



Central Georgia Technical College Athletic Handbook





June 1, 2016

Dear Athletes and Parents:

Welcome to the Central Georgia Technical College family! We are very pleased to have you as members of the Central Georgia Tech Athletic program. We are proud to be entering our seventh full season of intercollegiate competition and we are excited about the future.

The purpose of this handbook is to acquaint you with our policies and required forms concerning medical insurance, emergency contact information, physicals, drug testing and eligibility. Please complete and return these forms to my office, by mail, at the addresses listed below.

Your cooperation is essential in completing and returning the required forms before August 17, 2016. Athletes will not be allowed to participate in any athletic function until all of the required information is on file. There is a checklist on the next page.

Rorie Bradley
Director of Athletics

Return forms to: Rorie Bradley
Central Georgia Technical College
3300 Macon Tech Drive
Macon, GA 31206
478.757.4361 office 478.757.4364 fax
rbradley@centralgatech.edu

CHECKLIST

Completed paperwork that must be on file before an athlete can participate in practice or competition:

General Forms

- NJCAA Eligibility Affidavit (Completed first year)**
- CGTC Scholarship (Completed each year)**
- NJCAA LOI (Completed each year)**
- Acknowledgment of Student Handbook (Completed first year)**
- Release of Information (Completed first year)**
- Drug Testing (Completed first year)**
- Acknowledgment of Scholarship Check (Completed each year)**
- Housing Room Agreement (Completed each year)**
- Lending Library (Completed each book check out)**
- Emergency Housing Contacts (Completed first year, unless updated)**

Medical Forms

- Physical (Completed each year)**
- Consent (Completed each year)**
- Awareness (Completed each year)**
- Immunization (Completed first year unless updated)**
- Insurance/Contact (Completed each year)**
- Privacy (Completed first year)**
- Sickle Cell (Completed first year)**

CGTC ATHLETIC HANDBOOK 2016-2017

As a representative of the CGTC Athletic family and the college, you will often be in the spotlight and have the opportunity to enjoy the prestige a collegiate student-athlete experiences on campus, in the community, and throughout the country. With this recognition go additional responsibilities and obligations that other students might not have.

Often the action and conduct of one student-athlete influences the attitude and thoughts of the general public about all of our athletes. The general impression you as an individual create, on and off the field or court, is important. It can be good or bad and greatly affect all of your fellow student-athletes and our entire program. Remember at all times that you are representing more than just yourself. You are representing your teammates and coaches, our entire program, and a great college.

This handbook has been prepared so student-athletes at Central Georgia Technical College can become acquainted with the procedures and general regulations which have been established by the College, the Georgia Collegiate Athletic Association, and the National Junior College Athletic Association.

ATHLETIC MISSION STATEMENT

The mission of the athletic program is to promote a student's abilities in sports to his/her best level; to encourage teamwork and cooperation; to foster self-esteem; and to assist in integrating physical and mental talent for a well-rounded academic, and life-long learning experience. Our program mission relates directly to the College's purposes in developing human potential, transmitting knowledge, cultivating responsible citizenship, and facilitating life-long learning.

The Department is committed to the following:

1. Ensuring that intercollegiate competition is an integral part of the total educational offering under the control of those responsible for the administration of the institution.
2. Encouraging the broadest possible student involvement in the competitive program.
3. Maintaining high ethical standards through commitment to the principles of self-monitoring and self-reporting.
4. Evaluating the competitive program in terms of the educational purposes of the institution.

ATHLETIC DEPARTMENT GOAL AND OBJECTIVES

GOAL

Central Georgia Technical College is committed to providing quality educational experiences, and to offer intercollegiate athletic programs designed to foster the personal growth of each student without regard to race, sex, age, income, religion, disability, or occupation. These programs encourage individual and team achievement and strive to enhance the academic success, social development, and physical and emotional well-being of student athletes.

OBJECTIVES

1. To encourage and stress the important of academic success (student first and athlete second).
2. To integrate physical and emotional development, and scholastic achievement.
3. To provide opportunities for students to learn and practice leadership, and interpersonal skills.
4. To identify and recognize individual physical ability and academic achievement.

