

Snead State Community College



STUDENT-ATHLETE HANDBOOK

Revised August 2013

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To: All Snead State Student-Athletes
From: Mark Richard, AD
Subject: Academic expectancies and prerequisites for maintaining scholarship eligibility
Date: August 22, 2013

Snead State Student-Athletes:

I would like to acknowledge your service to this institution and the competitive spirit that you exhibit in your athletic disciplines. Snead State Community College has always valued its athletic legacy, and you are all part of that proud tradition.

Unfortunately, it is necessary to point out the difficult economic challenge that community colleges are facing due to reduced state and federal funding. While other community colleges sacrifice athletic sports or programs to financial pressure, Snead State is committed to persevering through these tough economic times using athletics as an engine of progress. However, athletic budgets for each sport will be cut: reducing games, travel, and supplies. Coaches will lead the charge as fundraisers in order to ease these fiscal cutbacks to our athletic budgets.

However, scholarships have become extremely valuable; therefore, our department's aim and number one goal is to drastically increase the percentage of athletes who complete their degrees here at Snead State.

The following guidelines have been established to meet this goal: Students must earn a 2.2 GPA to participate. Athletics will work with our academic leadership to ensure student-athletes are given every opportunity to succeed in the classroom and ultimately earn a degree from Snead State.

If you have any questions or concerns, please do not hesitate to contact me at (256) 840-4110 or mark.richard@snead.edu.

Sincerely,

Mark Richard
Chief Financial Officer
Athletic Director

WHAT YOU REPRESENT

As a representative of the athletic family and the College, you will often be in the spotlight and have the opportunity to enjoy the prestige a collegiate student-athlete experiences on the campus, in the community, and throughout the country. With this recognition come additional responsibilities and obligations that the ordinary student does not have.

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

This handbook has been prepared so student-athletes at Snead State Community College can become acquainted with the procedures and general regulations which have been established by the College, the Alabama Community College Conference, and the National Junior College Athletic Association.

ATHLETIC MISSION STATEMENT

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

The department is committed to the following:

1. Ensuring Student-Athletes leave Snead State with a marketable degree. Student graduation is the department foremost goal.
2. Encouraging the broadest possible student involvement in the competitive program.
3. Maintaining high ethical standards through commitment to the principles of self-monitoring and self-reporting.
4. Evaluating the competitive program in terms of the educational purposes of the institution.

ATHLETIC DEPARTMENT GOAL AND OBJECTIVES

GOAL

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

OBJECTIVES

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

ACTIVITIES

1.
 - a. Ensure that athletes maintain a GPA of 2.2 or higher and enroll in at least 12 credit hours per semester in order to participate.
 - b. Make periodic checks throughout the semester to ensure athletes are keeping their grades at or above acceptable levels and attending class.
 - c. Advise students to seek academic assistance if grades fall below required levels or if they are experiencing difficulties.
2.
 - a. Promote the development of leadership and management skills by encouraging athletes to assume leadership roles within the different team sports.
 - b. Involve athletes in team sports that require them to be cooperative and to develop their interpersonal skills in order to achieve both team and individual success.
3.
 - a. Allow athletes who exhibit the best abilities to receive the greatest amount of playing time in athletic competition.
 - b. Provide recognition and awards to the best athletes and scholars.

- c. Distribute material to the media and other schools on the athletic ability of all athletes in order to enhance their opportunities for continuing their education after they leave Snead State Community College.
4. Ensure that athletes participate in Community Service projects to enhance their sense of civic responsibility and broaden their perspective of the local community and world at large.

EVALUATION PROCEDURES

1. Determine the retention rates of student-athletes using institutional data.
2. Determine how many athletes participate in other campus activities/organizations. Encourage participation, so that they use their leadership, management, and interpersonal skills in other environments whenever possible.
3. Comparison of GPA of athletes to GPA of general student population (full-time students).
4. Student-Athlete Evaluation (Annual).
5. Athletic Director Evaluation of Coaches (Annual).
6. Program Evaluation by Student Athletic Advisory Council (Annual).
7. Program Evaluation by Faculty/Staff.

**Athletic Policies
on
Recruiting, Admission, Financial Aid,
And Continuing Eligibility**

In matters of recruiting, admission, financial aid, and continuing eligibility of athletes, Snead State Community College adheres to the written policies of the NJCAA (National Junior College Athletic Association) and the ACCC (Alabama Community College Conference). These policies/guidelines may be found in the sources listed below:
(Available from Athletic Director or any coach)

RECRUITING

NJCAA 2013-2014 Handbook & Casebook

Section II, Article VIII, Recruitment, page 70

ADMISSION

NJCAA 2013-2014 Handbook & Casebook

Section II, Article V, General Information, page 51

Section II, Article V, Requirements for Entering Student-Athletes, page 51

Section II, Article V, Eighteen Calendar Months Non-College Attendance, page 54

Section II, Article V, Number of Seasons a Student-Athlete Can Participate, page 54

Section II, Article V, Hardships, page 55

Section II, Article V, Physical Examinations, page 55

Section II, Article V, Transfer Rule, page 55

Section II, Article V, Rules Governing the Amateur Status of Student-Athletes, page 56

FINANCIAL AID

NJCAA 2013-2014 Handbook & Casebook

Section II, Article VIII, Grants-in-Aid, page 69

ACCC 2013-2014 Handbook

Article VI, Athletic Scholarships for Divisional Play, page 58.

Article XXI, Grants-in-Aid, page 61.

