

2021-2022

**COMPETITIVE TEAMS HANDBOOK**



# Redlands Competitive Teams

Redlands Community College instructors, staff and administration are dedicated to student success. This Redlands student competitive team handbook is designed to assist student competitive team members in their orientation to Redlands' policies and procedures and to help them meet their goals and achieve success while attending Redlands. Additional information concerning educational programs, degree requirements, course descriptions, student personnel policies, financial assistance, support services, etc., can be found in the college catalog, student handbook and the student financial assistance handbook.

## Competitive Teams Philosophy

Redlands Community College's approach toward our competitive teams supports the college's general education philosophy and demonstrates the value we place on the educational experience of our students. We are committed to providing a positive experience for our students by giving them the opportunity and support to excel in their competitive fields while finding success in academics and citizenship. In addition, the Redlands Community College competitive teams program provides an avenue for students to develop leadership skills that will help them attain their personal and professional goals.

### Student Athletes

The Redlands Athletic Program offers competition in five intercollegiate sports. The College is a member of the National Junior College Athletic Association (NJCAA) and competes in Region II. The five sports Redlands offers include basketball, baseball, cross country and women's soccer and golf.

Redlands Community College and the surrounding communities have created a strong tradition of competitive, successful student-athletes. Student-athletes have achieved remarkable feats both on the field of play and also in the classroom. The Redlands Athletic Department prides itself on being a progressive, diverse department. The staff believes that success comes from hard work both on the field of play, as well as in the classroom. Our department looks forward to you being a Cougar for the upcoming year.

### Beef and Judging Teams

The Redlands livestock judging program offers a unique opportunity for students to develop and learn valuable life skills in an ultra-competitive atmosphere. The National Junior College Livestock Judging Coaches association governs us. The Redlands Beef Team competes in contests such as Oklahoma State Fair, Tulsa State Fair and Fort Worth Stock Show. Team members learn effective communication and leadership skills, teamwork, and analytical thinking with fellow peers at Redlands.

We have fostered a strong program built on academic excellence, community service, and helping students reach their competitive potential. Our students are expected to show growth and maturity in and out of the judging arena. We have a strong standard of accountability and the ability to function and coordinated in a rigorous travel and competition schedule, while holding the team standard in academic achievement. Our team looks forward to serving you as a team member.

### Academic Teams

Redlands academic team was established to compete for scholarship money on the Mind Games television program. The academic team mainly competes in the National Academic Quiz Tournament organization (NAQT), but has also played in the Academic Competition Federation (ACF) and state and local competitions. The team is also active in hosting, moderating, judging, and assisting high school and middle school competitions.

Redlands academic team has consistently ranked among the top community college teams in the nation and members are expected to place team success along with academics as a priority. Coaches work closely with team members not only with quiz bowl, but also academic success at Redlands and beyond.

## **Redlands Code of Conduct**

### **Behavior Expectations for All Competitive Teams**

Being a Redlands student competitive team member is a privilege, not a right. It is important that all Competitive Team students represent Redlands in a positive light at all times. A student competitive team member's behavior is judged on campus, off campus, and in the different venues each respective team travels to during the year. Following is a list of some of the expectations of the competitive team student at Redlands.

1. To give 100% every day in the classroom, during practice, rehearsals and competition
2. To attend and log into all classes
3. Dress and have personal appearance in a responsible and self-respecting manner
4. To complete all assignments on your own, to the best of your ability
5. To listen and learn both in the classroom and with your team
6. To support other Redlands intercollegiate competitive teams
7. To make responsible decisions everyday
8. Treat fellow students, team members, coaches, faculty and staff with respect
9. To graduate from Redlands Community College

Success is created by hard work. If you choose to make poor decisions while attending Redlands Community College, you may be placed on suspension or asked to leave your respective program. If you choose to be successful, our coaches, faculty and staff will help you be successful.

### **Typical Daily Schedule for Competitive Team Participants**

Each Redlands team's schedule will be unique. However, the daily time commitment for each team is relatively similar. Each student should expect to spend 3-4 hours in class, 2 hours in team practice, 2-4 hours in independent study or study hall each day. Athletes have 1-2 hours in the weight room or conditioning, and individual skill building.

### **Cell Phone Use**

Cell phones are to be used during a competitive student's personal time only. Cell phone use during practices, rehearsals or events is to be established by your Coach. Phones may be collected by members of the coaching staff if inappropriate use is deemed by coach. Cell phones should not be turned on during any competitive event.

### **Dress Code**

Competitive team students are reminded that they are representatives of Redlands Community College. Teams will dress in an acceptable fashion when traveling to and from athletic contests. Proper travel attire will be determined by the head coach of each team. Attire during a competitive event will be determined by the head coach of each team.

### **Media Relations**

Competitive team students may engage in a variety of community projects throughout the course of the year. Students are required to speak and dress in an appropriate manner during all community events. Students may be photographed and interviewed by members of the press. All students will act in a positive manner towards these individuals.

## **Online Social Networks (Facebook, Twitter, Instagram, Snapchat, etc.)**

Many higher education institutions are creating policies for students who participate in online social networks. While you attend school at Redlands, you may participate in these networks. However, you may not have any pictures of yourself or others in Redlands apparel on these pages when acting in a derogatory manner. You may also not have Redlands photos on the pages if there are additional derogatory photos on the page that do not involve Redlands students or staff. Negative comments on your pages about any Redlands students or staff will not be tolerated. If a Redlands employee finds you in violation of this policy, you will be subject to disciplinary actions.