ATHLETIC DEPARTMENT ACTIVITES/PROCEDURES

1. ELIGIBILTY

- A. Ensure that athletes maintain a minimum GPA of 2.00 for the first season of play, 2.00 for the second season of play, and are enrolled in at least 12 credit hours per semester in order to participate.
- B. Make periodic checks throughout the semester to ensure athletes are maintaining their grades at or acceptable levels, and are attending classes.
- C. Advise students to seek academic assistance if grades fall below required levels, or if they are experiencing difficulties.

2. LEADERSHIP SKILLS

- A. Promote the development of leadership and management skills by encouraging athletes to assume leadership roles within the different team sports.
- B. Involve athletes in team sports that require them to be cooperative and to develop their interpersonal skills in order to achieve both team and individual success.

3. RECOGNITION

- A. Allow athletes who exhibit the best abilities to receive the greatest amount of playing time in athletic completion.
- B. Provide recognition and awards to the best athletes and scholars.
- C. Distribute material on the athletic ability of all athletes in order to enhance their opportunities for continuing their education and career after they leave Central Georgia Technical College.

ATHLETIC EVALUATION PROCEDURES BY INSITUTION

1. Determine the retention rates of student-athletes.
2. Identify graduation rates of student-athletes.
3. Determine the number of scholarships awarded to Central Georgia Technical College student-athletes by 4-year institutions.
4. Determine how many athletes participate in other campus activities/organizations. Encourage participation, so that they use their leadership, management, and interpersonal skills off the courts and playing fields as much as possible.
5. Comparison of GPA athletes to GPA of general student population (full-time students).
6. Identify teams of All-American and/or All Academic status.
7. Director of Athletics Evaluation of Coaches.
8. Program Evaluation taken from student satisfaction surveys, as directly related to athletes.
9. Executive Director of Student Support Services Evaluation of Director of Athletics.

ATHLETIC DEPARTMENT POLICIES AND PROCEDURES

INDIVIDUAL RULES

Athletes are expected to avoid all situations that will embarrass themselves, their families, or the College. As a CGTC athlete, you represent Central Georgia Tech both on the sports field and off campus in your personal life. You have an interest in the protection and control of the CGTC image. Any article of clothing or item with the CGTC logo is not to be worn or used at any function or social event that involves the inappropriate use of alcohol, drugs, or any other activity that will be detrimental to reputation of the Central Georgia Technical College Athletic Department. This includes photos on social networking websites, such as Facebook, Twitter, and Instagram, etc. You are expected to always act in a manner that supports a positive image of yourself as an athlete and ambassador of Central Georgia Tech. Every athlete that wears our letters represents us, and is expected to live up to CGTC standards.

Athletes are expected to DRESS NEATLY and use GOOD PERSONAL HYGIENE at all times.

We expect you be on time and ATTEND all classes.

We expect you to take extreme care of all equipment and property that belongs to the college.

We expect you to be on TIME for all college and team functions.

We expect you to show RESPECT for coaches, college officials, faculty members, community members, opposing teams, game officials, and fellow players.

Athletes are expected to abide by all college, region, and national rules.

Athletes are expected to obey all city, county, state, and/or national laws. Failure to do so may result in loss of scholarship and removal from the team.

Use, possession, and/or distribution of narcotics, dangerous drugs or other controlled substances is prohibited except as expressed by law. Students are subject to unannounced random testing for enforcement of this rule. Students found in violation will be subject to disciplinary action by the Athletic Director and respective coach.

Use of any tobacco products at any meetings, practice, or athlete contest is prohibited by NJCAA, GCAA, and CGTC policy. Any college official may report a policy violation to the coach or Director of Athletics. Coaches are responsible for ensuring that all student athletes, managers and officials, adhere to this policy. Failure to do so could result in disciplinary action.

TEAM RULES

The individual rules stated above are the **minimum** rules required by the Athletic Department. Coaches may implement other rules that they feel are necessary for the success of their respective teams. These rules will be given to the Director of Athletics in writing and will be approved by the Executive Director of Campus Life and the Vice President of Student Affairs. Violation of any rule, regulation, or law may subject the student to the Disciplinary Hearing and possible loss of scholarship and/or suspension from the College.

TRAVEL AND TRANSPORTATION

The Athletic Department will provide all transportation necessary for an athletic team. This includes travel to regular season and practice games, state and invitational tournaments, regional and national tournaments. It is the responsibility of the head coach to ensure that all players travel with the team and are under his/her supervision (unless otherwise approved in writing by parent/legal guardian).