ELIGIBILITY

NJCAA 2013-2014 Handbook & Casebook

Section II, Article V, Requirements for Athletic Eligibility, page 52

Section II, Article V, Eligibility of Student-Athletes Who Withdraw from Classes,
page 54

**Eligibility Rules
of the
National Junior College
Athletic Association
1755 Telstar Drive, Suite 103
Colorado Springs, CO 80920**

2013-2014

Section 1. General Information

- A. Compliance with all NJCAA rules of eligibility is the express responsibility of all member colleges.
- B. All NJCAA Rules of Eligibility will become effective as of August 1, 2013.
- C. A member college must be in good standing with the NJCAA and its own conference/region to enter a team or an individual in an activity sponsored by the NJCAA.
- D. Student-athletes participating on an intercollegiate level in any one of the certified sports of the NJCAA shall conform to the requirements of the NJCAA Rules of Eligibility, the rules and regulations of the conference/region with which the college is affiliated, and also the rules of the college at which the student-athletes are attending and participating.
- E. Ineligible student-athletes shall not be allowed to dress for any contest.
- F. Student-athletes who falsify any academic and/or athletic participation record shall be ineligible for further competition in an NJCAA member college at any time.
- G. Colleges having an intercollegiate athletic program above the Community College level shall not be allowed to participate in any of the certified sports of the NJCAA.
- H. The word “term” as used within the Eligibility Rules, refers to quarter, semester or trimester, whichever applies as the official unit of class attendance at a college. Summer sessions shall also be considered as a term of college. Institutions using a modified administrative term, i.e. unit credits, quarter term with semester credits, etc. will be evaluated and an interpretation entered in the Casebook.
- I. A student-athlete’s grade point average (GPA) will be determined by dividing the earned/passing accumulated quality points by the corresponding earned/passing credit hours at each institution of attendance.

NOTE: Passing and satisfactory grades may be computed as “C” grades.

- J. REMEDIAL/DEVELOPMENTAL STUDIES
1. Student-athletes who earn an A, B, or C or an equivalent grade in which the state/institution uses as a passing grade in a remedial/developmental course, cannot repeat that course and have it count toward eligibility. Furthermore, student-athletes cannot take a remedial/developmental course which is lower than a prerequisite to the one they have successfully passed and have it count toward eligibility.
 2. Credit hours in remedial/developmental courses will count toward eligibility for a second season of participation if the student-athlete has successfully exited the course.

Section 2. Requirements for Entering Student-Athletes

- A. A student-athlete must be a graduate of a high school with an academic diploma or a General Education diploma. The high school must not be a high school affected by the NCAA Initial Eligibility process at the time of the student-athlete's enrollment. See the list on the NCAA website of high schools affected by the Initial Eligibility process.
- B. Non-high school graduates can establish eligibility for athletic participation by completing one term of college work passing 12 credits with a 1.75 GPA or higher. This term must be taken after the student-athlete's high school class has graduated.
- C. Non-high school graduates who have earned sufficient credit for high school graduation status can establish eligibility for athletic participation by completing one term of college work passing 12 credits with a 1.75 GPA or higher. This term can be completed before the student-athlete's high school class has graduated.
- D. Student-athletes classified under Section 3.B. or 3.C. above may be added to the eligibility roster after completion of the requirements in the respective Section. (May not be added until the term is over.)
- E. Student-athletes who are completing high school and are simultaneously enrolled in 12 or more credits at a college are eligible for athletic participation with the completion of the NJCAA High School Waiver Form (Form 3.E). This form must be signed by the student-athlete's high school Principal and the College President. This provision is applicable to only those student-athletes whose high school class has not graduated at the time of college enrollment. Use Form 3.E.

Section 3. Requirements for Athletic Eligibility

The following rules shall be used to determine a student-athlete's eligibility for athletic competition in any one of the certified sports of the NJCAA. THIS ENTIRE SECTION MUST BE READ BEFORE A STUDENT-ATHLETE'S ELIGIBILITY STATUS CAN BE DETERMINED.

- A. Student-athletes must be making satisfactory progress within an approved college program or course as listed in the college catalog.
- B. Student-athletes must be enrolled in full-time status using any combination of sessions within a term, and in classes that begin before the end of the regular sport season in which the student-athletes choose to participate, within 15 calendar days from the beginning of the term.
 - 1. Student-athletes that do not conform to this rule will be ineligible for the remainder of the term.
- C. Student-athletes must maintain enrollment in 12 or more credit hours of college work as listed in the college catalog during each term of athletic participation. Student-athletes that drop below 12 hours are ineligible until full-time status is regained within that term.

SEMESTER ELIGIBILITY

- D. Prior to the 15th calendar day from the beginning date of the term for the second full-time semester, as published in the college catalog, a student-athlete must have passed 12 semester hours with a 1.75 GPA or higher.
- E. Prior to the 15th calendar day from the beginning date of the term for the third full-time semester, and all subsequent semesters thereafter, as published in the college catalog, a student-athlete must satisfy one of the following four requirements to be eligible for the upcoming term:
 - 1. Pass a minimum of 12 semester hours with a 2.00 GPA or higher during the previous semester of full-time enrollment.

OR
 - 2. Pass an accumulation of semester hours equal to 12 multiplied by the number of semesters in which the student-athlete was previously enrolled full-time with a GPA of 2.00 or higher,

OR
 - 3. A first season participant must have passed a minimum accumulation of 24 credit hours with a 2.00 GPA or higher for the **initial term** of participation, regardless of previous term or other accumulation requirements (**NOTE:** This only establishes eligibility for the initial term, not subsequent terms.),

OR
 - 4. A first *or* second season participant must have passed a minimum accumulation of 36 credit hours for a fall sport, 48 credit hours for

a spring sport, with a 2.00 GPA or higher, regardless of previous term or other accumulation requirement.

