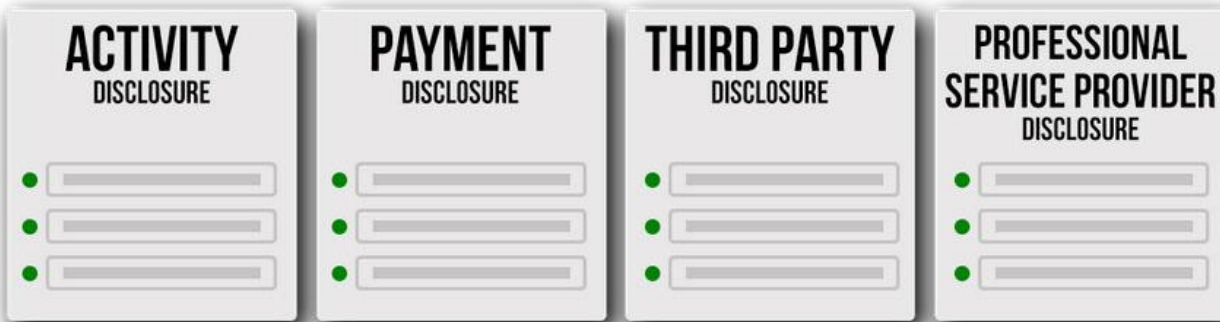
WHAT CAN I POST?



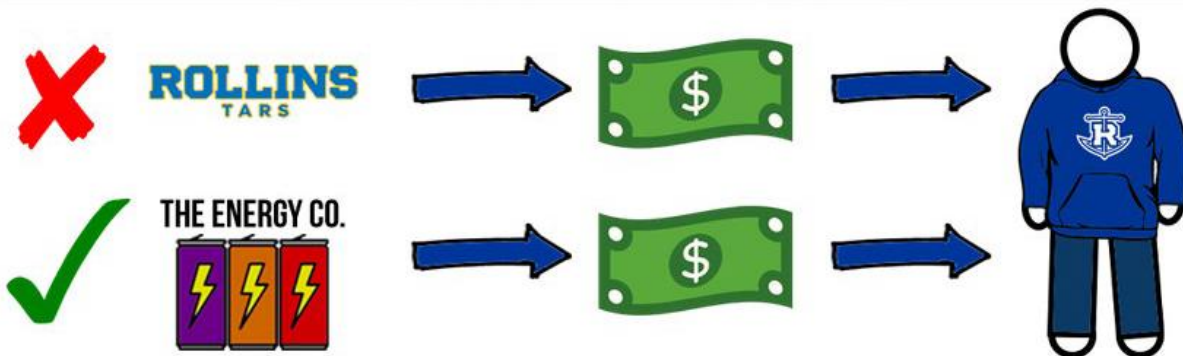
CAN I SELL MEMORABILIA?



WHAT DO I HAVE TO DISCLOSE?



WHO CAN COMPENSATE ME?



HOW MUCH CAN I BE COMPENSATED?



HOW CAN I BE COMPENSATED?



FOOD

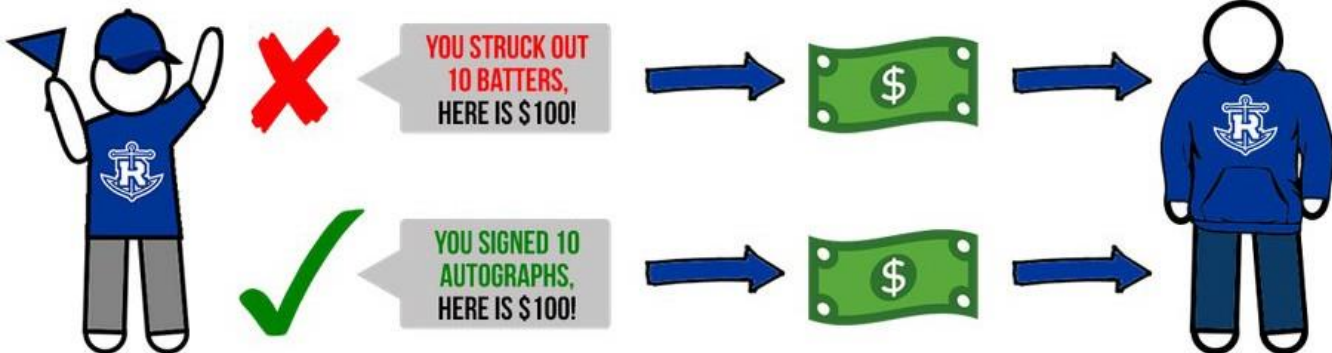


CHECKS



CASH

WHAT CAN I BE COMPENSATED FOR?



WILL MY NIL ACTIVITIES BE MONITORED?



CAN I USE AN AGENT?



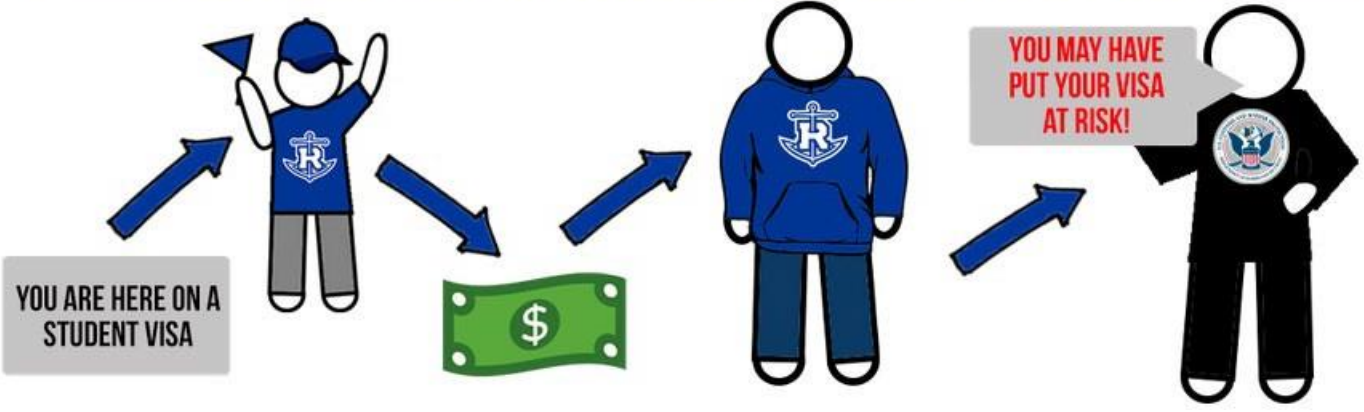
NIL-RELATED ACTIVITIES



WHEN CAN I PERFORM NIL ACTIVITIES?



WHAT IF I'M AN INTERNATIONAL STUDENT?



STUDENT-ATHLETES FEELING COMFORTABLE WITH THE MEDIA

Student-athletes may be called upon to give interviews with various members of the media, to pose for photos for media, or to give background information or quotes for feature stories, press releases, or the Internet. **All such interviews and information and any media requests must be coordinated through Athletics Communications** whether conducted in person, over the phone, or via the Internet. For any questions regarding such requests or regarding actual interviews, contact Athletics Communications. Rollins Athletics makes every effort to provide positive exposure for its student-athletes and athletics programs. Do not schedule an interview or other media activity that conflicts with your classes, practices, or games. Some interviewing tips:

1. Always give proper credit to teammates and coaches.
2. Never discuss Rollins, teammates, coaches, or officials in a negative or critical manner.
3. Always say complimentary things about your opponents, both before and after events.
4. Ask an interviewer to repeat or rephrase any question you are unsure about.
5. Do not be afraid of silence. Take time to think before answering any questions. Take a deep breath and gather your thoughts and/or composure.
6. Smile and have fun.



When being interviewed, remember the following acronym, **C.H.E.E.R.**

<https://collegesportscommunicators.com/news/2023/5/28/membership-joe-carmany-using-c-h-e-e-r-to-help-student-athletes-become-more-comfortable-with-media-interviews.aspx>

ROLLINS COLLEGE SPORTS MEDICINE

The Rollins College Athletics Trainers and Sports Medicine Department are dedicated to the prevention, care, and rehabilitation of athletic injuries incurred by student-athletes while participating in Rollins College varsity and intercollegiate athletics.

- The Rollins College Athletics Trainers are **your** primary liaison to the medical community.
- **All** health problems must be channeled through the Rollins College Athletic Trainers.
- The Rollins Athletics Department will **not** be responsible for any medical expenses incurred without notification of the Rollins College Athletics Trainers.

ROLLINS COLLEGE WELLNESS CENTER RESOURCES

<https://www.rollins.edu/wellness-center/>

The Wellness Center strives to enhance the well-being of all students.

The Wellness Center is open Monday through Friday from 8:30 AM to 5 PM for the **Fall and Spring semesters**. Services are not available in the summer months (**June and July**).

- Counseling and Psychological Services (CAPS) and Health Services appointments can be in person or virtual.
- The Wellness Center has a sick waiting and a regular waiting room. If you are experiencing any physical symptoms, please be sure to utilize the Sick Entrance on Fairbanks Ave, which will give you access to the Sick Waiting Room. At the Sick Entrance, you will find a Call Box with directions on how to enter.
- To learn more about the Nine Dimensions of Wellness and the Wellness Ambassadors, contact the Health Promotions Departments at HealthPromotions@rollins.edu.

Quick Resources:

- **Suicide & Crisis Lifeline - Call 988** - Available 24/7/365.



- **Rollins Mental Health Helpline** (407-646-1516) is available 24/7/365. Talk to a Counselor whenever.
- **TogetherAll** is an online chat room for students to share their experiences. Sign up for free using your @rollins.edu email.
- **WellTrack App** is an interactive self-help app to help students assess their mood and mental health. Sign up for free using your @rollins.edu email.

Students can also find mental health resources in their area on [Thriving Campus: Rollins](#).

Eligibility

All currently enrolled Rollins Students are eligible for Wellness Center services. The type of services available depends on the student's physical location as permitted by national and state legislation and the state licensing board.

Rollins Faculty and Staff are not eligible for direct healthcare from one of our Nurse practitioner providers within our center. The exception is for preventative community care such as Flu Shots, etc.

HIPAA

Students can call us at **407-628-6340** during Fall and Spring semesters to make an appointment. Please listen carefully to the menu. If you need an appointment, please leave a voice message with your name, phone number, and R-number. We will return your call within 24 business hours. To protect your confidentiality, the Wellness Center cannot schedule appointments or discuss your care through email.

Students must be the ones to call when making an appointment due to HIPAA compliance regulations.

ROLLINS COLLEGE STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)

As a student-athlete, you may have the opportunity to represent your team and gain leadership skills as a member of the Rollins College Student-Athlete Advisory Committee (SAAC). This group plays an important role as a liaison between all student-athletes and the Athletics Department. Examples of the multi-faceted work the group accomplishes includes, giving their thoughts on NCAA legislation, affecting positive change for Rollins student-athletes, creating and organizing fundraising events for the NCAA charity, Make-A-Wish Foundation.

The Division II SAAC Mission Statement states, "The mission of the NCAA Division II Student Athlete Advisory Committee (SAAC) is to enhance the total student athlete experience by promoting opportunity for all student-athletes; protecting student-athlete welfare; and fostering a positive student-athlete image."

SAAC Advisors: Kourtnie Berry, Assistant Coach Women's Basketball

kberry@rollins.edu

Alon Hersch, Assistant Director Gameday Operations & Rec Sports

ahersch@rollins.edu



TOMMY AWARDS



The annual athletics banquet, the Tommy Awards, is an event held at the end of each academic year to recognize and celebrate Rollins student-athletes academic and athletic accomplishments. Special recognition is given to graduating student-athletes. Tommy Award categories include team community service, senior scholar athlete of the year, newcomer of the year, coach of the year, teammate award, Find Your Anchor Award, moment of the year, team of the year, male and female athlete of the year.

ROLLINS COLLEGE SPORT PROGRAM EVALUATIONS

During your tenure as a Rollins student-athlete you may be given an opportunity to evaluate your sport experience via an online survey. You are strongly encouraged to participate in this feedback opportunity as it provides the Athletics Department with valuable information to improve our programs.

ROLLINS COLLEGE VARSITY AWARDS

Typically, at the end of the spring semester, on the last day of classes, the Department of Athletics, celebrates the academic and athletic successes of the student-athletes for the academic year at the Tommy Awards.

Lettering Criteria: A student-athlete must be a team member for the entire season to be eligible for a varsity award. Student-athletes in participating in individual sports must compete in 30% of matches or a conference/regional championship to be eligible. Team sport student-athletes must play in 50% of games. A Head Coach may send an appeal letter to the Director of Athletics for any student-athlete not meeting the established criteria due to extenuating circumstances (i.e., injury, family situation). Awards are noted below (this information could be modified at any time at the direction of the Director of Athletics):

- First year letter
- Second year shirt
- Third year blanket
- Fourth year gift determined by athletics department



Participant Criteria: A student-athlete must be a team member for the entire season. Participants receive a certificate.

ROLLINS INTRAMURALS, CLUB SPORTS AND GROUP FITNESS CLASSES


The Rollins College Rec Sports Program provides organized athletic activity for the Rollins Community. Our goal is to offer every individual the opportunity to participate. Only a desire to compete and have fun is necessary. Participation in any intramural activity or event is purely voluntary and individuals participate at their own risk. Rollins College will not accept responsibility for injuries sustained while participating in intramural activities.