SCHOLARSHIP RENEWAL AND CANCELLATION

The scholarship agreement/letter of intent is signed for a period of one academic year. Renewal of the scholarship agreement is by recommendation of the head coach and approved by the Director of Athletics, Executive Director of Student Support Services and Vice President of Student Affairs.

Cancellation or modification of grant-in-aid during the period of its effectiveness because of injury or good or bad athletic performance is prohibited. Cancellation of grant-in-aid is permitted:

1. If the athlete becomes ineligible for participation in athletics because academic and/or disciplinary reasons.
2. For misconduct (unrelated to athletic ability) found by the person or body in charge of general discipline at the institution, after following the same procedures as in other disciplinary matters , to be serious enough to warrant permanent suspensions or dismissal from the athletic program.
3. If the student athlete voluntarily withdraws from a sport.
4. If the student violates the terms of the CGTC Athletic Scholarship Agreement.

TEXTBOOK LOANS

Per the student's scholarship agreement, the student-athlete may be issued textbooks for each semester of enrollment. The books are on loan to the student and must be properly cared for. **Textbooks must be returned at the end of the semester.** *Any losses or damages to the textbooks will result in denial to register for the subsequent term, restitution, withholding of transcripts, and possible loss of scholarship.*

DORM AND MEAL PLANS

Per the student's scholarship agreement, housing and meals may be covered under the scholarship agreement. Student athletes will be housed at the Hunters Run Apartments. Students will sign a housing agreement and are responsible for any damages that they cause in the apartment. **A \$150 non-refundable housing deposit must be paid before the student athlete moves in.** Student athletes who do not want money distributed by lump sum will be provided with meal money bi-weekly (except for days the college is closed). More information on housing and meals will be given by the respective coaching staffs and resident advisors. All refunds will be deposited to the student athlete's college account and distributed.

SUMMER SESSION CLASSES

Summer school scholarships will only be offered to student-athletes who meet certain requirements. Summer session is open to incoming freshmen/transfers, returning players with a 2.0 or better GPA, and athletes with no remaining eligibility who need the summer session to complete graduation requirements. Housing may be limited and students may be required to cover their own meal and book costs.

PHYSICALS

You have two options available for you for physicals. You may have a private physician perform your physical. If you choose this option, have the physician complete and sign the physical form posted on the website. The second option is to have your physical performed by our team physician. There is no charge for this physical if you choose the second option. Physicals must be complete before student is allowed to participate in any team activity.

DRUG TESTING

Please read, sign, and return the "Consent to Drug Testing" and the "Acknowledgement of Student Athlete Drug Testing Policy" forms by August 17, 2015. We will conduct

testing of student athletes throughout the year randomly, and the random drug test will be at the college's expense.

ELIGIBILITY

Central Georgia Technical College is a member of the Georgia Collegiate Athletic Association and the National Junior College Athletic Association. As a member of these organizations, we must follow the eligibility rules established by the NJCAA. Please complete the NJCAA Eligibility Affidavit included in this handbook. This form must be completed and signed before you can be submitted for eligibility.

ORIENTATION

Information regarding Athletic Orientation will be provided at a later date, as it is scheduled during the first week of fall classes. This orientation does not replace any CGTC orientation, which you may receive information about. At a CGTC orientation, you can schedule classes, meet your advisor, and learn more about CGTC. For more information about your advisor and registering for classes, please contact your coach.

INJURIES

If an injury occurs, the student-athlete **must** notify the athletic trainer/head coach so that proper medical referrals can be made. An accident report must be completed and submitted to the Director of Athletics and forwarded to human resources, without this report an insurance claim cannot be filed. The student-athlete will be referred to human resources for insurance/treatment procedures once the accident form is processed. This will assist the athletic trainer/head coach in making adjustments for participation and in assisting in the rehabilitation of the student-athlete.

INSURANCE

Per NJCAA rules, the insurance provided by the College is Accident/Athletic Coverage only. There is no provision for sickness or dental coverage. If parents do not have this coverage for their son/daughter, the student-athlete will be responsible for paying for care. If an athlete is injured while participating at CGTC, we will send them to one of our Team Physicians.