## **Parent Involvement**

Students over the age of 18 should sign a FERPA Release Form if the student wants a Redlands faculty or staff member to speak to a parent or guardian. Redlands has specific protocols in place to ensure that any questions or concerns from students are addressed. Students are advised to see their respective coach with issues or concerns at any time these arise. If an issue cannot be resolved through the coach, students may then meet with the one of the Athletic Directors or the Chief Academic Officer. The College will not respond to anonymous phone calls, emails, parent phone calls, or parent visits unless the students has followed protocol by signing a FERPA Release Form. This policy helps ensure that every situation is dealt with in a uniform manner.

## **Sexual Misconduct**

Redlands is committed to providing a safe environment for all students. Engaging in any unwelcome conduct, including non-consensual sexual contact, harassment, bullying and hazing, will result in disciplinary action in accordance with the Student Code of Conduct as described in the Student Handbook.

## **Theft**

Redlands staff expects each competitive team member to treat all Redlands students, staff, other employees and community members with respect. The taking of materials that are not your own is not permissible. Acts of theft will not be tolerated and each instance will be dealt with accordingly and may involve the resources of our local law enforcement.

## **Travel**

All student-competitive team members may be required to travel to and from a competitive contest with their respective team. Emergency situations that may arise will be handled on an individual basis by the Athletic Director and the Chief Academic Officer. These requests must be approved by the Athletic Director and Chief Academic Officer before final travel arrangements are made. Coaches are not allowed to secure transportation for their respective athletes during any semester breaks.

# **Enrollment**

## **Admission Procedures**

Admission to Redlands Community College takes place year-round. Redlands maintains an open enrollment policy which encourages high school graduates and GED students to continue their education with us.

- 1) Complete an application for admission and submit to the Office of Admissions, along with official high school transcripts, ACT scores, an official transcript from each college attended and GED scores, if applicable.
- 2) See an academic advisor in the Admissions and Advising Office to select courses for the upcoming semester. Assessment Testing may be required prior to selection of courses. See Placement Testing Requirements.
- 3) Following course selection with an advisor, submit registration form to Office of Records/Registrar. A copy of the enrollment for the upcoming semester will be given to the student.
- 4) Have a photo identification card made.
- 5) Last, go to the Business Office to pay tuition. The student is responsible for costs according to the fee schedule.

- 6) When a student enrolls, he or she is responsible for enrollment fees and charges. These charges will not be canceled or refunded unless the student initiates a formal withdrawal before classes begin. Students who fail to pay fees or to make suitable arrangements for payment of fees, may be denied admission to classes the following semester.

### **Dropping/ Adding Classes**

Students who have a scholarship may drop and add classes free of charge during the institution's drop and add period. During the drop/add period, scholarship students should be mindful to maintain credit hour enrollment required by scholarship award. Students are responsible for all charges incurred for dropping or adding classes after this period. Students are responsible for maintaining enrollment hours required by their scholarship in order to keep their scholarship. If enrollment hours fall below what is required by the scholarship, the scholarship may be revoked and the student may have to pay back awarded money.

### **Retaking Classes**

Tuition scholarships cover the cost of classes up to various amounts. If a competitive team student fails a class, or receives an unacceptable grade and wishes to retake the class, the scholarship will not cover the expense of retaking the class. Competitive team students will be responsible for the full cost of every class that is repeated.

### **Cheating (Academic Integrity / Plagiarism)**

Students attending Redlands are expected to conduct themselves according to the highest academic standards and to complete coursework in an honest manner. Plagiarism and/or cheating will not be tolerated and students may receive an "F" grade for the course and be suspended or expelled from the College for repeated violations of cheating. If there is any question regarding what constitutes cheating or plagiarism please see your respective coach or instructor immediately.

### **How to be a Successful Student**

1. Check Blackboard for your class a minimum of 3 times weekly.
2. Learn how to post assignments on Blackboard, participate in Blackboard discussions and read course announcements on Blackboard.
3. Attend class regularly and on time. If you miss a session, you are obligated to let the instructor(s) know why and your reasons should be legitimate and reasonable. Get all the assignments you may have missed and find out what material was specifically covered in class.
4. It is your responsibility to inform your instructor you will be missing class due to a team event. Instructors are not required to make provisions for any make-up tests or assignments if you do not make contact before missing classes.
5. Participate in class. Speak up in class. Ask questions, and most of all, pay attention.
6. Visit your instructor or advisor. See your instructor before or after class about grades, comments made on a paper or upcoming tests. Your advisor can help you if you should encounter any personal or academic problems.
7. Submit assignments on time. Make sure your assignments look neat and sharp. Take the time to produce a final product that looks good and shows a caring attitude and pride in your work.
8. Earn extra credit if offered. Demonstrate that you care about your grades and are willing to work to improve them. Do optional work assignments that many students pass up. Extra-credit assignments and projects can mean the difference between a C and a B. Instructors are not obligated to assign extra work, but if they offer, take advantage of that situation.

# Financial Assistance

To defray other educational costs, all students are required to apply for additional funding by submitting the Free Application for Federal Student Aid (FAFSA). Applying for federal aid takes time, and students should apply early, preferably by March 1 or as early as October 1. Begin by completing the FAFSA online at [www.fafsa.gov](http://www.fafsa.gov). Students should submit accurate information and maintain communication with their financial aid advisor to ensure the financial aid is available before classes begin.

## Scholarships

There are certain eligibility requirements that must be met for a student to maintain his/her scholarship. Students must maintain a 2.0 cumulative grade point average (GPA) and be enrolled and attending at least 12 credit hours each semester. The scholarship could be revoked if the student fails to meet these requirements. If a student chooses to fail a class, his/her scholarship will not cover the expense of retaking the class.