Nathan Arrowsmith, Director of Rec Sports (Intramurals, Club Sports, Group Fitness)

407-691-1275

Please e-mail any and all questions to narrowsmith@rollins.edu

 <https://rollinssports.com/sports/2020/4/28/intramurals.aspx>

 Follow Rollins Rec Sports on Instagram @rollinsrecsports

 Follow Rollins Campus Rec on Twitter @TarRecSports



Boathouse Hours: Fri/Sat/Sun 10-4 (Paddleboards/Canoes)



E-SPORTS



Located on the second floor in room 243 of the Alfond Sports Center, the E-Sports room was opened in fall of 2020. The room features 15 high-end gaming PCs with NVIDIA RTX 2070 graphics cards, and a private, dedicated gigabit ethernet connection. All students are welcome to use the room during open facility hours. Interested in joining the Rollins Rampage competitive team? Contact esports@rollins.edu for more information. New space now available in Lakeside.

GROUP FITNESS CLASSES -- CLASSES ARE FREE TO ROLLINS STUDENTS & STAFF

- Barre
- Pilates
- Yoga
- Zumba



LAP SWIM at Alfond Pool: 12-2 weekdays

PRE-REGISTRATION FOR INTRAMURALS

Pre-registration is necessary for most intramural activities. Check the intramural schedule for registration deadlines. All entry forms, team and individual, must be completed fully and submitted with applicable forfeit fees to the intramural office by the established deadlines. Registration forms are located at the control desk in the lobby of the Alfond Sports Center.

Participation in any intramural activity or event is purely voluntary and individuals participate at their own risk. Rollins College will not accept responsibility for injuries sustained while participating in intramural activities. Have fun!



NCAA COMPLIANCE AND STUDENT-ATHLETE ELIGIBILITY



COMPLIANCE EDUCATION

Student-athletes will receive compliance education in a variety of methods, your coaches, the team/squad meeting handouts, and from their two Student-Athlete Advisory Committee (SAAC) liaisons. If you have NCAA questions, ask your coach before you act.

BASIC OVERVIEW OF NCAA RULES FOR ALL VARSITY STUDENT-ATHLETES

The hierarchy of rules is as follows: Team, Rollins, SSC, NCAA

Academic Eligibility

- 🏆 You **must be** certified academically and in amateurism through the NCAA Eligibility Center has part of the initial eligibility process (freshman, JUCO transfers, and four-year transfers from NAIA and NCAA DIII). **If you are not cleared, you will only be allowed to practice 45 days and not allowed to compete.**
- 🏆 All SAT and ACT scores **must** be reported to the Eligibility Center **directly** from the testing agency. Test scores will **not** be accepted if reported on a high school transcript. When registering for the SAT or ACT, input the Eligibility Center code of **9999** to make sure the score is reported directly to the Eligibility Center.

IMPORTANT FOR ALL STUDENT-ATHLETES



- 🏆 Student-athletes are advised to try to be enrolled in 16 hours of degree credit per term. Student athletes must be enrolled full-time in 12 hours per semester to be eligible. The advice to initially enroll in 16 hours provides the flexibility to drop or withdraw from a 4-credit hour course and still be eligible with 12 hours. Further, to graduate in four years, a student-athlete needs to complete on average 17.5 credits a semester.
 - Remember, to prevent any eligibility issues, for example, if you are only enrolled in 12 hours, if a course is dropped and/or not passed and you only earn 8 hours, you will not be eligible the next semester, **you must pass 9 hours minimum to be eligible for the next semester.**
- 🏆 **ONLY** six (6) hours of credit toward a minor will count each semester for eligibility purposes, please plan your schedule accordingly.
- 🏆 Student-athletes must pass a minimum of 9 hours/semester of the regular academic year, and 24/year.
 - You **may count 6 hours during a summer session** toward the 24 you must pass.
 - grades earned during the summer can raise the cumulative GPA, but **grades taken in the summer DO NOT RAISE the spring semester GPA**
- 🏆 Student-athletes must have a **semester** GPA above 1.5 to be eligible the following semester. The summer semester GPA **does not count for fall eligibility.**

Student-athletes must pass a minimum of 12 academic hours while on academic probation



- **Additionally, student-athletes cannot compete while on academic probation.**
- 🏆 Student-athletes must have a **cumulative** GPA above 2.0.
- 🏆 You **must declare a major** that leads to a specific baccalaureate degree by the start of your junior year or fifth semester.
- 🏆 You must successfully complete at least 24 credits towards your designated degree program during the fall, spring, and summer to be eligible next year.
- 🏆 **Ten-Semester Rule.** Division II student-athletes must complete their four seasons of competition within the first 10 semesters or 15 quarters of full-time enrollment.
- 🏆 Student-athletes must receive a C or better in ENG 140 to earn the W;
- 🏆 Student-athletes must receive a C- or better in the F, M, E, BCMP, and rFLA neighborhoods to fulfill the competency requirement for graduation.
- 🏆 Student-athletes who pass ENG 140 with less than a C will not receive credit hours if they retake the same ENG 140 course for a sufficient grade to earn the competency; therefore, the retaken course would not



be counted toward the 12 hours necessary during that semester to be eligible; student-athletes are encouraged to take a different ENG 140 so the credit hours and the competency are earned.

- Student-athletes who pass the Modern Language 200 level F course, an M course, an E course, the BCMP, or an rFLA (any course in ICE, IMW, MM, WCC) with less than a C- will earn hours, but still must retake the course and earn above a C- to receive the competency necessary for graduation; if they retake the same course, they will receive the competency, but not the credit hours; therefore the retaken course would not be counted toward the 12 hours necessary during that semester to be eligible; student-athletes are encouraged to take a different course which meets the competency so the credit hours also are earned.

ATHLETIC ELIGIBILITY

10 Semesters/Seasons of Competition

Each student-athlete may compete for a total of four seasons within a 10-semester period in any sport. Once you enroll and attend classes during any full-time semester, you have utilized one of your 10 semesters.

If you participate in any Rollins competition(s), you will have used a season of competition (even if you are only in the game/event/contest for one (1) second). The only exceptions are as follows:

- Freshmen may compete in scrimmages and exhibitions (which meet the NCAA definition for those contests) and not use a season of competition if they compete in no other contests; or
- Student-athletes in men's soccer and women's soccer may participate in spring competitions and not use a season of competition if they compete in no other contests and were eligible to compete during the fall semester; or
- Student-Athletes in Lacrosse, Baseball and Softball may participate in Fall competitions and not use a season of competition.

You are allowed four seasons of eligibility within five calendar years from the time you first enrolled full-time in a collegiate institution.

Prior to participating in any tryout, practice or conditioning or competition, **all** student-athletes must have medical clearance from the Rollins Sports Medicine staff.

- New/Transfer Student-Athlete Pre-Participation Physical Exam Forms
 - https://rollinssports.com/documents/2023/6/12/NEWTRANSFER_SA_PPE_Forms_2023-2024.pdf
- Returning Student-Athlete Pre-Participation Physical Exam Forms
 - https://rollinssports.com/documents/2023/6/12/RETURNING_SA_PPE_Forms_2023-2024.pdf
 - You will be required to complete all appropriate medical forms, provide medical insurance information. Part of your medical assessment will include evaluation for concussion. The examination or evaluation of student-athletes who are beginning their initial season of eligibility and students who are trying out for a team shall include a sickle cell solubility test (SST), unless documented results of a prior test are provided to the institution or the student-athlete declines the test and signs a written release.
 - You may be required to provide medical documentation and copies of prescriptions (such as ADHD medications) to be medically cleared to participate in athletics.

Be aware of the current NCAA Banned Substance List (always available at <https://www.ncaa.org/sports/2015/6/10/ncaa-banned-substances.aspx>) and take responsibility for all substances you ingest and how they might affect your athletic eligibility. Ignorance is not an excuse (also found in the Appendix of this document).

If a student-athlete misses a semester for medical reasons, it is the responsibility of the student-athlete to advise the Rollins Sports Medicine staff and their coach. Further, it is the responsibility of the student-athlete to provide to the Rollins Sports Medicine staff all medical documentation



requested for a **medical absence waiver** to be processed. The student-athlete is prohibited from practicing or conditioning with the team (can practice on their own) and prohibited from competition until a decision is made on the medical absence waiver by the Sunshine State Conference (SSC). The Compliance Officer will advise Sports Medicine staff, Director of Athletics and Head Coach when the SSC decision on the medical absence waiver is received.

🏆 If it is determined by the Head Coach at the end of the playing season that a student-athlete may qualify for a medical hardship waiver. then the Head Coach will advise the Rollins Sports Medicine staff. The Rollins Sports Medicine staff will gather all appropriate documentation and work with the Compliance Office on processing the waiver with the Sunshine State Conference office. It is the responsibility of the student-athlete to provide the Rollins Sports Medicine staff with copies of all medical documentation and any other pertinent documentation requested to process the medical hardship waiver.

🏆 If you are a **senior graduating in May** and want to be enrolled in less than full-time hours **spring**, or if you are a **senior graduating December**, you must:

- first, go to the Rollins Financial Aid Office to see if you are permitted to be enrolled less than 12 hours and still receive your financial aid monies, depending on the information you receive from Financial Aid, you may decide to remain enrolled in 12 credit hours,
- then follow the steps at the Petition to Graduate website
 - <https://www.rollins.edu/registrar/graduating-information/cla/>
- Advise Rollins Athletics Compliance that you have completed the Petition to Graduate so you can be enrolled in less than 12 credit hours (**this is only for graduating seniors in their last semester per NCAA rules**)



Use of Tobacco Products



Per NCAA Bylaw 17.1.9, the use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

Honesty and Sportsmanship

🏆 All participating student-athletes shall always act with honesty and sportsmanship so that intercollegiate athletics, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

🏆 Administrators, coaches, and student-athletes conduct themselves in a manner that portrays positive role modeling and represent their institutions with the values of sportsmanship. The following standards are set forth for all to abide by before, during, and after an event:

- Exhibit respect and courtesy towards all participants (coaches, student-athletes, and officials) and fans.
- Exercise restraint in both physical and verbal actions toward others.
- Make only positive public comments about other institutions, coaches, and student-athletes.
- Refrain from making public comments critical of officials or the quality of their performance.

🏆 Principles of Sportsmanship:

- Respect
- Responsibility
- Good citizenship
- Fairness



RESPECT.
It's the name of the game.



Game Day Music

Music played prior to, during and after home events is for student-athletes **and** fans. Thus, the music should not contain any expletives or suggested lyrics. The athletic communications office will provide music for each home event. Athletes from teams that feature walk out or goal songs will have an opportunity to submit their choice to the athletic communications office for review, and notified by the SID who covers that sport if their choice is not useable.

Ethical Conduct

Being a Division II and/or varsity student-athlete at Rollins is a privilege and should be treated as such. With this privilege comes tremendous responsibility. Each student-athlete can help to bring positive or negative recognition to Rollins through his/her athletic success, academic achievements, and his/her actions and behaviors. Each day you not only represent yourself, but you represent your family, your team, your coaches, the Athletics Department, and Rollins. As a student-athlete you acknowledge and accept the requirements and responsibilities that come with being a representative of Rollins.

All varsity student-athletes are expected to abide by all Rollins College, Athletics Department, IRA, NCWSA, SAISA, Sunshine State Conference, and NCAA policies and procedures always. Failure to do so could result in suspension, dismissal from the team, and/or loss of athletics aid (scholarship) in addition to any Rollins College or legal sanctions.

NCAA and Ethical Conduct

Each student-athlete is expected to abide by all NCAA rules and regulations and meet each NCAA requirement for eligibility. Bylaw 10.01.1 states that "all participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports."

If you have any reason to believe that an NCAA violation has occurred with yourself, your team, your coach, etc. you must immediately report such information to the Compliance Office or the Director of Athletics.

Unethical Conduct

10.1 Unethical Conduct. Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member, which includes any individual (for example, including student managers, student athletic trainers, graduate assistants, student workers) who performs work for the institution or the athletics department even if they do not receive compensation for such work, may include, but is not limited to, the following: (Revised: 1/21/17 effective 8/1/17)

- (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 offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid; (Revised: 1/9/96)
- (c) Knowingly furnishing or knowingly influencing others to furnish the NCAA or the individual's institution false or misleading information concerning an individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation; (Revised: 1/13/10)
- (d) 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 of an agent or advisor (e.g., "runner"); (Revised: 4/26/06)
- (e) 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 or federal law. This provision shall not apply to banned substances for which the student-athlete has received a medical exception per Bylaw 18.2.1.2.9; however, the substance must be provided in accordance with medical licensure, commonly accepted standards of care and state or federal law; (Revised: 10/19/10)

- (f) Engaging in any athletics competition under an assumed name or with intent otherwise to deceive; or (Revised: 1/5/07)
- (g) 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. (Adopted: 1/5/07)

Tryouts/Practice with Professional Team After Full-Time Collegiate Enrollment

Bylaw 12.2.1.1 Tryout After Enrollment A student-athlete may try out with a professional athletics team (or participate in a combine including that team) in a sport or permit a professional athletics team to conduct medical examinations at any time. A student-athlete may receive actual and necessary expenses related to the tryout from a professional sports organization or the national governing body. Effective 4/16/24

- Note: you would have to have permission from your coach and compliance **prior** to the tryout and/or practice session.

Bylaw 12.2.1.2 Outside Competition Prohibited. During a tryout, an individual may not take part in any outside competition (games or scrimmages) as a representative of a professional team.