- F. Prior to a second season of participation in an NJCAA certified sport, student-athletes must pass a minimum accumulation of 24 semester hours with a 2.00 GPA or higher. **(This is in addition to satisfying 4.D or 4.E.)**
- G. Student-athletes must be enrolled full-time (12 or more credits) at the college where they have chosen to participate when the regular season schedule of a sport begins. Student-athletes not enrolled during the term when the season begins remain ineligible throughout the season schedule unless they enroll on the first possible enrollment date following:
 - 1. Their release from Active Armed Services of the United States with a discharge other than dishonorable.
 - 2. Their return from a religious mission.
 - 3. Their graduation from a high school or receipt of an equivalency diploma.
 - 4. Their transfer from an NJCAA member college which has dropped a sport after the school year begins. Student-athletes that satisfy one of the four exceptions become eligible after the previous term has ended upon registration as a full-time student-athlete for the new term. (Student-athletes must be added to the eligibility form before participating.)
 - 5. A student-athlete attending a multi-campus college may, if at the campus of his/her enrollment a sport is not offered, participate in that sport at any campus within the system that offers said sport.
- H. In the following sports, student-athletes are not required to be enrolled during the fall term to be eligible to participate in the sport during the spring season unless the records are carried over into the spring season: Baseball, Bowling, Golf, Lacrosse, Softball, and Tennis. If the fall records are carried over into the spring season, all student-athletes must be enrolled full-time (12 or more credits hours) during the fall term when the schedule begins.
- I. **PART-TIME RULE:** Student-athletes who have never been full-time at any college may become eligible for a season of participation in a sport by meeting the following conditions:
 - 1. The student-athletes attend the same institution at least one academic year as part-time student prior to the year of his/her participation passing at least 12 credit hours with an overall grade point average of 1.75 or better during that year.
 - 2. During each term of participation, the student-athletes must carry at least six credit hours in the same institution.

3. Prior to a second season of participation in any sport, the student-athletes must pass a total of 24 credit hours with a 2.00 GPA or higher.
4. If in any term the student-athletes enroll full-time, they forfeit the privileges under this provision of the part-time eligibility rule.
5. Student-athletes who withdraw completely or to less than six credit hours become immediately ineligible.
6. Institutions who apply for this provision of the rules must submit a transcript to establish the eligibility of the student-athletes.

J. **NJCAA POLICY – CERTIFIED DISABLED STUDENT-ATHLETE**

An NJCAA student-athlete may be granted relief from Article V, Section 4.C, 4.D, and 4.E of the NJCAA bylaws in the instance where the following guidelines are followed. All of the required information listed below must be submitted to the NJCAA National Office prior to any participation in an NJCAA certified sport.

1. A written copy of the institution's policies and curriculum guidelines applicable to all disabled students.
2. Written documentation from an appropriate institutional academic authority (e.g., registrar) that the institution has defined the student-athlete's full time enrollment to be less than 12 credit hours to compensate for the student-athlete's disability.
 - a. Current class schedule is required when submitting a certified learning disability for approval from the National Office. **NOTE:** A student-athlete who enrolls/registers in 12 or more credit hours is not eligible to use/apply a certified learning disability.
3. Written documentation that describes the application of the institution's policies to the student-athlete in question and documentation that indicates that institutional support and accommodation, though significant, is insufficient to address the academic needs of disabled student-athletes.
4. Full and complete documentation of the student-athlete's disability, including:
 - a. Written and signed diagnosis of the disability, including the results of specific measures or tests, which formed the basis of the diagnosis.
 - b. A copy of the student-athlete's individual education plan (IEP), if applicable.
 - c. Name, position, and signature of the qualified individual issuing the diagnosis. This individual's professional credentials and relationship to the applicant's institution's athletics department must be provided. **(NOTE:**

Normally, an athletic department staff member will not be accepted.)

- d. A current diagnosis of the disability must be within the last three years. If specific circumstances of the case indicate that this requirement is unnecessary, a prior diagnosis may be accepted.
 - e. The committee reserves the right to request a second opinion or diagnosis. The cost of this diagnosis shall be borne by the institution.
5. A summary of support services and other accommodations provided by the applicant institution designed to assist the disabled student-athlete. This summary normally would be expected to include accommodations provided by the institution with respect to the student-athlete's athletics responsibilities, as well as the academic and other support services provided and any institutional accommodations related to adjustments of minimum academic performance requirements.
 6. All waiver requests must be signed by any two of the following: The Athletics Director, College President/Chief Executive Officer, or Designated Representative.

Section 4. Eligibility of Student-Athletes Who Withdraw From Classes

The following withdrawal policy applies to student-athletes that are attending any college.

- A. Student-athletes are allowed 15 calendar days from the beginning date of classes to withdraw completely or to withdraw to less than 12 credits (part-time) and not have that term affect their future eligibility, provided they have not participated in any athletic competition. (Refer to Section 4.G)
- B. Student-athletes that have participated and withdraw within the first 15 calendar days of a particular term are not eligible for athletic participation and must re-establish their eligibility in accordance with the provisions of Section 4.D or 4.E. The term in which the student-athlete participates must be considered the same as a term of full-time attendance.

Section 5. Eighteen Calendar Months Non-College Attendance

- A. Student-athletes that have not been enrolled in college in 12 or more credit hours (full-time) for a period of 18 calendar months or longer shall be exempt from previous term and/or accumulation requirements as set forth in Section 4.D and 4.E. (Not Section 4.F.)

- B. Student-athletes who have served 18 calendar months in the Armed Forces of the United States, church mission or with a recognized foreign aid service shall be exempt from Section 4.D, 4.E, and 4.F.
NOTE: This is a one-time exemption, available only for the first full-time term after the period of non-attendance.

Section 6. Number of Seasons a Student-Athlete Can Participate

- A. Student-athletes must not have previously competed during two seasons in a given sport at any intercollegiate level.
- B. Participation in any fraction of any regularly scheduled contest during the academic year shall constitute one (1) season of participation in that sport. Participation includes entry into an athletic contest and does not include dressing for such an event.