Team Physicians
Middle Georgia Orthopedic Complex
3501 Watson Blvd #400
Warner Robins, GA 31093

CGTC Athletic Trainer
TBD
3300 Macon Tech Drive
Macon, GA 31206

Athletic accident insurance is provided by the institution for the benefit of the student-athletes. It is important that the athletic trainer have each student-athlete's primary coverage card in their medical file. It should be noted that this insurance policy covers only those injuries that are direct result of the sport(s) in which the student-athlete participates. It is the responsibility of the student-athlete to complete all forms required and return to human resources in a timely manner.

UNIFORMS AND EQUIPMENT

It is the responsibility of the head coach to issue and inventory all items of equipment that are necessary for the student-athlete to participate properly in the sport. All issued items remain the property of Central Georgia Technical College. Loss or damage to the issued items will be charged to the student-athlete. Failure to properly care for or replace lost or damaged items could result in forfeiture of the scholarship agreement.

There are certain items that will be regarded as personal items that the Athletic Department will not furnish. The head coach will list these items, and it is the responsibility of the student-athlete to obtain these items for his/her own use.

ATHLETIC AWARDS

Athletic awards are the responsibility of the head coach. All awards will follow the NJCAA, GCAA, and Athletic Department guidelines.

ATTENDANCE AND ABSENCES

Students are expected to attend all classes for which they are registered. Students should recognize that a matter acceptance of their responsibility as a student is necessary for reasonable accomplishment in college work; this applies particularly in the area of all absences. Make sure you understand and follow each instructor's attendance policy.

CLASS SCHEDULES AND DROP/ADD

By working with an advisor, the student-athlete should take courses that will apply to the curriculum he or she has chosen. The head coach and student-athlete academic advisor should have each semester's class schedule on file in his/her office. Student-athletes, managers, and support staff are not permitted to drop or add a course during the semester without prior approval from the head coach and/or team faculty advisor.

ACADEMIC ADVISOR

Prior to registration for each semester, each student-athlete must be advised and counseled concerning the curriculum of his/her chosen field of study. Dr. Joan Thompson works with each team to ensure scheduling conflicts do not occur. She can assist with varying academic issues and will meet periodically with student athletes to analyze their academic progress. Her office is located at the Titans Arena and she is available by scheduling an appointment.

INSTITUTIONAL POLICIES

The institutional policies found in general catalog are the minimum requirement for students attending this college. The Athletic Department recognizes that athletics may require more guidelines to ensure proper function within the system. Therefore, student-athletes must adhere to all policies of the institution and the Athletic Department.

APPEAL PROCESS

In the event that a student-athlete has a complaint, the matter should be resolved by the following athletic chain of command. The student-athlete should first notify the head coach and together with the coach try to resolve the matter. If the complaint cannot be satisfactorily resolved, the coach, student-athlete, and the Director of Athletics should meet to resolve the problem. In the event that the complaint cannot be settled to the satisfaction of all parties involved, the Athletic Director will request a meeting with the Executive Director of Student Support Services who may forward the matter to the Vice President of Student Affairs.

CHEERLEADING/DANCE TEAM MEMBERS/PEP BAND

Spirit Team members must be enrolled in at least 6 hours and maintain a grade point average of 2.0 or better. Tryouts will be every year and participation rules vary by team, such as length of team membership. Spirit Team members do not receive scholarships but are provided with a team uniform and other apparel. Spirit Team members will also receive transportation to selected games and team meals in some instances. Each member must sign a code of conduct policy, medical documentation and an apparel scholarship form. Spirit Team members will be held to the same standards as all student athletes.

SOCIAL MEDIA POLICY

Central Georgia Technical College (CGTC) and the Central Georgia Technical College Athletic Department recognizes and supports their student-athletes' rights to freedom of speech and expression. Both parties understand that such rights are inclusive of the use of social media platforms. While such rights are respected, each student-athlete must understand that playing and competing for Central Georgia Technical College is a privilege. As a student-athlete, you represent yourself, your team, and the College, and must serve as a positive representation of each at all times.

