GYRPHON
STUDENT-ATHLETE
PLAYBOOK

2018/19
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The University of Guelph

About the University

“We have the opportunity and responsibility to improve the lives of individuals, our communities and the world around us. That’s important. That’s exciting. Let us take what is best about the University of Guelph and share it around the world.” ~ President Franco Vaccarino.

The University of Guelph is like no other university in Canada. Research-intensive and learner-centred, our campuses span urban hubs and rural communities. We are known for excellence in the arts and sciences, and for our commitment to developing exceptional thinkers and engaged citizens.

U of G has nearly 28,000 undergraduate and graduate students at our campuses in Guelph, Toronto and Ridgetown, including 1,200 international students from more than 100 countries.

More than 150 years after the launch of our founding colleges, and more than 50 years since the establishment of the University of Guelph, we now have more than 140,000 alumni living in 150 countries.

Our students, faculty and staff pursue active inquiry and exercise creativity across a range of disciplines -- physical and life sciences, arts and humanities, social sciences, business, agricultural and veterinary sciences.

Known for its beautiful, safe campuses and welcoming, supportive culture, U of G blends historical and modern architecture with cutting-edge technology.

Our living and learning environments encourage exploration and the interdisciplinary sharing of new ideas, critical for meeting challenges posed by our more complex and interconnected world.

Our faculty scholars and researchers provide students with groundbreaking research opportunities, in laboratories, art studios, libraries and in the field.

Student engagement is fundamental to learning and research at U of G. By focusing on the “whole student,” we give University of Guelph graduates the tools and skills to make a difference in our ever-changing world.

At Guelph, we turn knowledge into action.

*University of Guelph*

50 Stone Road East
Guelph, Ontario, N1G 2W1
Canada
519-824-4120
A Letter from the Athletic Director

Dear Student-Athlete,

Welcome to another great year of Gryphon Athletics. You are part of the Gryphon family that not only has a long history and culture of academic achievement but athletic success as well. We wish all of you the best and much success for the upcoming year in your chosen sports, as well as in the classroom and in the community. Please know that as administrators, coaches and staff, we are committed to your success in all areas.

As a member of the Gryphon Family wearing the jersey, you are held to a higher standard of expectations on and off the playing field. Being a varsity athlete is an extraordinary privilege that you have earned, and these should be some of the best times of your life. With such privilege also comes great responsibility athletically, ethically, academically and socially. The Department of Athletics, the University of Guelph, your coaches and teammates have high standards for you as members of the campus community, the athletics community and ambassadors of our brand, and I am confident that you will accept those responsibilities with the utmost respect and commitment to excellence.

The student-athlete handbook has been designed to assist University of Guelph student-athletes with the transition to becoming a valued member of the Gryphon athletics community. It was developed to help student-athletes better understand the resources that are available to you, and the policies and procedures which must be followed within the OUA and U SPORTS conference, and the University of Guelph in order to retain your academic and athletic eligibility.

Please read carefully through this book, there are many opportunities for you to gain experience, leadership and opportunities for engagement, at the same time there are many resources available to you should you face any stumbling blocks while here. It is up to you to seek these out, ask a teammate, coach or staff member should you need help.

I look forward to watching you compete this year, both individually and as a team. I know that we have the people and services in place to help you reach your highest potential both academically and athletically. The entire athletic department is committed to assisting and supporting you every step of the way. Best of luck for an outstanding year both in your sports and in the classroom.

Go Gryphons!

Scott McRoberts
Director of Athletics
Intercollegiate Staff Directory

Director of Athletics - Scott McRoberts ext. 56593 mcrobert@uoguelph.ca
Associate Director (Programming, Facilities, Fitness & Recreation) - Sarah Mau ext. 52124 smau@uoguelph.ca
Administrative Assistant to the Director - Lorraine Hammond ext. 56133 lch@uoguelph.ca
Associate Director, Intercollegiate Programs - Wally Gabler ext. 52091 gablerw@uoguelph.ca
Intercollegiate Manager, Athlete Services - TBD
Intercollegiate Coordinator - Michelle Turley ext. 53799 mturley@uoguelph.ca
Intercollegiate Coordinator, Compliance and Sport Operations - Skye Angus ext. 56134 anguss@uoguelph.ca
Head Athletic Therapist - Gunner Obrascovs ext. 53951 gobrasco@uoguelph.ca
Assistant Athletic Therapist - Judy Lynch ext. 53522 mjlynch@uoguelph.ca
Head Strength and Conditioning Coach - Josh Ford ext. 53305 joshford@uoguelph.ca

Coaches

Baseball - Dean Mariani ext. 56133 baseball@uoguelph.ca
Basketball - Men - Chris O’Rourke ext. 58916 corourke@uoguelph.ca
Basketball - Women - Mark Walton ext. 52742 mwalto02@uoguelph.ca
Cross Country - Men & Women - Dave Scott-Thomas ext. 53430 dscottth@uoguelph.ca
Field Hockey - Michelle Turley ext. 53799 mturley@uoguelph.ca
Figure Skating - Janet Gibson ext. 56133 varsity.skating@uoguelph.ca
Football - Todd Galloway ext. 54049 tgallowa@uoguelph.ca
Football - Offensive Coordinator - Adam Grandy ext. 56704 agrandy@uoguelph.ca
Football - Defensive Coordinator - Jean-Francois Joncas ext. 52686 jfjoncas@uoguelph.ca
Golf - Men & Women - Tim O’Connor ext. 56133 golf@uoguelph.ca
Hockey - Men - Shawn Camp ext. 52154 shcamp@uoguelph.ca
Hockey - Women - Rachel Flanagan ext. 53335 rachelf@uoguelph.ca
Lacrosse - Men - Sam Kosakowski ext. 58463 skosakow@uoguelph.ca
Lacrosse - Women - Staci Morris ext. 56133 wlacross@uoguelph.ca
Nordic Skiing - Men & Women - Matt Underwood ext. 56133 nordic@uoguelph.ca
Rowing - Men & Women - Dave Leger ext. 56133 rowing@uoguelph.ca
Rugby - Men - Cory Hector ext. 58290 hectorc@uoguelph.ca
Rugby - Women - Colette McAuley ext. 56133 rmcch@uoguelph.ca
Soccer - Men - Keith Mason ext. 53974 kmason@uoguelph.ca
Soccer - Women - Shayne Campbell ext. 56133 wsoccer@uoguelph.ca
Swimming - Men & Women - Chantique Payne ext. 56155 cpayne@uoguelph.ca
Track and Field - Men & Women - Dave Scott-Thomas ext. 53430 dscottth@uoguelph.ca
Volleyball - Men - Cal Wigston ext. 52224 cwigston@uoguelph.ca
Volleyball - Women - Paul Funk ext. 58464 pfunk@uoguelph.ca
Wrestling - Men & Women - Doug Cox ext. 53405 dcox@uoguelph.ca
Athletics Mission Statement

We are committed to building healthier bodies and stronger minds, leading to enhanced academic performance, personal growth, empowerment and the development of the whole person. The Department of Athletics contributes to the education process, by delivering a diverse spectrum of physical activities, encompassing instruction, self-directed recreation, group endeavours, lifestyle & health initiatives, and high-performance opportunities.

Goals

The Department of Athletics achieves this mission by addressing the following goals:

• enhancing personal development
• enhancing personal health and well-being
• promoting skill development, related to both physical and life skills
• promoting cooperative learning opportunities through team work
• providing high performance opportunities
• providing opportunities to experience competition
• providing opportunities for participants to challenge their own limits
• promoting the development of leadership
• providing opportunities to gain administrative, teaching and supervisory experience
• enhancing and promoting community spirit
• promoting development in the local and sports communities
Student-Athlete Code of Conduct

Members of Gryphon Intercollegiate Teams are ambassadors for the University of Guelph. The efforts, accomplishments and deportment of our student-athletes are a source of pride for the entire University Community. Membership on our teams is a privilege - not a right. Players, coaches, and team staff members are expected to conduct themselves responsibly and, in a manner, consistent with the values of the University of Guelph, in competition, in practice and in all public forums. Coaches have a particular duty to demonstrate and maintain behavioural expectations.

The Department of Athletics fully adheres to the principles articulated in the University of Guelph "Student Rights and Responsibilities" policy including the treatment of others with the utmost respect and dignity, and the maintenance of an environment that is both safe and free from harassment and/or discrimination.

Similarly, the University of Guelph, Department of Athletics, is dedicated to the highest standards of human equality and academic freedom as outlined in the "Human Rights Policy". We place great value in ensuring an environment that is safe, positive, respectful and conducive to the pursuit of academic and athletic excellence.

Behavioural Expectations

The Department of Athletics holds the following behavioural expectations for all student-athletes, coaches, team staff members, and all employees of the Department:

• a commitment to the treatment of others with the utmost respect and dignity
• a commitment to behaviour’s that will enhance the image of the University of Guelph
• a commitment to the core values of sportsmanship and fair play
• a commitment to the elimination of sexist, racist, and/or discriminatory behaviours

To meet these expectations, adherence to the following regulations is required:

• Hazing activities of any type are NOT permitted
• Good judgement should be exercised in the use of alcohol. Alcohol may not be consumed during travel (via bus, car, van, train or plane) to and/or from a game or competition or practice, in team rooms or competition facilities (home or away) at any time
• The use of tobacco is prohibited at any competition facility, team room, etc.
• Any orientation/team building activity must be organized in concert with University Community Principles as described in the "Student Rights and Responsibilities" policy
• The use of illegal drugs or performance enhancing drugs, per U Sports Regulations, is prohibited
• Fighting and/or property
• Any behaviours displayed on social media that are deemed to be contrary to behaviours that will enhance the image of the University of Guelph or demonstrate a lack of good judgement in the use of alcohol are not permitted. It is not relevant whether the individual(s) appear(s) wearing Gryphon apparel
• The Department of Athletics Social Media Policy must be adhered to
• Any postings on any social media including Facebook, twitter, Instagram, etc. are subject to the Code of Conduct expectations
All players, coaches, team staff members, and employees of the Department of Athletics are required to behave, at all times, in a manner consistent with the University of Guelph Gryphons’ Code of Conduct. Violations of the Code will not be tolerated and will be subject to discipline in accordance with the Code of Conduct Procedures. Failure to comply can result in penalties up to and including, individual removal of a member from a team and/or removal of a team from competition.
Department of Athletics

Discipline Procedures

Alleged violations of the University of Guelph, Department of Athletics Code of Conduct, which do not fall under the Student Code of Conduct, will be dealt in the following manner:

Violations:

I.

a) Upon receipt of information that there may have been a violation of the Code of Conduct, the Director of Athletics will appoint an Investigating Officer which may include himself/herself, who has no affiliation with the team, to gather information. The Investigating Officer will be asked to make his/her report to the Director of Athletics in a timely manner, due to the time-sensitive nature of the athletic season.

b) If the Investigating Officer concludes that there has not been a violation of the Code of Conduct, all parties will be informed, and no further action will be taken.

c) If the Investigating Officer concludes that there is potentially a case of misconduct, the individual(s) will be informed in writing as to the nature of the violation and the sanctions that may be levied. The individual(s) will be given the opportunity to respond in a formal hearing before a Discipline Committee established by the Director of Athletics.

d) Each Discipline Committee will be composed of the Investigating Officer who will present the case (non-voting), and five (5) voting members: a Chair, as appointed by the Director of Athletics; two (2) student-athletes representing Varsity teams other than the team or person(s) alleged to have committed the violation; and, two (2) members of the University of Guelph campus community (faculty, staff, or alumni).

e) Temporary suspension during the period of the investigation, may be applied by the Coach and/or Director of Athletics.

Hearing Procedures:

II.

a) The individual(s) who is alleged to have committed the violation may be represented by their coach as an advisor both prior to and present at the Discipline Committee hearing.

b) Should the individual(s) who is alleged to have committed the violation fail to appear at the Discipline Committee hearing without just cause, a decision may be rendered in their absence.

c) The Investigating Officer will first present the case against the individual(s) including any evidence. Once this has occurred, the individual(s) will have the opportunity to respond.

d) Any party to the proceedings may call their coach (as an advisor) to provide information relevant to the case being heard. However, the Discipline Committee Chair may limit the amount of cross-examination
when a summary of the evidence or cross-examination questions reveals that the information will be repetitive or irrelevant.

e) Any member of the Discipline Committee may question any person appearing before the Discipline Committee.

f) The final decision of the Discipline Committee will be reached by a majority ballot of the five (5) voting members. The Discipline Committee will forward sanction recommendations to Director of Athletics to be reviewed and approved before being implemented. If there is a disagreement regarding the sanction recommendations, between the Director of Athletics and the Discipline Committee, the matter will be referred to the Associate Vice-President (Student Affairs) for the final decision.

g) Once the sanction(s) are determined, the respondent(s) will be verbally notified and in writing. Note: Because of the time-sensitive nature of the athletic season, every effort will be made to render a decision before the team’s next competition.

h) An accurate written record of the proceedings will be kept.

i) Testimony before the Discipline Committee is in strict confidence. All members of the Discipline Committee are to be responsible for maintaining confidence regarding all information received while the hearing.

