

CARLETON UNIVERSITY

RAVENS



VARSITY HANDBOOK

2011-2012



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STUDENT-ATHLETE ELIGIBILITY

Below you will find the eligibility information that applies TO ALL Carleton University student-athletes:

“Files from CIS website for full details, visit www.universitysport.ca/e/pol_proc/_40_eligibility.cfm”

- 40.10.3.2.1 A student-athlete must be enrolled in a minimum of three (3) courses (minimum 9 credit hours or equivalent) in the term in which they are competing within CIS, unless there are circumstances within their academic program which would warrant an exception to this ruling and in which the university continues to declare this individual a full-time student in that term (such as graduate students as per 40.10.3.5, exchange students as per 40.10.3.3.8, registered special needs students as per 40.10.3.2.2, and co-op students as per 40.10.3.2.3).
- 40.10.3.2.2 Special needs student-athletes are eligible provided that their post secondary institution has deemed that they are enrolled in the equivalent of either a full course load, or minimum 9 credit hours, as defined by their institution. A special needs student must be formally designated as such by the institution’s special needs department or equivalent.
- 40.10.3.2.3 Any student-athlete registered in a co-op program and on a recognized work term that (i) is a recognized component of their academic program and / or (ii) is recognized for university credit, will be eligible to participate for that institution, in that term.

Carleton University student-athletes must be registered in a minimum of 1.5 credits for the fall semester (September to December) and 1.5 credits for the winter semester (January to April).

Full-time status is based on the Registrar’s Academic Records regarding a student’s official enrollment in courses, and payment of fees. Intending on enrollment, being on a waiting list, or deferring enrollment does NOT constitute official enrollment.

- 40.10.3.3.2 In order to be eligible for CIS competition, a student-athlete who has attended and been charged with a year of eligibility in a recognized sport of CIS at a

degree-granting post-secondary institution must have been a student in good standing in that year.

Any student-athlete who has previously competed in any interuniversity sport must have successfully completed three (3) full courses during the previous twelve months. Therefore, a continuing student-athlete is ineligible if, during their previous year of participation, he/she did not successfully complete three (3) academic credits.

A student-athlete becomes immediately ineligible for any competition by;

- a) Dropping from full-time three (3) courses to less than three (3), at any time during the academic year
- b) Falling below the minimum requirement of one and one-half (1.5) course in any given term

The Department of Athletics does weekly eligibility checks on enrollment status for each athlete. If a course is dropped bringing the student-athlete below the required minimum of credits, another course must be added in its place to maintain eligibility. If a student-athlete competes while ineligible, the department must report this infraction to the CIS/OUA which will result in a fine and loss of points gained, etc.

40.10.4.3.1 An athlete shall be allowed to participate in CIS competition for five (5) years.

This applies only to CIS sports for both men and women.

CIS Sports at Carleton Include: M/W Basketball, M/W Hockey, M/W Soccer, M/W Swimming

In non-CIS sports for men and women, the participant has unlimited eligibility (not restricted to five years), and is not affected by the CIS transfer Rule.

For a complete list of rules and regulations please visit;

www.oua.ca (OUA)

www.universitysport.ca (CIS)



STUDENT-ATHLETE VARSITY PACKAGE

All student-athletes are required to fill out the Varsity Information Package given to them at the beginning of the season by the coach.

In this package, you will find:

- a) Student-Athlete Registration Form
Name, Addresses (local and permanent), Academic Information, Previous Team Information, Years of Eligibility previously used. (completed annually)
- b) Student-Athlete Acknowledgement Form
Information regarding eligibility and athletic financial award requirements, use of banned or restricted substances or methods, collection and disclosure of information. (signed annually)
To view this form in full, please visit: www.universitysport.ca/e/forms/index.cfm
- c) Carleton University Student-Athlete Code of Conduct
Policy for varsity student-athletes in which they must abide by for the duration of their competitive season. (signed annually)
- d) Waiver of Liability and Informed Consent Agreement
Descriptions of risks associated with participation. (signed annually)
- e) Carleton University Interuniversity Athletics Eligibility Questionnaire
Questions regarding eligibility, previous sports played, successful completion of courses (signed annually)
- f) Carleton University Student-Athlete Biography Form
Academic honours, non-school athletic information, NSO information. (signed annually)
- g) Medical History and Examination
Medical form to be filled out for each student-athlete and provided to Athletic Therapy (signed annually)
- h) Orange Code of Conduct (to go along with PowerPoint Hazing Video)



STUDENT ACADEMIC SUCCESS CENTRE (SASC)

The Student Academic Success Centre is Carleton's centralized academic advising centre. Meet one-on-one with a SASC Advisor to discuss your educational plans.