- **Change in Class Registration**

Students who have a scholarship may drop and add classes free of charge during the institution's drop and add period. During the drop/add period, scholarship students should be mindful to maintain credit hour enrollment required by scholarship award. Student are responsible for all charges incurred for dropping or adding classes after this period.

- **How to maintain scholarship status**

Students must remain in good academic standing with the institution to keep their scholarship. Federal regulations require students to maintain a cumulative 2.0 GPA to continue receiving monetary aid, with an exception for first semester freshman student athletes of 1.7. Students who fall below a 2.0 GPA will be placed on financial aid probation. If athletes are placed on probation, the student must complete the full appeal process with both the Financial Aid Office and the Athletic Director. Failure to increase the low GPA, or complete the appeal process will result in the suspension of the athletic scholarship. Other scholarships will be suspended or revoked if GPA falls below 2.0. If a student is placed on academic suspension at the end of a semester, his/her scholarship will be revoked for the upcoming semester, regardless of the findings of an Appeal Committee. If a student loses his or her scholarship for academic or disciplinary reasons, the team coach must notify the student both in person and in writing.

## Grants, Loans and Work Study

Please see page 7 for information about these financial assistance programs.

For additional information, contact the Financial Aid Office 405.422.6250.

## Bills, Payments Due

Students may choose to pay their tuition and fees prior to the beginning of the semester or by making monthly payments through the College Green Payment Plan. Students at Redlands Community College will be charged tuition and fees for all classes in which they are enrolled as of the Fee Due Date for each enrollment period of each semester.

For more information about payment options, see page 12 in the Academic Catalog. See the academic calendar for exact drop dates: [redlandsc.edu/academic-calendar](http://redlandsc.edu/academic-calendar).

# Competitive Team Drug Policy

Redlands Community College recognizes the threat drug abuse presents to the health of all students. For the safety, welfare and best interest of the students of Redlands Community College, and to promote drug free lives both during and after college, Redlands has adopted Policy and Procedure 627 Competitive Teams Drug Testing, a drug education and testing program for use by all students participating in any competitive team activities. This policy is intended to supplement and complement Policies and Procedures 505 Drug-Free Schools and Communities Act to Prevent Alcohol and Drug Abuse, 513 Tobacco Free Campus, and 514 Alcoholic Beverages. View all full Policies and Procedures online at [www.redlandsc.edu/self-service](http://www.redlandsc.edu/self-service) under Resources.

Any student who tests positive or non-negative in a drug test, or who attempts to falsify data on a test, or is found in possession of drugs/alcohol or under the influence of drugs/alcohol under this Policy and Procedure shall be subject to the following restrictions which could include partial or complete loss of Scholarship:

## First Offense

1. The student is required to attend a meeting which will include but not limited to, Institutional and Student Compliance Officer, Team Coach, and student to discuss infraction.
2. The student will be ineligible to compete for a minimum of 1 interscholastic event from the date of final determination of the offense. The student may not participate in any team scrimmages or competitions during this period. Student will have to complete 20 hours of community service to be done within 30 days of sanction notification. If the infraction occurs during an off-season time, student's interscholastic event suspension will commence during the upcoming competitive season. If the student is under 21 years of age, the student's parent or legal guardian may be notified.
3. Student will attend and participate in 100% of a drug and alcohol education session before being allowed to return to team activities. If less than 100% of class is attended, no credit is given and second offense sanctions may begin. The Athletic Director, Executive Vice President, or Institutional and Student Compliance Officer will notify the student of the scheduled time of his/her drug and alcohol education session. If the student does not attend the education session, he/she will remain ineligible until the education session is completed.
4. Student will be charged a \$150 fine for a first offense. This fine is to be paid directly by the student.
5. Student must complete all recommendations of the meeting. Non-compliance may result in student becoming ineligible for all team activities until recommendations are completed.
6. Student will be retested within 45 days of first positive or non-negative test. Student may continue to be tested for the remainder of the school year, at the expense of the student.

## Second Offense

1. The student is required to attend a meeting which will include but not limited to, Institutional and Student Compliance Officer, Team Coach, and student to discuss infraction.
2. The student will be ineligible to compete in 4 interscholastic events from the date of final determination of the offense. The student may not participate in any team scrimmages or competitions during this period. Student will have to complete 40 hours of community service to be done within 30 days of sanction notification. If the infraction occurs during an off-season time, student's 4 interscholastic event suspension will commence during the upcoming

- competitive season. If the student is under 21 years of age, the student's parent or legal guardian may be notified.
3. Student will attend and participate in 100% of a drug and alcohol education session before being allowed to return to team activities. If less than 100% of class is attended, no credit is given and third offense sanctions may begin. The Athletic Director, Executive Vice President, or Institutional and Student Compliance Officer will notify the student of the scheduled time of his/her drug and alcohol education session. If the student does not attend the education session, he/she will remain ineligible until the education session is completed.
  4. Student will be charged a \$250 fine for a second offense. This fine is to be paid directly by the student.
  5. Student must complete all recommendations of the meeting. Non-compliance will result in student becoming ineligible for all team activities until recommendations are completed.
  6. Student will take a retest within 45 days of first positive or non-negative test, at the expense of the student. In order to return scrimmages, or competitions, the drug test must come back negative. If the drug retest results come back positive, or non-negative, the Third Offense Sanction will be invoked. Student will continue to be tested at the expense of the student if the student wishes to have further testing prior to activating the third offense. During this retesting time, the student will remain on Second Offense Sanctions, which include not being able to participate in team meetings, practices, scrimmages, or competitions.

### **Third Offense**

Permanent removal from competitive team(s) and ineligibility to participate in any future interscholastic competitive or extracurricular activities on behalf of the institution.