Outside Competition



Outside competition is athletics competition against any other outside athletics team (including an alumni team) that does not represent the intercollegiate athletics program of the same institution. (Revised: 1/12/04)

12.2.2 Practice Without Competition. Following initial full-time collegiate enrollment, an individual may participate in practice sessions conducted by a professional team, provided such participation meets the requirements of NCAA legislation governing tryouts with professional athletics teams (see Bylaw 12.2.1) and the **individual does not receive any compensation or enter into a contract or agreement to practice or participate as a member of the professional athletics team.** Such contracts or agreements would be separate from those that the individual may enter with the professional team for name, image and likeness activities, as set forth in Bylaw 12.1.2 (Revised: 10/18/22)

Summer Housing

Student-athletes who return to campus during the institution's official vacation period between regular academic terms (e.g., summer-vacation period) from competition. Under such circumstances, food_and housing expenses may be provided for not more than a 48-hour period, beginning with the student-athlete's return to campus. If the student-athlete lives at home during the vacation period, the cost of food and housing may not be provided by the institution (Bylaw 16.5.1d3, effective 10/26/23).

Entering the Draft In a Sport

-  An individual may inquire of a professional sports organization about eligibility for a professional-league player draft or request information about the individual's market value without affecting their eligibility status. Bylaw 12.2.4.1 (Revised: 10/18/22).
-  An enrolled student-athlete may enter a professional league's draft an unlimited number of times during



their collegiate career and be drafted by any team in the league without jeopardizing eligibility in that sport, provided the student-athlete (or their relatives or friends) do not accept transportation or other material benefits from an agent or any person who represents any individual in marketing their athletics ability or reputation in that sport, sign a professional sport contract or otherwise jeopardize their eligibility status. (Revised: 1/14/23 effective 8/1/23 for any prospective student-athlete initially enrolling full-time at a Division II institution on or after August 1, 2023)

- An individual may request information about professional market value without affecting their eligibility status. Further, the individual, their relatives or legal guardians, the institution's professional sports counseling panel or head coach may enter negotiations with a professional sports organization without the loss of the individual's eligibility status. Bylaw 12.2.4.3 (Revised: 1/14/23 effective 8/1/23 for any prospective student-athlete initially enrolling full-time at a Division II institution on or after August 1, 2023)

Banned Drugs/Substances

- The NCAA Banned Drug List is in the Appendix of this document. The most up-to-date version is always available on the ncaa.org website.

- Per NCAA Bylaw 10.2, Rollins Athletics Department staff members or others employed by the Rollins athletics program who have knowledge of a student-athletes use at any time of a substance on the list of banned drugs, as set forth in Bylaw 18.2.1.2.1, shall follow institutional procedures dealing with drug abuse or shall be subject to disciplinary or corrective action as set forth in Bylaw 19.12.4.1..

- **18.2.1.2 Ineligibility for Use of Banned Drugs.** A student-athlete who, because of a drug test administered by the NCAA, tests positive for use of a substance in a banned drug class, shall be declared ineligible for further participation in postseason and regular-season competition in accordance with the ineligibility provisions in this bylaw. (effective 8/1/14 for any NCAA drug test administered on or after 8/1/14, 7/18/23 effective 8/1/23)

- **18.2.1.2.2** A student-athlete who, as a result of a drug test administered by the NCAA, tests positive for use of a substance in a banned drug class other than narcotics (in accordance with the testing methods authorized by the Board of Governors), shall be subject to the following: (Revised: 1/10/90 effective 8/1/90, 1/16/93, 1/9/96 effective 8/1/96, 1/14/97 effective 8/1/97, 1/8/01, 1/12/04, 10/29/04, 1/11/08, 1/18/14 effective 8/1/14 for any NCAA drug test administered on or after 8/1/14, 7/22/14, 1/14/15 applicable on a retroactive basis to any student-athlete with remaining eligibility, 1/26/15, 10/19/15 effective 8/1/16 for all drug tests administered on or after 8/1/16, 3/30/16, 1/9/17, 10/16/18 effective 8/1/19, 4/16/19 Immediate; may be applied retroactively to a student-athlete with eligibility remaining., 4/16/24)

(a) The student-athlete shall be ineligible for competition in all sports until they have been withheld from the equivalent of one season (the maximum number of championship segment regular-season contests or dates of competition in the applicable sport per Bylaw 17) of regular-season competition. The student-athlete must be otherwise eligible for competition to fulfill this penalty except a transfer student-athlete may regain eligibility (see Bylaw 14.3.5.1) and fulfill a drug-testing penalty concurrently if they meet all other eligibility requirements; (Revised: 4/23/24)

(b) A student-athlete who tests positive during a year in which they did not use a season of competition, shall be charged with the loss of one season of competition in all sports. A student athlete who tests positive during a year in which they used a season of competition, shall be charged with the loss of one additional season of competition in all sports (in addition to the season used) unless they use a season of competition in the next academic year; and

(c) The student-athlete shall be ineligible for intercollegiate competition for 365 consecutive days after the collection of the student-athlete's positive drug-test specimen and until they test negative pursuant to the NCAA Drug-Testing Program's policies and procedures.

- **18.2.1.2.2.1 Second Positive Test.** If a student-athlete who previously tested positive for the use of a substance in a banned drug class other than narcotics tests positive a second time for the use of a substance in a banned drug class other than narcotics, they shall lose all remaining regular-season and postseason eligibility in all sports. If a student-athlete who previously tested positive for the use of a substance in a banned drug class



other than narcotics tests positive for the use of a substance in the banned drug class narcotics, they shall be ineligible for competition for 50 percent of a season in all sports (the first 50 percent of regular-season contests or dates of competition in the season following the positive test). The student-athlete shall remain ineligible until the prescribed penalty is fulfilled and they test negative pursuant to the policies and procedures of the NCAA Drug-Testing Program. (Adopted: 3/30/16, Revised: 1/9/17, 10/16/18 effective 8/1/19, 4/16/19 Immediate; may be applied retroactively to a student athlete with eligibility remaining, 6/3/22 effective 8/1/22 August 1, 2022, for penalties served August 1, 2022, or later, 4/16/24)



18.2.1.2.3 Penalty -- Narcotics. A student-athlete who, as a result of a drug test administered by the NCAA, tests positive for use of a substance in the banned drug class narcotics (in accordance with the testing methods authorized by the Board of Governors) shall be ineligible for competition during 50 percent of a season of competition in all sports (i.e., 50 percent of all contests or dates of competition in the season following the positive test). The student-athlete shall remain ineligible until the prescribed penalty is fulfilled and they test negative pursuant to the policies and procedures of the NCAA Drug-Testing Program. (Adopted: 1/18/14 effective 8/1/14 for any NCAA drug test administered on or after 8/1/14, Revised: 1/26/15, 10/19/15 effective 8/1/16 for all drug tests administered on or after 8/1/16, 3/30/16, 1/9/17, 7/18/17 effective 8/1/17, 10/16/18 effective 8/1/19, 4/16/19 Immediate; may be applied retroactively to a student-athlete with eligibility remaining., 6/3/22 effective 8/1/22 August 1, 2022, for penalties served August 1, 2022, or later.)



18.2.1.2.3.1 Second Positive Test If a student-athlete who previously tested positive for the use of a substance in the banned drug class narcotics tests positive a second time for the use of a substance in the banned drug class narcotics or if a student-athlete who previously tested positive for the use of a substance in the banned drug class narcotics tests positive for use of a substance in a banned drug class other than narcotics, they shall be subject to the penalties set forth in Bylaw 18.2.1.2.2. (Adopted: 3/30/16, Revised: 1/9/17, 10/16/18 effective 8/1/19, 4/16/19 Immediate; may be applied retroactively to a student-athlete with eligibility remaining., 6/3/22 effective 8/1/22 for penalties served August 1, 2022, or later., 7/18/23 effective 8/1/23, 4/16/24)



18.2.1.2.3 Breach of NCAA Drug-Testing Program Protocol A student-athlete who is in breach of the NCAA drug-testing program protocol (e.g., no show) shall be considered to have tested positive for the use of any drug other than a narcotic. (Revised: 1/10/05 effective 8/1/05, 7/23/12 effective 8/1/12 for any NCAA drug test administered on or after 8/1/12, 1/9/17, 10/16/18 effective 8/1/19, 4/16/24)




18.2.1.2.4.1 Tampering With a Drug-Test Sample A student-athlete who is involved in a case of clearly observed tampering with an NCAA drug test sample (e.g., urine substitution and related methods), as documented per NCAA drug-testing protocol by a drug-testing crew member, shall be subject to the following: (Adopted: 7/23/12 effective 8/1/12 for any NCAA drug test administered on or after 8/1/12, Revised: 1/26/15, 10/19/15 effective 8/1/16 for all drug tests administered on or after 8/1/16, 3/30/16, 4/16/19 Immediate; may be applied retroactively to a student-athlete with eligibility remaining.)

(a) The student-athlete shall be ineligible for competition in all sports until they have been withheld from the equivalent of two seasons (the maximum number of championship segment regular-season contests or dates of competition in the applicable sport per Bylaw 17) of regular-season competition. The student-athlete must be otherwise eligible for competition to fulfill this penalty except a transfer student-athlete may regain eligibility (see Bylaw 14.3.5.1) and fulfill a drug-testing penalty concurrently if they meet all other eligibility requirements; (Adopted: 4/16/19 Immediate; may be applied retroactively to a student-athlete with eligibility remaining., Revised: 4/23/24)



(b) A student-athlete who is involved in tampering during a year in which they did not use a season of competition, shall be charged with the loss of two seasons of competition in all sports. A student athlete who is involved in tampering during a year in which they used a season of competition, shall be charged with the loss of two additional seasons of competition in all sports (in addition to the season used) unless they use a season of competition in one of the next two academic years. If the student-athlete uses a season of competition in one of the next two academic years, they will only be charged one additional season of competition in all sports (in addition to the seasons used); and (Adopted: 4/16/19 Immediate; may be applied retroactively to a student-athlete with eligibility remaining.)


(c) The student-athlete shall be ineligible for intercollegiate competition for 730 consecutive days after the student-athlete was involved in tampering and until they test negative pursuant to the policies and procedures of the NCAA Drug-Testing Program. (Adopted: 4/16/19 Immediate; may be applied retroactively to a student-athlete with eligibility remaining.)


 **18.2.1.2.4 Transfers.** If the student-athlete transfers to another NCAA institution while ineligible, the institution from which the student-athlete transferred must notify the student-athlete's new institution that the student-athlete is ineligible. If the student-athlete transfers to a non-NCAA institution while ineligible and competes in intercollegiate competition during the prescribed period of ineligibility at a non-NCAA institution: (Revised: 5/28/15, 10/19/15 effective 8/1/16 for all drug tests administered on or after 8/1/16, 3/30/16, 4/16/19 Immediate; may be applied retroactively to a student-athlete with eligibility remaining.)

(a) The student-athlete remains ineligible for all NCAA regular-season and postseason competition until the student-athlete does not compete in collegiate competition for the entirety of the prescribed penalty (the total number of prescribed contests or dates of competition) while enrolled and otherwise eligible for competition at an NCAA institution; (Adopted: 4/16/19 Immediate; may be applied retroactively to a student-athlete with eligibility remaining.)

(b) The student-athlete shall be ineligible for intercollegiate competition for the applicable consecutive-day period (365 or 730) after their final non-NCAA competition; and (Adopted: 4/16/19 Immediate; may be applied retroactively to a student-athlete with eligibility remaining.)

(c) The student-athlete remains ineligible until they test negative pursuant to the policies and procedures of the NCAA Drug-Testing Program. (Adopted: 4/16/19 Immediate; may be applied retroactively to a student-athlete with eligibility remaining.)

 **18.2.1.2.5 Appeals** An institution may appeal the penalty to the Committee on Competitive Safeguards and Medical Aspects of Sports (or a designated subcommittee), as specified by the committee's policies and procedures. The committee determination shall be final, binding and conclusive and shall not be subject to further review by another authority. (Adopted: 1/10/05 effective 8/1/05 for drug tests conducted on or after 8/1/05, Revised: 10/19/15 effective 8/1/16 for all drug tests administered on or after 8/1/16, 3/30/16, 4/26/21)

 **18.2.1.2.8 Medical Exemptions.** Exceptions to the prohibition on use of any substance in a banned drug class may be provided to a student-athlete, as specified in the policies and procedures of the Committee on Competitive Safeguards and Medical Aspects of Sports. (Revised: 1/10/00, 4/11/06, 1/5/07 effective 8/1/07, 4/28/09, 1/26/15, 3/30/16, 10/16/18 effective 8/1/19, 4/12/22)





Check out the newest resource on “Draw the Line” X
https://twitter.com/NCAA_PR/status/1770178680536633459

As a student-athlete, you are a very visible representative of your team and Rollins Athletics, as well as Rollins College. You are looked at as a role model for your fellow teammates, your fellow students, youth and the community at-large.

Check out the flyer in the “Resources for Student-Athletes” section of this Handbook.

Even though several states have legalized gambling, the NCAA does not permit student-athletes, athletics staff and coaches, athletic conference staff, the Rollins College President and the Faculty Athletic Representative (FAR) to participate in sports wagering activities.

If you participate in gambling, sports wagering, and/or impermissible fantasy leagues/sports pools, you put your athletics eligibility at risk. Consequences could include:

Loss of eligibility

- Financial hardship
- Jail time
- Media scrutiny for you, your team, school, family
- Run-ins with organized crime
- Loss of jobs

Part of taking a proactive stance to protect yourself and team, **avoid:**

- Casinos and horse tracks
- Contact with known gamblers
- Gambling on-line
- Sharing information (for example, team disciplinary actions, new plays, team morale, injuries) about you or your team that could be used for sports wagering purposes. Sharing methods could include verbal, IM, text, tweet, e-mail, etc.