The Varsity student-athlete advisor is available for half-hour appointments to discuss:

- Major/program selection
- Academic improvement plans
- Graduation requirements
- Academic performance
- Study skills (see www.carleton.ca/sasc/ten_tips for useful information)
- Academic concerns

ARE YOU A FIRST-YEAR OR TRANSFER STUDENT OR ON ACADEMIC WARNING?

You are required to set up an appointment to meet the varsity student-athlete academic advisor in the fall.

Location: 302 Tory Building

No appointment is necessary.

Drop in between 8:30 AM and 4:30 PM on Tuesdays and Wednesdays.



ONLINE DRUG EDUCATION SEMINAR (DOPING)

If you choose to participate on one of Carleton's athletic teams, you are subject to completing an on-line Drug Education Program by the CCES (Canadian Centre for Ethics in Sport).

The Canadian Centre for Ethics in Sport is pleased to invite you to complete the e-learning course True Sport Clean 101.

Use this Carleton University enrollment key to set up your own account on the CCES Online Education portal at <http://onlinelearning.cces.ca>.

- **Enrollment Key:** cldalmfA
- **Password:** nhiJHuwB
- Click [Login].
- You will be prompted to enter your name and your email address, which will generate a unique username.
- Enter a password that you will remember.

A message confirming your new username and password will appear on screen, and will also be emailed to you. You then need to log in with your new username and password.

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. **Do not use the enrollment key again.**

If you have any questions regarding this course, please contact the Athletic Therapists:

Nadine Smith 613-520-2600 x.5623 nadine_smith@carleton.ca

Bruce Marshall 613-520-2600 x.8448 bruce_marshall@carleton.ca

REMEMBER: You must complete this course prior to your first scheduled game (exhibition or league) to be eligible.



VARSITY COUNCIL

The first Council meeting will be convened in September and meets twice a month during the school year.

Varsity Council is comprised of student-athletes from each tem and provides a mechanism for communication between student-athletes and the Department of Recreation and Athletics.

The role and duties vary from organizing social events, the varsity athletics end of year banquet to fundraising and community involvement.

Bob Rumscheidt

Manager, Interuniversity Programs

613-520-2600 x.5627

Bob_rumscheidt@carleton.ca



TRAVEL AWAY GAMES

Transportation

The mode of transportation for all Carleton University athletic programs will be determined by team complement, distance, weather conditions and duration of the trip. The Manager, Interuniversity Programs must approve the mode of transportation.

- a) All student-athletes will travel to and from all athletics contests in the rental vehicle(s) provided by the Athletic Department.

If you wish to travel to an away game via your own mode of transportation, you must confirm this with your coach and see the Varsity Administrator and fill out the Carleton University Travel Informed Consent Form. This MUST be done two days prior to departure. No expenses will be reimbursed for this travel. No other team member(s) shall be allowed to accompany you.

- b) Alcoholic beverages are not to be carried or consumed in any vehicle used for team transportation. Please see Carleton University's Alcohol Policy at:
http://www.carleton.ca/studentaffairs/alcohol/docs/Carleton_University_Alcohol_Policy.pdf

Accommodations

Most institutions have host hotels, which the Department of Athletics will attempt to use when booking hotel arrangements for league travel.

- a) Student-athletes must stay at the accommodation booked for the team.
- b) Student-athletes are personally responsible for any charges to the room, other than the base cost of the room rental.
- c) Student-athletes are personally responsible for any damages to the room or any items reported missing from the room.
- d) Alcoholic beverages are strictly prohibited in the hotel rooms.



ATHLETIC THERAPY

The Clinic

The Athletic Therapy Clinic is located in the new main Athletic Complex. The clinic provides services to our Varsity athletes who play intercollegiate sports, as well as the club sports. The treatment hours are from 9:00am until 4:00pm Monday until Friday during the fall season and 12:00pm until 4:00pm during the winter season. There is a staff member covering varsity practices and they are available for emergency evaluation and acute treatments during the season.

The Centre is also a teaching facility, involving students and certification candidates registered with the Canadian Athletic Therapists Association. Our professional staff provides guidance and supervision to the candidates with respect to their academic preparation and practical internship program, which includes both field and clinical experience.