Sanctions:

III. Sanction recommendations will be based on the findings of the investigation, the number and nature of previous violations (if any), any other relevant factors in the Discipline Committee’s discretion, and any extenuating circumstances which might exist. Evidence should be clear and compelling. It is not necessary that a case be proven beyond reasonable doubt. Decisions will be based only on the evidence presented at the Discipline Committee hearing.

Appropriate sanctions for a violation of the University of Guelph Department of Athletics Code of Conduct are at the discretion of the Discipline Committee and the Director of Athletics, and include, but are not limited to:

a) suspension of the individual(s) or team from training, and/or for one or more competitions, or an entire season, or permanently

b) removal of funding from the team

c) suspension of travel

d) probation

e) community service by the individual(s) or team

f) reprimand letter
g) restitution

h) removal of privileges

i) behavioural contract between the respondent(s) and the University of Guelph Department of Athletics to correct behaviour

j) termination of the team program

**Appeals:**

IV. A decision reached by the Discipline Committee may be appealed by the accused individual(s) or complainant(s), in writing, to the Associate Vice-President (Student Affairs) within 10 calendar days of the written decision.

Except as required to explain the basis of new evidence, an appeal will be limited to review of the verbatim record of the initial Discipline Committee hearing and supporting documents for one or more of the following purposes:

a) To determine whether the original Discipline Committee hearing was conducted fairly considering the charges and evidence presented.

b) To determine whether the decision reached regarding the accused individual(s) was based on substantial evidence.

c) To determine whether the sanction(s) imposed was appropriate for the violation of the University of Guelph Department of Athletics Code of Conduct which the individual(s) was found to have committed.

d) To consider new evidence sufficient to alter a decision, or other relevant facts not brought out in the original Discipline Committee hearing, because such evidence and/or facts were not known to the person appealing at the time of the original Discipline Committee hearing.
Information about OUA & U SPORTS

**OUA (ONTARIO UNIVERSITY ATHLETICS) [www.oua.ca](http://www.oua.ca)**

**Vision:** The Preeminent University Sport Conference in Canada.

**Mission:** Developing student-athletes through academics and athletics to achieve excellence in life.

**Mandate:** Ontario University Athletics provides leadership, stewardship and policy direction for university sport and governs sanctioned interuniversity sport competition in Ontario on behalf of its member institutions.

**Conference:** consists of 20-member institutions throughout Ontario.

The University of Guelph varsity program participates in the following OUA sports:

- Men’s Baseball
- Figure Skating
- Men’s and Women’s Golf
- Women’s Lacrosse
- Men’s and Women’s Nordic Skiing
- Men’s and Women’s Rowing
- Men’s Rugby


The original CIAU Central was founded in 1906 and existed until 1955, composed only of universities from Ontario and Quebec. The period from 1906-1919 saw the development of university sport on university campuses across the country. The semi-national organization, CIAU Central, provided common rules and regulations. In June 2001, the membership of the CIAU voted to change the name and logo of the organization to Canadian Interuniversity Sport (CIS). This new name more accurately reflects the mission and function of the organization.

Like CIAU and CIS, U SPORTS will continue its role as the leader of university sports in Canada. But we are becoming much more. The U SPORTS brand aims to create a massive change in the way Canadians see university sports in the digital era. Our commitment is to vitalize our place in the national sport conversation by using every technology possible to highlight, celebrate, and present the accomplishments of these remarkable young individuals who pursue the toughest double major of all. Full-time scholar and full-time athlete.

The University of Guelph varsity program participates in the following U Sports sports:

- Men’s and Women’s Basketball
- Men’s and Women’s Cross Country
- Field Hockey
- Men’s Football
- Men’s and Women’s Hockey
- Women’s Rugby
- Men’s and Women’s Soccer
- Men’s and Women’s Swimming
- Men’s and Women’s Track and Field
- Men’s and Women’s Volleyball
- Men’s and Women’s Wrestling
Eligibility

In order for a student athlete to compete in OUA/U SPORTS and alternate university leagues, each student-athlete must comply with eligibility requirements.

It is the responsibility of the student-athlete to be aware of all eligibility rules. Below is a summary of the eligibility rules: Complete versions can be found on the U SPORTS website (www.U Sports.ca) and the OUA website (www.oua.ca).

All student-athletes must be cleared by the Intercollegiate Program Office prior to starting any competitive season.

For further questions, clarifications or for a complete list of eligibility requirements, contact Skye Angus at anguss@uoguelph.ca.

• All student-athletes must register for intercollegiate participation through the Guelph Gryphons Athlete website at: https://www.uoguelph.ca/athlete/

This must be completed prior to the start of any training/practice/tryouts with the program. If you are intending to tryout/compete on multiple teams, you must register for each program.

• All online forms must be completed in their entirety, paying close attention to all sections. This is a legal document and student-athletes are required to complete it fully and honestly.

Academic Eligibility Rules for OUA and U SPORTS Athletes

A. A student-athlete must be enrolled in a minimum of 1.5 credits or 9 credit hours or equivalent in the same term in which they are competing.

B. For student-athletes participating in U Sports and Men’s Rugby, each continuing student-athlete must have successfully completed 3.0 credits (or equivalent) in the previous academic year (Sept. 1 to Aug. 31) they were a student-athlete to be eligible for competition during the following season. Athletes may take summer courses, including online to qualify, as long as those courses taken can be applied to the student-athlete’s degree and are fully recognized by the University of Guelph.

C. If there are circumstances within a student’s academic program which would warrant an exception to A and/or B and in which the University continues to declare the student a full-time student (e.g. special needs or graduate student), the student can be declared in good standing and therefore eligible to compete.

D. Academic records are checked daily. A student-athlete will not be permitted to compete if he/she reduces his or her course load below the eligibility requirement.

E. Penalties for non-compliance with any eligibility rule may include but are not limited to team and/or individual disqualification.

Years of Eligibility

A. U SPORTS – basketball, curling, cross country, football, field hockey, ice hockey, women’s rugby, soccer, swimming, track and field, volleyball and wrestling – are limited to 5 years of eligibility. Men’s rugby is the only
OUA sport that has a 5-year eligibility maximum. All other sports have no limitation to the number of years of eligibility. In the sport of football and men's rugby, there is an age-cap limitation.

Please contact Skye Angus at anguss@uoguelph.ca for more details.

B. A year of eligibility in U SPORTS is consumed if:

- a student-athlete’s name appears on the playing roster (or equivalent) of two or more regular season competitions if your team does not have an exhibition schedule. If a team does play in exhibition, eligibility is consumed for a single regular season competition. The exception to this rule is within the sports of football and women’s rugby;

- for U SPORTS exhibition and playoff competition, CEGEP participation, as well as national team and professional participation. Please consult the Intercollegiate Program Office for further details;

- for men’s basketball, hockey and football sport-specific regulations related to non-U SPORTS participation. Please consult the Intercollegiate Program Office for further details;

- within related jurisdictions, such as the CCAA or NCAA, eligibility consumption is in accordance with that jurisdiction’s rules; and,

- REMEMBER: The appearance of a student-athlete’s name on a game sheet or entry form constitutes your participation in that game/event, even if you don’t step onto the court/field/ice.

C. Injury: The consumption of eligibility after being injured early in a season will be determined on an individual basis. Contact Skye Angus at anguss@uoguelph.ca for more information.

Participation as a Professional Athlete

In U SPORTS, a professional athlete is defined as any student-athlete who at any time played in a professional and or semi-professional league recognized by U SPORTS. All student-athletes that are deemed to be ‘professional’ must be cleared prior to competition. For OUA sports, student-athletes must have an “amateur status” to be eligible for participation.

Transfers

A U SPORTS student-athlete who transfers to another academic institution is not eligible to compete for one calendar year of competition prior to competing in interuniversity athletics.

For a student to be cleared for play, a Transfer Verification Form must be completed by the student-athlete’s previous school before a student-athlete participates in practice and/or competition.

Exceptions:

1. A U SPORTS student-athlete who has completed a degree at a U SPORTS institution may transfer to another U SPORTS institution and will not be required to sit out for a year if they enroll in a graduate or first professional degree program at a school different from the one he/she attended the previous year. All eligibility of transfers must be confirmed with the Intercollegiate Program Office prior to competing.

2. In the sports of track and field and cross country, a student-athlete may transfer after having competed one year at a previous institution without a penalty.
3. In the sport of swimming, a student-athlete may apply to transfer to a U SPORTS institution from any degree granting institution, without a penalty.

4. A Canadian student-athlete who transfers to a U SPORTS institution from a non-Canadian degree granting institution (e.g. NCAA or NAIA) shall be eligible to participate immediately if certain conditions are met. Please contact Skye Angus at anguss@uoguelph.ca for more information.

5. In OUA sports only, student-athletes may transfer from one institution to another without penalty, provided all other eligibility requirements are met.

NOTE:
The Department of Athletics completes regular eligibility verification checks regarding the status of each student-athlete. Should a student-athlete drop a course which places him/her below the minimum required course load (3 courses/1.5 credits), a course must be added immediately for that student athlete to be eligible. Should a student-athlete participate in any contest while ineligible, the University of Guelph will be in violation and the appropriate penalties and/or sanctions will be applied (i.e. forfeiture of wins, loss of points gained, etc.).
Student Athlete Registration

To be eligible to participate in varsity team practices and competitions at the University of Guelph in both U Sports and OUA, student-athletes are required to complete the following registration process at: https://www.uoguelph.ca/athlete/

1. Complete the Health and Waiver Form
2. Complete the OUA/U Sports Eligibility Form
3. Sign off on the Guelph Gryphon Student-Athlete Code of Conduct
4. Complete Player Profile Report
5. Pay your Varsity Fee (** this fee can also be paid in person at the athletic center client services desk)

*** These forms can be found at https://www.uoguelph.ca/athlete/. Please login using you University of Guelph central login ID (jsmith@uoguelph.ca....without the uoguelph.ca) and your central login password.

In addition, all student-athletes must complete the following:

6. Mandatory online CCES Drug Education Course

Student Athletes are strongly encouraged to review the following Department of Athletics and Recreation policies;

7. The Student-Athlete Code of Conduct
8. The Guelph Gryphon Social Media Policy

U SPORTS Registration (Applies to 1st Year and Transfer Student Athletes Only for 2018-2019)

1st Year and entering Transfer Student-Athletes are required to register on U SPORTS Central, it’s member services portal. This process entails creating a personal and athletic profile that will follow you throughout your varsity career. There is a one-time registration fee of $50 CDN.

The protection of your personal information is of the utmost importance to us, and the U SPORTS privacy policy can be found here: usports.ca/uploads/hq/By_Laws-Policies-Procedures/Privacy_Policy_Portal.pdf

ALL 1st Year and all entering transfer students from the following U SPORTS are required to complete the registration and pay the $50 CDN fee.
Basketball (M/W)
Cross Country (M/W)
Curling (M/W)
Field Hockey (W)
Football (M)
Hockey (M/W)
Rugby (W)
Soccer (M/W)
Swimming (M/W)
Track & Field (M/W)
Volleyball (M/W)
Wrestling (M/W)

Each U SPORTS student-athlete will have to register one time in their career – once a prospective student athlete has registered, the profile that is created during registration will cover all that individual’s U SPORTS activities, including participation in multiple sports, if applicable.

Student-athletes must register with U SPORTS before competing for a U SPORTS member institution. In short, if you want to participate in U SPORTS competition, you must be registered on U SPORTS Central.

Student-athletes can register for U SPORTS Central at: usportscentral.ca
Varsity Fee

All Varsity athletes are required to pay a Varsity Fee of $160.20. Some teams may also pay an additional Team Fee. These fees can be paid online via the Connect system at: www.uoguelph.ca/connect. Once the athlete logs in he/she selects: Pay on Account. Student-athletes can also pay their varsity fees at the GGAC Client Service Desk.

Note: if you have never logged on to the Connect system. ***Please use your University of Guelph email as your login and click 'Forget your password?' to generate a temporary password.

The Varsity Fee includes the following:
- Team room or locker rental with towel membership
- Access to facilities and coaching
- Access to Athletic Therapy
- NRG Membership which includes Fitness Centre and unlimited access to TRX, Boot Camp, Group Cycle, Yoga, Pilates and Group Fitness Classes

Student-athletes who do not pay their varsity fee will not be eligible for competition.
- Fall Sports – payment must be made prior to the first league competition/event
- Winter Sports – payment must be made prior to October 1st

Student Card

Athletes are required to carry their Student Card with them at all times for entry into the GGAC and Field House. It is also used for access into varsity ticketed games.

Varsity Apparel

Student-athletes participating as members of U SPORTS teams are required to purchase a Varsity Pack item of which the cost is included in their ‘team fee’.