Section 7. Hardships

The hardship provision of the NJCAA is available to student-athletes who are unable to complete a season of competition or did not satisfy one of the other eligibility rules as a result of any injury, illness or some type of an emergency beyond their control.

- A. Hardship #1 involves an injury or illness which results in the student-athlete's inability to complete a season. Prior to the injury or illness, a student-athlete must not have participated in more than 20 percent of the college's regular season schedule or have participated in no more than two of the institution's completed events in that sport, whichever number is greater. The injury or illness must also have occurred in the first half of the schedule resulting in the student-athlete being incapacitated for the remainder of the season. **USE HARDSHIP FORM #1.**
NOTE: In applying the 20 percent limitation, any competition which results in a fractional portion of an event shall be rounded to the next highest whole number, e.g., 20 percent of a 27-game basketball schedule (5.4 games) shall be considered six games.
- B. Hardship #2 involves cases other than those affecting a student-athlete's season of competition as specified in Section 8.A. These cases must show that there are circumstances beyond the student-athlete's control which directly result in their inability to satisfy the Rules of Eligibility. The 20 percent limitation still applies to participation. All requests must receive approval from the NJCAA Office of Eligibility. **USE HARDSHIP FORM #2.**
NOTE: The NJCAA cannot rule on those situations that did not occur at an NJCAA member college.

Section 8. Physical Examination

All student-athletes participating in any one of the NJCAA certified sports must have passed a physical examination administered by a qualified health care professional licensed to administer physical examinations, prior to the first practice for each calendar year in which they compete. Physicals are valid for 13 months.

Section 9. Transfer Rule

A. General Provisions Which Apply to Any Transfer Student-Athlete

1. Transfer students/student-athletes are those who have attended any college beyond the first 15 calendar days of a term or have participated in an athletic contest, at a later date enroll, and attend classes at another college.
2. Student-athletes may not participate in the same sport during the same academic year at two different colleges. Fall participation in the sports of Baseball, Bowling, Golf, Lacrosse, Softball, and Tennis shall not prevent student-athletes from competing in the same sports during the spring season of the same academic year after having transferred from another college and satisfied all the transfer provisions of the eligibility rules. An exception to this rule occurs if student-athletes who transfer from a college have dropped a sport. (Documentation of the program being dropped must be provided when submitting the eligibility.)
3. Student-athletes who have participated in a sport before a term begins, between terms, or within the first 15 calendar days of a term and subsequently transfer before or within the first 15 calendar days of the term, must serve probation before they are eligible to participate in athletics.
4. Student-athletes serving probation shall not be allowed to dress for any athletic contests.
5. Whenever student-athletes are required to serve probation due to academic ineligibility, they must be enrolled full-time (12 or more credits) at the institution where they will be participating.
6. To be eligible in a sport that spans over two terms, transfer student-athletes must be enrolled in 12 or more credit hours (full-time) during the term when the season of that sport begins. The student-athlete must also be enrolled at the college where they have chosen to participate. There are five exceptions to this rule as found in Section 4.G.

B. Transfers from an NJCAA Member College.

Students/student-athletes transferring from an NJCAA member college are either immediately eligible upon transfer or must serve a

probationary period. The following rules determine the student-athlete's eligibility status.

1. **Immediate Eligibility** – To be immediately eligible upon transfer, a student-athlete must comply with both of the following two requirements:
 - a. Satisfy the provisions of Section 4.D. or 4.E. (Use the rule which is applicable to the transfer student-athlete.)
 - and**
 - b. Satisfy one of the following provisions numbered 1 through 5.
 - i. The college from which the student-athletes are transferring does not have a particular sport (s). (The student-athletes are immediately eligible only in the sport which is not offered.)
 - ii. An NJCAA Transfer Waiver Form is signed by the Athletic Director and Chief Executive Administrator of the community college from which the student-athletes are transferring.
 - iii. Student-athletes who have not participated in any sport, transfer from their first community college to any community college within their home district, county, or service area.
 - iv. Student-athletes enroll at the first possible opportunity in a newly established college or a college that initiates an intercollegiate athletic program within the student-athlete's home district, county, or service area.
 - v. The college from which the student-athlete is transferring has been placed on probation in the sport in which the student-athlete is participating. This provision does not apply to any student-athlete that is causatively involved in the problem resulting in the penalty.
2. **Probation Period.** A student-athlete who has attended an NJCAA member college as a full-time student and/or participated who transfers from that college to another NJCAA member college may not participate for one season. The probation season is interpreted as the season immediately following his/her last term of full-time enrollment.

NOTE: For the purposes of Section 10.B.2, a season of probation is defined as one full season within one academic year as per the Sport Procedures, Section 19.

1. The student-athlete may be immediately eligible upon transfer if he/she has a NJCAA Transfer Waiver from the last college (s) of athletic participation and full-time enrollment.
2. All academic provisions listed in Article V, Section 10.B.1. (a) must still be met.

NOTE: A 16-week probationary period applies to all ineligible transfers from member NJCAA colleges with the exception of those student-athletes not satisfying one of the provisions listed in Article V, Section 10.B.1.b. (The probationary period is defined as the completion of one academic term of 16 calendar weeks, passing 12 credit hours with a 2.00 GPA or higher.)

NOTE: The rule does not affect transfer students from four year colleges or from non-NJCAA member colleges but the 16 calendar weeks' probationary period would still apply.

NOTE: Before a student-athlete can participate in a second season of an NJCAA certified sport, the provisions of Section 4.F must be satisfied.

C. Transfers from a Four-Year College or from a Non-NJCAA Member College

Student-athletes transferring from a four-year college or a non-NJCAA member college are either immediately eligible upon transfer or must serve a probationary period of 16 calendar weeks. The following rules determine the student-athlete's eligibility status.