We understand that social media has gained tremendous popularity within the past few years and is used by CGTC student-athletes. For any student-athlete that chooses to use personal social media profiles (Facebook, Twitter, Instagram, Vine, etc.), please ensure that any online posting adheres to Federal and State laws, as well as to Central Georgia Technical College student conduct policies and National Junior College Athletic Association (NJCAA) & Georgia Collegiate Athletic Association (GCAA) rules, regulations, and policies.

Ms. Cambri Steadman, Director for Marketing and Public Relations present further information about social media guidelines.

ATHLETIC POLICIES

RECRUITING, ADMISSIONS, FINANCIAL AID, AND CONTINUING ELIGIBILITY

In matters of recruiting, admission, financial aid, and continuing eligibility of athletes, Central Georgia Technical College adheres to written policies of the National Junior College Athletic Association and the Georgia Collegiate Athletic Association. These policies/guidelines may be found in the sources below: (Available from the Athletic Director or any coach.)

RECRUITING

NJCAA 2016-2017 Handbook and Casebook
Article VIII, B. Recruitment, Section 1-4

ADMISSIONS

NJCAA 2016-2017 Handbook and Casebook
Article V, Section 3

FINANCIAL AID

NJCAA 2016-2017 Handbook and Casebook
Article VIII, A. Grant-in-Aid Section 1-5

ELIGIBILITY

NJCAA 2016-2017 Handbook and Casebook
Article V, Section 4. Requirements for Athletic Eligibility.

DRUG TESTING OF STUDENT ATHLETES

NJCAA BANNED DRUG-CLASSES

The NJCAA list of banned-drug classes is subject to change by the NJCAA Executive Committee. The term “related compounds” comprises substances that are included in the class by their pharmacological action and/or chemical structure. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.

NOTE: Nutritional supplements are not strictly regulated and may contain substances banned by the NJCAA.

DEFINITION OF A POSITIVE DRUG TEST AT SAMPLE COLLEGE

DRUGS AND PROCEDURES SUBJECT TO RESTRICTIONS

The use of the following drugs/or procedures is subject to certain restrictions and may or may not be permissible, depending on limitations expressed in these guidelines and/or quantities of these substances used:

BLOOD DOPING

The practice of blood doping (the intravenous injection of whole blood; packed red blood cells or blood substitutes) is prohibited and any evidence confirming use will be cause for action consistent with that taken for a positive drug test.

LOCAL ANESTHETICS

The Executive Committee will permit the limited use of local anesthetics under the following conditions:

1. That procaine, xylocaine, carbocaine or any other local anesthetic may be used, but not cocaine.
2. That only local or topical injections can be used (i.e., intravenous injections are not permitted), and
3. That use is medically justified only when permitting the athlete to continue the competition without potential risk to his or her health.

MANIPULATION OF URINE SAMPLES

The Executive Committee bans the use of substances and methods that alter the integrity and/or validity of urine samples provided during NJCAA drug testing.

Examples of banned methods are catheterization, urine substitution, and/or tampering or modification of renal excretion by the use of diuretics, probenecid, bromantan or related compounds, and epitestosterone administration.

SUPPLEMENTS

The environment for today’s student-athlete is filled with easy access to products, which are legally available over-the-counter but contain substances banned by The NJCAA.

Many student-athletes assume if these products can be purchased at a health food store, they must be allowed under NJCAA rules. THIS IS NOT TRUE! Reliance on the advice of the clerk at the store, the distributor at the gym, or anyone, who is not with the student-athlete’s athletics program, has resulted in erroneous information about whether the product contains any NJCAA-banned substance. This false information sometimes results in a positive drug test for banned ingredients contained in the product.

Some common nutritional supplements are creatine, DHEA, androstenedione, 19-norandrostenedione, glucosamine, ma huang (ephedrine), amino acids and ginseng. Many fat burners and weight-gain products contain nutritional supplements. Nutritional supplements can come in pill, powder, liquid and bars. Some are NJCAA banned substances and some are not. They all are legal and may be obtained at grocery stores, pharmacies, health food stores, on the Internet and almost anywhere. Nutritional supplements are not strictly regulated and may contain substances banned by the NJCAA. CGTC discourages the use of any dietary supplements. Any student athlete who considers taking dietary supplements must have them checked out by the CGTC Certified Athletic Trainers (ATCs) prior to consuming it.