### **Purposes of the Drug Policy**

The purpose of the Policy is to prevent illicit drug use:

- A. To educate students to the serious physical, mental and emotional harm caused by drug use.
- B. To alert students with possible drug problems to the potential harms of drug use.
- C. To prevent injury, illness and harm as a result of drug use.
- D. To maintain an environment free of drug use and abuse.

If a student refuses to submit or does not attend a drug test, it will be counted as a positive or non-negative. Penalties will be assessed accordingly.

A student who self-refers concerning a violation of this Policy and Procedure will be allowed to remain active in competitive team activities, provided the student successfully attends, participates in and completes a Redlands education session. In order to successfully complete this education session, the student must pass a drug use test at the conclusion of the education session, at the expense of the student.

A student who self-refers under this Policy and Procedure will not be considered to have committed his/her first offense under the Policy and Procedure. Self-referral may be used only once in a student's entire time as a student at Redlands Community College. The term "self-referral" means the student reports drug use before being notified of the first drug testing session of the semester. If a student has mitigating circumstances that prevent them from participating in the scheduled drug class, that student will work with the Institutional and Student Compliance Officer and their Coach on a make-up testing time, which may require transportation to an Oklahoma City laboratory.

The sanctions of this Policy relate solely to limiting the opportunity of any student found to be in violation of the Policy to participate in competitions that represent our institution.

### **Drug Education**

Attendance to all drug education sessions shall be mandatory for any student desiring to participate in any competitive



team. If student does not attend a Redlands Community College sponsored drug education session, he/she will become ineligible to participate until session is attended. Drug education sessions will be given for all spring and fall activities. A copy of this Policy will be in the student handbook or distributed by the Coaches of each competitive team. Policy will be reviewed at all drug education sessions.

Each student shall be provided a consent form, which shall be dated and signed by the student before such student shall be eligible to practice or participate in any interscholastic team or individual competition. The consent shall be to provide a urine, oral fluid or other recognized analytical sample at any time requested to be tested for illicit drugs or performance-enhancing drugs. All specimens will be coded to ensure confidentiality, and the specific identity will be known only to the professional lab and the Chief Academic Officer. All chemical analysis will be conducted by a professional laboratory. No student shall be allowed to practice or participate in any interscholastic competition or team activity unless the student has returned the properly signed consent form.

A positive or non-negative result of any student's drug use test will be reported to the Chief Academic Officer. The Chief Academic Officer will contact the Executive Vice President, the Athletic Director, the head coach and the student. If the student is under 21 years of age, his/her parents or legal guardians will also be notified.

## **Drug Screening**

### **Administrators of the Drug Screening Program**

A certified drug program administrator will perform all drug testing with qualified personnel.

### **Notification and Consent**

Although tests will be performed randomly, all student competitive team members will be notified of when and where drug tests will be performed.

All athletic student competitive team members must read and sign a drug testing consent form every year in order to be eligible for NJCAA Division I athletics. Any student not willing to read and sign a consent form will be considered ineligible for participation in Redlands Community College Athletics.

### **Confidentiality of Test Results**

All information and records associated with the Redlands drug testing policy, including test results, will remain confidential and, unless otherwise required by law, will be released only to the following persons:

1. Athletic Director or his/her designee.
2. Executive Vice President or his/her designee.
3. Chief Academic Officer or his/her designee.

### **Drugs for Which the Screening will be Conducted**

Substances that may be randomly tested for: alcohol, amphetamines, cannabinoids, cocaine, opiates, synthetic opiates and PCP, and other substances, such as but not limited to steroids, barbiturates and benzodiazepines without advance notice.

## **Frequency of Screening**

### **Includes Tests by Redlands, NJCAA and Other Organizations**

For testing administered by or on behalf of Redlands Community College, the Athletic Director, or his/her designee, will notify students and head coaches of scheduled drug testing dates and times. Student competitive team members are subject to the following types of testing:

- New student competitive team member testing
- Random testing
- Reasonable suspicion testing

- Post-accident testing
- Return to play testing
- Follow-up testing

Testing may occur throughout the calendar year, including during the summer. The Athletic Director, or his/her designee, may also test students based upon just cause or reasonable suspicion so that drug testing may produce evidence of drug use.

### **Specimen Collection**

#### **For Tests Conducted on Behalf of Redlands Community College:**

A certified drug program administrator under contract with the college will supervise the collection, screening, and analysis of a urine, saliva, or designated sample from a competitive team student; **this may be an observed collection.**

### **Missing a Drug Test**

If a competitive team student fails to report for a drug test after being notified of the test, he or she will be required to provide a specimen to a designated facility at a time designated by Redlands Community College and the competitive team student will be required to pay for the test. Except in extraordinary circumstance, the rescheduled time will be within 24 hours of the scheduled test. **The missed test will be considered a positive test until proven otherwise.**

The competitive team student will not be permitted to play, practice and attend team meetings, use Redlands facilities or attend non-public Redlands activities until a missed test has been retaken as required by this policy.

**Failure to provide a specimen at the rescheduled test will be treated as (and subject to the consequences of) a positive test.**

If the competitive team student is tested at the rescheduled test and the test is non-positive or negative, it will not be considered a positive test. The competitive team student will be required to pay for the full cost of the rescheduled sample collection. The competitive team student is responsible for getting to the rescheduled test at the designated place and time. The head coach will be notified by the Chief Academic Officer or the Athletic Director or his/her designee of the missed test, the consequences for missing the test, and the competitive team student's obligation to seek the rescheduled test.