1. **Immediate Eligibility** – To be immediately eligible, with no probation required, student-athletes must satisfy the provisions of Section 4.D or 4.E. (Use the rule which is applicable to the transfer student-athlete).

NOTE: Before a student-athlete can participate in a second season of an NJCAA certified sport, the provisions of Section 4.F must be satisfied.

2. **Probation of Sixteen Calendar Weeks** – A probationary period of 16 calendar weeks and the completion of one academic term with twelve passing credits and a 2.00 GPA or higher is required of student-athletes who did not satisfy the academic provisions of Section 4. Student-athletes serving this 16-week probation period may be added to the eligibility roster at any time after satisfying the provision of the probation period.

NOTE: Before a student-athlete can participate in a second season of a NJCAA certified sport, the provision of Section 4.F must be satisfied.

Section 10. Rules Governing the Amateur Status of Student-Athletes

Amateur athletes are those who engage in sports for the physical, mental, or social benefits they derive in participation and to whom athletics is an avocation and not a source for personal financial remuneration. Whenever the amateur status of a student-athlete is questionable and before competition begins in an activity sponsored by the NJCAA, it is the responsibility of an administrative officer of the college where the student-athlete is enrolled to clear the status of the student-athlete in question. In determining amateur status of student-athletes, the following guidelines have been established.

A. Student-Athletes are permitted to:

1. Accept scholarships and educational grants-in-aid from their institution in accordance with the provisions of Article VIII of the bylaws of the NJCAA.
2. Officiate sport contests, providing the compensation received does not exceed the going rate for such employment.
3. Serve as coaches or instructors for compensation in a physical education class outside of their institution provided the employment is not arranged by the student-athlete's institution or a representative of its athletics interests.
4. Serve as paid supervisors of children's sports programs, such as counselors in a summer camp, or in a recreation department program. Their duties may include teaching techniques or skills in their sport, provided that any instruction is a part of the overall terms of employment (teaching and coaching shall not exceed more than half of their employed time) and not on a fee-for-lesson basis.
5. Participate in professional baseball for no more than ninety (90) days at a level no higher than Class A. If this can be confirmed by the National Association of Professional Baseball Leagues, the student-athlete shall be eligible to compete in baseball at an NJCAA member college. Any participation beyond the first ninety (90) days shall cause a student-athlete to be ineligible in the sport of baseball.
6. Participate in women's softball if the women were involved in the Professional Softball Association and have been reinstated by the appropriate amateur governing body.

7. Have their names or pictures appear in books, other publications, or films without jeopardizing their amateur status, but only under the following conditions:
 - a. Appearance in such publications or films is for the purpose of demonstrating athletic skill, analysis of a sports event, or instruction in sports.
 - b. There is no indication that the student-athlete expressly or implicitly endorses a commercial product or services.
 - c. The student-athlete is not paid.
 - d. The student-athlete has signed a release statement detailing the conditions under which his or her name or image may be used and has filed a copy of that statement with the institution he/she attends.

B. Student-Athletes Shall Not:

1. Receive money or other forms of remuneration beyond actual expenses for participating in any athletic contest or programs with the exception of bowling and golf. (Refer to the bowling and golf sections of the NJCAA Handbook.)
2. Give lessons on a fee-for-lesson basis.
3. Be employed to teach any class or in any coaching capacity for their college during the academic year in which he/she is a participant.
4. Be employed or receive compensation for teaching or coaching sports skills or techniques, if the employment is arranged by the student-athlete's institution or a representative of its athletics interests.
5. Take any financial assistance, or enter into an agreement of any kind, to compete in professional athletics, with the exception of the student-athlete who participates in professional baseball for not more than ninety (90) days as provided in Section 11.A.5. Student-athletes who violate this provision shall be ineligible for participation in the sport. This includes declaring for professional draft.
6. Try out with a professional sports organization while enrolled full-time during any part of the academic year unless they have exhausted their eligibility in that sport. (This includes any time from the beginning of the fall term through the completion of the spring term, including any intervening period.) Part-time student-athletes who are not participating under the provisions of Section 4.I. may try out provided they do not receive any form of compensation other than actual expenses from the professional organization.

7. Contract in writing to be represented by an agent in the marketing of athletic ability or reputation in a sport.
8. Participate in the Major Junior A Hockey League sponsored by the Canadian Amateur Hockey Association (CAHA).
9. Participate in the A League of Professional Soccer.
10. Participate in the Superliga of the Brazilian Confederation of Volleyball (CBV).
11. Student-athletes shall not compete professionally or contract to compete professionally in a sport regardless of its format.

Snead State Community College Athletic Department Policies and Procedures

INDIVIDUAL RULES

Athletes are expected to avoid all situations that will embarrass themselves, their family, or the College. Participation in Snead athletics is a privilege, not a right.

1. Athletes are expected to DRESS NEATLY and use GOOD PERSONAL HYGIENE at all times
2. Athletes are not to use inappropriate language.
3. Athletes are encouraged to use social media, however, be aware all team rules apply to social media also.
4. Athletes are expected to be on time and ATTEND ALL CLASSES.
5. Athletes are expected to take great care of all equipment and property that belongs to the College.
6. Athletes are expected to BE ON TIME for all College and team functions.
7. Athletes are expected to SHOW RESPECT for coaches, students, college officials, faculty members, community members, opposing teams, game officials, and fellow players.
8. Athletes are expected to abide by all college, region, and national rules.
9. Athletes are expected to obey all city, county, state, and national laws.
10. Students are subject to unannounced random drug testing.
11. Use of any tobacco products at any meeting, practice or athletic contest is prohibited by NJCAA, ACCC, and SSCC policy.
12. Athletes are expected to avoid any situations that would embarrass or discredit themselves, their family, their team, or any entity associated with the college, this includes social media also.