Do **NOT** knowingly participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition.




The gambling/sports wagering rules apply to all student-athletes, coaches, athletics staff, and the faculty athletic representative, the President of Rollins College—all we get is bragging rights.


- Sports wagering includes placing, accepting or soliciting a wager (on a staff member's or student-athlete's own behalf or on 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 wager is any agreement in which an individual or entity agrees to give up an item of value (e.g., cash, shirt, dinner) in exchange for the possibility of gaining another item of value.



General Employment

 **15.2.3 Employment.** Earnings from a student-athletes on- or off-campus employment that occurs at any time is exempt and is not included when determining a student-athlete's full grant-in-aid or the institution's financial aid limitations, provided: *(Revised: 1/12/04 effective 8/1/04)*

- (a) The compensation is only for work actually performed; *(Revised: 4/29/04 effective 8/1/04)*
- (b) The compensation is at a rate commensurate with the going rate of that locality for similar services; and *(Revised: 4/29/04 effective 8/1/04)*
- (c) In instances where the student-athlete does not have a contract or agreement (oral or written) for name, image and likeness activities, the employer shall not use the athletics reputation of a student-athlete employee to promote the sale of the employer's products or services. (See Bylaw [12.4.](#)) *(Revised: 4/29/04 effective 8/1/04, 10/18/22)*

 **Camp employment (Bylaw 13.12.2.2.1)** 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 nature 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 similar 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 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.


- ✓ **International student-athletes:** you **cannot** work off campus; on campus only; if questions, contact Jenifer Ruby, Director of International Student & Scholar Services; jruby@rollins.edu




FINANCIAL AID







Outside Financial Aid

 A student-athlete is permitted to receive financial aid in any way related to athletics ability, either from Rollins or an outside source, up to a full grant-in-aid (covering tuition, fees, room, board, and required course related books). Other sources of aid unrelated to athletics ability (loans, grants, Pell Grants, etc.) may be received up to the cost of attendance, as determined by Rollins Financial Aid. Each student-athlete is required to report ALL outside aid to Rollins Financial Aid at the start of the academic year (except for monies you earn, or monies you receive from your parents/guardian). Rollins Financial Aid will determine whether the outside aid is permissible within accordance of NCAA rules.


 If a student-athlete receives aid more than the permissible amount of NCAA allowable aid, the student-athlete's athletics aid will be reduced or the student-athlete will be asked to decline an outside award to remain in accordance with NCAA rules.




Athletics Grant-in-Aid (scholarship)

-  **15.1.1 Eligibility of Student-Athletes for Athletics Aid.** A student-athlete must meet applicable NCAA (see Bylaw 14), conference and institutional regulations to be eligible for athletics aid. A student-athlete may be awarded athletics aid during any term in which a student-athlete is in regular attendance (i.e., was enrolled initially in a minimum full-time program of studies as defined by the certifying institution during that term). If these regulations are met, the student-athlete may be granted athletics aid for a maximum of 10 semesters/15 quarters. Any athletics financial aid provided after 10 semesters/15 quarters is left to the discretion of the institution consistent with institutional policies for awarding financial aid in general. [Note: See Bylaw 13.1.1.2 for the financial aid implications in the prohibition against contacting student-athletes of another four-year collegiate institution without permission of that institution's athletics director.] (Revised: 1/21/17; effective 8/1/18, 1/3/20 effective August 1, 2020, for any four-year college student-athlete transferring during the 2020-21 academic year, and thereafter.)
-  In accordance with NCAA rules, an athletics grant-in-aid (scholarship) is **only granted for one year; renewals are not automatic.** Student-athletes must be notified whether their aid will be renewed or not renewed no later than July 1 each year.
-  **15.1.1.2 Withdrawal From Institution.** A student-athlete who withdraws from the institution **may not** receive athletics aid during the remainder of the term. (revised: 1/21/17; effective 8/1/18)
-  **15.3 Maximum Limit on Financial Aid -- Individual.** An institution shall not award financial aid to a student-athlete that exceeds the cost of attendance that normally is incurred by students enrolled in a comparable program at that institution. A student-athlete shall not be eligible to participate in intercollegiate athletics, if he or she receives athletics aid that exceeds the value of a full grant-in-aid as defined in Bylaw 15.02.6. A student-athlete may receive athletics aid and educational expenses awarded per Bylaws 15.2.2.4 and 15.2.2.5 up to the value of a full grant-in-aid, plus any other institutional financial aid up to the cost of attendance. (See Bylaws 16.3, 16.4 and 16.12.) (Revised: 1/21/17; effective 8/1/18)

Reduction or Cancellation of Athletics Aid – Not Permitted

-  **15.5.4.3 Reduction or Cancellation Not Permitted.** Athletics aid may not be decreased or canceled during the period of its award: (Revised: effective 8/1/18)
- On the basis of a student's athletics ability, performance or contribution to a team's success;
 - Because of an injury, illness or physical or mental medical condition (except as permitted pursuant to Bylaw [15.5.4.1](#)); or (Revised: 4/24/08, 4/14/15 effective 8/1/15, 8/31/20 Immediate (applies retroactively), for any athletics aid agreements signed for the 2020-21 academic year only., 4/12/21 effective 8/1/21)
 - If a student-athlete provides written notification of transfer (see Bylaw [13.1.1.2.1](#)); however, an institution may reduce or cancel an athletics aid agreement signed for the next academic year if a student-athlete provides written notification of transfer (see Bylaw [15.5.4.1](#)). (Adopted: 1/22/22 Immediate, for student-athletes transferring for the 2022-23 academic year, and thereafter.)
 - For any other athletics reason.


Reduction or Cancellation of Athletics Aid -- Permitted


-  **15.5.4.1 Reduction or Cancellation Permitted.** Athletics aid may be reduced or canceled during the period of the award, if the recipient:



- (a) Renders themselves ineligible for intercollegiate competition;
- (b) Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement (see Bylaw [15.5.4.1.2](#)); (Revised: 4/14/15 effective 8/1/15)
- (c) Engages in serious misconduct warranting substantial disciplinary penalty (see Bylaw [15.5.4.1.3](#)); or (Revised: 4/14/15 effective 8/1/15)
- (d) Voluntarily withdraws from a sport at any time for personal reasons; however, the recipient's athletics aid may not be awarded to another student-athlete in the term in which the aid was reduced or canceled. Further, if the athletics aid is canceled before a regular academic term (e.g., preseason practice period), the aid may not be provided to another student-athlete during the ensuing academic term. (Revised: 1/10/92, 1/11/94, 1/10/95, 1/9/96, 11/12/04, 1/21/17 effective 8/1/18, 8/21/20 Immediate (applies retroactively), for any athletics aid agreements signed for the 2020-21 academic year only., 4/12/21 effective 8/1/21)
- (e) Provides written notification of transfer (see Bylaw [13.1.1.2.1](#)) to the institution; however, the student-athlete's athletics aid may not be reduced or canceled until the end of the academic year in which written notification of transfer is received. An institution may reduce or cancel an athletics aid agreement signed for the next academic year if a student-athlete provides written notification of transfer. (Adopted: 1/22/22 Immediate, for student-athletes transferring for the 2022-23 academic year, and thereafter.)


- **15.5.4.1.1 Nonathletically Related Conditions.** An athletics aid agreement may include nonathletically related conditions (e.g., compliance with academic policies or standards, compliance with team rule or policies) by which the aid may be reduced or cancelled during the period of the award. (Revised: 1/21/17 **effective 8/1/18**)
- **15.5.4.1.2 Fraudulent Misrepresentation.** If a student-athlete is awarded athletics aid on the basis of declaring intention to participate in a particular sport by signing a letter of intent, application or tender, action on the part of the grantee not to participate (either by not reporting for practice or after making only token appearances as determined by the institution) would constitute fraudulent misrepresentation of information on the grantee's application, letter of intent or athletics aid agreement and would permit the institution to cancel or reduce the athletics aid. (Revised: 1/11/94, 1/21/17 **effective 8/1/18**)
- **15.5.4.1.3 Misconduct.** An institution may cancel or reduce the athletics aid of a student-athlete who is found to have engaged in misconduct by the university's regular student disciplinary authority, even if the loss-of-aid requirement does not apply to the student body in general. (Revised: 1/21/17 **effective 8/1/18**)

 **15.5.2.4 Hearing Opportunity.** The institution's regular financial aid authority shall notify the student-athlete in writing, within 14 consecutive calendar days from the date the student-athlete has been notified of the decision to reduce or cancel athletics aid during the period of the award or the reduction or nonrenewal of athletics aid for the following academic year, of the opportunity for a hearing when athletics aid is reduced or canceled during the period of the award, or not renewed. The hearing shall be conducted by an institutional entity or committee outside of the athletics department (e.g., financial aid review committee, the office of student affairs, office of the dean of students or a committee composed of the faculty athletics representative, student-athletes and nonathletics faculty/staff members). The notification of the hearing opportunity shall include a copy of the institution's established policies and procedures for conducting the required hearing, including the deadline by which a student-athlete must request the hearing. The institution shall conduct the hearing within 30 consecutive calendar days of receiving a student-athlete's request for the hearing. (Revised: 1/21/17, effective 8/1/18)


 **15.5.5.1 Institutional Obligation.** The renewal of athletics aid shall be made on or before July 1 before the academic year in which it is to be effective. The institution shall promptly notify in writing each student-athlete who received an award the previous academic year and who has eligibility remaining in the sport in which financial aid was awarded the previous academic year (under Bylaw 14.2) whether the grant has been renewed or not renewed for the ensuing academic year. Notification of athletics aid renewals and




nonrenewal must come from the institution's regular financial aid authority and not from the institution's athletics department. (Revised: 1/21/17; effective 8/1/18)


 To appeal financial aid decisions of reduction or cancellation, the Rollins student-athlete should submit the materials below to the financial aid office via e-mail to Steve Booker SBOOKER@rollins.edu as soon as possible, but must be within 14 days of the receipt of the nonrenewal e-mail. Otherwise, no further action will be taken, and the matter will be considered closed. The committee will review all relevant materials and its decision is final. There is no appeal beyond the financial aid appeals committee. If the committee feels that it would benefit from a personal appearance of the student, it may request that the student make a personal appearance. The student will then be notified via written correspondence (e-mail) as soon as possible. This will typically be within two weeks of the financial aid appeal committee's decision but will not exceed four weeks. A student who wishes to appeal any decisions related to his or her financial aid shall submit a written request via e-mail that includes:

- The student's name, student number, class year in school and sport, cell phone number and Rollins e-mail address.
- Type and amount of previous financial aid.
- Reason(s) for believing that the decision was unjustifiable, including names of institutional staff members (e.g. coach, financial aid officer) with whom the student has discussed the aid and.
- Copies of any relevant documents (e.g. letter regarding initial award of athletics grant)






 The Rollins Financial Aid Appeals Committee will consist of the Financial Aid official (such as the Director of Financial Aid or Assistant Director of Financial Aid or designee), the Faculty Athletics Representative, and a representative from the Dean of Student Affairs.

Awards

 **16.1.1.3 Awards Received for Participation While Not Representing the Institution.** Awards received by a student-athlete for participation in competition while not representing the institution shall conform to the regulations of the recognized amateur organization that governs the competition. Such awards may include gift certificates, but not cash. [See Bylaw 14.4.5-(c) for prize money based on place finish in individual sports.] [R] (Revised: 6/22/11, 1/20/18 effective 8/1/18)


 **16.1.1.2 Awards Received for Participation While Representing the Institution.** The awards limitations of Bylaw 16.1 apply to awards received by a student-athlete for participation in competition while representing his or her institution. (Revised: 1/20/18; effective 8/1/18)

It is impermissible for you, your family, or friends to sell or exchange any of these items for anything of value.

-  Championship rings
-  Autographed memorabilia
-  Any awards that you have received
-  Athletic clothing or gear
-  Complimentary admissions


This is not an exhaustive list. Therefore, before you make a decision that can jeopardize your eligibility, ask your coach.


[Outside Competition—Also See Amateurism Section](#)

 **14.7.1 Outside Competition, Sports Other Than Basketball.** A student-athlete becomes ineligible for intercollegiate competition in his or her sport (other than basketball) if, after enrollment in college and during any year in which the student-athlete is a member of an intercollegiate squad or team, he or she competes or has competed as a member of any outside team in any noncollegiate, amateur competition (e.g., tournament play, exhibition games or other activity) **during the institution's intercollegiate season**



in the sport (see Bylaw 14.7.5 for exceptions) until eligibility is restored by the Committee on Student-Athlete Reinstatement.

 **14.7.1.1 Recognized Foreign Exchange/Study Abroad Program.** A student-athlete who participates in a formal and established foreign exchange or study abroad program recognized by Rollins academic authorities shall not be subject to the outside competition legislation while participating in the program.