Student-athletes participating as members of OUA teams have the option of purchasing a Varsity Pack. This can be coordinated by the head coach.

Student-athletes are expected to wear Gryphon branded apparel to games, tournaments and events as part of increasing the visibility of the University of Guelph.

As an ‘Adidas’ school, student-athletes are given access to purchasing Adidas apparel and shoes at discount prices. This can be accessed online by selecting the link below:
Athletic Banquet

The annual Guelph Gryphon Athletic Banquet is a celebration of our student-athletes, coaches, support staff and teams and includes the following awards:

Team MVP
Team Most Improved Player or Team Rookie
OUA All-Stars
U Sports All-Canadians
Cathy Rowe Award (Manager of the Year)
Gunner Obrascovs Award (Student Trainer of the Year)
Dr. Beverley-Burton Award (Female Rookie of the Year)
Scott Yanchus Award (Male Rookie of the Year)
Shirley Peterson Award (Female 3rd Year Progress)
Don Cameron Award (Male 3rd Year Progress)
Fred Ramprashad Award (Top Biological Science Student-Athlete)
President’s Trophy (Male and Female Academic Athletic Achievement)
W.F. Mitchell (Top Sportsman and Top Sportswoman of the Year)
Male and Female Athlete of the Year

When: Thursday, March 28, 2019

Where: Guelph Gryphon Athletic Centre

Who: All varsity athletes are eligible to attend the Athletic Banquet provided they have paid their Varsity Fee and are in good standing with the Department of Athletics. (Varsity athletes who have not paid their varsity and/or team fees are not eligible to attend.)
Student-Athlete Services

STUDENT WELLNESS

Health and Performance Centre

The Health and Performance Centre is located on the second floor of the John T. Powell Building. It is easily accessed off East Ring Road and is located near the Twin Pad Arena, Athletics and Student Health Services. The Centre provides service to all students and their families, staff and the general community. The HPC Physiotherapy clinic is in the Mitchell Athletics Centre, room 241.

The Health and Performance Centre specializes in the diagnosis, treatment and rehabilitation of acute and chronic orthopedic, musculoskeletal, sport and activity related injuries. The Centre’s multi-disciplinary team includes: sports medicine physicians, physiotherapists, athletic therapists, massage therapists, osteopaths, dietitians, pedorthists, orthopaedic surgeons, sport psychiatrists and chiropractors.

Athletic Therapy treatments are provided free of charge to varsity athletes. Visits to the sports medicine physicians are covered by provincial and international health plans. All other services are offered on a fee per service basis. Athletes may have full/partial coverage for many of these services via their University of Guelph Student Health Plan or another extended health plan (i.e. through their parents). Athletes are encouraged to investigate their particular health coverage situation.

Health and Performance Centre Hours:

Monday to Thursday 7:40 am - 8:00 pm and Friday 7:40 am - 6:00 pm
For general enquiries and appointments, please call 519-767-5011, ext. 1 or 519-824-4120, ext. 53039 or visit: www.uoguelph.ca/hpc.

Health Services

Health Services have now moved back to the first floor of J.T. Powell Building, and the door can be found on the West side of the building directly beside the Larry Pearson Entrance to the Guelph Gryphon Athletics Centre. Student Health Services provides a comprehensive range of health and medical services, functioning as the personal or family physician to students, their immediate families, and campus visitors. Physicians (female and male), a psychiatrist, nurses, dietitians, and a wellness educator are available to assist students and their families in maintaining and enhancing their personal well-being as they live and study at the University of Guelph.

Students need to have their Health Cards and student ID cards with them when coming to either clinic.

HOURS - Appointments: Monday to Friday 9:00 am - 12:00 pm and 1:30 - 4:30 pm.
Walk In Clinic: Monday to Friday 8:30 am - 4:00 pm (Evening walk-in clinic times can be found on website)
For general inquiries and appointments, please call 519-824-4120, ext. 52131

https://wellness.uoguelph.ca/health/
Counselling Services

At Counselling Services, we understand how stressful university life can be. Personal challenges and intense feelings can affect academic performance and general well-being. Counselling Services offers confidential short-term counselling, group counselling and many workshops to support students.

Students attend counselling for many reasons such as: intense feelings (anxiety, depression, grief, and loneliness), eating disorders, struggles with relationships, self-confidence and identity. That’s just to name a few reasons. Our goal is to help you move toward what’s important to you.

We also have an Urgent Walk-in Service to provide more immediate support: Monday-Friday 12:30 - 3:30 pm (fall, winter) and 2:00 - 3:30 pm (summer).

To book an appointment call the university number 519-824-4120, ext. 53244 or come to the 3rd floor of the University Centre. For more information on our services visit our website at https://wellness.uoguelph.ca/counselling or contact us at counsell@uoguelph.ca

Accessibility Services

The University of Guelph is committed to creating an inclusive environment for all people, including removing barriers for students who experience disabilities. If you experience either a temporary or permanent disability that impairs your ability to participate in academic activities, Accessibility Services (which is a part of Student Wellness) is here to help!

We support students with all types of disabilities, including (but is not limited to) the following general categories: acquired brain injuries/concussions, learning disabilities, attention deficit/hyperactivity disorder, mental health disabilities, vision and hearing impairments, mobility/dexterity impairments, medical conditions, and autism spectrum disorder.

To register with us, students are asked to provide documentation from a health professional that describes the types of limitations they experience. If you are still in the process of being assessed or getting that documentation, feel free to give us a shout as we may be able to provide some interim assistance.

Every student who registers with us is assigned an Advisor. They will provide on-going support and coach you through the process of setting up any academic accommodations you require. A few examples of some of the accommodations we can provide include note taking assistance, access to our exam centre, barrier-free access to classrooms, assistive devices for hearing, access to scooters and wheelchairs, and guides for getting around campus.

If you are interested in learning more about our programs and services, please visit our website at https://wellness.uoguelph.ca/accessibility. Our documentation requirements and forms are also available online. For all inquiries contact us at accessibility@uoguelph.ca or 519-824-4120, ext. 56208. Monday to Friday, 8:15 am - 4:15 pm

Education and Promotion Centre:

We are a student-driven safe space where undergraduate and graduate students can seek information and support about their health and well-being. Peer-to-peer education is the driving force behind all our initiatives; including drop-in peer consultations, interactive programming, and resource distribution.

Come visit us in East Residence Town Hall, Monday to Friday, 8:30 am - 4:30 pm
519 824-4120, ext. 53327

https://wellness.uoguelph.ca/education.

Facebook: The Wellness Centre at University of Guelph

Twitter: @Wellness_UofG

Instagram: @Wellness_UofG
Mental Health Resources for Athletes & Coaches

Know Your Options

On-Campus Resources

Counselling

Appointments can be made in person on the 3rd floor of the UC or by phone (ext. 53244). Their Drop-in service runs from Monday to Friday 12:30 - 3:30 pm in the Fall/Winter semester and Monday to Friday 2:00 - 3:30 pm in the Summer semester. The counselling services website also has online self-help modules, meditation recordings, TED talks, and other helpful resources.

Student Support Network (SSN)

Is a drop-in, confidential, non-judgmental listening and support resource. They provide information and referrals, and an opportunity to chat with peers who care. The peers who provide the service are extensively trained. The Fall 2018 drop-in hours are 12:00 - 10:00 pm and are in the Raithby house. They will also be offering hours in the library: Monday & Tuesday 2:00 - 6:00 pm; Wednesday and Thursday 4:00 – 8:00 pm. Stay tuned for Winter hours located in the new JT Powell building. https://wellness.uoguelph.ca/education/services/ssn

SSN for Varsity Athletes

Talk to someone who knows the stresses of being a student-athlete. Located in the Library on Mon/Wed/Fri 4:00 - 6:00 pm, and on Tue/Thurs 2:00 - 4:00 pm.

Couples & Family Therapy

Provides ongoing therapy to individuals, couples, and families with a wide range of concerns. Drop-in sessions are available. Contact 519-824-4120, ext. 56426.

Dr. Carla Edwards – Sports Psychiatry

Dr. Edwards is a Sport Psychiatrist whose practice focuses on the treatment of mental illness and psychological struggles in athletes of all ages. Make an appointment at HPC (519-767-5011) or reach out by email cedwards@synergysportmentalhealt.ca. *Referral needed*
Sexual Violence Coordinator

A central contact point for information about supports, accommodations and reporting relating to sexual violence on campus. Hours run from 8:30 am - 4:00 pm Monday to Friday. Contact the coordinator by phone 519-824-4120, ext. 53020, or email svinfo@uoguelph.ca.

Crisis Lines & After-Hour Support

Campus Police

Contact campus police for urgent matters at ext. 2000 or 519-840-5000. For non-urgent matters dial ext. 52245.

Here 24/7 Crisis Helpline

This line provides support for students, coaches and staff who are concerned about a student. They assist with next steps and can provide some mobile crisis services and activate/assess need for immediate urgent care. Reach them at 1-844-437-3247 or online: http://here247.ca/

24/7 Crisis Text Line – Kids Help Phone

Post-secondary student Helpline with free, professional and anonymous support for students in Ontario. Text U of G to 686868.

Good2Talk

Post-secondary student Helpline with free, professional and anonymous support for students in Ontario. Call 1-866-925-3247.

Care and Treatment Centre for Sexual Assault and Domestic Violence

Crisis services for people who have experienced sexual assault and/or domestic violence. Access Medical assistance at Guelph General Hospital Emergency ward. During daytime hours call 519-837-6440, ext. 2728. After-hours call 519-837-6440, ext. 2210.

Guelph-Wellington Women in Crisis 24-Hour Crisis Line

This is a feminist community-based organization providing services to women and their children on abuse and sexual violence. Contact 519-836-5710.

Get Involved

Student-Athlete Mental Health Initiative

#HuddleUp and join the Guelph Chapter of SAMHI. Check them out on Instagram to stay up-to-date on relevant news and events.
Bell Let’s Talk

#BellLetstalk has partnered with the OUA and student-athletes like you across the country. Listen and ask every day. Join us for #BellLetsTalk Day in January 2019.
Athletic Therapy

Athletic Therapy services have been provided on Campus by the Department of Athletics for over 35 years. This service is provided in conjunction with Student Health Services. Clinical services are provided following an on-campus physician referral. To schedule an appointment with an Athletic Doctor call ext. 53039.

To schedule an Athletic Therapy appointment call ext. 53039 and ask for the first available appointment. Athletic Therapy is involved with care of musculoskeletal injuries suffered by active students (competitive, recreational, intramural, etc.). The profession of Athletic Therapy deals with injuries at three different levels of intervention:

1. Prevention - warm-up, flexibility, strength, safe activity areas
2. Immediate on-site care of acute injuries from sprained ankles to true life-threatening injuries
3. Rehabilitation and reconditioning services in the clinic

Athletic Therapy also offers many opportunities for student volunteers to get practical exposure in the clinic and in the field. We have been a Sheridan College Athletic Therapy Program Clinical Associate for 25 years. Annually, we have 10-20 students, primarily from the Human Kinetics Program, working with varsity teams and in the clinic. Students interested in volunteering are asked to contact Judy Lynch at 519 824-4210, ext. 53522.
WHAT IS A CONCUSSION?

A concussion is a brain injury that:

- Is caused by a blow to the head or body.
- From contact with another player, hitting a hard surface such as the ground, ice or floor, or being hit by a piece of equipment such as a bat, lacrosse stick or field hockey ball.
- Can change the way your brain normally works.
- Can range from mild to severe.
- Presents itself differently for each athlete.
- Can occur during practice or competition in ANY sport.
- Can happen even if you do not lose consciousness.

HOW CAN I PREVENT A CONCUSSION?

Basic steps you can take to protect yourself from concussion:

- Do not initiate contact with your head or helmet. You can still get a concussion if you are wearing a helmet.
- Avoid striking an opponent in the head. Undercutting, flying elbows, stepping on a head, checking an unprotected opponent, and sticks to the head all cause concussions.
- Follow your Athletic Department's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Practice and perfect the skills of the sport.

WHAT ARE THE SYMPTOMS OF A CONCUSSION?

You can't see a concussion, but you might notice some of the symptoms right away. Other symptoms can show up hours or days after the injury.

Concussion symptoms include:

- Amnesia.
- Confusion.
- Headache.
- Loss of consciousness.
- Balance problems or dizziness.
- Double or fuzzy vision.
- Sensitivity to light or noise.
- Nausea (feeling that you might vomit).
- Feeling sluggish, foggy or groggy.
- Feeling unusually irritable.
- Concentration or memory problems (forgetting game plays, facts, meeting times).
- Slowed reaction time.

Exercise or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse.
WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

- **Don't hide it.** Tell your athletic trainer and coach. Never ignore a blow to the head. Also tell your athletic trainer and coach if one of your teammates might have a concussion. Sports have injury timeouts and player substitutions so that you can get checked out.