Competitive team students are required to complete their academic responsibilities (e.g., classroom or field experiences) and may be allowed to reschedule a drug test due to a documented academic conflict. The rescheduled test must occur within 24 hours of the scheduled test. To be allowed to reschedule within 24 hours, the competitive team student must inform the Chief Academic Officer or Athletic Director, or his/her designee, of an academic conflict at the time of the notification of the testing procedure.

Competitive team students will be required to document each academic conflict to avoid an unexcused absence. Redlands staff has the discretion to decide whether the absence will be excused and to verify the academic conflict.

### **Access to Information about Test Results**

The Athletic Director and Chief Academic Officer, or his/her designees, will be informed of test results and missed tests that are treated as positive tests. Other college employees may be informed of test results to the extent necessary for the implementation of this policy.

## **Appeals Process**

A competitive team student may appeal the finding of a positive result, violation of this policy, or the sanction imposed for either a positive test or violation of this policy. To appeal, the competitive team student must provide written evidence of material procedural error, evidence that refutes the positive finding or violation, or evidence that the sanction is unreasonable. The competitive team student must submit the written appeal to the Chief Academic Officer within seven days after the student is notified of the decision to be appealed. If the student does not appeal within seven days, the result, finding or sanction cannot later be reviewed. The decision of Athletic Director or Team Coach to suspend a competitive team student from competition, practices, judging or play on medical grounds is not a sanction (and cannot be appealed) under this policy. The Chief Academic Officer will review the appeal and evidence de novo on the record, and will make a written decision to the student and Athletic Director or Team Coach within ten (10) school days. This decision will be final.

For a complete description of the Competitive Teams Drug Testing Policy, please visit [www.redlandsc.edu/self-service](http://www.redlandsc.edu/self-service) and click on Policies and Procedures under Resources.

# Specific Policies for Athletic Teams

## Training Room Rules

- The training room is not a lounge area. Athletes should come in for treatment and rehabilitation and then make room for other athletes.
- Profanity or vulgar language will not be used in the training room.
- No towels will be removed from the training room.
- Athletes reporting for treatments must wear shorts and T-shirts.
- Athletes reporting for injury evaluation or treatments should arrive at the training room at least 30 minutes before the start of practice.
- All athletes will be expected to report for treatment and rehabilitation of their injuries at the same time agreed upon by the athlete and the trainer.
- No taping will be done without the athlete first performing a reconditioning program assigned by the trainer or physician.
- No taping will be done later than 10 minutes before practice time. The only exception will be for athletes with late classes who have notified the head athletic trainer in advance.
- No athlete will add or delete steps from the prescribed rehabilitation program.
- No athlete will return to practice or competition before release from the physician or head athletic trainer.

## Secondary Insurance Coverage for Athletes

- The Redlands Community College athlete insurance policy will cover only injuries incurred during participation in official varsity games and practices.
- The Redlands Community College athletic insurance policy provides secondary coverage. This means that the athlete's personal insurance policy (or the parents' personal insurance) must be filed at the time of a visit to a physician or hospital. Once the personal insurance has stopped paying, Redlands Community College's insurance policy may pay the remainder of the costs.
- The Redlands Community College athletic insurance information form and physical form must be filled out completely and turned in before the athlete will be allowed to practice or play.
- To expedite compensation for bills, student athletes must complete necessary forms and return them to the head athletic trainer.
- No doctor's visit or surgery because of athletic injuries will be compensated by the Redlands' insurance policy unless the athlete informs the head athletic trainer before the visit.
- Student athletes with organic illnesses not associated with athletic competition may request a referral to a physician from the head athletic trainer; however, any visits to a doctor or subsequent treatment for this matter will not be compensated by Redlands Community College.

# National Junior College Athletics Association Compliance

## NJCAA Bylaws

The National Junior College Athletic Association has specific rules that govern Junior College athletes, coaches and institutions. You may obtain a copy of the updated bylaws from your respective coach or the Athletic Director.

## **Academic Eligibility for Athletics**

All student-athletes are required by the NJCAA to be enrolled and attending 12 credit hours during the course of the semester. A student-athlete will automatically become ineligible for competition if enrollment drops below the required 12 credit hours during the course of the semester. To maintain competitive team eligibility, a student team member must successfully complete 12 credit hours per semester with a 1.75 GPA at end of first semester and GPA of 2.0 at the end of the second semester.

## **Amateur Status (NJCAA)**

Student-athletes are permitted to:

1. Accept scholarships and educational grants-in-aid from their institution in accordance with provisions of Article VI of the bylaws of the NJCAA.
2. Officiate sport contests, providing the compensation received does not exceed the going rate for such employment provided the employment is not arranged by the institution or a representative of its athlete
3. Serve as coaches or instructors for compensation in a physical education class outside of their institution of participation, provided the employment is not arranged by the institution or a representative of its athletic 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).
5. Give lessons for compensation provided such compensation is appropriate and the standard rate for the service area.
6. Have their names or pictures appear in books, films or other publications without jeopardizing their amateur status, under the following conditions:
  - a. Appearance in such publication 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/her name or image may be used and has filed a copy of that statement with the institution he/she attends.

Student-athletes shall not:

1. 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.
2. 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.
3. Be engaged in employment arranged by a member college or any representative of its athletic interests.

## **NJCAA Code of Conduct**

This code of conduct applies to all region, district and national events, contests and tournaments sponsored by the National Junior College Athletic Association. Violations of the code of conduct occurring during the regularly scheduled season events shall be referred to the respective conference or region Standards and Ethics Committee. The jurisdiction of the NJCAA Code of Conduct ends when colleges competing in such tournaments arrive back on their respective campuses.