CGTC ATHLETIC DEPARTMENT

DRUG EDUCATION AND DRUG TESTING

The Athletic Department of Central Georgia Technical College recognizes that substance use is a problem in today's society. It is not possible to perform at the high level of athletic, academic or social standards set at Central GA Tech if even minimal exposure to substance use and abuse is allowed. The following are examples from a list of substances generally reported to be performance enhancing and/or potentially harmful to the health and safety of the student athlete. The following policy has been adopted by the Central Georgia Technical College Department of Athletics. CGTC reserves the right to make changes to this policy as needed and this policy should not be construed to create a contract between student-athletes and Central Georgia Technical College. The Athletic Drug Reference List of NJCAA banned substances listed is as follows: These drugs include but are not limited to alcohol, amphetamines, anabolic steroids, barbiturates, caffeine, cocaine, heroin, LSD, PCP, marijuana, and tobacco (including smokeless tobacco).

PREVENTION

The Athletic Department has a substance use and abuse prevention program to allow its student athletes to progress toward their athletic and academic goals in a substance-free environment. The philosophy of this program consists of four very important goals:

1. To educate CGTC student athletes about the effects of substance abuse on their physical, psychological, and social well-being.
2. To deter CGTC student athletes from substance use and abuse. To identify the chemical user and to provide a mechanism of counseling and rehabilitation.
3. To remove the stigma of substance abuse from those athletes who are not abusers.
4. To reassure athletes, parents, alumni, and the community that the health, welfare, and academic progress of each of its athletes are this department's primary goal.

Implementing these goals requires three programs:

The CGTC Athletic Department will hold substance abuse education meetings for all its athletes. The main speakers at these conferences will be from both the College and community based programs. The objective of these meetings is to educate the athletes about the harmful effects of drugs (especially as drug misuse affects athletic performance) and finally, socio-legal implications resulting from substance use. The speakers will meet with the CGTC Athletic Department staff to assure that they are informed and educated just as their student athletes. Each athlete (no matter what age or classification), as well as his/her parent(s) or guardian, is asked to sign a consent and release form. This form states that the signers are aware that urine testing for presence of substance abuse is permitted. Also, if the student athlete decides to not sign this consent and release form he/she will not be eligible to participate in intercollegiate athletics at Central Georgia Technical College. **IN SIGNING THE FORM, THE ATHLETES, AS WELL AS PARENTS/GUARDIANS, INDICATE THAT THEY UNDERSTAND THAT VOLUNTARY FAILURE TO UNDERGO TESTING WILL RESULT IN LOSS OF THE PRIVILEGE TO PARTICIPATE IN ANY PROGRAM OF THE ATHLETIC DEPARTMENT.**

Furthermore, drug testing can be done without warning to any student athlete at any time of the day. The student athlete can be chosen by their coach or may be chosen by the athletic director for random drug testing. Once they have been notified that they are to be tested they are to report at the time designated. An outside laboratory will conduct the testing.

DRUG TESTING

Testing will be on a random, unannounced basis. Any athlete who is currently enrolled at CGTC may be selected for testing. (This is to include student athletes that are academically ineligible and are still practicing with their respective team, athletes that have sustained a season ending injury but will return to play next season, athletes that have exhausted eligibility but are still enrolled at CGTC and are using athletic related services, and any student classified as a student athlete enrolled at CGTC.) Furthermore, the student athlete can be selected to be drug tested for many of the following reasons: reasonable suspicion, team testing, preseason testing and championship/post-season testing. Analysis of urine will be done under the auspices of Accu-diagnostics or a similar facility. The results of the testing will be reported to the Director of Athletics. The head sport coach and other College officials may also receive the results if it is deemed appropriate. A positive test will be reported to the Vice President of Student Affairs for disciplinary review. Parents may receive the results of their child's testing upon the receipt by the College of a specific written request by the Student-Athlete.

DRUG TESTING PROCEDURE

1. All drug testing will be coordinated through the Director of Athletics.
2. Designated personnel will identify the student via ID photo or by Coach's identification.
3. The collection agency will assign a student-athlete number to each student and record the number on the proper forms.