 **14.7.3.4 Competition as Individual/Not Representing Institution.** It is permissible for a student-athlete to participate in outside competition as an individual during the academic year in the student-athlete's sport, provided: (Revised: 1/16/16 effective 8/1/16, 7/22/21)


(a) The student-athlete is academically and athletically eligible for intercollegiate competition; (Revised: 7/22/21)

(b) The student-athlete represents only themselves in the competition; (Revised: 7/22/21)

(c) The student-athlete does not engage in such competition as a member of or receive expenses from an outside team; (Revised: 7/22/21)

(1) Exception - Medical Services. A student-athlete competing as an individual may receive medical services from their institution's medical personnel (e.g., athletic trainer, team physician) at a competition site. (Adopted: 1/26/19) (d) The event is an "open" event. An "open" event is one in which the competition must be open to noncollegiate competitors and must be organized, publicized and operated as an event that is open to individuals other than collegiate competitors. (Adopted: 7/22/21)

 **14.7.4.2 Individual Subject to Outside-Competition Regulations.** Once a student-athlete becomes a candidate for the institution's basketball team (i.e., has reported for the squad), or if the student was recruited by a member institution in part for basketball ability and enrolls in the institution, this prohibition against outside organized basketball competition remains applicable until the student-athletes intercollegiate basketball eligibility has been exhausted. This includes time while the student is officially withdrawn from college, regaining eligibility following transfer to another college, awaiting transfer or enrolled in a nonmember collegiate institution. (Revised: 4/24/24)

 Some exceptions to outside-competition regulations that are available in all sports are: High School Alumni Games, Olympic Games, Official Pan American Tryouts and Competition, U.S. National Teams, and Official World Championships

Transfers

On January 22, 2002, Division II adopted legislation that impacts several areas related to four-year college transfers. The legislation is effective immediately for student-athletes transferring for the 2022-23 academic year. It includes the following changes:

- Requires undergraduate student-athletes to complete an educational module related to transferring before the school may enter the student-athlete's information into the NCAA Transfer Portal. <http://d2transfer.s3-website-us-east-1.amazonaws.com/>
- Eliminates the previous school's ability to object to the use of the one-time transfer exception.
- Requires the head coach of the certifying school and the student-athlete to certify in writing that no athletics staff member or other representative of the school's athletics interest contacted the student-athlete or any individual associated with the student-athlete (e.g., family member, scholastic or non-scholastic coach, advisor), directly or indirectly, without first obtaining authorization through the notification of transfer process.
- Establishes June 15 as the date by which a student-athlete must provide written notification of transfer to the school to use the one-time transfer exception (not applicable to midyear transfers).
- Permits schools to reduce or cancel an athletics aid agreement previously signed for the next academic year if a student-athlete requests to be entered into the Transfer Portal. It would remain impermissible to reduce or cancel a student-athlete's athletics aid during the academic year in which the student-athlete provides notification.



🏆 A student who transfers to a member institution from any collegiate **institution is required to complete one full academic year of residence** (see Bylaws 14.5.2 and [14.02.14](#)) at the certifying institution before being eligible to compete for or to receive travel expenses from the member institution (see Bylaw [16.8.1](#)), **unless** the student satisfies the applicable transfer requirements or qualifies for an exception as set forth in this bylaw. 14.5.1

- **14.02.21 Residence.** Residence is enrollment in a full-time academic program (as defined by the institution) at a collegiate institution during a regular term of an academic year. A summer term may not be used to satisfy an academic term or year of residence. Any student-athlete (e.g., qualifier, partial qualifier, two-year college transfer student) admitted after the 12th class day may not use that semester or quarter for the purpose of satisfying an academic term or year of residence. (Revised: 4/30/10, 1/15/21 effective 8/1/21 August 1, 2021, for student-athletes enrolling in a Division II institution on or after August 1, 2021., 4/24/24)

🏆 **14.5.1.1 Disciplinary Suspension.** A student (including a student enrolling in a graduate program, professional school or second baccalaureate or equivalent degree program per Bylaw [14.1.8.1](#)) who transfers to any NCAA institution from a collegiate institution while the student is disqualified or suspended from the previous institution for disciplinary reasons (as opposed to academic reasons) must complete one calendar year of residence at the certifying institution.

🏆 **Transferring to another NCAA DI/DII/DIII institution**

- Beginning October 15, 2018, the NCAA Transfer Portal went into effect.
- If you are interested in transferring, discuss with your Head Coach first
- Complete the Student-Athlete Notification of Transfer Form (sample in Appendix)
- There are instructions on the form, please follow them carefully
 - After completing the Student-Athlete Notification of Transfer form and signing it and having your Head Coach sign, please scan and e-mail the form to Rollins Compliance
- The student-athlete also must view the Transfer Module, print out the certificate and scan it to Rollins Compliance; instructions are on the top of the Student-Athlete Notification of Transfer form
- Note that your Head Coach cannot deny your notification of transfer, however, Rollins does have the right not to grant the one-time transfer exception if you do not advise Rollins prior to June 15 that you will transfer
- Note: you must have an NCAA Eligibility Center ID# for Rollins Compliance to enter you into the Transfer Portal
- if you do not have an NCAA Eligibility Center ID#, then you must create, at a minimum, a profile account, which is free. If you need to be certified by the NCAA Eligibility Center, then there is a fee.
- If you would like to update your record in the NCAA Transfer Portal, you must advise the Rollins Compliance Coordinator of your changes, for example:
 - update your e-mail address
 - update your contact from No Contact to Contact
 - you decide to withdraw your permission to contact
 - if you have already selected the new institution you will transfer to
 - you are no longer interested in transferring
- **Transferring to non-NCAA institutions (NAIA schools):**
 - If you are interested in transferring to NAIA school(s), discuss with your Head Coach first
 - Complete the Student-Athlete Transfer Request form (see Appendix L in this document)
 - There are instructions on the form, follow them carefully
 - After completing the Student-Athlete Notification of Transfer form and signing it and having your Head Coach sign, please scan and e-mail the form to Rollins Compliance



- You must advise the Rollins Compliance Coordinator the name of the institution and city and state so a permission to speak letter can be sent to that institution(s). The NCAA Transfer Portal is not available to NAIA schools.

EFFECTIVE AUGUST 1, 2022

TRANSFER PORTAL

Education Module Workflow



Education Module

Student views the NCAA education module located on ncaa.org



Module Completion

At the conclusion of the module, student [REDACTED] acknowledge completion

Rollins Athletics asks that you acknowledge completion



Workflow

The student's acknowledgement of completing the education populates in the transfer portal



Transfer Portal Entry

Compliance office checks the education module list before entering the student in the transfer portal



Verification

Education verification record is visible in the transfer portal's education module list



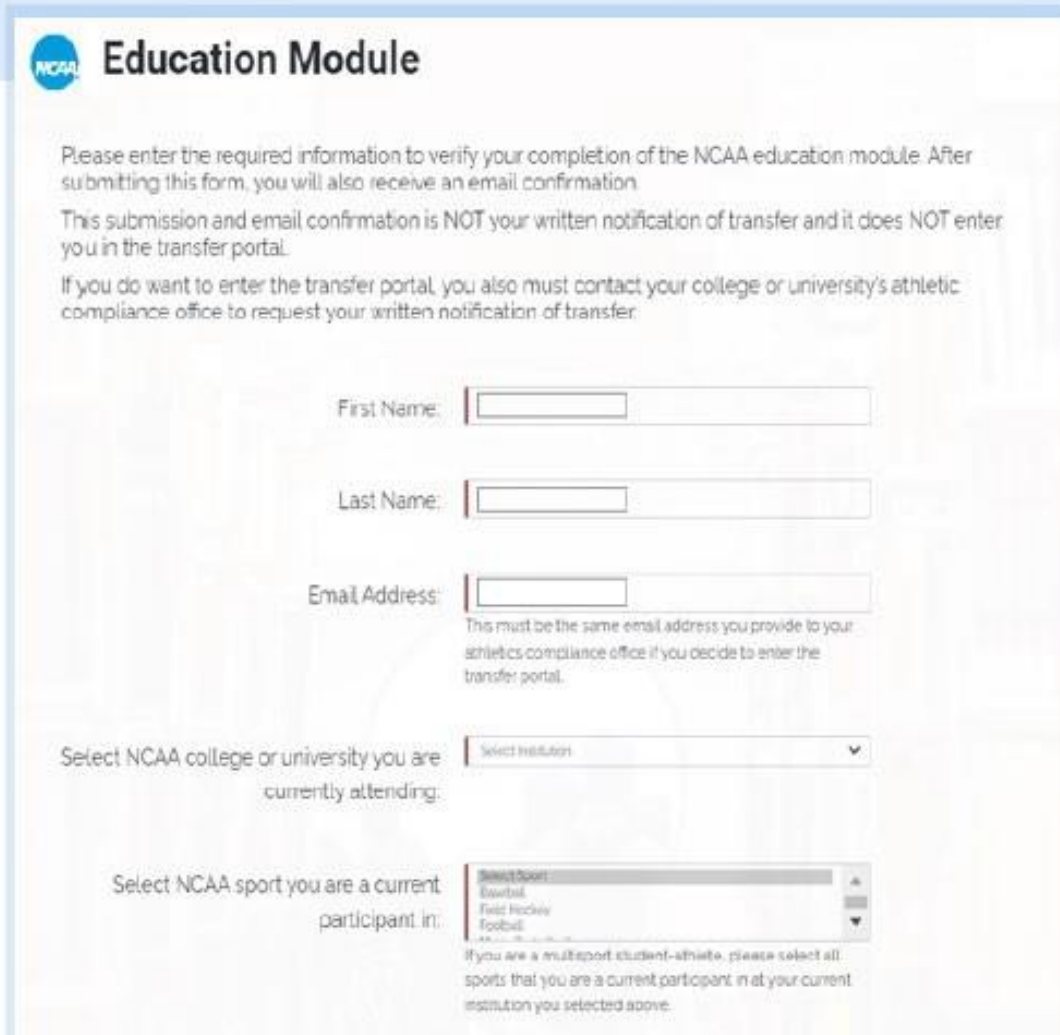
Email Confirmation

Email sent to student confirming module completion, including next step instructions



STUDENT VIEW - EDUCATION MODULE CONFIRMATION

STUDENT CLICKS THE LINK AT THE END OF THE ONLINE EDUCATION MODULE ON NCAA.ORG AND COMPLETES THE CONFIRMATION FORM



NCAA Education Module

Please enter the required information to verify your completion of the NCAA education module. After submitting this form, you will also receive an email confirmation.

This submission and email confirmation is NOT your written notification of transfer and it does NOT enter you in the transfer portal.

If you do want to enter the transfer portal, you also must contact your college or university's athletic compliance office to request your written notification of transfer.

First Name:

Last Name:

Email Address:
This must be the same email address you provide to your athletics compliance office if you decide to enter the transfer portal.

Select NCAA college or university you are currently attending:

Select NCAA sport you are a current participant in:
Basketball
Field Hockey
Football

If you are a multisport student-athlete, please select all sports that you are a current participant in at your current institution you selected above.





Education Module

Your confirmation has been successfully submitted. Please check your email for more information.



This is your email acknowledgement confirming you have completed the required NCAA education module. Completion of this education module is required if you decide to request your written notification of transfer to enter the transfer portal.

If you do decide to enter the transfer portal, you also must contact your college or university's athletic compliance office to request your written notification of transfer.

Completion of the education module is NOT entry into the transfer portal and is NOT your written notification of transfer.

Your institution's compliance office will also see your name in their Education Module list now that you have completed the required education.

Rollins requires you and your coach complete the Notification of Transfer Form together. Your coach cannot deny you filling out a Notification of Transfer Form.



SUNSHINE STATE CONFERENCE INTRA-CONFERENCE TRANSFER RULE

Like most college athletic conferences, the Sunshine State Conference has a rule regarding transferring from one Conference institution to another. Please be aware that all Sunshine State Conference institutions must observe the following rule:

SSC Intra-Conference Transfer Rule (SSC Bylaws, Article 20)



A student-athlete, as defined by Bylaw 12.02.7 of the NCAA Division II Manual, who transfers from one Conference institution directly to another SSC institution shall not be eligible for intercollegiate competition until the student-athlete has fulfilled a residence requirement of one full academic year (two full semesters or three full quarters) at the certifying institution. Further, a transfer student-athlete admitted after the 12th class cannot utilize that semester or quarter for the purpose of establishing residency. (12/1/21 PC)



Any combination of collegiate attendance/non-attendance in the interim between transferring from one SSC institution to another must equal the equivalent of one full academic year. All NCAA and SSC eligibility, satisfactory progress and transfer-rule requirements must be met in order to be certified for intercollegiate competition.

When a student-athlete graduates from an SSC institution, they should no longer be treated as a transfer student-athlete under this rule and thus, the intra-conference transfer would not apply to them. The SSC office will keep track of how many student-athletes utilize the graduate exception and complete their master's degree or second baccalaureate degree after transferring to the second SSC institution. As such, a member institution must inform the SSC office of any student utilizing this exception. If a sport is not presently sponsored by the conference or is not an NCAA sport, the SSC intra-conference transfer rule does not apply to those student-athletes.

If both Athletic Directors agree to waive the rule, then the rule is waived and it does not need to be reviewed by the Appeals Committee. (12/1/21 PC)

COUNTABLE ATHLETICALLY-RELATED ACTIVITY (CARA)

Countable athletically related activities include any required activity with an athletics purpose, involving student-athletes and at the direction of, or supervised by, any member or members of an institution's coaching staff (including strength and conditioning coaches) and must be counted within the weekly and daily limitations under Bylaws 17.1.6.1, 17.1.6.2 and 17.1.6.3. Administrative activities (e.g., academic meetings, compliance meetings) shall not be considered as countable athletically related activities. Bylaw 17.02.1

-  **Team members of each Rollins NCAA athletics teams may be asked to sign off/approve practice logs on a weekly basis.**
-  **There may be times when team members are requested to meet with Dr. Mike Gunter, the FAR.**

Practice limitations and days off and competition...