## Code of Conduct for Athletes

- A. Participants shall recognize the responsibility for proper conduct at any national tournament, event or contest sponsored by the NJCAA or its member colleges.
- B. Coaches shall recognize and assume responsibility for the actions of themselves and the team members. Each coach who has participants competing in the event shall be responsible for informing each participant about the Code of Conduct.

## Behavior for Athletes

Coaches, players and institutional personnel must remember that they are representatives of an institution of higher learning, its faculty, administration and student body. As such, they are expected to conduct themselves in a manner which would reflect credit on their team, institution, region and the NJCAA. Student-athletes, coaches and institutional personnel who are participating in NJCAA events are subject to all NJCAA rules, regulations and penalties as stated in the NJCAA Handbook as well as local, state and federal laws.

Inappropriate and unacceptable behavior by coaches, players or institutional personnel will not be tolerated before, during or after contests; at the hotel or in public while representing their college. This Code of Conduct does not replace Article XVIII of the NJCAA Handbook.

### Unacceptable forms of behavior include, but are not limited to:

1. Fighting
2. Taunting
3. Inappropriate celebration
4. Disrespectful attitude toward opponents, officials, tournament administrators
5. Use of profane and vulgar language
6. Use of tobacco, drugs and/or alcohol
7. Disrespectful attitude toward host hotel personnel
8. Unlawful activities

## Derogatory Comments for Athletes

Coaches, athletes or institutional personnel shall not make derogatory public comments regarding administration of a tournament or officiating of contests during post-game interviews or at other times; to print or broadcast media, in news releases or institutionally produced news releases or under any conditions when their comments may become public. The head coach shall be fully responsible for assuring that no public comments are made by the coaching staff, student-athletes or institutional personnel about officiating, fighting or other incidents which occur during contests.

A coach shall not address or permit anyone in the team area to address uncomplimentary remarks to any game official during the progress of a contest or engage in conduct which might incite student-athletes or spectators against officials.

## Reporting of Athletic Violations

Violations of the Code of Conduct may be reported to the Executive Director of the NJCAA or his/her designee.

# Procedures and Penalties of Athletic Violations

## Immediate Action

Where immediate action is needed to alleviate or control a situation, the Executive Director or his/her designee shall have the authority to act at his/her sole discretion. Examples of events which would require immediate action include, but are not limited to, the following:

- Allegation of serious misconduct requiring immediate suspension of institutional personnel or student-athletes

from competition.

- Instances where the Executive Director or his/her designee deems it necessary to protect the equity and integrity of the competition.
- Protection of the event's officiating program, particularly in an instance where public comments by an institutional representative may affect competition.
- Any instance or circumstance which might affect the safety of officials, participants or spectators attending the event.

### **Penalties-Immediate Action**

The Executive Director or his/her designee may issue any penalty that he/she believes appropriate to any student-athlete or institutional personnel who has violated the regulations pertaining to conduct when the Executive Director or his/her designee concludes that immediate action is required. The actions of the Executive Director or his/her designee shall be final and binding but shall be reported to the Standards and Ethics Committee within one (1) week.

### **Timely Action**

In cases where immediate action is not required but where sanctions are warranted, the Executive Director or his/her designee may issue the following penalties:

#### **Reprimand**

The NJCAA Executive Director or NJCAA Standards and Ethics Committee may issue a letter of reprimand to the coach, player or institutional personnel who violates the regulations pertaining to conduct. Copies of the letter of reprimand will be sent to the Director of Athletics and the President of the institution.

#### **Probation, Suspension and Other Penalties**

If the misconduct is serious enough, the Executive Director or his/her designee may issue other penalties which may include, but are not limited to, probation, suspension or disqualification of the coach, player or institutional personnel from participating in one or more contests.

## **Regulations of Conduct for Athletes**

### **Sportsmanship**

Certain standards of behavior are expected of all student athletes and team personnel participating in any NJCAA event. Student athletes are guests at any event, their participation is a privilege, not a right. Sportsmanship and citizenship are modes of conduct that promote and develop respect for fellow participants, coaches and teammates. Respect should also be reflected in each student athlete's behavior toward officials and spectators. Every individual participating in any NJCAA event must abide by the following:

### **Behavior Rules**

#### **Violent Behavior**

Acts of violence or flagrant acts during or related to an athletic contest are not permitted. A violent act is one which physical contact or an attempt to make physical contact occurs, the purpose of which is to damage, harm, intimidate, or otherwise injure a person or property.

*Penalty for Violent Behavior* — Any player, coach or team personnel who is guilty of leaving his/her sideline, bench or position to participate in violent behavior will be considered a responsible party in such behavior and will be subject to the national fight rule governing their respective sport. Should no such rule exist in the individual sport rulebook, individuals will be subject to the following.

1. Immediate ejection;
2. A one game suspension to be served during the next scheduled contest during the regular season and/or postseason play. Suspension of student athletes or coaches occurring at the end of the season shall carry over to the next academic year and will be served during the first scheduled contest of that year.
3. Should an individual be ejected for violence a second time during a given season, that individual shall be prohibited from participating in any intercollegiate athletics for the remainder of the year.

### **Nonviolent Unsportsmanlike Behavior**

Nonviolent unsportsmanlike behavior during or related to any NJCAA event is prohibited. This behavior includes profanity, vulgar gestures, trash talk and loud or abusive language directed at players, coaches, contest officials and/or spectators.

*Penalty for Nonviolent Unsportsmanlike Behavior* — Any player, coach or team personnel guilty of non-violent unsportsmanlike behavior is subject to the national rules governing their sport. Should no such rule exist in the individual sport rule book, individuals will be subject to the following:

Note: Event administrators must report all incidents of unsportsmanlike behavior which result in ejection to their regional director.