Services Offered

A wide range of therapeutic techniques can be provided and many involve a combination of ultrasound, pain management, electrical muscle stimulation, massage, therapeutic exercise, orthotics, and/or braces. The athletes also have quick access to the Sports Medicine Centre and Physiotherapy Clinic through the Athletic Therapist.

Responsibilities of Student-Athletes

- All injuries must be reported to a member of the therapy staff as soon as possible. Coaches should direct you to either the student therapist or the athletic therapist.
- If you need pre-practice taping etc. from the therapy staff, make sure you are there early enough to be on time for practice (Approximately 45min before practice)
- Serious injuries, which may require treatment, must be seen by the Athletic Therapist. You may also be required to see one of the Sports Medicine Doctors. The Athletic Therapist can arrange an appointment for you. If you decide to make the appointment yourself, make sure that you notify the Athletic Therapist. The Doctor will recommend the type of therapy necessary.
- If you require treatment for your injury by the Athletic Therapist you must make an appointment. Remember, their time is valuable, so either keep your appointment or cancel it.
- Any treatment you receive should be reported to the coach before each practice.
- Each athlete is responsible for filling out a medical questionnaire prior to participating in tryouts. It is important that if any of your medical information changes over the course of the year, that you notify the coaches right away.



VARSITY WEIGHT ROOM

**Policies and procedures
For the**

TEAM TRAINING AND RECONDITIONING CENTER

All rules and regulations on the sign at the door will be adhered to or privileges will be suspended.

Each team will be given times for their team to train based on the Sport hierarchy and adherence to deadline submissions. These arrangements should be made through Bruce Marshall by August 31st.

There will be a key to be signed out at the Control Centre. The individual signing out the key will be responsible for the room. The room will be left clean and all the weights will be put away.

Training partners can use the room when it is not scheduled for team training, they will be solely responsible for the room.

For the initial stage this room will be for Varsity Athletes use ONLY unless other arrangements have been made.

Please report and broken equipment or other potential problems to the Athletic Therapy Department.

Any questions or concerns please contact:

Bruce Marshall

613-520-2600 x.8448

Bruce_marshall@carleton.ca



DATES TO REMEMBER

Fall Term 2011

September 1, 2011

- Last day for receipt of applications from potential fall (November) graduates.

September 5, 2011

- Statutory holiday, University closed.

September 6, 2011

- Fall term begins.

September 6 - 7, 2011

- Academic Orientation. All students are expected to be on campus. Class and laboratory preparations, departmental introductions for students, and other academic preparation activities will be held.

September 7, 2011

- Orientation for Teaching Assistants.

September 8, 2011

- Fall and fall/winter classes begin.

September 21, 2011

- Last day for registration.
- Last day to change courses or sections for fall/winter and fall term courses.

September 30, 2011

- Last day to withdraw from fall term and fall/winter courses with a full fee adjustment.

- Last day for receipt of applications for review of final grades in summer term courses.

September 30 - October 1, 2011

- Summer deferred final examinations to be written.

October 7, 2011

- University Day at Carleton. Undergraduate classes suspended.
- December examination schedule (fall term final and fall/winter mid-terms) available online.

October 10, 2011

- Statutory holiday, University closed.

October 15, 2011

- Last day for receipt of applications for admission to a degree program for the following winter term from applicants whose documents originate from outside Canada or the United States.

November 11, 2011

- Last day to submit, to the Paul Menton Centre for Students with Disabilities, Formal Examination Accommodation Forms for December examinations.

November 15, 2011

- Last day for receipt of applications for admission to a degree program for the winter term.

November 21, 2011

- Last day for tests or examinations in courses below the 4000-level before the final examination period (see Examination Regulations in the Academic Regulations of the University section of this Calendar).

December 1, 2011

- Last day for receipt of applications from potential winter (February) graduates.

December 5, 2011

- Fall term ends.
- Last day of fall-term classes.
- Last day for academic withdrawal from fall term. courses.
- Last day for handing in term work and the last day that can be specified by a course instructor as a due date for term work for fall term courses.

- Last day for receipt of applications for degree program transfers for winter term.

December 6 - 7, 2011

- No classes take place.

December 8 - 21, 2011

- Final examinations in fall term courses and mid-term examinations in fall/winter courses will be held.
- Examinations are normally held in the day and evening during the Monday to Saturday period. In exceptional circumstances it may be necessary to schedule an examination on a Sunday.