CONSEQUENCES

Consequences imposed by the Athletic Director/Coach may include, but are not limited to, the following:

- Written notification and probation from the athletic director or coach to the student-athlete
- Temporary suspension from the team until prescribed conditions are met.
- Suspension from the team for a prescribed period.
- Indefinite suspension from the team.
- Dismissal from the team.

TEAM RULES

The individual rules as stated above are the minimum rules required by the Athletic Department. Coaches may implement other rules that they feel are necessary for the success of their respective teams. These rules will be given to the Athletic Director in writing. Violation of any rule, regulation, or law may subject the student-athlete to team suspension, team dismissal, a Disciplinary Hearing, and possible loss of scholarship and/or suspension from the college.

TRAVEL AND TRANSPORTATION

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

SCHOLARSHIP RENEWAL AND CANCELLATION

The scholarship agreement is signed for a period of one academic year. Renewal of the scholarship agreement occurs by recommendation of the head coach and approval by the Athletic Director and President.

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

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

SUMMER SCHOOL

Student-athletes may use their scholarship benefits to attend the summer term. The students must adhere to all the rules and regulations established by the NJCAA, the ACCC, the institution, and the Athletic Department.

TEXTBOOK LOANS

Under the scholarship agreement, the student-athlete will be issued textbooks from the bookstore for each semester of enrollment. These textbooks are on loan to the student and must be properly cared for. Textbooks must be returned to the Athletic

Department at the end of the semester. Any losses or damages to the textbooks will be charged to the student. Failure to follow the rules concerning textbook loans will result in denial to register for the subsequent term, withholding of transcripts, and possible loss of scholarship.

INSURANCE

The Alabama Community College Conference maintains a sports accident insurance policy for all covered athletic injuries. This policy is excess to any other valid and collectible insurance. It is a secondary policy and all claims must be submitted to the athlete's primary insurance first. It is important that the head coach has each student-athlete complete the insurance questionnaire and submit a copy of the student-athlete's primary coverage card to the Athletic Director. It should be noted that this insurance policy covers only those injuries that are a direct result of the sport(s) in which the student-athlete participates. This is not a health insurance policy.

In the event of an injury that the institution's insurance will cover, it is the responsibility of the student-athlete to file a claim within 90 days of the injury.

INJURIES AND ILLNESS

If any injury occurs, the student-athlete should notify the head coach so that proper medical referrals can be made. An accident report must be completed and submitted to the Athletic Director. This will assist the head coach in making adjustments for participation and in assisting in the rehabilitation of the student-athlete.

UNIFORMS AND EQUIPMENT

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

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

ATHLETIC AWARDS

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

ATTENDANCE AND ABSENCES

Students are expected to attend all classes for which they are registered. Students should recognize that a mature acceptance of their responsibilities as a student is necessary for reasonable accomplishment in college work; this applies particularly in the

area of class absences. Make sure you understand and follow each instructor's attendance policy.

Please refer to the 2012-2014 Snead State Community College Catalog for the institutional policy governing attendance/absences.

CLASS SCHEDULES AND DROP/ADD

The student-athlete should take courses that will apply to the curriculum they have chosen. The Head Coach should have each semester's class schedule on file in the Athletic Department.

Student-athletes, managers, dance and cheer are not permitted to drop or add a course during the semester without prior approval from the Head Coach and Athletic Director.

ADVISING AND COUNSELING

Prior to registration for each semester, each student-athlete should be advised and counseled concerning the curriculum of their chosen field of study.

G.P.A. RANKING

It is the responsibility of the Head Coach or Athletic Director to issue a semester statement of the team's academic performance. This statement should be given to the Athletic Director.

EXIT SURVEY

Upon completion of each athletic season, student-athletes will complete an exit survey. This survey will originate from the Athletic Advisory Committee and will be used to evaluate the athletic/academic program. The survey results will be used to make necessary changes in academic and athletic programs.

INSTITUTIONAL POLICIES

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

APPEAL PROCESS

In the event that a student-athlete has a complaint, the matter should be resolved by following the athletic chain-of-command. The student-athlete should first notify the Head Coach and, together with the coach, try to resolve the matter. If the complaint cannot be satisfactorily resolved, the coach, student-athlete, and Athletic Director should meet to resolve the problem. In the event that the complaint cannot be settled to the satisfaction of all parties involved, the Athletic Director will request a meeting with the President.

Guidelines for Policy Number 806.02 Drug Testing of Student-Athletes

I. PERSONS TO BE TESTED

Any student who desires to participate in intercollegiate athletics at any institution of The Alabama College System will be required to submit to urinalysis drug testing.

II. TYPES OF TESTS TO BE PERFORMED

- A. An initial drug test will be required prior to eligibility determination for any scholarship and/or participation in intercollegiate athletics. A student will be required to authorize a drug test result to be provided to the Athletic Director, Head Coach, or other designated representative. The student's specimen must have been collected and tested within the two-week period prior to eligibility determination. The institution will not be responsible for the initial testing of the student.
- B. After the initial drug test has been provided, further testing of the student-athlete will be conducted throughout the year at regular and random intervals, both announced and unannounced, utilizing an on-site testing device. The on-site testing device shall be used only for subsequent testing and not for the initial test coordinated by the student. The Athletics Director, Head Coach, or other designated representative may request a test at any time. Random individual and/or random team testing will be done. For random testing, all student-athletes will be included in a pool of names from which they may be selected by a computerized method of random selection. This selection shall be done by each institution by utilizing random number selection computer software. Each institution shall be responsible for maintaining an updated listing of student-athletes to provide an accurate random selection pool.