4. The student will sign his/her name on a release form that contains the student's ID number. This form will be given only to the Director of Athletics.
5. The student will select a sealed container.
6. An athletic personnel of the same sex will be near while athlete provides the urine sample.
7. The student will hand the container to the lab techs and observe the dropping of urine onto the test strip panel.
8. Within two minutes of the initial dropping, the results will be known and an outside laboratory may need further testing.
9. Upon completion of the test, the student-athlete will complete the written paperwork, stating that they agree and are aware of the drug-testing procedure.
10. Specimens that need further testing, will be transported to the laboratory by designated personnel assigned by the laboratory.
11. The laboratory will conduct testing in accordance with the laboratory's standard procedure.
12. Results will be reported to the institution using the assigned student-athlete number.

DISCIPLINARY ACTION

The following disciplinary actions will take place for a positive test for banned substances. Besides a positive drug test, the following instances will also be considered a positive drug test by the CGTC Athletic Department.

- NO SHOW after notification of screening
- Conviction by civilian authorities or College judicial board of possession of a banned or controlled substance
- Any attempt to adulterate, manipulate, substitute, or intentionally dilute a urine sample
- Prescription drugs without a valid prescription

(The following are automatic minimum sanctions. The basketball coaching staff has the right to have additional penalties.)

FIRST OFFENSE

1. The athlete will be suspended for 10% of all athletic competition of the in-season schedule.

(This will include: scrimmages, special team trips, conference championships, NJCAA championships, and trips overseas.)

If the offense occurs in the off-season, then the penalty carries over to the following in-season schedule.

2. Parents and/or guardian(s) will be notified by phone of the incident by the student in the presence of the Athletic Director, head coach and athletic trainer.
3. The student will be referred to the CGTC College Counselor. The counselor will determine if the student needs to be referred to an off campus center. Any expenses incurred will be the responsibility of the student.
4. The head coach and athletic trainer may meet weekly with the student for progress reports.

5. A student-athlete must pass a drug/alcohol screen before reinstatement takes place. The head trainer must coordinate all screenings. Any expenses incurred will be the responsibility of the student.

6. The student will be deliberately scheduled for non-random screening as deemed necessary for the rest of his/her supervised athletic career.

SECOND OFFENSE

A second positive test can occur at any time after the first positive test and does not have to be in the same class of substance use as the first positive test.

1. The athlete will be suspended and will lose any athletic financial aid for a full calendar year (365 days) from the date of detection. He/she will not be able to practice with the team and lose use any student athlete services at CGTC (ex: use of the CGTC College Training room, etc.)

2. Any athletic financial aid that the athlete receives will be lost.

3. Parents and/or guardian(s) will be notified by phone of the incident by the student in the presence of the Athletic Director, head coach, and athletic trainer.

4. The student will be referred to the CGTC College Counselor. The counselor will determine if the student needs to be referred to an off campus center. Any expenses incurred will be the responsibility of the student.

5. Before a student can be reinstated a written request must be submitted to the Director of Athletics. The Athletic Director, Head Coach, and possibly other College officials will make a decision.

6. The head coach and athletic trainer may meet weekly with the student for progress reports.

7. The student will be deliberately scheduled for non-random screening as deemed necessary for the rest of his/her supervised athletic career.

8. Before the student can be reinstated, they must pass a drug/alcohol screen at their own expense. The Head Trainer must coordinate all such tests.

THIRD OFFENSE

1. This will result in permanent suspension from intercollegiate athletics at CGTC. The student will also forfeit additional scholarship.

2. Parents and/or guardian(s) will be notified by phone of the incident by the student in the presence of the Athletic Director, head coach and trainer.

Any athlete who self-reports is defined as the athlete who voluntarily comes to the Athletic Director, head coach of the sport participated, and/or trainer stating that he/she may have a substance use and/or alcohol problem and wants professional help. Our goal is to educate athletes as well as deter their use of banned substances. The student-athlete will be required to undergo an assessment and participate in counseling as well as follow up testing. Any costs related to such activities will be the responsibility of the student. If an athlete is notified for a drug screening/alcohol test and decides to self-report, this will not be considered a self-reporting situation.

An athlete will be terminated from team membership upon conviction of trafficking/dealing in any illegal substance. This will include the loss of athletic financial aid. When counseling is directed by the Athletic Director, local professional resources will be utilized. Counseling through

CGTC will be the main provider of counseling and rehabilitative services. The nature of the problem will determine the counseling/rehabilitation services required. Any cost related to counseling will be the sole responsibility of the student.