## **NJCAA Policy on Alcohol/Drugs**

The National Junior College Athletic Association (NJCAA) is the governing body of intercollegiate athletics for two year colleges. As such, its programs are designed to meet the unique needs of a diverse group of student-athletes who come from both traditional and non-traditional backgrounds and whose purpose in selecting a two year college may be as varied as their experiences before attending college.

Given this perspective, the NJCAA accepts its responsibility by seeking to provide a competitive environment that is free from drug and substance use and abuse in any form for the purpose of facilitating or enhancing athletic performance by any athlete engaged in competition that is sponsored by the NJCAA.

It is the position of the NJCAA to serve as a resource and referral agency for any athlete, coach or administrator who wishes to secure information relative to the effects, consequences and potential avenues of treatment for substance abuse; to coordinate the efforts of coaches and athletic administrators, in their efforts to serve as educational liaisons for those student-athletes wishing to further their athletic careers at four-year institutions, that are subject to drug testing procedures; and to continue to endorse and encourage efforts on the part of member institutions to educate their athletes to the implications of drug usage in their lives beyond athletics.

It is a fundamental belief of the NJCAA that athletic participation is a privilege and that those athletes who use illegal performance-enhancing and/or recreational drugs substantively violate that privilege. In response to any violations of this nature that occur and are detected in NJCAA-sponsored events, continuation of rights and privileges of participation by the individual or the institution will be reviewed and revoked, as appropriate.

### **The NJCAA requires of its member institutions the following:**

1. Development and implementation of an alcohol, tobacco, drugs and other controlled substances awareness education program for all members of intercollegiate athletic department staff and student-athletes.
2. Development and distribution of an institutional policy statement relative to the use and abuse of alcohol, tobacco, drugs and other controlled substances. This policy statement should address participation and the expectations of the member institution for each intercollegiate athletic department staff member and student-athletes standard of behavior.



3. Development and implementation of a plan for referral, treatment and rehabilitation for all members of intercollegiate athletic department staff members and student-athletes with drug and/or alcohol related problems.
4. By using various resources of individual institutions in response to institutional needs and demands, investigate the feasibility of a complete and comprehensive drug use and abuse screening program.

Substances banned for use by student-athletes competing in NJCAA-sponsored events are those found on the NCAA list of banned drug classes. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example by the NCAA.

### **Penalty for Alcohol/Drug Use at NJCAA Events**

1. The game official shall immediately notify the impaired individual and the impaired individual's coach, team captain or other school representative that the official has reasonable cause to believe that said individual is impaired to the extent of being a danger to the individual and/or to other participants and the specific reasons for such belief.
2. The game official may then declare the impaired individual disqualified from further participation or suspend from participation for such time as the game official believes necessary for the individual to recover from such impairment.
3. In the event the impaired individual objects to the decision of the game official, such decision may be immediately referred to the NJCAA representative, athletic director or their designee in charge of the sporting event, and said representative or other person-in-charge shall make the final determination as to the individual's impairment or lack thereof and the decision of the NJCAA representative, athletic director or other person-in-charge shall be final and binding with regard to any disqualification, suspension or overruling of the game official.
4. Nothing shall, however, prevent the impaired individual or such individual's school from subsequently requesting review of the game official's decision to the NJCAA executive committee. Said executive committee may review the decision of the game official and take such appropriate actions as may be justified and fair to all parties.

### **Tobacco**

The use of all tobacco products shall be prohibited in all practices and athletic events conducted under the auspices of the NJCAA and its member institutions. This rule shall apply equally to all student athletes, coaches, authorized team personnel and other individuals participating in an athletic event.

Penalty for use of tobacco products at NJCAA events — The event official shall immediately notify said individual(s) observed using any form of tobacco product or the aforementioned violation and shall enforce an immediate event disqualification and/or additional penalties prescribed by the national rules governing the sport.

Note — A coach serving a game suspension for any reason shall be restricted to the designated spectator areas and is prohibited from any contact, direct or indirect, with his or her team, assistant coaches and/or bench personnel, before, during, and immediately after the game.

### **Disciplinary Action**

1. Violations of the CODE OF CONDUCT for national events need to be referred to the National Office of the NJCAA.
2. The NJCAA Executive Committee shall act as a Board of Appeal. If the decision of the executive committee is challenged, such challenge must be resolved by submission of the issue or issues in question to binding arbitration according to the rules and procedures of the American Arbitration Association and as more fully set out in Article V of the NJCAA bylaws.

3. The NJCAA Executive Committee's decision does not prevent or assume other disciplinary action by the violators' college or law-enforcement agencies.
4. No other appeal procedures are authorized.
5. All other disciplinary action or problems not involving national events, contests or tournaments, and not provided for in the NJCAA Handbook and Casebook shall be referred to the appropriate regional director and/or conference administrator for decision.

## Letter of Intent for Athletes

An NJCAA Letter of Intent serves to document the commitment between a member college and a student-athlete. The Letter of Intent is an institutional agreement awarded for a maximum of one (1) academic year (August 1 to July 31).

A student-athlete or other representative of the student-athlete shall not make contact with another NJCAA member college or its representatives for any reason:

- While the student-athlete is in season or is enrolled in the term which the sport season ends, OR
- While the student-athlete is signed to an NJCAA Letter of Intent.

The student-athlete shall notify any recruiter if he/she has signed a Letter of Intent, and all NJCAA member institutions shall cease recruitment upon notification of the student-athlete's commitment.