III. DRUGS TO BE TESTED

The following five (5) panel drugs shall be tested:

- 1. Amphetamines
- 2. Cocaine
- 3. THC
- 4. Opiates
- 5. PCP

IV. CONSENT TO DRUG TESTING

- A. Each student-athlete is required to sign a statement certifying that they have received a copy of the drug testing policy and guidelines and

consent to provide urine specimen(s) for the purpose of analysis. If the student-athlete is under eighteen (18) years of age, the student-athlete's parent or legal guardian must sign the drug testing consent form in addition to the student-athlete. The Athletics Director, Head Coach, or other designated representative shall maintain the original of the signed consent form and may provide a copy of the consent form to the student-athlete upon request.

- B. Student-athletes have the right to refuse to consent to drug testing under this program; however, student-athletes who decline participation in the program will not be permitted to participate in intercollegiate athletics.
- C. Student-athletes may be excused from drug testing only under the most extreme circumstances (e.g., illness, family emergency). The student-athlete is responsible for providing written verification for such absences. Approval of a verifiable absence is the responsibility of the Athletics Director, Head Coach, or other designated representative.

V. **SPECIMEN COLLECTION**

A copy of the guidelines must be provided to each collection site person, prior to the collection of the specimen, to ensure that all specimens are collected and tested within these requirements. A specimen collection should not be initiated until the collection site has been made aware of the requirements of this program. Collection site personnel should contact the Athletics Director, Head Coach, or other designated representative to obtain a copy of these guidelines before any specimen collection is performed.

- A. The collection site person shall be a licensed medical professional or technician who has been trained for collection in accordance with chain of custody and control procedures – not a coach, Athletic Director, or any other employee.
- B. Specimen collection procedures shall provide for the designated collection site to be secured in accordance with chain of custody and control procedures. Security during collection may be maintained by effective restriction of access to the collection materials and specimens.
- C. When the student-athlete arrives at the collection site, the collection site person shall ensure that the student-athlete is positively identified as the individual selected for testing. This identification can be done through the presentation of photo identification or by an authorized institution representative. If the student-athlete's identity cannot be established, the collection site person shall not proceed with the collection until such identification can be made.
- D. The student-athlete shall remove any unnecessary outer garments such as a coat or jacket. The collection site person shall ensure that all

personal belongings such as bags, backpacks, purses, etc. remain with the outer garments. Through a visual check, the collection site person will make an effort to ensure that no concealed containers are on the student-athlete's person.

- E. The student-athlete may provide their specimen in the privacy of a stall or otherwise partitioned area that allows for individual privacy, unless there is reason to believe that a particular individual may alter or substitute the specimen to be provided. If direct observation is required, the collection site person or designated representative shall review and concur in advance with any decision by a collection site person to obtain a specimen under direct observation by a same gender collection site person.
- F. If the student-athlete is unable to provide a specimen during the collection process, the individual may leave the collection site and return at a later time to begin the process again. The designated representative should be notified by the collection site person that the student-athlete was not able to provide a specimen at that time. The Athletics Director, Head Coach, or other designated representative is responsible for ensuring that the student-athlete returns to the collection site within the same day, or if not possible, no later than the following day.
- G. Once the specimen has been collected, the student-athlete and the collection site person shall keep the specimen in view at all times prior to its being sealed and labeled. The collection site person and the student-athlete will complete the necessary information on the custody and control form. The student-athlete will sign the custody and control form certifying that the specimen identified as having been collected from them is in fact the specimen they provided. The specimen and the chain of custody and control form shall then be sealed in a plastic bag and labeled in the presence of the student-athlete. The student-athlete's participation in the specimen collection process is complete.

VI. **ON SITE TESTING TO BE USED**

- A. Regular and random testing by the institution shall be performed by utilizing an on site testing device. The collection site person performing the test shall check the specimen containers to ensure that the seals have not been broken and that all identifying numbers of the specimen containers match the information on the chain of custody and control form.
- B. Using only the primary specimen, the individual performing the test shall transfer the urine onto the testing device. A negative test result shall be recorded on the chain of custody and control form and in a test results log book. The log book shall contain the student-athlete's identification

number, date of test, and test result. The testing device that was used shall be maintained with the completed chain of custody and control form for each student-athlete. Positive test results shall be recorded on the chain of custody and control form and in the test results log book. A positive test shall require that the specimen be sent to a certified laboratory for confirmatory testing. The split sample which has not been tested shall be the specimen sent to the laboratory.

VII. **DRUG TESTING LABORATORY**

Laboratories certified by the Substance Abuse and Mental Health Services Administration, and U. S. Department of Health and Human Services (HHS) must be used to perform confirmatory urine drug testing analysis. These laboratories have met the minimum criteria established in the Mandatory Guidelines for Federal Workplace Drug Testing Programs.

VIII. **MEDICAL REVIEW OF POSITIVE DRUG TEST RESULTS**

- A. All specimens identified as positive on the initial test shall be confirmed by the testing laboratory.
- B. A Medical Review Officer (MRO), who shall be a licensed physician with knowledge of substance abuse disorders, shall review and interpret positive test results obtained from the testing laboratory. The MRO shall:
 - 1. Examine alternate medical explanations for any positive test results. This action may include conducting a medical interview and review of the student-athlete's medical history, or review of any other relevant biomedical factors.
 - 2. Review all medical records made available by the tested student-athlete when a confirmed positive test could have resulted from legally prescribed medication. Prior to making a final decision on the results of the confirmed positive test, the MRO shall give the student-athlete an opportunity to discuss the result. The MRO shall contact the student-athlete directly to discuss the results of the test, or if unsuccessful in contacting the student-athlete directly, the MRO shall contact the designated representative who shall have the student-athlete contact the MRO as soon as possible.

IX. **REPORTING OF DRUG TEST RESULTS**

- A. Reporting of drug test results shall be made to the Athletic Director, Head Coach or other designated representative. Test results will not be released to any individual who has not been authorized to receive such results.