Preseason

Practice: An institution is not required to provide student-athletes with one day off per week during preseason practice that occurs before the first day of classes or the first scheduled contest, whichever is earlier. Bylaw 17.1.6.5.3

In season: 4 hours/day; 20 hours/week; 1 day off/week

Out of season: **17.1.6.2 Daily and Weekly Hour Limitations - Nonchampionship Segment.** During the nonchampionship segment, a student-athlete's participation in countable athletically



related activities (see Bylaw [17.02.1](#)) shall be limited to a maximum of four hours per day and 15 hours per week. (Adopted: 1/21/17 effective 8/1/17)

End of Regular Season: Bylaw 17.1.7a A member institution that has reason to believe it is under consideration for selection to participate in an NCAA, championship event may continue to practice (but may not compete against outside competition) beyond its last regular-season contest, including the conference championship (if any), without counting such practice against the institution's declared playing-season limitation, until it is determined by the appropriate committee whether the institution will be selected to participate in the championship competition. A member institution may engage in regular-season competition between its conference championship and NCAA championship selection, provided the institution has time remaining in its declared playing season and the institution has not participated in the maximum number of contests or dates of competition. An institution that is not selected to participate in the championship or an institution that is eliminated from the championship may not continue to practice or compete.

For example, if a men's basketball team plays its last regular season contest on February 23 and does not make its conference tournament and **does not** have reason to believe it is under consideration for selection to a postseason championship event, that team can no longer continue to practice following its last contest on February 23. Additionally, student-athletes on that team could not begin any countable out-of-season activities (including countable conditioning and weight training activities) until the conclusion of the Division II men's basketball championship on March 24.

Per Bylaw 17.1.6.3.1e following the institution's final contest or date of competition in the segment that concludes with the NCAA championship, a student-athlete is prohibited from engaging in countable athletically related activities for a 14-consecutive-calendar-day period. Between the end of the 14-consecutive-calendar-day break period or the end of the nonchampionship segment, and **one week prior** to the beginning of the institution's final examination period (at Rollins, start at start of Reading Days), a student-athlete's participation in weight training, conditioning and/ or team activities shall be limited to a maximum of eight hours per week, of which not more than four hours per week may be spent on team activities. For the first permissible date of activities outside of the playing season, refer to the sport-specific legislation.

Final Exams: All countable athletically related activities outside the playing season are prohibited one week prior to the beginning of Rollins' final examination period (starting with the first reading day) through the conclusion of Rollins' final examinations. Participation in **voluntary** individual workouts monitored by strength and conditioning personnel for safety purpose shall not count against the weekly hour limitation.

Competition: Always counts as 3 hours (including, scrimmages, double headers, exhibitions, alumni games)

Off Day: A travel day or a vacation day (when classes are in session) can be considered a day off. Bylaw 17.1.6.5, 17.1.6.5.1

Vacation: Daily and weekly hour limitations **do not apply** to countable athletically related activities occurring **during an institution's official vacation period, as listed in the institution's official calendar, and during the academic year between terms when classes are not in session.** A student-athlete **may not** participate in any countable athletically related



activities **outside the playing season** during any institutional vacation period (e.g., summer, academic year). Bylaw 17.1.6.5.4

Class & Practice: No class time shall be missed at any time (e.g., regular academic term, mini term, summer term) for practice activities except when a team is traveling to an away- from- home contest and the practice is in conjunction with the contest. Bylaw 17.1.6.8.1

- Student-athletes from the team representing the **host institution** at a conference or NCAA championship, shall be permitted to attend practice activities in conjunction with the event. Bylaw 17.1.6.9.1.1

After practice: Practice may not be conducted at any time (including vacation periods) after competition, except between contests, rounds or events during a multiday or multi- event competition (e.g., double-headers in softball or baseball, rounds of golf in a multiday tournament). Bylaw 17.1.6.4.2.2

Winter Break: The winter break shall be a seven-consecutive calendar-day period from December 20 through December 26. When December 20 falls on a Friday, Saturday or Sunday, the winter break shall be a seven-consecutive calendar-day period that begins on the following Monday. When December 20 falls on a Monday, the winter break shall be a seven- consecutive calendar-day period that begins on the following Tuesday. **During the winter break, a student-athlete may not participate in any countable athletically related activities and may not participate in any voluntary athletically related activities on campus unless the facility is open to the general student-body.** Bylaws 17.02.18 and 17.1.6.9.3.1

FIGURE 17-4
Future Winter Break Periods

Calendar Year	Winter Break Period	When Benefits May Be Provided to Student-Athletes Following Winter Break
2023	December 20-26 (Wednesday-Tuesday)	12:01 a.m. on December 27
2024	December 23-29 (Monday-Sunday)	12:01 a.m. on December 30
2025	December 22-28 (Monday-Sunday)	12:01 a.m. on December 29
2026	December 21-27 (Monday-Sunday)	12:01 a.m. on December 28
2027	December 20-26 (Monday-Sunday)	12:01 a.m. on December 27
2028	December 20-26 (Wednesday-Tuesday)	12:01 a.m. on December 27
2029	December 20-26 (Thursday-Wednesday)	12:01 a.m. on December 27
2030	December 23-29 (Monday-Sunday)	12:01 a.m. on December 30
2031	December 22-28 (Monday-Sunday)	12:01 a.m. on December 29
2032	December 20-26 (Monday-Sunday)	12:01 a.m. on December 27
2033	December 20-26 (Tuesday-Monday)	12:01 a.m. on December 27
2034	December 20-26 (Wednesday-Tuesday)	12:01 a.m. on December 27

End of Season Meetings: **End of Season Meetings.** It is permissible to have end of season team and individual meetings at any time (e.g., conclusion of a regular academic term, conclusion of the playing season). An end of season meeting is not considered a countable athletically related activity provided the meeting **does not include any athletically related activities (e.g., watching game film, physical activities).** Bylaw 17.02.1.1



Voluntary Athletically Related Activities: Voluntary Athletically Related Activities. A student-athlete shall not participate in any voluntary athletically related activities on campus during the **winter break**, unless the facility is open to the general student-body. Bylaw 17.02.17

Summer Activities – Fall Championship Sports – Soccer, Volleyball:

Note: this is for **soccer, and volleyball student-athletes ONLY**. Beginning June 1 through the conclusion of the Rollins summer vacation period, a student-athlete may participate in workouts designed and conducted by the institution's strength and conditioning personnel, provided such workouts are voluntary and conducted at the request of the student-athlete. Incoming fall sport freshman prospective student-athletes and four-year transfer student-athlete can participate in voluntary summer workouts provided they have signed an NLI or written offer of admission and/or financial aid and/or college deposit. An incoming two-year transfer student athlete **must satisfy all applicable two-year college transfer requirements prior** to participating in permissible voluntary summer workouts. **Please note: All incoming/new** student-athletes to Rollins (freshman, two-year and four-year transfer) **must have a new medical exam clearance** by the Rollins Sports medicine staff **prior** to participating in any workouts. Bylaw 17.1.6.3.5.1 and 1/14/15 Educational Column Playing and Practice Seasons – General Playing Season Regulations – Time Limits for Athletically Related Activities – Institutional Vacation Period – Strength and Conditioning Personnel Designing and Conducting Workout Programs During Summer Vacation Periods – Fall Sports

Summer Activities Individual Sports – Golf, Swimming, Tennis:

In individual sports, a student-athlete may participate in individual workout-sessions with a member of the coaching staff during any institutional vacation period and/or the summer, provided such workouts are voluntary and the request for such assistance is initiated by the student-athlete provided. **Coaches must document these activities!** 17.1.6.3.5.2

Summer Activities Safety Exception – Rowing, Swimming:

In safety exception sports, a coach may be present during voluntary individual workouts without the workouts being considered mandatory athletically related activity, as long as the coach is providing **ONLY** safety and skill instruction and is **not conducting the content or length of the student-athlete's workouts**. **Coaches must document these activities!**

Summer Activities In All Other Sports:

Strength and conditioning personnel are limited to monitoring voluntary individual workouts (e.g., **summer workouts**) for safety purposes. Strength and conditioning personnel **may not design or conduct voluntary summer** workouts and all of the requirements that make an activity voluntary must be met (i.e., initiated by the student, no recorded information/documentation, **NO** reporting back to coaches).

Summer Activities in Equipment & Apparel:

Student-athletes may retain and use Rollins College athletics apparel and equipment during the summer in accordance with normal institutional policies and procedures for issuance and retrieval. **Equipment and apparel cannot be provided to prospective student-athletes over the summer for the upcoming academic year.** 1/14/15 Educational Column Awards, Benefits and Expenses – Expenses Provided by the Institution for Practice, Competition and Noncompetitive Events

Summer Tryouts:

Current student-athletes **may not take part in team tryouts during the summer or "out-of-season."**

If you plan on playing outside competition form during the summer, PRIOR to competing, please complete the form in the Appendix and e-mail it to Kelly Dwyer kdwyer@rollins.edu for approval.

Playing and Practice Season

Each academic year, each head coach will declare two segments (one in the fall semester and one in the spring semester) that are considered in-season. All other segments during the academic year are considered out-of-season. Below are the NCAA requirements that are permitted during each of these segments.



In-Season-Championship Segment

In season, a student-athlete may participate in countable athletically related activities as follows:

- (Sunday through Saturday, unless your team has a different practice week start/stop day, for example, Monday through Sunday).
- No more than 4 hours of activity per day.
- Must be given one day off per week.
- A travel day, with no other activity, is considered a day off.

Non-championship Segment Activities


In season, a student-athlete may participate in countable athletically related activities as follows:


- Sports other than golf, tennis and rowing:
 - No more than 15 hours of activity per week during 45-consecutive calendar day period (Sunday through Saturday). May omit vacation and exam days so long as no practice/competition take place.
 - No more than 4 hours of activity per day.
 - Must be given two days off per week.
- Golf and Tennis
 - No more than 20 hours of activity per week during 60-consecutive calendar day period (Sunday through Saturday). May omit vacation and exam days so long as no practice/competition take place.
 - No more than 4 hours of activity per day.
 - Must be given two days off per week.
- Rowing
 - No more than 15 hours of activity per week during 65-consecutive calendar day period (Sunday through Saturday). May omit vacation and exam days so long as no practice/competition take place.
 - No more than 4 hours of activity per day.
 - Must be given two days off per week.

Out-of-Season

Out-of-season, a student-athlete may participate in countable athletically related activities as follows:

- No more than 8 hours of conditioning, weight training or team/individual skill instruction per week (Sunday through Saturday, unless your team has a different practice week start/stop day, for example, Monday through Sunday).
- Team activities/Individual skill instruction may not exceed 2 hours per week. Team skill instruction may only occur until day before the declared start of the non-championship segment.
- No more than 4 hours of activity per day.
- Must be given two days off per week.

 **No Class Time Missed for Practice Activities.** No class time shall be missed at any time (e.g., regular academic term, mini term, summer term) for practice activities except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest. Bylaw 17.1.6.9.1

 **No Class Time Missed for Competition in Nonchampionship Segment -- Team Sports.** In team sports (baseball, lacrosse, soccer, softball, volleyball) no class time shall be missed for competition, including activities associated with such competition (e.g., travel and other pregame or postgame activities), conducted during the nonchampionship segment. Bylaw 17.1.6.9.2



APPENDIXES



CHAPTER I

2024-25 NCAA Banned Substances

Highlighted text throughout the document indicates further clarification or new information.

The NCAA bans the following classes of substances:

- a. Stimulants
- b. Anabolic agents
- c. Beta blockers (banned for rifle only)
- d. Diuretics and other masking agents
- e. Narcotics
- f. Peptide hormones, growth factors, related substances and mimetics
- g. Hormone and metabolic modulators
- h. Beta-2 agonists

NOTE: This is not a complete or exhaustive list. Any substance that is chemically/pharmacologically related to these classes also is banned. The school and the student-athlete shall be held accountable for all drugs within the banned-substance class regardless of whether they have been specifically identified. Examples of substances under each class can be found at ncaa.org/drugtesting. There is no complete list of banned substances.

Substances and Methods Subject to Restrictions:

- Blood and gene doping.
- Local anesthetics (permitted under some conditions).
- Manipulation of urine samples.
- Tampering of urine samples.
- Beta-2 agonists (permitted only by inhalation with prescription).

Nutritional/Dietary Supplements

When considering use of any nutritional/dietary supplement product, first review the product and its label with your athletics department staff.

- Nutritional/dietary supplements, including vitamins and minerals, are not well regulated and may cause a positive drug test.
- Student-athletes have tested positive and lost their eligibility using nutritional/dietary supplements.
- Many nutritional/dietary supplements are contaminated with banned drugs not listed on the label.
- All nutritional/dietary supplements are taken at the student-athlete's own risk.

Athletics department staff should consider providing guidance to student-athletes about nutritional/dietary supplement use and the importance of having supplement products checked by appropriate staff members before consuming. The NCAA subscribes only to Drug Free Sport AXIS™ for authoritative review of label ingredients in medications and nutritional/dietary supplements.

Contact Drug Free Sport Axis at 816-474-7321 or axis.drugfreesport.com (password ncaa1, ncaa2 or ncaa3).

Many nutritional/dietary supplements are contaminated with banned drugs not listed on the label.



NCAA DRUG-TESTING PROGRAM PROTOCOL 2024-25

1.0. Banned Substances

1.1. The NCAA bans substances by class. Related compounds are included in the class due to their pharmacological action and/or chemical structure. No substance in a banned-substance class may be used regardless of whether it is specifically listed as an example, unless specifically exempted.

1.1.1. The definition of positive for the following substances is based on the potential for creating a pharmacologic advantage: for caffeine, if the concentration in urine exceeds 15 micrograms/ml; for GW1516, if the concentration in urine exceeds 0.1 ng/ml; for testosterone, if the administration of testosterone or use of any other substance or manipulation has the result of increasing testosterone, or the ratio of testosterone to epitestosterone, or results in an adverse finding in confirmation testing.