A student-athlete who has signed an NJCAA Letter of Intent may be released from his/her commitment under the following conditions:

- The release agreement must be signed by the student-athlete (and parent, when the student-athlete is under the age of 18), the athletic director and the president of the member institution, if:
  - The student-athlete transfers to another NJCAA institution;
  - The member college checks the "Other" box on the Release Agreement. If this box is checked, a detailed explanation by the member college must be included, detailing the reason for the release.
- The student-athlete's signature is NOT required under the following conditions:
  - The student-athlete fails to enroll at the member college, OR
  - The student-athlete loses academic eligibility, OR
  - The student-athlete graduates from the member college, OR
  - The student-athlete withdraws from the member college, OR
  - The student-athlete is disciplined by the campus authority responsible for campus discipline, and not related to athletic performance or team violations.
- The NJCAA Release Agreement must be electronically transmitted to the NJCAA National Office for all student-athletes no longer intending to receive aid.
- Unconditional: The member college may not add conditions or stipulations to the release agreement, including, but not limited to: limitation upon the student-athlete's subsequent college of attendance.

### Multiple Letters of Intent & Enrollment at Alternate Member College

- Multiple Valid NJCAA Letters of Intent: If more than one NJCAA Letter of Intent is signed prior to the execution of an NJCAA Release Agreement the student-athlete will immediately become ineligible to compete for one academic year.

- Non-Member Letters of Intent: The NJCAA Letter of Intent may be voided if the student-athlete signs a Letter of Intent with a non-member college.
- Enrollment at Alternate Member College: If a student-athlete enrolls at an NJCAA member college other than the member college to whom the student-athlete committed, prior to fulfilling the terms of the original Letter of Intent, the student-athlete shall be restricted from having any athletic contact with any member of the attending college's athletic department.
- Simulated Letter of Intent Signing: No member of the college coaching staff or representative of the member college's athletic interest may take part in any event or make any statement implying that a student-athlete has signed an NJCAA Letter of Intent, including but not limited to, pictures and/or articles appearing in news media.

## **Transfer Rules (NJCAA)**

### **General rules that apply to any transfer student**

1. Transfer students are those who have attended any college beyond the first 15 calendar days of a term or have participated in an athletic contest, and at a later date enrolls and attends classes at another college.
2. Students may not participate in the same sport during the same academic year at two different colleges. Fall participants in the sports of softball, baseball and tennis shall not prevent students from competing in the same sports during the spring season or the same academic year after having transferred from another college and satisfied all the transfer provisions of the eligibility rules. One exception is if a student has transferred from a school that has dropped his or her particular sport. Documentation of the program being dropped must be provided when submitting the eligibility.
3. Students who participate 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. Students who are serving probation shall not dress for any contests.
5. Whenever students are required to serve probation, they must be enrolled in 12 credit hours at the institution where they are participating.
6. To be eligible in a sport that spans two terms, transfer students must be enrolled in 12 or more credit hours during the term when the season of that sport begins. The students must also be enrolled at the college where they have chosen to participate.

### **Transfers from Another NJCAA Institution**

There are various rules and regulations regarding students who transfer from another NJCAA member institution. These rules and regulations are listed in the NJCAA handbook and casebook. If you fall under this category, check with the athletic director concerning these rules.

### **Transfers from Senior College/Non-NJCAA Institution**

Same as above.

# COMPETITIVE TEAM DRUG STATEMENT

Redlands Community College has a comprehensive drug-screening program for our student competitive team members. Redlands Policy 505 states that student competitive team members in the college programs will be subject to mandatory testing. The purpose of this policy is to provide education for the student competitive team members, prevention of drug abuse among team members, to aid in the rehabilitation of team members who may have a possible drug problem, and to help maintain a positive image.

Each competitive-team member is subject to be tested a minimum of two times within the school year. Any competitive-team member who refuses to be tested will be considered drug positive and will face appropriate consequences. All names are chosen at random, and results will be confidential.

Student-athletes who test positive for banned substances will be subject to the disciplinary actions outlined in the board policy.

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As a competitive team member of Redlands Community College, I understand that the institution has the right to screen for drug use, regardless of their scholarship status. By signing this document I also understand that I can be randomly tested for drugs throughout the academic year, and if I am caught in possession, manufacturing, distributing, or under the influence of a controlled substance I am subject to disciplinary action by the college.

Competitive Team Member Name (Please Print): \_\_\_\_\_

Competitive Team Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Photo Release

Photo Release for 18 and over: I hereby grant to Redlands Community College and its legal representatives and assigns, the irrevocable and unrestricted rights to use and publish photographs/video footage of my image, or in which I might be included, for editorial trade, advertising and any other purpose and in any manner and medium; to alter the same without restrictions; and to copyright the same. I hereby release Redlands Community College and its legal representatives and assigns from all claims and liability relating to said photography/video footage.

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Photo Release for under 18: I hereby grant to Redlands Community College and its legal representatives and assigns, the irrevocable and unrestricted rights to use and publish photographs/video footage of my child, or in which my child might be included, for editorial trade, advertising and any other purpose and in any manner and medium; to alter the same without restrictions; and to copyright the same. I hereby release Redlands Community College and its legal representatives and assigns from all claims and liability relating to said photography/video footage.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# HANDBOOK ACKNOWLEDGEMENT

I, \_\_\_\_\_, have received a copy of this handbook, and have read the information it contains and understand all its meanings. Any questions that I may have had, I went to either the athletic director or my coach to further explain the rules that govern competitive teams and/or junior college athletes. I, also understand that by going against the rules in the handbook I am subject to penalties handed down by either the athletic director, my coach, administrators of the college, or the NJCAA.

Competitive Team Member Name (Please Print)

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Competitive Team Member Signature

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Date

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Parent signature and date (If under 18)

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