- **Report it.** Do not return to participation in a game, practice or other activity with symptoms. The sooner you get checked out, the sooner you may be able to return to play.

- **Get checked out.** Your team physician, athletic trainer, or health care professional can tell you if you have had a concussion and when you are cleared to return to play. A concussion can affect your ability to perform everyday activities, your reaction time, balance, sleep and classroom performance.

- **Take time to recover.** If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a repeat concussion. In rare cases, repeat concussions can cause permanent brain damage, and even death. Severe brain injury can change your whole life.

RECOVERY

Treatment will assist in your recovery and speed up your return to play. Educational accommodations are available for you while you recover from your concussion. The accommodations require a medical note which can be obtained from a sport medicine physician at the Health and Performance Centre.

RETURN TO PLAY

Your return to play must be supervised and approved by the team medical staff.
Health and Dental Plan

For a quick summary and FAQ view of your benefits plan, download the University of Guelph CSA & GSA Benefits brochure or visit: www.mystudentplan.ca.

The Student Health & Dental Plans are for members of the Graduate Students’ Association and Central Student Association and are a valuable benefit made possible by membership in your student organization. Eligible students are automatically enrolled in the plans and are eligible to claim the benefits described in the Student Benefits brochure. An athlete can also refer to "What We Offer" at: www.csaonline.ca for more information or www.mystudentplan.ca or visit the Student Benefits Office, Level 1, University Centre.

Health Plan

Family Coverage
Students may enroll family (spouse and/or dependents) into the plans by completing an application form at the Student Benefits Plan Office and paying the family coverage fee by the deadline.

Coordination of Benefits
Some students are fortunate enough to have some form of supplemental Health and/or Dental insurance coverage (not Provincial Health Care). If you are one of these students, you may wish to know how the Student Benefit Plans can benefit someone in your situation. Benefits under the two plans can be coordinated to increase your coverage and decrease or eliminate out-of-pocket costs. For example, following payment under this plan you can submit outstanding balances to the other plan for consideration.

Drug Benefits
The drug benefit is provided on a pay direct basis. Students are required to pick-up their CSA/GSA Benefits Card at the Student Benefits Plan Office or download it from the website: www.mystudentplan.ca. Upon presentation of the card to a pharmacist, 100% of the cost of the prescribed drug will be billed to the insurer and you will only pay the dispensing fee. The maximum on the drug benefit is $5,000 per benefit year. This saves the hassles associated with paying up front and being reimbursed later (still an option if you don’t have a card).

It is also important to note that in order to control costs for students and the plan, the prescription drug benefit is based on the National Drug Formulary. The National Drug Formulary is a specific list of generic or cost-effective drugs that are covered by the plan.

All claims other than drug claims will be provided on a reimbursement basis. You can pick-up a Standard Claim Form from the Student Benefits Plan Office or online. Upon completion of the form, it can be submitted with original receipts directly to Great-West Life or dropped off at the Student Benefits Plan Office. Reimbursement will be provided directly to the address provided by you on the claim form. Students can now send claims online by registering for GroupNet at www.mystudentplan.ca.
Dental Plan

The Dental Plan provides students at the University of Guelph with a comprehensive set of dental benefits.

Dental Opt Out
If you are an eligible student and have comparable dental coverage you may apply to waive the Dental Plan. Each student is given one opportunity to waive the dental plan each year. Students may opt out online or complete a waiver form at the Student Benefits Plan Office, along with providing proof of comparable coverage. The dental opt-out deadline for Fall registrants is September 21st and January 25th for new Winter registrants.

If you have made a claim under this plan or intend to at any time during this current benefit year, you may not opt out or receive a refund. Your refund will be issued by Gallivan Student Health & Wellness and may be picked up from the Students Benefits Plan Office beginning mid-November for Fall semester registrants and beginning mid-March, for Winter semester registrants. If you choose to opt out online, you can choose to have your refund deposited directly into your bank account.

Please note:
Students who opted out the previous year do not need to opt out again. Your opt out will remain in force as long as you are an eligible student. You may reverse your opt out from the previous year before the opt out deadline, September 21st for Fall registrants, and January 25th for brand new Winter registrants. If comparable coverage used to waive the plan terminates throughout the year, you have 30 days from loss of coverage to notify the CSA/GSA Student Benefits Plan Office in order to be covered under the Dental plan. You must provide payment of the fee as well as written copy of notice of termination.

Maximum Dental Coverage
During each benefit period, the maximum coverage per person is $500.00. Reimbursement is considered according to Ontario Dental Association’s Suggested Fee Guide for General Practitioners. If the dental office charges more than the fee guide recommends, the student will be responsible for any additional charges.

How Do I Make a Dental Claim?
You have two options: electronically or manually.

Electronic Claims
Your Benefit Card may be used at any participating provider (dentist) across Canada and payment of eligible claims will be honoured. To submit a dental claim electronically, you will need to supply the dentist with the following information:

- Your Policy Number: 157994
- Insurance Carrier: Great-West Life
- Certificate Number: Your Student ID Number

If the dental centre is NOT registered with the insurer’s direct claim submission then the student will need to submit a standard Dental Association claim form available from the dentist’s/specialist’s office, along with any original documents and mail to the insurance carrier or drop off at the Students Benefits Plan Office. The reimbursement will be sent directly to the student. Keep a copy of all original documents for your records.

Benefit Period
The benefit year runs from September 1 to August 31. All claims must be submitted and received by Great-West Life within 90 days of the benefit year expiration (end of November).
Your Health Plan Policy #330820 and Dental Plan Policy #157994 are provided through Great-West Life.

You can contact Great-West Life directly for specific claim inquiries at 1-800-957-9777.

The information provided above is intended as a basic explanation of the benefits available to you. The material summarizes the details, is prepared for information only, and does not constitute a contract. The exact terms and conditions of your group benefits are described in the master contract.

The Students Benefits Plan Office is dedicated to serving students at the University of Guelph. This service is offered through the Central Student Association and Graduate Students’ Association. Ann Mammoliti, the onsite Student Service Coordinator, will be available to answer questions and help students through the processes associated with the Health and Dental plans. Be sure to visit the office to pick up a Benefits Brochure and anytime you need help with the Health and Dental Plan.

Students Benefits Plan Office  
Room 108A University Centre  
Tel: 519-824-4120, ext. 54798  
Fax: 519-829-2843  
Email: guelphplan@mystudentplan.ca  
Website: www.mystudentplan.ca.

Your Health & Dental Plans are provided by:  
Gallivan Student Health & Wellness

**NOTE: Do you have extended coverage through your parent(s)/guardian(s)? If so, you need to know:**

**Name of Insurance Company:**

**Policy Number:**
CCES (Canadian Centre for Ethics in Sport) Anti-Doping Education Session

All student-athletes competing in U SPORTS or OUA Sport are required to complete the CCES online education program. Completion of the Drug Education and Doping Control Online Program is a requirement for eligibility as a Gryphon athlete. A student-athlete may not participate in practice or competition until he/she has completed the program. First year student-athletes will need 45-60 minutes while returning student-athletes will require 20-30 minutes to complete the program.

Doping Control Program

What is the U SPORTS/OUA Doping Control Program?

• U Sports in cooperation with the Canadian Centre for Ethics in Sport (CCES), coordinates a doping control program that incorporates both "in-competition" and "out-of-competition" testing, as well as "event" testing.
• Student-athletes are tested in accordance with the rules of the Canadian Anti-Doping Program (CADP).
• Testing involves a collection of urine and blood samples followed by an analysis at an accredited lab.

Who’s Eligible for Testing?

• Every student-athlete is eligible for testing, with approximately 1 in 25 U Sports student-athletes being tested each year.

When Can I be Tested?

• Testing occurs in all sports, both in and out of competition, throughout the calendar year.

What’s Permitted and What’s Prohibited?

• The World Anti-Doping Agency (WADA) Prohibited List is applied in Canada by the CADP.
• The Drug Information Database (www.globaldro.com/) provides athletes and their support personnel with easily accessible and accurate information about which drugs, medications, and other substances are prohibited by WADA.
• You can also contact the CCES, toll-free, at 1-800-672-7775, or by email at: substanceinquiries@cces.ca.

Are Prescribed Medications Permitted?

• While many prescription medications are permitted, some are prohibited and require additional notification.
• You must be very diligent to the status of any medication before you consume it.
• Under certain medical conditions, often with asthma and respiratory ailment drugs, prescribed medications containing a banned substance may be permitted upon declaration/approval by CCES.
• For information regarding "Therapeutic Use Exemption" process for a prohibited substance, please contact the CCES directly at: substanceinquiries@cces.ca, or 1-800-672-7775.
Are Herbal Products and Nutritional Supplements Banned?

• Herbal and nutritional supplements are not subject to the same federal regulations as pharmaceutical grade products (medications), and as such it is possible for a product to contain prohibited ingredients that are not listed on the packaging. Additionally, the possibility of 'cross-contamination' during the manufacturing process is a concern.
• Some of these products contain "natural" or botanical sources of banned or restricted substances without listing the banned substance (for instance, "ma huang" is an herbal equivalent to the banned drug ephedrine, as is "Sida Cordifolia").
• The CCES cannot provide a guarantee on the status of these products.

For More Information: CCES: 1-800-672-7775 or www.cces.ca or by email at: substanceinquiries@cces.ca.

ONLINE EDUCATION

** MANDATORY for all Student Athletes

Athlete and Support Personnel Instructions

The Canadian Centre for Ethics in Sport (CCES) is pleased to invite you to complete the e-learning course True Sport Clean.

If you have taken the CCES online course previously:

Please use the login information you previously created.

Can't remember your username? Try your email address.
Use the “Forgot Password?” function to retrieve your password if you have forgotten it. Contact the CCES if you have forgotten your login information.
Do not use the enrollment key below to create a new account.

Please use this link to Login: http://education.cces.ca

If you are taking the CCES online course for the first time:

Please follow this link:
Link http://education.cces.ca/#/signup
Copy and paste the key below into the appropriate text box and press Submit.
Enrollment Key: USports2018

1. You will be prompted to enter your name and your email address. Your email address will become your username.
2. Enter a password that you will remember.
3. Log in with your new username and password.
4. Go to "My Courses."
5. You must complete the "Profile" module before you can start the course.
6. Return to "My Courses" to begin the course.

If you return at a later date to start training or to continue a partially completed course, you must log in with your unique username and password. If you use the enrollment key again you will be creating a duplicate account and will have to start your training from the beginning.

You'd prefer the e-learning portal to display in the other official language? Locate the "Language" function in the bottom left-hand corner of the e-learning portal.

If you have trouble logging in, please contact the CCES for assistance.

Sincerely,
Canadian Centre for Ethics in Sport
1-613-521-3340, ext. 3236 or 1-800-672-7775
education@cces.ca
Academic Services

Exam Conflicts

Final examination schedules in December, April and August are outside of the varsity competition schedule and therefore do not encounter conflicts.

Dates for midterm examinations are set by the instructor within the 12-week class schedule, so conflicts can arise. Conflicts must be identified by the student-athlete through a comparison of their varsity schedule to midterm examination information in their course syllabus at the beginning of each semester. If a conflict is identified the student-athlete must discuss it with the instructor of the course to determine if an alternate arrangement can be made (i.e. an alternate day/time). An instructor may request written confirmation (i.e. an email) of the conflict from the student-athlete’s coach and, if they do, the student-athlete must request that the coach contact the instructor to provide this.

The University recognizes that the deferred examination and varsity play-off schedules are not available as early in the semester as others are. Conflicts that arise from the release of these schedules must be identified and addressed as soon as possible using the same process discussed above.

If a student-athlete is unable to negotiate an alternate arrangement with the instructor for any conflict addressed above, they should notify their coach as soon as possible and then seek support from their Program Counsellor.

(For more information please refer to the Examinations policy in Section VIII. Undergraduate Degree Regulations and Procedures of the current Undergraduate Calendar.)

Class Registration

Many courses, classes, labs and tutorials offer multiple sections. Varsity athletes have access to course selection in the first available window. Student-athletes should select course sections at this time that do not conflict with practice times. If a course is only offered at one time, then the class takes priority over practice.

Academic Conflict Policy

The following outlines the procedures student-athletes must follow when there is a conflict between academic and athletic events. It is the responsibility of the student-athlete to identify these conflicts well in advance and notify the coach and/or professor as early as possible.

If practice conflicts with a class:
The student-athlete is expected to honour the academic commitment and inform the coach well in advance of the conflict.

If practice conflicts with a test:
Tests are occasionally scheduled outside regular class times. In these cases, the student-athlete must inform the coach, as early as possible, but academic commitment takes priority.
If competition conflicts with class time:
The student is expected to honour the athletic commitment and to advise the professor of the conflict as early as possible. The student must keep up with missed work. In the event the class time has an academic evaluation component (mandatory tutorial, PRAC rotations, etc.), please speak with your professor about an alternative arrangement.