1.1.2. Evidence of the presence of a banned substance and/or metabolite in a student-athlete's urine will be determined by an NCAA-designated WADA-accredited laboratory for the analysis of human doping control samples.

1.2. The current NCAA list of banned-substance classes is available in Chapter 1 of this resource and at ncaa.org/drugtesting. In addition, other substances may be screened to gather data for making decisions as to whether additional substances should be added to the list of banned-substance classes.

2.0. Drug-Testing Administration

2.1. The NCAA Board of Governors has final authority over the procedures and implementation of the NCAA drug-testing program.

2.2. CSMAS will recommend policies and procedures to the Board of Governors and will conduct drug-testing appeals.

2.2.1. Members of CSMAS and/or other experts and stakeholders delegated by it may be called upon for consultation and input during an appeal.

2.3. The NCAA president or their designee will approve any contracts between the NCAA and an independent drug-testing agency. The current NCAA-designated drug-testing agency is Drug Free Sport International. The NCAA-designated drug-testing agency will support, coordinate and be responsible for the general administration of the drug-testing program, including the designation, training and certification of doping control officers (DCO), determination of drug-testing sites and contracting with NCAA-designated drug-testing laboratories.

2.3.1. DCOs may not participate in testing at a school at which they are employed.

2.3.2. Any drug-testing laboratory(ies) will be required to demonstrate, to the satisfaction of CSMAS, proficiency in detection and confirmation of NCAA banned substances.

2.4. The host school for an NCAA championship or the school(s) involved in a year-round testing event will designate an individual to serve as site coordinator.

2.4.1. A site coordinator at an NCAA championship may not concurrently serve in any other capacity during drug testing (e.g., director of medical coverage).

2.5. Specimen collection by organizations other than those authorized by the NCAA is not allowed at NCAA drug-testing events and postseason football games.

2.5.1. Any individual or school that requests drug testing outside of NCAA prescribed testing, (e.g., in order to certify world and national records) will be responsible for covering the costs and expenses related to such testing.

3.0. Causes for Loss of Eligibility

3.1. As required in NCAA bylaws, each academic year, each member school shall administer the consent form to its student-athletes (including partial qualifiers and non-qualifiers) and each student-athlete shall sign a drug-testing consent form in which the student-athlete consents to be tested for substances banned by the NCAA. Failure to complete and sign the consent form as required shall result in the student-athlete's ineligibility for participation in practice and competition in all intercollegiate athletics. The drug-testing consent form remains in effect until a subsequent form is executed.

3.2. Student-athletes who test positive for a banned substance, or who breach NCAA testing protocol requirements, are subject to loss of eligibility. These student-athletes may be subject to additional testing for all NCAA banned substances by the NCAA at any time. Drug-testing penalties are legislated under NCAA Bylaws 18.4.1.4 (Divisions I and II) and 18.4.1.5 (Division III) Ineligibility for Use of Banned Drugs.

3.3. Breach of Protocol. A student-athlete will be considered to be in breach of protocol and treated as if they tested positive for a banned substance other than cannabinoids and narcotics if the student-athlete:

- Fails to arrive at the collection station without legitimate justification as determined by the NCAA-designated drug-testing agency;
- Fails to provide a urine specimen according to collection procedures;
- Leaves the collection station without authorization from the DCO before providing a specimen according to protocol; or
- Attempts to alter the integrity of the collection process.

A breach of protocol will be documented by the DCO.

3.4. Tampering. Where it is identified by the NCAA or its designated drug-testing agency that a student-athlete was involved in tampering (e.g., urine substitution or related methods) with an NCAA drug-test sample, and the incident is supported by student-athlete admission, clear observation or other highly irrefutable evidence, the student-athlete shall be charged with the loss of eligibility **per NCAA legislation.**

4.0. Drug-Testing Selections

4.1. The NCAA drug-testing plan will be reviewed by CSMAS at least once annually. The selection of championship events at which drug testing will occur shall be determined by the Board of Governors or the president/NCAA chief medical officer acting on behalf of the Board of Governors.

4.2. Upon a published or official report involving conviction for possession or distribution of banned substances by a student-athlete, coach or athletics staff, or those closely associated with the athletics program, or in the event multiple student-athletes from a single program have tested positive at an NCAA testing event, the NCAA may elect to test any student-athlete from that school for all banned substances.

4.3. Student-athletes who have tested positive or provided multiple dilute samples at a testing event may be tested at any time, including, but not limited to, a championship or postseason football game at which they appear and at which drug testing is being conducted, and at any year-round testing event.

4.3.1. It is the responsibility of the school to notify the DCO that a student-athlete who is present on site must be tested to satisfy Section 4.3.

4.4. Student-athletes who are ineligible as a result of an NCAA positive drug test or a breach of protocol may be tested for all banned substances by the NCAA at any time during their period of ineligibility.

4.5. Selection of Student-Athletes for Year-Round Testing.

4.5.1. Student-athletes competing in Divisions I and II sports are subject to year-round testing.

4.5.2. In year-round testing events, the timing of testing and selection of tested individuals may be random or specific to sport, position, competitive ranking, athletics financial-aid status, playing time, directed testing or any other NCAA-approved selection method.

4.5.2.1. For selections of student-athletes during on-campus year-round testing, the school is responsible for providing the official eligibility checklist or squad list, or complete roster if the first outside competition has not yet occurred.

4.5.2.2. For year-round summer drug testing, student-athletes will be selected from the official eligibility checklist or squad list, or other approved list.

4.5.3. Student-athletes who appear on one of the lists in 4.5.2.1. will not be selected for drug testing if the NCAA-designated drug-testing agency is notified prior to the testing date that they:

- Have been cut or dismissed from their team;
- Have exhausted eligibility in the sport;
- Have graduated;
- Have a medical waiver resulting from career- ending injury or illness;
- Have quit the team; or
- Have withdrawn from the school.

All other student-athletes with remaining NCAA eligibility (including partial qualifiers, nonqualifiers, those with season-ending injuries and student-athletes who have expressed interest in transferring schools) are subject to testing.

4.5.4. A student-athlete who is no longer on the team (voluntarily or involuntarily) before notification of their selection for NCAA drug testing, and was on the school's eligibility checklist or squad list without being identified as no longer on the team, may not participate in NCAA competition until completion of an NCAA drug test. This test will be administered by the NCAA-designated drug-testing agency in each case at the school's expense.

Failure to complete and sign the consent form as required shall result in the student-athlete's ineligibility for participation in practice and competition in all intercollegiate athletics.



4.6. Selection of Student-Athletes at NCAA Championships and Postseason Football Games.

4.6.1. All student-athletes are subject to NCAA testing at NCAA championships or in conjunction with postseason football games.

4.6.2. Student-athletes may be tested before, during or after NCAA championship events and postseason football games.

4.6.3. At NCAA team championships and postseason football games, the timing of testing and selection of tested individuals may be random or specific to position, competitive ranking, athletics financial-aid status, playing time or any other NCAA-approved selection method.

4.6.3.1. For team championship and postseason football game testing, student-athletes may be selected from the official travel party roster, official gate/credential list, championship participation sheets or other approved forms.

4.6.4. At NCAA individual championship events, timing of testing and selection of tested individuals may be random or specific to competitive ranking, random selection, position of finish or other NCAA-approved selection method.

4.6.5. Student-athletes in their final year of eligibility, and/or those who did not compete, who are listed in one of the criteria identified in 4.6.3 and 4.6.4, are subject to NCAA drug testing.

5.0. Drug-Testing Notifications

5.1. Notification of Schools for Year-Round Testing.

5.1.1. For on-campus year-round testing, the NCAA-designated drug-testing agency will send notifications to the director of athletics, compliance administrator and drug-testing site coordinator not earlier than two calendar days before the day of testing. For off-campus summer testing, schools will not receive advance notification. For no-advance notice testing, refer to the NCAA Year-Round Drug-Testing Site Coordinator Manual.

5.2. For year-round testing events and upon request, the director of athletics or their designee will be required to provide an accurate and current eligibility checklist or squad list to the NCAA-designated drug-testing agency.

5.3. Notification of Student-Athletes for Year-Round Testing.

5.3.1. The school is responsible for notifying all student-athletes about testing selection and details for on-campus year-round testing events. The designated DCO will be responsible for notifications for off-campus summer testing.

5.3.1.1. For on-campus year-round testing, student-athletes will be notified in person or by direct telephone communication of the date, time to report and location of the testing event. Student-athletes must read and sign the NCAA Student-Athlete Notification Form.

5.3.1.2. Student-athletes shall be required to verify their identity by providing picture identification when entering the collection station.

5.3.2. For on-campus year-round testing, a school representative will be present in the collection station and remain until the completion of testing for purposes of verifying the identity of tested student-athletes and acting in the capacity as a school observer with respect to testing procedures.

5.4. Notification of Host Schools/Local Organizing Committee (LOC) and NCAA Administrators for NCAA Team Championship Testing.

5.4.1. The championship event manager, championship event drug-testing site coordinator and the NCAA championship administrator will be notified before the first day of testing.

5.5. Notification of Competing Schools for NCAA Team Championship Testing.

5.5.1. A school representative will be notified no earlier than two hours before the start of scheduled competition that drug testing will take place.

5.5.2. At NCAA team championship events, a separate collection site will be provided for each team. Immediately after any NCAA-established postgame cool-down period, student-athletes selected for drug testing will be notified by a DCO or their designee. Each student-athlete will be instructed to read and sign the Team Championship Student-Athlete Notification Form. The student-athlete will be instructed to report to the collection station within one hour of notification, unless otherwise directed by the DCO or their designee.

5.5.3. A school representative must report to the collection station for purposes of assisting with the verification of the identities of selected student-athletes, and remain in the collection station until all selected student-athletes have completed testing.

5.5.4. At any NCAA team championship event other than a final round, when competition begins at 10 p.m. or later local time, a school may defer testing for all selected student-athletes until the next morning; provided such decision must be made and communicated to the DCO immediately after the game. Deferred testing must begin for all selected student-athletes no later than noon local time.

5.5.4.1. The host school/LOC will identify collection sites that can be used for deferred tests as part of the coordination of broader championship hosting activities.

5.6. Notification of Student-Athletes for NCAA Team Championship Testing.



Appendix B

Rollins College Student-Athlete Dietary Supplement Disclosure & Review Form

I, _____ am taking or intend to take the following dietary

Student-Athlete Name

supplements. I acknowledge the risk of losing my eligibility to participate in intercollegiate athletics if I test positive for an NCAA or Rollins College banned substance that may be found in any substance that I take, regardless of the reason or purpose for taking such supplements.

I acknowledge and understand that the labeling on these products can be misleading and inaccurate, and that sales personnel are neither motivated nor qualified to accurately certify that these products contain no banned substances. "Healthy" or "naturally occurring" are terms often used to market sales of dietary supplements, but do not necessarily mean they are safe.

Before taking or using any dietary supplement, I am responsible for ensuring the product does not contain any banned substance. By making this disclosure, I am requesting that these products and their ingredients be reviewed by Rollins College's sports medicine staff for the purposes of determining whether they are medically safe to use and (as labeled) do not contain banned substances.

I understand that since these products are not regulated, the label may not be entirely representative of the contents. Therefore, I acknowledge that there is no way to ensure that an unregulated substance contains exactly what the label says.

Brand Name: Listed Ingredients:

(Athletic Trainer to review, circle banned substances and notify student-athlete.)

- 1. _____

- 2. _____

- 3. _____

- 4. _____

Signatures:

Student-Athlete Signature

Date

Athletic Trainer Signature

Date

Revised: 5/1/16



Appendix D

**Rollins College Drug and Alcohol Testing Program
Student-Athlete Notification Form**

Student-Athlete: _____

Student ID: _____ Sport: _____

Date of Notification: _____ Time of Notification: _____ a.m./p.m.

I, _____, the undersigned:
Student-Athlete

acknowledge being notified to appear for institutional drug and alcohol testing and have been notified to report to the drug and alcohol testing station at:

_____, on _____ at or before _____ a.m/p.m

I will be prepared to provide an adequate urine specimen and will not over hydrate. I understand that providing numerous diluted specimens may be cause for follow-up drug testing.

I understand that I may have a witness accompany me to the drug and alcohol-testing site.

I understand that failure to appear at the site on or before the designated time will constitute a withdrawal of my previous consent to be tested as part of the Institutional Drug and Alcohol Testing Consent and will result in a penalty.

By signing below, I acknowledge being notified of my participation in institutional drug and alcohol testing, and I am aware of what is required of me in preparation for this drug and alcohol-testing event.

Signature: _____ Date: _____
Student-Athlete

I can be reached at the following telephone number on test day: _____

Institutional Representative retain top portion of completed forms

Rollins College Drug and Alcohol Testing Program

Student-Athlete: _____

Location of Test: _____ Date of Test: _____ Report Time: _____

**** Report To The Test Site with Picture Identification **
DO NOT DRINK TOO MANY FLUIDS**

Revised 5/1/16



Appendix E

**Rollins College Safe Harbor Policy and Procedures
Acknowledgement Form**

I _____ understand that, according to the
Student-Athlete Name

Rollins College's Department of Athletics Substance Abuse Policy and Procedures, I may self-refer into the Safe Harbor Program once during my intercollegiate athletic career for voluntary evaluation and counseling.

I further understand that I am not eligible for the Safe Harbor Program after being informed of an impending test, after having received notification of a positive institutional test or NCAA drug test, or thirty (30) days prior to NCAA or Conference post-season competition.