December 16, 2011

- Fall Co-op Work Term Reports are due.

December 21, 2011

- All take home examinations are due.

December 25, 2011- January 1, 2012

- University closed.

Winter Term 2012

January 4, 2012

- Winter-term classes begin.

January 17, 2012

- Last day for registration for winter term courses.
- Last day to change courses or sections for winter term courses.

January 31, 2012

- Last day for withdrawal from winter term and winter portion of fall/winter courses with full fee adjustment.
- Last day for receipt of applications for review of final grades in fall-term courses.

February 1, 2012

- Last day for receipt of applications for admission to the Bachelor of Architectural Studies and the Bachelor of Social Work degree programs for the following fall/winter session.

February 17, 2012

- April examination schedule available online

February 17 - 25, 2012

- Fall-term deferred examinations will be written. Examinations are normally held in the day and evening during the Monday to Saturday period. In exceptional circumstances it may be necessary to schedule an examination on a Sunday.

February 20, 2012

- Statutory holiday. University closed.

February 20 - 24, 2012

- Winter Break, classes suspended.

March 1, 2012

- Last day for receipt of applications from potential Spring (June) graduates.
- Last day for receipt of applications to the Bachelor of Humanities, Bachelor of Industrial Design, Bachelor of Information Technology (Interactive Multimedia and Design), Bachelor of Journalism, and the Bachelor of Music degree program for the 2011-2012 fall/winter session.

March 7, 2012

- Last day to submit, to the Paul Menton Centre for Students with Disabilities, Formal Examination Accommodation Forms for April examinations.

March 22, 2012

- Last day for tests or examinations in courses below the 4000-level before the final examination period (see Examination Regulations in the Academic Regulations of the University section of this Calendar).

April 1, 2012

- Last day for receipt of applications for admission for the following fall/winter session to programs, other than those listed above, from candidates whose documents originate outside Canada and the United States.

April 5, 2012

- Winter term ends.
- Last day of fall/winter and winter-term classes.

- Last day for academic withdrawal from fall/winter and winter-term courses.
- Last day for handing in term work and the last day that can be specified by a course instructor as a due date for term work for fall/winter and winter-term courses.

April 6, 2012

- Statutory holiday. University closed.

April 9 - 10, 2012

- No classes take place.

April 11 - 24, 2012 (including Saturdays)

- Final examinations in winter term and fall/winter courses will be held. Examinations are normally held in the day and evening during the Monday to Saturday period. In exceptional circumstances it may be necessary to schedule an examination on a Sunday.

April 16, 2012

- Winter Co-op Work Term reports are due.

April 24, 2012

- All take home examinations are due.

May 1, 2012

- Last day for receipt of applications for admission to the Child Studies program for the following fall/winter session.
- Last day for receipt of applications for internal degree transfers to allow for registration for the following summer session.

June 1, 2012

- Last day for receipt of applications for admission for the following fall/winter session to the programs other than those already listed above, from:
 - Mature applicants
 - Those presenting post-secondary education qualifications
 - Those transferring from other universities in Canada or the United States
 - Applicants with high school qualifications from Canada or the United States

June 11 - 21, 2012 (may include evenings and Saturdays)

- Fall/winter and winter term deferred final examinations will be held.

June 15, 2012

- Last day for receipt of applications for internal degree transfers to allow for registration for the following fall/winter session.

June 30, 2012

- Last day for receipt of applications for review of final grades in fall/winter and winter term courses.

Summer Term 2012

March 1, 2012

- Last day for receipt of applications for admission to an undergraduate degree program for the summer term.

May 1, 2012

- Last day for receipt of applications for undergraduate internal degree transfers to allow registration for the summer term.

May 4, 2012

- Deadline for fee payment or assignment of funding to ensure payment is processed to your account without incurring a late charge.

May 7, 2012

- Early summer and full summer classes begin.

May 14, 2012

- Last day for registration and course changes for early summer courses.

May 18, 2012

- Last day for registration and course changes for full summer courses.

May 21, 2012

- Statutory holiday. University closed.

May 31, 2012

- Last day to withdraw from early summer courses with full fee adjustment.

June 8, 2012

- Last day to withdraw from full summer courses with a full fee adjustment.
- Last day to submit to the Paul Menton Centre for Students with Disabilities, formal

Examination Accommodation Forms for June examinations.