If competition conflicts with a test or exam:
The academic commitment has priority and the student-athlete is expected to honour that commitment. The student-athlete should speak with the professor about an alternative arrangement.
Important Dates

Fall Semester 2018

- **Monday, June 18**
  - Course selection commences
- **Monday, September 3**
  - Holiday
- **Thursday, September 6**
  - Classes commence
- **Friday, September 7**
  - Last day to submit co-op work performance evaluations and learning goals reflections for Summer Semester 2018
  - Last day to apply via hard copy to graduate at Fall 2018 Convocation (late application fee still in effect)
- **Wednesday, September 12**
  - Last day to submit co-op work semester reports for Summer Semester 2018
- **Friday, September 14**
  - Add period ends
  - Last day to drop two-semester courses (S18/F18)
- **Friday, September 21**
  - Last day for clearance to graduate at Fall 2018 Convocation
  - Last day to submit co-op learning goals for Fall Semester 2018
- **Monday, October 8**
  - Holiday—NO CLASSES SCHEDULED -- classes rescheduled to Friday, November 30
- **Tuesday, October 9**
  - Fall Study Break Day - NO CLASSES SCHEDULED -- classes rescheduled to Thursday, November 29
- **Mid, October TBA**
  - Course selection period for Winter Semester 2019 begins--In-course students
- **Monday, October 15**
  - Fall 2018 Convocation ceremonies begin
  - Deferred examinations for Summer 2018 courses commence
- **Tuesday, October 16**
  - Fall 2018 Convocation ceremonies end
- **Friday, October 19**
  - Deferred examinations for Summer 2018 courses conclude
  - Last day to apply to graduate at Winter 2019 Convocation without application late fee
- **Friday, November 2**
  - Fortieth class day--Last day to drop one semester courses
  - Last day to apply online to graduate at Winter 2019 Convocation (late application fee still in effect)
- **Thursday, November 15**
  - Last day for external and internal applications for admission to Winter Semester 2019 for all programs with Winter entry
- **Wednesday, November 28**
  - Last day for regularly scheduled classes
- **Thursday, November 29**
  - Classes rescheduled from Tuesday, October 9, Tuesday schedule in effect
- **Friday, November 30**
  - Classes rescheduled from Monday, October 8, Monday schedule in effect
  - Classes conclude
  - Last day for applications from in-course students for admission into the Co-op option of B.A. (Psychology); B.Comm. (Accounting); B.Sc. (Biochemistry, Biological & Pharmaceutical Chemistry, Chemistry, Biomedical Toxicology); and B.Sc.(Env.) for Winter Semester 2019.
• Saturday, December 1
  o Last day for applications to D.V.M. for Fall 2019 (Canadian applicants)

• Monday, December 3
  o Examinations commence

• Saturday, December 8
  o Examinations scheduled

• Friday, December 14
  o Examinations conclude

Winter Semester 2019

• Monday, December 10
  o Add period for Winter Semester 2019 begins

• Friday, January 4
  o Last day to apply via hard copy to graduate at Winter 2019 Convocation (late application fee still in effect)

• Monday, January 7
  o Classes commence

• Tuesday, January 8
  o Last day to submit co-op work performance evaluations and learning goals reflections for Fall Semester 2018

• Friday, January 11
  o Add period ends
  o Last day to drop two-semester courses (F18/W19)
  o Last day to submit co-op work semester reports for Fall Semester 2018

• Friday, January 18
  o Last day for clearance to graduate at Winter 2019 Convocation
  o Last day to submit co-op work semester reports for Winter Semester 2019

• Friday, January 25
  o Last day to apply for international exchange, field schools and semester abroad programs departing in Summer Semester 2019, Fall 2019 or Winter 2020

• Monday, February 4
  o Deferred examinations for Fall 2018 courses commence

• Friday, February 8
  o Deferred examinations for Fall 2018 conclude

• Friday, February 15
  o Last day for apply to graduate at Summer 2019 Convocation without application late fee

• Monday, February 18
  o Winter Break begins--NO CLASSES SCHEDULED THIS WEEK
  o Holiday

• Tuesday, February 19
  o Winter 2019 Convocation ceremonies begin

• Friday, February 22
  o Winter Break ends
  o Winter 2019 Convocation ceremonies end

• Monday, February 25
  o Classes resume

• Monday, March 4
  o Course selection period for Summer Semester 2019 begins--In-course students

• Friday, March 8
  o Fortieth class day--Last day to drop one semester courses
  o Last day to apply to graduate at Summer 2019 Convocation (late application fee still in effect)

• Friday, March 15
  o Last day for external and internal applications for admission to Summer Semester 2019 for all programs with summer entry

• Thursday, March 28
  o Athletic Banquet
• **Friday, April 5**
  o Classes conclude
  o Last day for applications from in-course students for admission into the Co-op option of B.A. (Economics, Mathematical Economics); B.A.Sc.; B.Comm. (all programs except Accounting); B. Comp.; B.Eng.; B.Sc. (Biological & Medical Physics, Chemical Physics, Food Science, Microbiology, Nanoscience, Physics) for Fall Semester 2019.

• **Monday, April 8**
  o Examinations commence

• **Saturday, April 13**
  o Examinations scheduled

• **Friday, April 19**
  o Holiday – NO CLASSES SCHEDULED

• **Monday, April 22**
  o Examinations conclude
The Student-Athlete Mentorship Program

Who Are We

We are 18 mentors from various academic disciplines and teams. We are here to help you succeed as student-athletes by providing mentorship, and a supportive study space. Your peers rated us 4.56/5 in overall quality last year.

How Mentors Help

1. Holistic Support

We are trained in establishing supportive relationships. We want to see you succeed athletically, in the classroom, and in life.

2. Ease Your Transition

If you choose to commit, you will gain 18 more teammates. We’ve been where you are and have had the luxury to learn from our mistakes.

3. Strengthen Your Academic Skills

Pick up tips on how to improve your skillset. From time management to study strategies, there’s always something to improve and we know how.

4. Goal Setting

You have big goals, and we’re here to help you achieve them. Checking in with us keeps you more accountable to your success story.

5. Broaden Your Network

You will have the opportunity to connect with other student-athletes in your program and gain access to countless campus resources.

6. Invest in your Legacy

Improve motivation, self-efficacy & leadership capacity and take the next step in your development by learning from proven leaders.

What Are Your Responsibilities

**ATTENDANCE IS MANDATORY FOR ALL FIRST YEAR STUDENT ATHLETES**
(during the fall semester – see below for more details)

- Attend study sessions at least **3 hours per week**.
- **Meet with your mentor** (5 to 10 minutes) once per week.
- Attend **one workshop** per semester.
Program Information

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<tr>
<th>Afternoon Sessions</th>
<th>Evening Sessions</th>
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<tr>
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<td>Science Common: Library Room 300A, 360, 370</td>
<td>Science Commons: Library Room 300A, 360, 370</td>
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</tbody>
</table>

Suspensions

- Suspensions are reported every 4 weeks.
- Athletes who fail to meet their requirements for the months will be suspended for 1 competition (game, meet, etc).
- If the suspension occurs out-of-season it will come into effect at the beginning of the next season.
- You can clear pending suspension by making up the hours the next month.

Graduating from SAM

First Year Athletes

First year students who achieve a 75% average or above in the Fall semester will no longer be required to complete hours in the SAM room in the Winter semester. They still need to pick a mentor and meet with them every week to keep them accountable and working toward their goals.

Upper Year Athletes

Upper year athletes must achieve a cumulative average of minimum 62% in order to earn their way out of the program. Non-required athletes are still more than welcome to attend SAM and meet with a mentor.

CONTACT US

Follow us on Social media:

- Instagram: @gryphonSAM
- Facebook: @gryphonSAM
- Twitter: @gryphonSAM

Email Us: Mentors@uoguelph.ca

Access the Courselink Page: Student Athlete Mentorship Program

*if you do not have access to this page on Courselink email Jason Dodd (Mentors@uoguelph.ca)
Master Timetable

Using the Master Timetable as a Planning Tool

• Use a blank schedule
• Try to plan for a day or two ahead ... as you get better you can try for a week at a time
• Mark off all the things that you have to do i.e. work, chores, appointments, eat, laundry etc.
• Mark off your estimated wake up time and also your estimated bed time
• Use the remaining time to plan our your academic work
• Try to be specific about what you are going to do in that time period i.e. work on assignment 2 versus do assignment 2 reading versus read pages 25-39 of chapter 3 that pertains to assignment 2
• Consider if the task you are choosing is best for you at that time of the day i.e. if you are a morning person then perhaps your challenging reading or writing tasks for the morning instead of when you might be sleepy.
• Check out the above links for more tips
• Make sure you give yourself some small rewards for working hard... so schedule those in too! (remember rewards should not be things that will cause you to procrastinate)
• After going through your planned day, sit back and assess what worked and what did not work. (our time management webshop and fast facts from the above link contain some great tips)
• Be prepared to review it and change things up as needed.
• As always, we are happy to answer your questions, so if you try and don’t succeed don’t hesitate to ask.

Quick Tips for Assessing your Time Usage

• Use a blank Schedule
• At least 2 or 3 times during the day (maybe at lunch, at dinner and before you go to sleep) write down what you have (ACTUALLY) been doing i.e. if you were doing an assignment for an hour and ½ of that time was spent on Facebook or checking email then put down 30 minutes of email/facebook etc. and 30 minutes of the “assignment” (be honest with yourself)
• Only look at the sheet when you need to write down more information on how you have been spending your time.
• Make certain to mark the times that you wake up, eat, go to sleep (all the things you HAVE to do) so that you get a true reflection of what is taking up your time.

On the next day do the following
2) continue to document how you are spending your time (as you did before)
3) look at the previous day and assess how you were actually spending your time
4) Consider when, where, how, perhaps with whom you might be “procrastinating”
5) If you have been doing a lot of work (in the times you filled in) and if you still think that you are not making progress, then consider changing up your strategies.
6) Visit this link for some tips on concentration, time management, or even controlling procrastination:
   http://www.learningcommons.uoguelph.ca/guides/time_management.
7) If you are still having problems, we will be happy to answer your questions, contact - mentors@uoguelph.ca or Jason (jdodd@uoguelph.ca, ext. 58114)
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STUDYING

STUDYING APPOINTMENTS
Students can book one-on-one appointments for advice and information about developing effective study strategies and approaches for different types of courses.

CHEMISTRY & PHYSICS HELP
The Science Commons is located on the third floor of the library. It’s a dedicated space for chemistry and physics teaching assistants (TAs) to help students enrolled in U of G chemistry and physics courses.

MATH & STATISTICS HELP
The Math & Stats Learning Centre is located on the third floor of the library. It’s staffed with TAs from math and statistics courses who can help students understand their course material.

SUPPORTED LEARNING GROUPS (SLGs)
SLGs are free peer-led study groups held on a weekly basis to help students taking historically challenging courses. The sessions give students the opportunity to gain a more in-depth understanding of the course content.

STUDY GROUPS
Students can connect with others looking to form study groups within specific subject/course areas using the library-developed online bulletin board.

WRITING

WRITING APPOINTMENTS
(ENGLISH AND FRENCH)
Students can book writing appointments where they can get feedback on drafts, help in organizing writing projects, and assistance on how to write in specific disciplines.

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)
Students whose first language isn’t English can book appointments with an EAL expert, or attend workshops offered throughout each semester.

RESEARCH

RESEARCH APPOINTMENTS
Students can visit the Research Help Desk on the first floor, or book an in-depth consultation.

ONLINE TUTORIALS
The library has a series of videos to help students conduct effective research, available on our YouTube channel.

COURSE GUIDES
There are Course Guides for every first-year class, and most undergraduate classes. They are made up of a selection of the best resources for each course.
Academic Advising

Academic advising is delivered by a team which includes the Undergraduate Academic Information Centre (UAIC), Faculty Advisors (FA) and Program Counsellors (PC). The UAIC provides general academic advising information. FA have expertise in the discipline specific specialization (i.e. History as a Major). PC have expertise in degree program requirements and regulations, as well as the fit of specializations within the degree program.

All students are strongly encouraged to seek academic information and advising, as appropriate. UAIC information is available at: [www.uoguelph.ca/uaic](http://www.uoguelph.ca/uaic) as well as on the 3rd Floor (north end) of the University Centre (just outside of the Office of Registrarial Services). FA and PC change from time to time so students should visit the Program Counsellor and Faculty Advisor Lists at: [www.uoguelph.ca/uaic](http://www.uoguelph.ca/uaic) for current contact information.