Rollins College will work with me to provide a treatment plan which may include confidential impermissible substance testing. I will be furnished with a copy of the treatment plan and guidelines after an initial meeting with a substance abuse counselor to evaluate the extent of any of substance use.

I understand that if I test positive for an impermissible substance upon entering the Safe Harbor Program, the initial test result will not result in any administrative sanction but may be suspended from play or practice is medically warranted. I will be permitted to remain in the Safe Harbor Program for a reasonable period, not to exceed thirty (30) days, as determined by the treatment plan.

If I fail to comply with the treatment plan, I will be removed from the Safe Harbor Program and my initial Safe Harbor positive test will be treated as a first positive and subject to the sanctions as set forth in the policy. While in the Safe Harbor Program, I will not be included in the regular random testing program but may be selected for drug testing by the NCAA. Upon successful completion of the Safe Harbor program, I will be subject to additional testing for one calendar year.

The Director of Athletics, the Team Physician, the Assistant AD/Sports Medicine and my head coach or his/her designee will be informed of my participation in the Safe Harbor Program. My assistant coach(es) may be notified at the discretion of the head coach or designee. Other college employees may be informed only to the extent necessary for the implementation of this policy.

Signature: _____ Date: _____
(Student-Athlete)

Signature: _____ Date: _____
(Director of Athletics/Designee)

Revised 5/1/16



Urine Collection Guidelines for Clients

1. Only those persons authorized by the client representative and certified collector will be allowed in the collection room. The certified collector and client representative will determine the release of a selected student-athlete from the collection room prior to completing the specimen collection process.
2. Upon arrival, student-athlete will provide photo identification and/or a client representative will identify the student-athlete. The student-athlete will then print his/her name and arrival time on the Roster Sign-In Form.
3. The student-athlete will select a Custody & Control Form (CCF) from a supply of such and work with collector and client representative to complete necessary information before proceeding with the specimen collection process.
4. The student-athlete will select a specimen collection beaker from a supply of such and will be escorted by a collector (same gender) to the restroom to provide a specimen. The student-athlete will place a unique barcode onto the beaker. And then rinse his/her hands with water and then dry hands.
5. The collector will directly observe the furnishing of the urine specimen to assure the integrity of the specimen.
6. The student-athlete will be responsible for keeping the collection beaker closed and controlled.
7. Fluids and food given to student-athletes who have difficulty voiding must be from sealed containers (approved by the collector) that are opened and consumed in the station. These items must be free of any other banned substances.
8. If the specimen is incomplete, the student-athlete must remain in the collection station until the sample is completed. During this period, the student-athlete is responsible for keeping the collection beaker closed and controlled.
9. If the specimen is incomplete and the student-athlete must leave the collection station for a reason approved by the certified collector and client representative, specimen must be discarded.
10. Upon return to the collection room, the student-athlete will begin the collection procedure again.
11. Once an adequate volume specimen is provided; the collector will escort the student-student-athlete to the specimen processing table.
12. The specimen collector will instruct the student-athlete to closely observe the specimen processing steps and will then measure the specific gravity.
13. If the urine has a specific gravity below 1.005, no value will be recorded on the CCF and the specimen will be discarded by the student-athlete with the collector observing. The student-athlete must remain in the collection station until another specimen is provided. The student-athlete will provide another specimen.
14. If the urine is concentrated (1.005 SG or higher), the specimen processor will record the specific gravity value on the CCF and then measure the urine's pH. If in range (4.5-7.5 inclusive), the specimen processor will record the pH value on the CCF in the appropriate area. If the student-athlete has a pH greater than 7.5 or less than 4.5, the specimen will be discarded by the student-athlete with the collector observing. The student-athlete must remain in the collection station until another specimen is provided. The student-athlete will provide another specimen.



Appendix F continued

15. Once the specimen processor has determined the specimen has a specific gravity above 1.005 and a pH between 4.5 and 7.5 inclusive, the sample will be processed and sent to the laboratory.
16. If the laboratory determines that a student-athlete's sample is inadequate for analysis, at the client's discretion, another sample may be collected.
17. If a student-athlete is suspected of manipulating specimens (e.g., via dilution, substitution), the collector will collect another specimen from the student-athlete.
18. Once a specimen has been provided that meets the on-site specific gravity and pH parameters, the student-athlete will select a sample collection kit from a supply of such.
19. The specimen processor will open the kit, demonstrate to the student-athlete the vials are securely sealed, open the plastic, and open the A vial lid. The processor will pour the urine into the A and B vials and close the lids. The specimen processor should pour urine into vials above the minimum volume level (35 mL in A vial; 15 mL in B vial) and pour as much urine as possible into vials using care not to exceed the maximum levels (90 mL in A vial; 60 mL in B vial).
20. The specimen processor will securely close the lids on each vial and then seal each vial using the vial seals attached to the CCF; assuring seals are tightly adhered to the vials with no tears or loose areas.
21. The specimen processor must then collect all necessary signatures (collector, donor, witness, and collector/specimen processor) and dates/times where indicated on the CCF.
22. The specimen processor will place the laboratory copy of the CCF in the back pouch of the plastic bag and the vials the front pouch of the same bag. The bag should then be sealed. The sealed bag with vials will then be placed in the sample box. The box will then be sealed.
23. The student-athlete is then released by the collector.
24. All sealed samples will be secured in a shipping case. The collector will prepare the case for forwarding. When two split samples are collected and packaged, care must be taken to assure one sample is placed in the shipping container for shipment to the "drugs of abuse" laboratory and one sample is placed in the shipping container for shipment to the "anabolic steroids" laboratory.
25. After the collection has been completed, the samples will be forwarded to the laboratory and copies of any forms forwarded to the designated persons.
26. The samples become the property of the client.
27. If the student-athlete does not comply with the collection process, the collector will notify the client representative and Drug Free Sport.

Confidential and proprietary information of The National Center for Drug Free Sport, Inc.

Updated 05/18/12

Revised 5/1/16





PROMOTIONAL ACTIVITIES & COMMUNITY ENGAGEMENT EVENTS FORM

DEPARTMENT OF ATHLETICS

This form approved by the Director of Athletics and/or President of Rollins College prior to the date of the event. This permits the student-athlete's name, picture, identity or appearance to be used in a community service, promotional or fundraising activity.

See NCAA Bylaw 12.5 promotional activity; 12.5.1 permissible (institutional, charitable, educational or nonprofit promotions); and 12.5.2 non-permissible (advertisements & promotions) for specific details.

SECTION 1 - GENERAL

- CHECK ONE:
- INSTITUTIONAL
 - CHARITABLE
 - EDUCATIONAL
 - COMMUNITY ENGAGEMENT

TODAY'S DATE: _____

SPORT: MEN'S WOMEN'S _____

SECTION 2 – EVENT DETAILS

NAME OF SPONSORING ORGANIZATION		
CONTACT PERSON:	PHONE NUMBER:	E-MAIL
DATE OF EVENT:	TIME OF EVENT:	SITE AND CITY OF EVENT:
Describe the event in <u>great detail</u> . Please attach documentation (list of student-athletes, fliers, etc.):		
Who is the beneficiary of the proceeds & what will they be used for?		
<input type="checkbox"/> Yes <input type="checkbox"/> No 1. Is this event set up as a game/contest/match? <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Will the activity involve using the name, picture or appearance of a student-athlete? <input type="checkbox"/> Yes <input type="checkbox"/> No 3. Will any funds raised be directly or indirectly benefit prospective student-athletes, high school or 2 year coach? <input type="checkbox"/> Yes <input type="checkbox"/> No 4. Will any funds raised be utilized for a group? If yes, is the group a high school or junior college group? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No 5. Will any funds raised be used for specific individual student-athletes?		

SECTION 3 - SIGNATURES

"I agree, to the best of my knowledge, this event is permissible under NCAA Rules."

SIGNATURE OF COACH/ATHLETIC STAFF

DATE:

SIGNATURE OF DIRECTOR OF ATHLETICS

DATE:

SIGNATURE OF PRESIDENT (AS NEEDED)

DATE:





STUDENT TEAM MANAGER APPROVAL FORM

Department of Athletics

This form will be reviewed by the Head Coach with the student. Both the Head Coach and student will sign the form to ensure understanding the roles and responsibilities of being a student manager. The individual should review the job description that corresponds to the sport for the student manager. The Head Coach will return the completed form (Page 1 only) to Rollins Compliance.

STUDENT NAME: _____ SPORT: _____
R#: _____ CELL: _____
EMAIL: _____ NCAA ID: _____

Per NCAA Bylaw 12.02.7, 14.1.7, 17.02.1:

- A manager can only perform traditional managerial functions such as:
 - Doing laundry;
 - Setting up, taking down, and collecting equipment;
 - Filling water bottles;
 - Running clock at practice.
- A manager must be a full-time undergraduate or graduate student (except during his or her final semester or quarter of a degree program, he or she may be enrolled in less than a full-time program of studies, provided he or she is carrying, for credit, the courses necessary to complete degree requirements.)
- In addition to traditional managerial functions, managers may participate in limited on-court or on-field activities during practice and games, such as:
 - Shagging balls;
 - Assisting with drills;
 - Throwing batting practice
 - Signaling in plays at the direction of a coaching staff member.
 - Duties assigned in managers job description
- It is not permissible for a manager to perform only on-court or on-field activities.
- A manager cannot provide instruction to student-athletes or participate in countable related activities (e.g. as a practice player) other than limited on-court or on-field activities.
- If the team manager is a student-athlete, the student-athlete must be a qualifier.
- A student-athlete who is a partial qualifier, non-qualifier, or a transfer student completing their year in residency is not eligible to be a student manager.

By signing below, I certify that I have read the above information and the chart on Page 2 of this form and understand all NCAA rules and restrictions placed on managers. I also affirm that I will notify Rollins Athletics Compliance if I drop below full-time status as a student.

Manager's Signature

Date

Head Coach Signature

Date



FIGURE 14-6
Permissible and Nonpermissible Activities for a Student Manager

BYLAW	ACTIVITY	STUDENT (NONATHLETE)¹
14.1.7	Competition	Nonpermissible; however, the individual may participate in limited on-court or on-field activities during competition (e.g., assist with warm-up activities)
14.1.7	Practice	Nonpermissible; however, the individual may participate in limited on-court or on-field activities during practice (e.g., assist with drills, throw batting practice)
15.2.1	Financial Aid Tuition and Fees Room and Board Books	Permissible
16.1.1.2	Awards and Benefits	Permissible
16.8.1	Team Travel Actual and Necessary Expenses (transportation, lodging, meals)	Permissible
16.8.1	Apparel	Permissible
17.02.1	Countable Athletically Related Activities (e.g., practice player)	Nonpermissible
17.1.6.3	Instruction of student-athletes (e.g., skill instruction, team activities)	Nonpermissible
	Traditional Managerial Duties (e.g., equipment, laundry, hydration)	Permissible

NOTE: Division II Bylaw 14.1.10 addresses the unique situation in which male students and male student-athletes practice with women's teams.

¹ A student-athlete, as defined in Bylaw 12.02.8, may also serve in a managerial capacity but must meet all applicable legislation for eligibility, including initial-eligibility requirements (academic and amateurism), progress-toward-degree requirements, full-time enrollment and Division II Bylaw 17 (playing and practice seasons) requirements.





OUTSIDE COMPETITION PRE-APPROVAL FORM

DEPARTMENT OF ATHLETICS

This form is used to gather information on an event or team to assist in determining whether there are any amateurism issues that could affect the student-athlete's eligibility. If it is determined the student-athlete competed as part of a team or event which is deemed professional, it could render the student-athlete ineligible for competition.

BY COMPLETING THIS FORM, YOU UNDERSTAND THE FOLLOWING:

- It is permissible to compete as an amateur against individuals or teams which are professional.
- It is not permissible to compete as an amateur on the same team as a professional who is being paid to play.
- In sports other than basketball, is not permissible to compete on an outside team during your sport's seasons during the school year.
- In basketball, it is not permissible at any time to compete on an outside team during the school year.
- It is not permissible to accept expenses beyond actual and necessary. Student-athletes may only receive reasonable expenses for travel, meals, apparel, and equipment for practices and games. These expenses must be made on a regular basis and not tied to performance or any other incentive.

PLEASE SELECT WHICH SITUATION APPLIES BEST TO YOUR REQUEST:

- Summer competition
- Competition during the academic year outside of your season
- Competition during the academic year during your season
- Competition during a vacation period (Please specify which vacation period: _____)

(For specific NCAA Bylaws concerning outside competition, please review page 2 of this form prior to submitting it to the compliance office. Please e-mail apurcellbatista@rollins.edu with any questions or further clarification.)

GENERAL INFORMATION

NAME: _____ SPORT: _____
 EMAIL: _____ ERAU ID: _____

TEAM/EVENT INFORMATION

TEAM OR EVENT NAME: _____
 NAME OF LEAGUE OR TOURNAMENT: _____
 NAME OF THE ORGANIZATION HOSTING THE EVENT: _____
 LOCATION OF TEAM OR EVENT: _____
 BEGINNING DATE: _____ END DATE: _____

DO YOU KNOW OF ANY OTHER ROLLINS STUDENT-ATHLETES COMPETING IN THE EVENT/OR ON YOUR TEAM? YES NO
 IF YES, WHO? _____

➔ BEFORE SUBMITTING, PLEASE ATTACH TEAM OR EVENT INFORMATION (SUCH AS A BROCHURE, SCHEDULE, REGISTRATION, ETC.) TO THIS FORM.

Compliance Office Only

Approved Denied Date Received: _____

Comments: _____