- B. A written notification of the test results shall be provided to the Athletic Director, Head Coach, or other designated representative. The test result shall not be received from any student or any person who is not a designated representative of the service provider. Student-athletes shall not be allowed to hand deliver any test results to representatives. Drug test results can be received by U. S. Mail, if sent directly from the service provider. The envelope should be marked "CONFIDENTIAL" and should not be opened by any person not authorized by the institution to receive such results.
- C. Any institution of the Alabama College System may refuse to accept any test result that does not meet the requirements of the policy and guidelines.
- D. When drug test results are received by the Athletic Director, Head Coach, or other designated representative, these records shall be maintained in a confidential manner in a secured file with limited access. Individual records should not be released to any person, other than the student-athlete, without first obtaining a specific written authorization from the student-athlete.

X. **PENALTIES FOR A CONFIRMED POSITIVE DRUG TEST OR REFUSAL TO BE TESTED**

A. First Positive Test:

Suspension from athletic competition for a minimum two (2) week period. Student-athlete will be required to participate in a substance abuse program during this suspension period. A negative follow-up drug test will be required before the student-athlete is permitted to return to participation in the athletic program. Student-athletes who are suspended for a positive drug test and successfully complete a substance abuse program will be required to submit to follow-up drug testing for up to twelve (12) months while in the athletic program. A refusal to participate in a substance abuse program and/or follow-up drug testing will require immediate suspension from the athletic program. If a student-athlete does not comply with this requirement within two (2) weeks, permanent suspension from athletic competition and forfeiture of any athletic scholarship will be required.

A referral to a substance abuse program shall be made by the Athletic Director, Head Coach, or other designated representative. The length of the substance abuse program will be determined by the program counselor. The designated representative should be informed of the expected completion date of the program and whether or not the student-athlete successfully completes the program. The student-athlete will be responsible for any costs associated with the counseling and

treatment in the substance abuse program. Any referrals to the substance abuse program shall be confidential.

B. Second Positive Test:

Permanent suspension from athletic competition and forfeiture of any athletic scholarship.

C. Refusal to be Tested

A student-athlete who refuses to be tested for drugs, after initially consenting to be tested, shall be considered to have made a decision not to participate in the athletic program. A refusal to cooperate in testing will result in suspension from the athletic program and forfeiture of any athletic scholarship. The designated representative shall be notified of any refusal to be tested.

D. Failure to Appear

A student-athlete who fails to appear for drug testing will be given an opportunity to explain the failure to appear. If the student-athlete agrees to be tested, another collection will be scheduled. If the student-athlete fails to appear for the second time, the failure to appear shall be treated as if a positive test result had occurred. The designated representative shall be notified of any failure to appear.

E. Interference with the Collection Process

The student-athlete designated to provide a specimen shall not be interfered with in any manner, by any person, other than those properly and specifically authorized by collection site personnel in order that the collection process shall be conducted within these guidelines. Any other student or student-athlete, who interferes or in any way attempts to alter the results of the designated student-athlete's specimen, shall be subject to discipline, including suspension from the institution, suspension from the athletic program, and forfeiture of any athletic scholarship. Any student-athlete designated to provide a specimen, who voluntarily participates in this interference, shall be subject to discipline, including suspension from the institution, suspension from the athletic program, and forfeiture of any athletic scholarship.

XI. **EDUCATION PROGRAM**

A drug use and abuse education program shall be provided to all student-athletes at the beginning of the fall term and at other times as deemed necessary by the Athletics Director, Head Coach, or other designated representative. Attendance is mandatory for all student-athletes. An attendance roster shall be maintained for each session of this program and shall

include the signatures of each student-athlete and the date of attendance.
This program should include, at a minimum, the following:

1. Discussion of drug testing policy for student-athletes; and
2. Presentation by a qualified substance abuse counselor or an individual with relative qualifications for such presentations; and
3. Distribution of education materials concerning the use and abuse of illegal drugs.

XII. **PUBLICATION OF POLICY**

The institution shall include the Drug Testing of Student-Athletes policy in the student handbook and other appropriate institution publications, to ensure adequate notice and distribution.

ACKNOWLEDGMENT OF THE STUDENT-ATHLETE HANDBOOK AND POLICIES

I acknowledge that the 2013-2014 Student-Athlete Handbook was discussed during Athletic Orientation and a copy can be found online at <http://www.snead.edu/Details.aspx?id=1044>. I am also aware that the College Catalog is online at <http://www.snead.edu/Details.aspx?id=57> and the Resident Housing Handbook is online at <http://www.snead.edu/Details.aspx?id=55>. I understand the policies and realize that I am subject to disciplinary measures should I violate them. I do agree to participate and conduct myself in accordance with the rules of the Athletic Department and any other specific rules of the College or the coaches.

I understand that to participate in intercollegiate athletics, I will be required to submit to mandatory drug testing. I have received a copy of the drug testing policy and guidelines and consent to provide urine specimen(s) for the purpose of analysis. I further agree and consent to the disclosure of the records and test results relating to this analysis to be released to the Athletics Director, Head Coach, or other designated representative in order that my eligibility to participate in the athletic program can be determined.

I have read the letter from the Athletic Director and understand that I must maintain a 2.2 GPA in order to participate in athletics.

I have read the insurance policy and understand that it is my responsibility to file a claim within 90 days of an injury.

Printed Name

Student Number

Signature

Sport



SNEAD STATE COMMUNITY COLLEGE Permission to Monitor Academic Progress

I, _____, give the coach of my respective sport, as indicated below, and the Athletic Director permission to monitor my academic progress. This permission includes verifying grades and class attendance from my instructors during the entire time that I am enrolled at Snead State Community College on athletic scholarship.

Men's Basketball

Baseball

Volleyball

Cheerleading

Women's Basketball

Softball

Tennis

Dance Team

Student Signature

Date

Student Number

Copies: Student, Scholarship File, Academic Record, Coach, and Athletic Director

Revised Aug. 2013