<table>
<thead>
<tr>
<th>Academic Program</th>
<th>Program Counsellor(s)</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Associate Diploma in Agriculture &amp;/or Horticulture</td>
<td>John Zandstra</td>
<td><a href="mailto:jzandstr@uoguelph.ca">jzandstr@uoguelph.ca</a></td>
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<tr>
<td></td>
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<td>Ridgetown Campus</td>
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<td>519-674-1500 x63627</td>
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<tr>
<td></td>
<td></td>
<td>fax 519-674-1600</td>
</tr>
<tr>
<td>Associate Diploma in Environmental Management</td>
<td>Simon Lachance</td>
<td><a href="mailto:slachanc@uoguelph.ca">slachanc@uoguelph.ca</a></td>
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<td></td>
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<td>fax 519-674-1600</td>
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<tr>
<td>Associate Diploma in Equine Care &amp; Management</td>
<td>Samantha Tapper</td>
<td><a href="mailto:tappers@uoguelph.ca">tappers@uoguelph.ca</a></td>
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<td>REACH Huron (on behalf of Ridgetown Campus)</td>
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<td></td>
<td></td>
<td>519-482-3998 x1497</td>
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<tr>
<td>Associate Diploma in Turfgrass Management</td>
<td>Jill Johnson</td>
<td><a href="mailto:jjohnson@uoguelph.ca">jjohnson@uoguelph.ca</a></td>
</tr>
<tr>
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<td></td>
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<td>519-824-4120 x54800</td>
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<tr>
<td></td>
<td></td>
<td>fax 519-766-1423</td>
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<tr>
<td>Associate Diploma in Veterinary Technology</td>
<td>Marion Beach</td>
<td><a href="mailto:beach@uoguelph.ca">beach@uoguelph.ca</a></td>
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<tr>
<td>Bachelor of Applied Science (B.A.Sc.)</td>
<td>Linda Zehr</td>
<td><a href="mailto:bascprog@uoguelph.ca">bascprog@uoguelph.ca</a></td>
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<tr>
<td></td>
<td></td>
<td>253 Macdonald Institute</td>
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<tr>
<td>Bachelor of Arts (B.A.)</td>
<td>Jasmin Dalton</td>
<td><a href="mailto:baco@uoguelph.ca">baco@uoguelph.ca</a></td>
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<tr>
<td></td>
<td>Matt Edwards</td>
<td><a href="mailto:baco@uoguelph.ca">baco@uoguelph.ca</a> 130 MacKinnon</td>
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<td></td>
<td>519-824-4120 x52140 fax 519-821-1785</td>
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<tr>
<td></td>
<td>Shannon Lapenskie</td>
<td><a href="mailto:baco@uoguelph.ca">baco@uoguelph.ca</a> 130 MacKinnon</td>
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<td>Patricia Swidinsky</td>
<td><a href="mailto:baco@uoguelph.ca">baco@uoguelph.ca</a> 130 MacKinnon</td>
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<td>519-824-4120 x52140 fax 519-821-1785</td>
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<tr>
<td>Bachelor of Arts &amp; Sciences (B.A.S.)</td>
<td>Brittany Lawrence</td>
<td><a href="mailto:bas@uoguelph.ca">bas@uoguelph.ca</a> 128A MacKinnon</td>
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<td>519-824-4120 x56385 fax 519-821-5704</td>
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<tr>
<td>Bachelor of Bio-Resource Management (B.B.R.M.)</td>
<td>Melinda Vanryn</td>
<td><a href="mailto:mavanryn@uoguelph.ca">mavanryn@uoguelph.ca</a> Johnston Hall 133A</td>
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<tr>
<td>Bachelor of Commerce (B.Comm.)</td>
<td>Hugh Clark</td>
<td><a href="mailto:bcomm@uoguelph.ca">bcomm@uoguelph.ca</a> 106 Macdonald Hall</td>
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<tr>
<td>Bachelor of Computing (B.Comp.)</td>
<td>Frebis Hoffmeyer</td>
<td><a href="mailto:gklotz@uoguelph.ca">gklotz@uoguelph.ca</a> 213 MacLachlan</td>
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<td>519-824-4120 x52711 fax 519-837-0323</td>
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<tr>
<td>Bachelor of Engineering (B.Eng.)</td>
<td>Greg Klotz</td>
<td><a href="mailto:engcouns@uoguelph.ca">engcouns@uoguelph.ca</a> 1408 Thornborough</td>
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<td></td>
<td>Andrew Isaak</td>
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<td><a href="mailto:mavanryn@uoguelph.ca">mavanryn@uoguelph.ca</a></td>
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<td>1329 Summerlee Science Complex</td>
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<td></td>
<td>Kelly Lucas</td>
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<tr>
<td>Bachelor of Science, Biological Sciences (B.Sc.)</td>
<td>Deanna Lundmark (Acting to Dec '18)</td>
<td><a href="mailto:bscweb@uoguelph.ca">bscweb@uoguelph.ca</a></td>
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<td><a href="mailto:bscweb@uoguelph.ca">bscweb@uoguelph.ca</a></td>
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<td>Melinda Vanryn</td>
<td><a href="mailto:mavanryn@uoguelph.ca">mavanryn@uoguelph.ca</a></td>
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<td>Peter Conlon</td>
<td><a href="mailto:pconlon@ovc.uoguelph.ca">pconlon@ovc.uoguelph.ca</a></td>
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<td><strong>General Studies</strong></td>
<td>Brittany Lawrence</td>
<td><a href="mailto:bas@uoguelph.ca">bas@uoguelph.ca</a></td>
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Student Financial Services

Student Financial Services is located in the Office of Registrarial Services on the third floor in the University Centre. Their priority is to provide students with the best possible financial service and counselling in support of their educational goals.

Student Financial Services provide the following services:

Services include:

- **Tuition, Fees, Payments**: Please note that the University of Guelph does not accept cash payments for tuition and fees.
- **Scholarships** to reward academic achievement
- **Bursaries** for students with financial need
- **OSAP**: Ontario Government loans & grants
- **Out-of-Province Government loans & grants**
- **US student loans**
- On campus work opportunities through the Work Study and URA programs.
- **Student Financial Literacy and Budgeting**
- **Financial Aid Counselling**

Awards/Scholarships/Bursaries

**Entrance Awards**

Entrance Awards in 4 easy steps:

1. Apply for Admission.
2. Apply to the President’s and Chancellors’ scholarship by January 25th (requires at least 90% admission average).
3. Fill out the online Financial Need Assessment form by April 15th even if you don’t have an offer of admission.
4. Use the online award search tool and apply for entrance scholarships that require a letter by April 15th.

To be eligible for entrance awards, you must be a Canadian citizen or permanent resident entering the 1st semester of post-secondary studies for the first time.

**University of Guelph Entrance Scholarships**

Entrance scholarships are awarded to students with an admission average of 85.0% or greater.

**Entrance Bursaries**

Complete the on-line Entrance Financial Need Assessment form by the April 15th deadline.

**In-course Scholarships**
Some scholarships are awarded during second year and beyond. Visit the scholarship section of the Student Financial Services website for details:

https://www.uoguelph.ca/registrar/studentfinance/scholarships/about_incourse

In-course Bursaries

In-course bursaries are given to students who demonstrate financial need. You must apply for government aid and submit a Financial Need Assessment Form (NAF) by October 7th. If you are applying for bursaries that require a letter or other documentation, you must submit the NAF plus the letter with your name, student I.D. # and the name of the award you are applying to. You only need to submit one need assessment form. You can find this form at the link provided below:

https://www.uoguelph.ca/registrar/studentfinance/downloads

International Students

Financial Assistance Programs are available for International Students, including Entrance Awards, Work-Study and In-course Bursaries. In addition, many of the University of Guelph’s scholarships for in-course students are available to enrolled international students and are based on high academic standing.

NOTE: International students wanting to apply for a Bursary or the Work study program must complete one full year of studies here at Guelph prior to application.

Where applications are required, it is the student’s responsibility to obtain an application and to see that it is submitted prior to the deadline date.
Athletic Financial Awards – AFA (Athletic Scholarships)

The University of Guelph, in conjunction with the Department of Athletics and with the assistance of Student Financial Aid & Scholarship, has developed a process that allows consultation from coaches in designated sports to recommend identified individuals for financial support. This process recognizes student-athletes who display extraordinary athletic and leadership qualities and supports the awarding of Athletic Financial Awards (AFA) designed to assist in defraying the costs of tuition and compulsory fees. This amount will be divided into two equal payments and is applied to a student-athlete’s University of Guelph student account in the fall and winter semesters. This amount is conditional upon being accepted to an academic program at the University of Guelph, accepting an offer of admission and registering in a minimum of 1.5 credits in both fall and winter semesters at the University of Guelph. AFA’s can be held with all other award offers you may receive in May as part of the University of Guelph’s entrance scholarship and bursary programs.

In accordance with the U SPORTS and Ontario University Athletics (OUA) requirements, student-athletes must satisfy the following:

i. Entering students must have a minimum admission average of 80% or equivalent on those courses used to determine your university admission;

ii. Returning U SPORTS eligible athletes must have successfully maintained a minimum average of 70% or the equivalent GPA on all registered course work completed within the last academic year that the student-athlete was listed on an eligibility certificate.

AFA’s may be renewable contingent upon a student-athlete’s continued active participation with the Gryphon varsity program while maintaining a minimum 70% average. Please note that an AFA may also be cancelled if a student-athlete renders themselves ineligible because of:

i. An insufficient grade point average on all registered course work completed within the last academic year that they were listed on an eligibility certificate at the University of Guelph.

ii. Conduct, on or off campus that is contrary to the guidelines established by the University of Guelph Intercollegiate program and the Department of Athletics.

iii. Misrepresentation or non-compliance with the rules and regulations of the University of Guelph as outlined in the University of Guelph Student-Athlete Handbook and the Student-Athlete Code of Conduct.

iv. Voluntary withdrawal from the Gryphon program for personal reasons.

In the case of an injury sustained because of participation in your sport, the University of Guelph Department of Athletics will honour all awards for a minimum of one full year provided the athlete is actively pursuing rehabilitation and remains with the team.
Work Experience and Financial Assistance:

**URA**

The Undergraduate Research Assistantship (URA) program is a competitive program that provides summer research opportunities to undergraduate students with demonstrated financial need.

Students gain research experience, work with faculty, and further their insight into their field of studies.

The application process starts in December. The research positions begin the following May and typically last for 16 weeks.

**Work-Study**

The Work-Study is an on-campus part-time job program that assists students with demonstrated financial need to meet their educational costs by working part-time during their registered term. Positions are competitive, so students should apply early. Financial Need Assessment Forms are available in mid-August each year for jobs offered in the fall and winter semesters.

More details can be found on the Student Financial Services website:

[https://www.uoguelph.ca/registrar/studentfinance/ws/index](https://www.uoguelph.ca/registrar/studentfinance/ws/index)
What we do?
We are here for you! We promote the Gryphon brand and the University of Guelph varsity programs. It is the goal of our department to generate positive media coverage of the Guelph Gryphons as a whole as well as our student-athletes and coaches. We are responsible for all intercollegiate events and game day production. Our department is also responsible for all marketing, promotions and ticketing for varsity programs.

Get to know your Key Local Media
Guelph Today: Tony Saxon
Guelph Tribune Sports: Ned Bekavac
Radio: CJJO Radio
TV - CTV Southwestern Ontario Sports: Darren Stevenson (Anchor & Reporter)
Ontarion - U of G Student Newspaper: Sports Editor & Student staff
Portico - U of G Alumni Magazine

Media Tips
• Be respectful & be polite
• If uncomfortable, defer
• No comment = not acceptable
• Don’t assume your remarks are private
• Don’t speculate. If you don’t know the answer, don’t answer the question.
• They, the media, are not your friend but be friendly.
• Don’t give out your personal information.
• Requests should come through us
• Smile & relax

*When an opportunity with a specific media outlet is secured, Andy Baechler or Michelle Pino will let you know if you are required to do an interview. It is expected that calls be returned promptly. The media are often on tight deadlines that need to be met quickly. Any media requests must be arranged through our department. If a media member contacts you directly please refer them first to Michelle Pino or Andy Baechler. *

Social Media Tips

• As a Gryphon student-athlete, you are an ambassador of the University of Guelph. Take pride in representing the university and your team in your personal social media sites (twitter/facebook/Instagram). Utilize your social media to build the Gryphon brand and promote your team positively.
• Privacy Settings are your friend! People will find you!
• If you have to question that a tweet, post, video, photo is appropriate… then it isn’t! Use common sense.
• Posting negative information about another Gryphon team, athlete, teammate, a coach and especially to or at the Department of Athletics is unacceptable. We are all on the same team.
• Don’t let our rules on social media prevent you from enjoying it. It’s perfectly acceptable to show your personality and have fun but like anything else, the key is to enjoy it responsibly.
• Gryphon student athletes who wish to be featured on the Guelph Gryphons social media accounts must make arrangements through their head coach. Do not contact full-time staff members directly via social media.
Social Media Rules & Guidelines

The Department of Athletics requires that all student-athletes conduct themselves in a manner consistent with the high values and tradition maintained by the University of Guelph. All student-athletes are expected to understand that they are required to behave at all times in a manner consistent with the Gryphon Varsity Athlete Code of Conduct and will be subject to discipline under that Code if it is violated.