It is the intent of the CGTC Athletic Department to provide each of its athletes a mechanism for promotion of self-satisfaction through sports participation. The Athletic Department also intends to provide for the realization of each athlete's academic goals. Substance and alcohol use directly prevents the athlete from reaching his/her goals. Drug testing acts as a deterrent to drug use and identifies the athletes who are drug abusers.

Athletic participation is a privilege and those athletes who use illegal performance enhancing and/or recreational drugs therefore violate that privilege.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. & 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR & 99.31):

- o School officials with legitimate educational interest;
- o Other schools to which a student is transferring;
- o Specified officials for audit or evaluation purposes;
- o Appropriate parties in connection with financial aid to a student;
- o Organizations conducting certain studies for or on behalf of the school;
- o Accrediting organizations;
- o To comply with a judicial order or lawfully issued subpoena;
- o Appropriate officials in cases of health and safety emergencies; and
- o State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202)260-3887 (voice). Individuals who use TDD may call the federal information Relay Service at 1-800-877-8339

Or you may contact us at the following address:

Family Policy Compliance Office:
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Central Georgia Technical College

Release of Information Form

In compliance with the Family Educational Rights and Privacy Act (FERPA), the policy of CGTC is to refuse to grant third party access to student records without the written consent of individual student. Any consent given must include the specific records to be released or reviewed and the names of the individuals to whom the information may be released. If you wish to grant permission for your records to be reviewed, please complete the form below.

Student Name _____ Student # _____

I request the following records be released when appropriate:

____ All of my student records, including athletic information.

____ Academic Records
(Including transcripts; grade appeals; academic status; advising; Admissions Office files, etc.)

____ Financial Aid Records
(Including all financial aid applications; awards and files; balances; fines; and business office files, etc.)

____ Disciplinary Records
(including any disciplinary event or hearing, or other disciplinary action or response)

____ Other (Specify) _____

To whom may student files be released?

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Student Signature _____

Date _____

CENTRAL GEORGIA TECHNICAL COLLEGE

ATHLETIC DEPARTMENT

Acknowledgement of Athletic Handbook:

I acknowledge receipt of a copy of the Athletic Handbook and have read the rules of conduct. I understand the rules and realize that I am subject to disciplinary measures should violate them. I do agree to participate and conduct myself in accordance with the rules of our Athletic Department and any other specific rules of the College or the coaches.

Printed Name

Student Number

Signature

Sport

Signature of Parent/Legal Guardian
(If under 18 years old)

Date

**CGTC INTERCOLLEGIATE ATHLETIC PROGRAM
DRUG TESTING CONSENT FORM**

To: Student-Athlete

Participation in intercollegiate athletics is one of the privileges afforded as an extracurricular activity to students enrolled at Central Georgia Technical College. CGTC wishes to ensure that the health and safety of student-athletes are not compromised and that student athletes are discouraged from the use and abuse of illegal drugs. Therefore, it is the policy of CGTC that students participating in intercollegiate athletics submit to drug testing and breath alcohol analyzer testing at regular and random intervals, both announced and unannounced.

A student-athlete who is found to have tested positive for opiates, PCP, cocaine, marijuana, alcohol, amphetamines, anabolic steroids, diuretics and/or any other illegal drug shall be subject to disciplinary action as stated in the CGTC Athletic Handbook. The handbook states, "A first time positive test will result in notification of the student-athlete, coach, athletic director, and Vice President of Student Affairs. Parents of students under 21 will be contacted. Counseling and additional testing are required and cancellation of the athletic scholarship and dismissal from the team are possible. A second positive will result in loss of scholarship and dismissal from the team." The student-athlete may appeal as stated in the Athletic Handbook.

Failure to sign this form will result in immediate dismissal from the Central Georgia Technical College Athletic Program.

If you have any questions, please discuss them with the Athletic Director.

By signing this form, I _____ have been fully informed of the reason for the test for drugs and/or alcohol, and do hereby freely give my consent.

I hereby authorize these test results be released to:

Rorie Bradley
Athletic Director
Central Georgia Technical College
3300 Macon Tech Drive
Macon, GA 31206

Date

Signature of Student-Athlete

Date

Signature of Parent

(If student-athlete is a minor)