



### *Intercollegiate Athletics*

Welcome to Smith College Athletics!!! As you prepare to enter your pre-season training camp, we need you to complete the required NCAA forms to determine your eligibility for practice and competition, and the Smith College medical forms to clear you medically. We realize that this is short notice, but it would be extremely helpful if you would complete these forms on-line prior to your arrival at Smith. If you are unable to do this, please complete these forms as soon as possible upon your arrival and before your first practice. **In order for you to be able to practice or compete on an intercollegiate athletics team you must read the Summary of NCAA Regulations (required reading to be done before completing the compliance forms) and complete the following forms:**

#### **#1 Sports Information Questionnaire**

**All athletes (new and returners)**, must complete this form every year. Please be sure to answer the yes/no questions at the top of the questionnaire and provide all the other information requested.

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#### **#2 Eligibility Process**

**Drug Consent Form** (if you will not turn 18 prior to your first practice, your parents or guardian must sign this form. Please contact your coach if a form was not sent to you prior to your arrival in order to take care of this issue)

**Student-Athlete Statement of Eligibility Form (Part I, II, III, and IV)**– You must read the Summary of NCAA Regulations first, before completing the form.

**Student –Athlete Authorization/Consent for Disclosure of Protected Health Information to the NCAA Form**

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#### **#3 International Student Form**

Determine if you are considered an International Student. If you are considered an International Student, you must complete the NCAA International Student Form. You can do this one of two ways – print the form and complete the hard copy, then bring it to the compliance meeting when you arrive at school OR complete the form at the initial eligibility meeting and give it to Bonnie May. You will need to have your ID# for your country and information concerning the tuition paid (if any) for you to attend your previous schools and the provider of those resources (parents, scholarship, etc.)

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## #4 Medical Clearance

### Medical History – Parts 1, 1a, 2,3,4, 5 and 6

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**\*\*\*\*You are required to read the summary of Division III rules before proceeding to the forms. After reading the rules, return to the page labeled Required Reading by closing the window. You will have to click the yes button after reading the NCAA rules or you will not be allowed to complete any of the forms.**

All of this information including the forms can be found on-line at the Smith College Athletics web site, <http://www.smith.edu/athletics/>. Once you are on our site, **double click on NCAA Compliance Forms** (blue button at top of page). This will take you to the following link, <https://www.smith.edu/athletics/ncaa.html>. Click on NCAA Student – Athlete Compliance Forms. You will come to a page that looks like the following:

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Enter your Groupwise username and password below:

Username:   
Password:

**If you are a first year student or transfer**, your username will be assigned by Smith College ITS (it is usually the initial of your first name and up to the first 7 letters of your last name) [name@email.smith.edu](mailto:name@email.smith.edu) , and your password is the first 8 numbers of your Smith ID. **If you have already gone into the system and created your own password, use that in the password box.**

If you are a returning student, please use your groupwise username from the past and whatever you have designated as your password. If you have forgotten this information, please contact ITS at [4ITS@smith.edu](mailto:4ITS@smith.edu).

Once you enter your username and password, hit submit Query. This will take you to the following page:

Below is your current student identification profile. All non-athletic related information was obtained through the University's central database system. Please notify the Registrar's Office if there are items which need to be updated. Please click on your last name to proceed to your personal Athletic Administration home page.

Last Name	First Name	Middle	Social Security Number
May	Bonnie		990123456

Click on your last name and it will take you to [Your Athletic Administration Home Page](#).

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**Your Athletic Administration Home Page**

In order to practice or compete on an intercollegiate team at Smith College you are required to **read** the NCAA Summary of Regulations and **complete the following forms:**

- ✓ SPORTS INFORMATION PROFILE
- ✓ NCAA STUDENT-ATHLETIC STATEMENT
- ✓ NCAA DRUG-TESTING CONSENT FORM
- ✓ GENERAL AMATEURISM AND ELIGIBILITY FORM FOR INTERNATIONAL & SELECT STUDENT ATHLETICS
- ✓ MEDICAL CLEARANCE FORMS

*Your electronic signature, attached to forms where a written signature would normally be required, is considered a valid substitution by the NCAA and Smith College.*

For forms which you still must complete, click on the link and you will be taken to the appropriate on-line form. Please note that before the Student-Athlete Statement and Drug Consent Form, you must read the corresponding rules summaries. You will automatically be taken to the "Initial Eligibility Process" if you have not yet read them.

<i>Form Order</i>	<i>Link</i>	<i>FORMS</i>	<i>First Date entered</i>
#1	<a href="#">Sports Information Profile</a>		
#2	<a href="#">Eligibility Process</a>		
	Student-Athlete Statement		
	Drug Consent Form		
#3	<a href="#">International Student Form</a>		
#4	<a href="#">Medical Clearance</a>		

**The above forms need to be completed before you can begin to practice and compete on a varsity athletic team at Smith College.** If you are not comfortable filling these forms out online, you may elect to fill out hard copies of all forms. Please contact the Athletics Department Administration to obtain the proper forms.

**\*\*\* Returning students must complete all forms and information. No information was rolled over from previous years.**

Begin by clicking on "Sports Information Questionnaire". You do not have to complete all the forms in one session. You are able to go back to finish the forms or to make changes in the forms at any time. When you have completed the Sports Information Questionnaire, you should see a window that says:

## **Your Athletic Administration Home Page – Updated**

Now you are ready to proceed to the rest of the forms!

Please take your time and be very thorough in completing these forms. You must be sure that you answer every single question and that you have entered all dates in the proper format. Please go back upon completion of the forms to review your responses. **You will not be allowed to participate until all information is properly submitted and approved.**

**If you are unable to complete forms by that date or experience any problems logging on please call or email me:**

**Bonnie May, Assistant Athletic Director, [bmay@email.smith.edu](mailto:bmay@email.smith.edu)**

We look forward to seeing all the returners and also meeting our new student athletes. Enjoy the remainder of the summer and get ready to catch the PIONEER FEVER!!!

All the best,

Bonnie May  
Assistant Athletic Director  
413-585-2713