Generally, the head coach (in accordance with league regulations and issues pertinent to the specific sport) is responsible for the establishment and implementation of team rules and behavioural expectations. The Department of Athletics asks that all Gryphon teams establish team goals and expectations that are consistent with our commitment to academic and athletic excellence that meet the expectations of UofG and enhance the reputation and image of the institution.

Key Rules:

1. Please refrain from using any sort of derogatory, foul, offensive, or rude language.
2. Please refrain from posting any comments to your social media accounts regarding alcohol or drugs.
3. Do not post to your social media accounts during pre-game preparation an hour prior to (including team briefings, when coaches are talking etc.) or during games (including half-time).
4. Do not tweet at fans, opposing teams, teammates, other Gryphon teams/players, referees, coaches, host institutions, sponsors, community organizations and students in a negative light. Tweets should always be reflected positively on your accounts.
5. Decisions or headline news made by the department, referees and OUA/U SPORTS that you do not necessarily agree with, should not be protested online.
6. As representatives of the Gryphon program your social media accounts are a reflection of the department and the University as a whole. If the department deems the messages are inappropriate, then the department through your coach will take disciplinary actions.

Quick Key Guidelines to Follow:

1. Always remember that your posts will be public online always.
2. Use hashtag #gryphonpride and if space provides tag @guelph_gryphons
3. If tweeting about your sport, use appropriate hashtags (outlined in ‘Twitter Guide for Student-Athletes’).
5. In short: think twice, publish once.

Before reviewing the following document please read the story below. It is a great example of how actions performed online can have dire consequences in real time:

1. Best Practices for Athletes on Twitter

Hello Gryphons,

We’re providing you with these best practices to help guide your use of Twitter. The truth is, it’s different for everyone, but no matter what, your tweets should reflect the things you are passionate about. Just like any sport, Twitter has a learning curve, but that’s why you need to practice and find what works for you.

While many of the following examples are from professional athletes, these best practices can and should be applied to all ranges of athletes from the professional ranks to Olympians to student-athletes. You’re ready to start tweeting when you want to jump into a conversation with your sport’s community.

To begin, check out ESPN’s coverage of NFL players on Twitter at the beginning of the 2011 season: http://vimeo.com/29787762

To go further, here’s our extended highlight reel of best practices for athletes on Twitter.

Use Hashtags

Hashtags are Twitter’s way of tagging Tweets together around a topic, or conversation. You can click on a hashtag to see search results for recent Tweets that have been tagged with that topic. Great hashtags are creative, and the best ones compel followers to join the conversation by tweeting with them:

LeBron James @KingJames Apr 16
Watching one of my favorite movies of all time #IWannaFly #SpaceJam

Hashtags often emerge around events as well. It’s important to use the right ones if you want your Tweets to be part of the global conversation:

Pau Gasol @paugasol May 22
Just #100days left for the start of the World Cup! It's getting closer! #Basketball #Spain2014

Note: Content taken from www.twitter.com. Visit the website for more information.
*These guidelines can essentially be used for other Social Media accounts such as Instagram & Facebook as well.
Will Middlebrooks @middlebrooks
Just woke up and had to pinch myself! Is this real life!? So proud of this team city! Cue the duck boats!!! #WorldChamps #BostonStrong

Reply to your followers & ask questions

Asking a simple question can lead to unexpected friendships and connections. Here’s what Kevin Durant tweeted on Halloween 2011:

The result? A fan reached out: take a look: https://www.youtube.com/watch?v=IOIa20l6SXo
Over a 1.5million views!

Not every interaction with your followers needs to lead to this kind of experience, but it can if you want it to. Twitter is a great way to engage with your fans.

You can always just pick out an @mention and respond to it:

@_luiscaballero Apr 17
@Matt_Barnes22 if you can choose any other sport to play what would it be?

Matt Barnes @Matt_Barnes22 Apr 17
“@_luiscaballero: @Matt_Barnes22 if you can choose any other sport to play what would it be?” Football

Mention your teammates & other related accounts

Mention your teammates, coaches in your Tweets:
Chris Bosh @chrisbosh Dec 21
Congrats to my brother & sister, @DwyaneWade & @itsgabrielleu on their engagement. So happy for you guys!

Fans love it when their favourite players talk to each other on Twitter. Congratulate other players on their achievements:

Wayne Rooney @WayneRooney May 19
Great to see Louis Van Gaal has been named @ManUtd manager. Looking forward to working with him

Tweets can also bring new teams together. Andy Roddick and Serena Williams announced that they were teaming up for the mixed doubles competitions in the 2012 Olympics:

Serena Williams @serenawilliams 4 Nov 2010 - Yes because u threatened me... RT”@andyroddick: yes serena are playing the olympics in mixed doubles in ’12 (cont) http://tl.gd/6qf50p

andyroddick @andyroddick 4 Nov 2010 - @serenawilliams i wouldnt do such a thing :) u know saying yes on twitter is a legally binding contract right? court of public opinion

Live-tweet events

A particularly good time to Tweet is when you’re watching sports or games other than your own. Check out how LeBron James live-tweeted during the 2014 NCAA Men’s Basketball National Championship game. First, he recognizes two standout players on the court.
LeBron James @KingJames Apr 7 - Napier and Boatright controls both ends of the floor. Reminders of Bibby and Simon. That good!! And he congratulates the winning team.
LeBron James @KingJames Apr 7 I'm extremely and HAPPY as I don't know what for K.O and his Huskies! Congrats on winning the Nat'l Championship

These are genuine Tweets with real personality behind them: words that you can picture him saying out loud while watching the game. The more natural and authentic you are on Twitter, the more your followers will share your content.

A picture is worth a thousand yards.

Twitter hosts photos for you, too, and they can add richness and personality to your Tweets. If you run into a friend, you can share the moment with your fans and followers or you can use photos to share your guilty pleasure:

Floyd Mayweather @FloydMayweather 30 Aug 2010 - One life to live. 3 1/2 down 8 1/2 to go..30 Aug 2010

Photos will show up on your personal media gallery, which gives your followers a way to browse through the meaningful events you’ve tweeted about.

Give your followers special access.

One of the reasons your fans follow you on Twitter is to get access—controlled entirely by you—to the parts of your world that they normally don’t get to see or hear about:

There are so many small behind-the-scenes details from your everyday life that make for great Tweets. A Tweet the night before or morning of a game can go a long way. You can even share your story off the field—for instance, as you recover from an injury:

Matthew Stafford @Staff_9 7 Apr 2011 - Headed to rehab in an hour. Met with dr Andrews yesterday. More than happy with where I am in rehab. Getting real close to 100%. #LIONS

Some people feel social media has “ruined” the Olympic experience. It is a bummer to see the spoilers on Twitter and Facebook when you are looking forward to the evening broadcast, but on the flip side, social media has given us inside access to the Olympic experience. The athletes, whose social media presence can play a large role in exposure and sponsorships, tweeted away while they were recently in Sochi. Social media is an opportunity to tell the off-screen story during a televised sporting event. What’s happening that fans are not seeing from the television broadcast or in game experience? It was easy to feel like you were on a journey with them.

Remember:

Twitter is the place where you can use the attention to break news you care about and live-tweet the events that matter to you. You can interact with your friends, followers and teammates all in one place.
2. How to Create an Account

Below you will find a step-by-step guide on how to sign-up, use and sustain your Twitter activities throughout the school-year. Good luck!

How to create an account:

1. Go to http://twitter.com and find the sign up box, or go directly to https://twitter.com/signup.
2. Enter your name, your email address, and a password.
3. Click Sign up for Twitter.
4. On the next page, select a username - type your own or choose the one we've suggested. We'll tell you if the one you want is available. (Usernames are unique identifiers on Twitter.)
5. Click Create my account.
6. Next, you just need to begin finding and following accounts that interest you.

3. Creating a User Bio

- Make it sport/Guelph related but also add your own custom/personal touch “#Guelph student and basketball player @Guelph_Gryphons, who can’t dance even if my life depended on it. My thoughts are my own”
- Website: www.gryphons.ca
- Add a disclaimer: “I’m a University of Guelph athlete, but the opinions tweeted here don’t reflect those of the department”. It allows you to speak freely, while at the same time protecting the image of Guelph Athletics & Recreation.
- Add a profile picture, preferably in your team uniform (i.e. including action shots) or Guelph attire. Add a background to your profile as well to give your account that extra custom feel.

-Social media-
the tools that allow the sharing of information and creation of communities through online networks of people.

4. What’s Twitter Anyway + Jargon

Twitter is an information network made up of 140-character messages called Tweets. It’s an easy way to discover the latest news related to subjects you care about.

How is it Useful?

Twitter contains information you will find valuable. Messages from users you choose to follow will show up on your home page for you to read. It’s like being delivered a newspaper whose headlines you’ll always find interesting - you can discover news as it’s happening, learn more about topics that are more important to you, and get the inside scoop in real time.
What is following?

• You are subscribing to their Tweets as a follower.
• Their updates will appear in your Home page.
• That person is able to send you direct messages.

What are followers?

Followers are people who receive your Tweets. If someone follows you:
• They’ll show up in your Followers list.
• They see your Tweets whenever they log in to Twitter.
• You can send them direct messages.

Is following the same as friend-ing someone on other social networks?

• No. Following on Twitter isn’t mutual. Someone who thinks you are interesting can follow you, and you don’t have to approve it or follow them back.

What is a retweet?

• A retweet is a re-posting of someone else’s Tweet. Twitter’s retweet feature helps you and others quickly share that Tweet with all your followers.
• Sometimes people type RT at the beginning of a Tweet to indicate that they are re-posting someone else’s content. This isn’t an official Twitter command or feature but signifies that one is quoting another user’s Tweet.

What is a hashtag?

• The # symbol, called a hashtag, is used to mark keywords or topics in a Tweet. It was created organically by Twitter users as a way to categorize messages.
• People use the hashtag symbol # before a relevant keyword or phrase (no spaces) in their Tweet to categorize those Tweets and help them show more easily in Twitter Search.
• Clicking on a hash tagged word in any message shows you all other Tweets marked with that keyword...
• Hash tagged words that become very popular are often Trending Topics.
• Example: In the Tweet below, @eddie included the hashtag #FF. Users created this as shorthand for “Follow Friday,” a weekly tradition where users recommend people that others should follow on Twitter. You’ll see this on Fridays.

5. How to Start Using Twitter

1. DISCOVER SOURCES: find and follow others.

It’s best to begin your journey by finding and following other interesting Twitter accounts. Look for businesses you love, public service accounts, people you know, celebrities, or news sources you read.

2. CHECK IT OFTEN: pay attention to what’s happening.

3. TAKE IT WITH YOU: Connect your account to your mobile phone (download a Twitter application to begin reading Tweets on the go).

6. How to Start Posting
1. BUILD A VOICE: Retweet, reply, react

Use existing information (other people’s Tweets) on Twitter to find your own voice and show others what you care about. Retweet messages you’ve found and love, or @reply with your reaction to a Tweet you find interesting. Tip: If you’re a new user, others are more likely to find your messages if they are Retweets or @replies.

2. MENTION: include others in your content and cross-promote to other athletes and the Gryphon webpage.

Once you’re ready to begin authoring your own messages, consider mentioning other users by their Twitter username (preceded by the @sign) in your Tweets. This can help you think of what to write, will draw more eyes to your message, and can even start a new conversation. You’ll see their response on your ‘Mentions’ tab.

3. CONSISTENCY: tweet often

Tweet once a day, three times a week, or as often as you want- it’s your choice (try to tweet once a week). Create a content/tweet schedule if you have a hard time finding things to talk about (view example on next page).

7. Sample Post Schedule

Monday Tuesday Wednesday Thursday Friday
Random tweet relating to students i.e. “really excited for welcome week and the home opener football game” Trivia Tuesday - create a contest regarding the team, your sport etc., and if you really want to engage fans, we could potentially provide prizes for you to give away i.e. Game tickets etc. Basketball game

Tweet about pre-game meal, post a picture of the shoot around or your travel adventures Random/personal tweet
Follow Friday #FF

Throughout the week, feel free to tweet at random, about anything. But if it is related to Guelph/Sports use hashtags such as #gryphonpride, #belegendary, etc.

Gryphon related hashtags & users:
#gryphonpride
#gryphonfamily
#foreveragryphon
#OUA
@guelph_gryphons
@uofg
@UofGAlumni
@USPORTSca
@OUAsport

8. Posting as an Alumni

Class of 2019, congrats! You excelled in the classroom and on the field, earned your diploma, and are about to take on the real world. And while the years have probably flown by, you won’t forget about all those great (and maybe not so great) memories and decisions you’ve made thanks to the digital footprint you left everywhere you went.

