

Instructions Re the Checkout Procedure for Athletes Leaving the Team

Step 1 (Coach): a) The athlete's coach fills in the athlete's name and the date on the attached checkout procedure form and then completes the designated coach's section of questions for a scholarship athlete or a walk-on depending on which category pertains to the particular athlete.

b) The coach instructs the athlete to contact Dr. Steve Potts regarding setting up an exit interview and tells him that his/her privilege to use the athletic weight room will be revoked.

The coach is also to inform the player that he/she will be asked to meet with Dr. Lin Garner and Mr. John Ezell, the assistant athletic directors--and that failure to complete this checkout procedure by contacting all those athletic administrators may result in his/her transcript's being held.

c) The coach then immediately sends this checkout procedure form to Dr. Potts.

Step 2 (Athletic Director--Dr. Steve Potts): a) When contacted by the athlete, Dr. Potts will conduct an exit interview with the athlete if he believes it is warranted.

b) After filling out his portion of and signing this form, he will pass it on to Lin Garner, the Assistant Athletic Director for Academics.

Step 3 (Assistant Athletic Director for Academics--Dr. Lin Garner): a) Dr. Garner will discuss any necessary academic issues with the athlete and insure that scholarship athletes who have received textbook money follow the proper procedure for returning their textbooks to the bookstore.

b) She will then pass this procedure form on to the Assistant Athletic Director for Compliance, Mr. John Ezell, after signing off on her section.

Step 4 (Assistant Athletic Director for Compliance--Mr. John Ezell): a) Mr. Ezell will address any necessary compliance matters with the athlete and ask for completion of any necessary forms.

b) After filling out his section for scholarship athletes and contacting the personnel and offices listed below to inform them of the player's departure from the team, he will sign the form.

Mr. Andy Lane, Associate Athletic Director
Mr. Mark McGee, Media Relations Director
Mr. Bob Forrester (for insurance purposes)
Mr. Matt Lyden (head trainer)

(continued)

Mr. John Hudy (head strength coach)
Financial Aid Office

c) He will then make one copy of the completed checkout procedure form to be filed in the athletic director's office and will file one copy in the compliance office, indicating on each copy the date on which the entire checkout procedure was completed.

Checkout Procedure Form for Athletes Leaving Team

Athlete's Name and Team _____

Date _____

Scholarship Athlete

A. Coach

The athlete's coach is to answer the following questions and **attach a separate sheet listing the dates of any competitions the athlete played in.**

	Yes	No
1. Is the athlete also withdrawing from the university?	_____	_____
2. Has the athlete turned in his/her uniforms and/or equipment?	_____	_____
3. Has the athlete participated in an exit interview with his/her coach?	_____	_____

Coach's Signature _____

B. Athletic Director

	Yes	No
Has the athlete participated in an exit interview with the athletic director?	_____	_____

Athletic Director's Signature _____

(continued)

C. Assistant Athletic Director for Academics

Yes No

Has the athlete returned his/her textbooks to the university bookstore and turned the appropriate receipts into the Assistant Athletic Director for Academics?

Signature of the Assistant Athletic Director (Academics) _____

D. Assistant Athletic Director for Compliance

Yes No

Has the athlete signed a voluntary withdrawal form?

Signature of the Assistant Athletic Director (Compliance) _____

Athlete's Name and Team _____

Date _____

Walk-On

A. Coach

The athlete's coach is to answer the following questions and **attach a separate sheet listing the dates of any competitions the athlete played in.**

	Yes	No
1. Is the athlete also withdrawing from the university?	_____	_____
2. Has the athlete turned in his/her uniforms and/or equipment?	_____	_____
3. Has the athlete participated in an exit interview with his/her coach?	_____	_____

Coach's Signature _____

B. Athletic Director

	Yes	No
Has the athlete participated in an exit interview with the athletic director?	_____	_____

Athletic Director's Signature _____

(continued)

C. Assistant Athletic Director for Academics

Yes No

Has the athlete met with this assistant athletic director? _____

Signature of the Assistant Athletic Director (Academics) _____

D. Assistant Athletic Director for Compliance

Yes No

Has the athlete met with this assistant athletic director? _____

Signature of the Assistant Athletic Director (Compliance) _____