June 11 - 21, 2012

- Fall/winter and winter term deferred final examinations will be held. Examinations are normally held in the day and evening during the Monday to Saturday period. In exceptional circumstances it may be necessary to schedule an examination on a Sunday.

June 12, 2012

- Last day for tests or examinations in courses below the 4000-level before the final examination period (see Examination Regulations in the Academic Regulations of the University section of this Calendar).

June 19, 2012

- Last day of early summer classes (NOTE: Full summer classes resume after Canada day).
- Last day for academic withdrawal from early summer courses.
- Last day for handing in term assignments, subject to any earlier course deadline.

June 22 - 27, 2012

- Early summer examinations will be held. Examinations are normally held in the day and evening during the Monday to Saturday period. In exceptional circumstances it may be necessary to schedule an examination on a Sunday.

June 30, 2012

- Final deadline for summer term fee payment.

July 2, 2012

- Statutory holiday. University closed.

July 3, 2012

- Late summer classes begin. Full summer classes resume.

July 10, 2012

- Last day for registration and course changes for late summer courses.

July 20, 2012

- Last day for withdrawal from late summer courses with full fee adjustment.

July 27, 2012

- Last day to submit to the Paul Menton Centre for Students with Disabilities, Formal Examination Accommodation Forms for August examinations.

August 6, 2012

- Statutory Holiday. University closed.

August 8, 2012

- Last day for tests or examinations in courses below the 4000-level before the final examination period (see Examination Regulations in the Academic Regulations of the University section of this Calendar).

August 15, 2012

- Last day of late summer and full summer classes.
- Last day for handing in term assignments, subject to any earlier course deadline.
- Last day for academic withdrawal from late summer and full summer courses and any other courses that end this term.

August 16, 2012

- Summer Co-Op Work Term reports are due.

August 18 - 23, 2012

- Summer examinations will be held. Examinations are normally held in the day and evening during the Monday to Saturday period. In exceptional circumstances it may be necessary to schedule an examination on a Sunday.

September 28 - 29, 2012

- Summer term deferred final examinations will be held. Examinations are normally held in the day and evening during the Monday to Saturday period.

September 30, 2012

- Last day for receipt of applications for review of final grades for summer term courses.

Please refer to the 2011-2012 Undergraduate calendar for full academic year dates, etc.



STUDENT ACCOUNTS/TUITION/FEE PAYMENTS

For information on your student account, tuition payments, and other misc. payments; please go to the following website:

<http://www2.carleton.ca/finance/student-accounts-receivable/faq/>

For a list of up-to-date tuition fees, please see:

<http://www2.carleton.ca/finance/student-accounts-receivable/tuition-fees/>

For information on the mandatory U-Pass, please see:

<http://www2.carleton.ca/upass/>

Student Accounts can be contacted at 613-520-3626 or student_accounts@carleton.ca

They are located at 301 Robertson Hall.



ATHLETIC DEPARTMENT CONTACTS

NAME:	TITLE:	CONTACT INFORMATION:
Jennifer Brenning	Director, Recreation & Athletics	613-520-2600 x.8446 Jennifer_brenning@carleton.ca
Yolana Junco	Assistant Director Operations & Business Development	613-520-2600 x.4482 yolana_junco@carleton.ca
Bob Rumscheidt	Manager, Interuniversity Programs	613-520-2600 x.5627 bob_rumscheidt@carleton.ca
Erin Veitch	Varsity Administrator	613-520-2600 x.8456 erin_veitch@carleton.ca
Christina Atallah	Communications Officer	613-520-2600 x.1917 Christina_atallah@carleton.ca
John Wilson	Manager, Facilities	613-520-2600 x.8457 john_wilson@carleton.ca
Nadine Smith	Head Athletic Therapist	613-520-2600 x.5623 Nadine_smith@carleton.ca
Bruce Marshall	Manager, Health and Wellness (Athletic Therapist)	613-520-2600 x.8448 bruce_marshall@carleton.ca
Paul Blackman	Equipment Coordinator	613-520-2600 x.8442 paul_blackman@carleton.ca
Robert LeRoy	Game Staging Coordinator	613-520-2600 x.1139 Robert_leroy@carleton.ca
Jennifer McCarthy	SASC (Student Academic Success Centre)	613-520-7850
www.goravens.ca	www.carleton.ca/athletics	www.carleton.ca

CONGRATULATIONS



**ON BECOMING A MEMBER OF
A CARLETON UNIVERSITY
RAVENS VARSITY TEAM!**