While the slang, selfies and parties might have been fun to document along the way, it’s time to start rethinking how you approach this wonderful thing called social media.
We want you to know that future employees, mentors, bosses, graduate program admission offices etc. will indeed look at your social media profiles. This doesn't mean that you can't have a personal side to your social media presence; it just means that you have to be responsible and use it to your advantage.

So how can you ensure your digital footprint is leaving the right impression? Follow these few steps:

1. Complete a social media audit
   - Google your name: Know what articles, pictures etc. come up about you.
   - Look at all content on your social media platforms and consider the implications
   - Check your privacy settings.

2. Set your boundaries
   - Define the purpose of your social media platforms for yourself.
   - For example keep Facebook private for family and friends and use Twitter as a networking opportunity.

3. Find your niche
   - One of the keys to building a great personal brand is finding your niche, whether it’s social media, psychology, law, etc. Your niche should guide the type of content you share, who you reach out to, resources you read and more.

4. Rethink how you use Twitter
   - There is a good chance that you’ve used Twitter to tweet out lyrics or complain about having to pull an all-nighter for your last exam. Rethink how you are using the platform. Here are some tips to get you started: Revamp your profile, use hashtags relevant to your industry, set goals, show your personality, add value and be consistent with what you share.

5. Maximize LinkedIn
   - Take advantage of LinkedIn starting NOW because relationships are the most valuable assets in life and in the real world.
Leadership Academy

The Gryphon Leadership Academy started in the Fall of 2016 with the first Emerging Leaders group. The selected Gryphons, who are nominated by their various varsity coaches, are typically in their second year and have demonstrated leadership skills. They meet six times a year (three times in each semester) for 90-minute sessions in the GGAC, covering topics like Commitment, Confidence, Composure, Character, Leading by Example, Vocal Leadership, Conflict Management, Team Building, Refocusing, and Leadership Development Plans. Athletes ultimately graduate to the Veteran Leaders Academy before moving on to the final step, the Veterans 360 class.

When the 2018 Fall season gets underway, there will be over 100 Gryphons participating in the Academy’s three different groups.

“As ambassadors of the Department of Athletics and the University of Guelph, the student-athlete participants in the Gryphon Leadership Academy are gaining invaluable skills to enhance their already accomplished talents,” says Intercollegiate Manager Angela Orton. “They are indeed the brightest and the best and exemplify the ideals and values that we want all of our student-athletes to aspire to. The Gryphon Leadership Academy is now providing us with a means to assist in their growth and development as student-athletes and as community members.”
Group Transportation Policies and Procedures

All students must travel as a part of the group contingent. This includes traveling to the destination site and returning to the University of Guelph. The Trip Leader must approve individual exceptions and the student must sign the Independent Travel Assumption of Risk and Release of Liability Form before travel takes place. Any exception to the University’s travel policy must be approved by the Director of Athletics & Recreation, or designate (Assoc. AD, Manager or Program Coordinator).

Chartered Vehicles
- Groups of 15 or more are required to take a chartered vehicle as their mode of transportation.
- Generally, for distances of less than 1.5 hours, school buses will be used, unless a group requires luggage space (i.e. football team). For distances of longer than 1.5 hours, an appropriately sized passenger coach will be arranged.
- Where possible, groups traveling to the same destination will share a single bus (either a school bus or chartered bus depending on the length of the trip).

Rental Vehicles
- Groups of less than 15 are permitted to rent a vehicle to suit their group’s needs. This rental is done through the Department of Athletics & Recreation’s preferred suppliers.
- All drivers of rented vehicles must be a minimum age of 21 or the required age of the rental supplier. In addition, all drivers must have a valid domestic driver’s license and have at least two (2) years of driving experience in Canada or the United States and complete the Driver History Questionnaire, prior to departure.
- Only properly authorized employees, volunteers or students may operate University rented vehicles.
- Non-authorized use of University rented vehicles is prohibited.
- Only members of the official travel contingent may travel with the group.
- The number of passengers permitted may not exceed the number of seat belts or the maximum number of passengers allowed for the driver’s license class.
- Drivers and all passengers are required to wear seat belts.
- The driver assumes full responsibility for any fines resulting from traffic or parking violations arising out of the use of a University rented vehicle.
- The vehicle ignition must be off, and the vehicle locked when unattended.
- Driving is not permitted while under the influence of alcohol or drugs.
- Report any accidents or damage while driving a rented vehicle to your supervisor immediately and follow the rental car procedures.
- It is recommended that when there is a group of two or more vehicles leaving a common site at the same time, those vehicles will travel together to the destination in order to provide assistance, if needed, and safety for the group.
- Each vehicle is required to have a cell phone, in case of emergency.
- 15 PASSENGER VANS – No more than 10 passengers (not including the driver) are allowed to travel in one 15-passenger van. The driver requires a full license, not a graduated license.

Personally Owned Vehicles
- It is preferred that all student groups use chartered or rented vehicles for University travel. However, the Department of Athletics and Recreation recognizes the variety of circumstances and factors that allow for groups to use their personally owned vehicles.
- Groups are permitted to use personally owned vehicles for their transportation needs as long as the destination does not exceed 270 km from campus.
- All drivers of personally owned vehicles must be a minimum age of 21. In addition, all drivers must have a valid domestic driver’s license and have at least two (2) years of driving experience in Canada or the United States and complete the Driver History Questionnaire, prior to departure.
- Students who use their personally owned vehicle for travel under University sanctioned events, assume primary liability should an accident occur. In such cases, the insurance carrier of the individual driving is the primary coverage.
- Only members of the official travel contingent may travel with the group.
• The number of passengers permitted may not exceed the number of seat belts or the maximum number of passengers allowed for the driver’s license class.
• Drivers and all passengers are required to wear seat belts.
• The driver assumes full responsibility for any fines resulting from traffic or parking violations arising out of the use of a University rented vehicle.
• Driving is not permitted while under the influence of alcohol or drugs.
• Report any accidents or damage while driving a rented vehicle to your supervisor immediately.
• When there is a group of two or more vehicles leaving a common site at the same time, those vehicles will travel together to the destination in order to provide assistance, if needed, and safety for the group.
• Each vehicle is required to have a cell phone, in case of emergency.

Public Transportation
Public transportation (bus, train, taxi) is permitted to travel to and from University sanctioned events at the discretion of the Program Coordinator.

Vehicle Driver Precautions
• Reduce speed below posted limit when roads are wet and slippery.
• Use turn signals for every turn or lane change, and double check your blind spot.
• Exercise extra caution when backing-up. When possible, have another person act as your guide.
• Do a walk-around circle check inspection of the vehicle prior to driving.
• Familiarize yourself with the location and operation of controls: lights, wiper/washers, fan heaters, seat adjustment check spares and jacks, tires and air pressure.
• Adjust the seat to a comfortable driving position and adjust all mirrors for maximum visibility.
• Drive defensively:
• Look ahead and recognize possible danger far enough in advance to take preventative action smoothly.
• Check mirrors frequently.
• Use headlights at all times.
• Make allowances for the errors of other drivers and pedestrians.
• Make allowances for the rapidly changing conditions of the road, weather and traffic.
• When driving avoid distractions, such as loud music, excessive passenger noise, the use of cell phones and emotional or distracting conversations.
• Where possible, having a driving navigator to help keep you awake and focused, and to help with navigation and passenger comfort.
• If you start to become drowsy or feel “highway hypnosis”; do something different immediately: open a window, talk to someone or just out loud, or adjust your body position. If possible, stop for a rest and take a short walk or have refreshment or light snack. If you don’t feel more alert, consider finding a place to sleep for an hour or have another driver take over (if available).
Driving History Questionnaire

A photocopy of the driver’s license and insurance must accompany this questionnaire.

APPLICANT: ___________________________ STUDENT #: ___________________________
PHONE: ___________________________ EMAIL: ___________________________
ADDRESS: ___________________________

1. Do you have a valid Canadian or United States Driver’s License? Yes O No O

2. Please provide the following information:

DRIVER’S LICENSE #: ___________________________ PROVINCE: ___________________________
CLASS: ___________________________ EXPIRY DATE (mm/dd/yr): ___________________________

3. Is your license now revoked or suspended in Canada? Yes O No O

4. Have you driven at least 1,000 miles (1,600 km) in the past three years? Yes O No O

5. Have you been charged with any moving traffic violation or involved in any vehicle accident while driving any motor vehicle during the last 18 months? Yes O No O

If yes, please specify the following:

Date: ___________________________ City/Province: ___________________________
Description: ___________________________

6. Have you read, and do you understand all the University of Guelph vehicle driver policies, procedures and precautions? Yes O No O

You are required to notify the Department of Athletics and Recreation supervisor if your license is revoked or suspended for any reason. The University of Guelph has the legal right to check your driving record with any government motor vehicle authority.

I certify that all information provided above is correct and true and that I have read, understand and agree to comply with the Province of Ontario Highway Traffic Act regulations and the University of Guelph’s Athletic and Recreation vehicle driver policies, procedures and precautions. Any falsification of information or failure to comply with the mandatory regulations may result in disciplinary and/or removal of driving privileges.

Applicant’s Signature: ___________________________ Date: ___________________________
Travel Itinerary and Travel Roster for University Rented or Personally Owned Vehicles

This completed form must be submitted to the Intercollegiate Office 48 hours in advance of the date of travel. It can be dropped off during normal business hours or sent by email to varsity@uoguelph.ca. The driver(s) must have completed the DRIVING HISTORY QUESTIONNAIRE, including a photocopy of the driver’s license and insurance.

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<th>GROUP NAME:</th>
<th>EVENT:</th>
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<td>DESTINATION:</td>
<td>ACCOMMODATION:</td>
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<td>DEPART TIME &amp; DAY:</td>
<td>ARRIVAL TIME &amp; DAY:</td>
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<td>TRIP LEADER:</td>
<td>EMERGENCY CONTACT #:</td>
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MODE OF TRANSPORTATION: University Rented O Personally Owned O

If personally owned, please fill out the following table:

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<tr>
<th>Owner:</th>
<th>Make &amp; Model:</th>
<th>Year:</th>
<th>License Plate #:</th>
<th>Colour:</th>
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<tbody>
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TRAVEL ROSTER

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<th>GROUPINGS (list A, B, C by car)</th>
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</tbody>
</table>
Independent Travel Assumption of Risk and Release of Liability Form

NAME: ___________________________ STUDENT #: ___________________________
PHONE: ___________________________ EMAIL: ___________________________
GROUP/TEAM: ___________________________

This will serve as confirmation that I will be traveling independently to/from:

LOCATION/EVENT: ___________________________ DATE: ___________________________

By signing below, I acknowledge the following:
• That I declined to use the travel arrangements provided by the University of Guelph specifically for this event;
• That I will make alternate travel arrangements and accept all risks associated with these arrangements;
• That I understand the ramifications of this decision and assume full responsibility for my actions and well-being while traveling independently:
• That I am aware of when and where I am to be regarding the above-noted event, and accept the consequences if I arrive late; and
• That I release the University of Guelph from any and all liability for any loss that occurs as a result of my decision to make the above-noted independent travel arrangements

Signed this ___________________________ day of ___________________________, 20__________
(number of day) (month) (year)

Signature of Student

Signature of Trip Leader
Student Groups Driving Personally Owned Vehicles

In addition, the driver(s) must have completed the DRIVING HISTORY QUESTIONNAIRE, including a photocopy of the driver’s license and insurance.

A student is exposed to the risk of suit for personal liability and/or property damage if he/she chooses to transport other students, athletes or clients of the University of Guelph to or from University sanctioned events in a personally owned vehicle.

The University coverage with respect to this area of risk is outlined below. Please check the appropriate circle.

- If officially asked to drive a personally owned vehicle on behalf of the University of Guelph Check: 

The student must provide his/her own damage, collision and liability coverage. In the event of an accident, if his/her liability coverage is inadequate, a university ‘excess legal liability coverage’ policy may respond. The vehicle’s owner would be responsible for damage and collision coverage.

- If the student-athlete drives of his/her own accord. Check 

In the event of an accident, the individual would be considered primarily responsible and his/her own damage, collision and liability insurance would be looked to.

It is the student’s responsibility to ensure that he/she is properly licensed and that he/she carries adequate and valid damage, collision and liability insurance, when transporting others in a personally owned vehicle.

NAME: ________________________________ STUDENT #: ________________________________
PHONE: ________________________________ EMAIL: ________________________________
GROUP/TEAM: ________________________________ DESTINATION/EVENT: ________________________________ DATE: ________________________________

I acknowledge receipt of the document entitled “Student-Athletes Driving Personally Owned Vehicles” which briefly describes potential risks, the University’s responsibility and my own responsibility in this regard.

I hereby acknowledge that I have read, understand, accept and agree to the risks involved in driving my personally owned vehicle to or from University sponsored events.

Signed this ______________________ day of ______________________, 20__________
(number of day) (month) (year)

Signature of Student __________________________________________

Signature of Witness __________________________________________