

# Richland College Student Athlete Handbook



Richland College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

[www.richlandcollege.edu/sports](http://www.richlandcollege.edu/sports)

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2005 Award Recipient



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# Richland College

## Student-Athlete Handbook

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## ABOUT THIS HANDBOOK

The purpose of this Handbook is to provide an overview of Dallas County Community College District and National Junior College Athletic Association (NJCAA) procedures that govern our athletic programs.

The Handbook content does not provide a complete set of our policies and does not supersede policies contained in other College/District publications, such as the General Catalog, the Student Handbook, or those policies contained in the NJCAA Manual. Provisions of the latter publications will be deferred to in the event of a conflict. The Athletic Department reserves the right to change, revise, eliminate or supplement any of the policies and/or procedures described in this Handbook. The determination of the Athletic Department with respect to any provision of this Handbook will be final.

If you have any questions, concerns or suggestions related to this Handbook, you are encouraged to discuss them with Athletic Department officials.

You may view the Handbook online at:  
[www.richlandcollege.edu/sports](http://www.richlandcollege.edu/sports).

# FROM THE A.D.

Dear Student-Athlete:

We are proud to have you as a participant in and a representative of the Richland College Athletic Department. As coaches, staff, and administrators, we understand the role of the student-athlete at Richland College and we are committed to assisting you in reaching your academic and athletic potential.

Intercollegiate athletes are special because of the opportunities afforded them and the responsibilities required of them. As an athlete at Richland College, you are unique in terms of your goals, your time demands and your expected work ethic. Athletics offers you many opportunities, and also many challenges, which can enhance the quality of your college experience.

You must be organized and disciplined to be successful in the classroom. You must have desire and be disciplined to be successful in competition. You are the only person who controls your future, but we are here to help you become a leader by example on the field of competition and in the classroom.

We expect you to demonstrate the highest standards in your personal behavior. We expect maximum effort in academic pursuits, practice, and in competition. We expect courtesy and a sense of fair play.

Let us know if you are injured or ill, or in need of help to solve a personal problem. Resources are available to you at your request.

One of our goals as a department is to ensure a superior athletic experience that maintains integrity, equal opportunity and fulfillment, while pursuing superior academics. We encourage you to participate in co-curricular activities on campus because

we believe that participating in the College as a whole will help you become a well-balanced Richland graduate. We are extremely proud of the academic accomplishments of many student-athletes before you, and we expect you to have the same success.

Your coaches will be able to help answer questions you might have, but we also want you to know that should you need to talk with an administrator – about any topic – our doors are open to you.

We wish you the very best and look forward to serving you.

Tony E. Summers  
Director of Athletics

# DEPARTMENT OF ATHLETICS

## MISSION STATEMENT

The mission of the Richland College Athletic Department is to provide a positive academic/athletic experience to all individuals regardless of race, religion or gender. These experiences should enhance and support the individual's academic development and personal growth in a program dedicated to quality and excellence at the NJCAA Division III level.

To prepare our student-athletes for transfer to four-year institutions, productive careers, active and responsible citizenship and life-long learning, the Athletic Department emphasizes personal development, professional preparation and degree completion.

The importance of integrity, mutual trust, wholeness, fairness, considerate/meaningful communications, mindfulness, cooperation, responsible risk-taking and joy are stressed. The athletic program seeks to comply with both the letter and intent of NJCAA rules and regulations, field teams and individuals that are competitive in their respective conferences and bring positive recognition to Richland College.

### **Amateurism**

The NJCAA defines amateurs as student-athletes 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.

### **NJCAA Membership**

Richland College is a Division III affiliate of the National Junior College Athletic Association (NJCAA), headquartered in Colorado Springs, Colo. Richland College Athletics operates under NJCAA Division III guidelines and rules.

## **Metro Athletic Conference**

Richland College competes as a member of the Metro Athletic Conference. Both men's and women's athletic programs included conference championships in basketball, soccer, volleyball, and baseball.

The office of the Metro Athletic Conference is located at 1601 Lamar Street, Dallas, Texas.

The conference commissioner is W.G. Garland.

## **M.A.C Conference Members:**

Brookhaven College

Cedar Valley College

Eastfield College

Mountain View College

Northlake College

Richland College

# ATHLETIC DEPARTMENT PHONE DIRECTORY

<b>Title</b>	<b>Name</b>	<b>Phone</b>
Athletic Director	Tony E. Summers	972-238-6202
Sr. Administrative Assistant	Kyra Ayres	972-238-6233
Assistant Coach	Phillip Key	972-238-6245
Head Men's Basketball Coach	Jon Felmet	972-238-6244
Head Men's Soccer Coach	Sean Worley	972-238-6243
Head Women's Soccer Coach	Scott Touns	972-761-6796
Head Women's Volleyball Coach	Zelda Smith	972-238-3774
Head Men's Baseball Coach	Guy Simmons	972-238-6263

Department FAX No.

972-238-6957

# RICHLAND COLLEGE

## ATHLETE CODE OF CONDUCT

Students who represent Richland College in athletic competition are expected to:

- Understand that participation in intercollegiate athletics is a privilege, not a right.
- Demonstrate good citizenship, sportsmanship, honesty and integrity on the field or court, on the campus, in the classroom and in the community, and assist teammates in doing so as well. When traveling as official representatives of Richland College to athletic competitions (including travel time to away contests), events and appearances, and any other event affiliated with the Athletic Department of Richland College, student-athletes' actions should reflect favorably on the college, their team and themselves.
- Attend and be prepared for every class.
- Develop and follow an academic plan to obtain a certificate an associate's degree, or attain a transfer status.
- Seek assistance from instructors and/or Academic Support Services before and/or when academic difficulties occur.
- Attend Study Hall, tutorial, and counseling sessions as required.
- Take responsibility for their own success. While Richland College provides a variety of services, the ultimate responsibility for success lies within the student-athlete.
- Demonstrate and understand that participation in athletics is contingent upon adherence to all NJCAA, Metro Athletics Conference, and Richland College rules and regulations.
- Acknowledge that any violation of the code will result in discipline as determined by the Head Coach and Athletic Director.
- Adhere to the Richland College Policy regarding academic integrity and honesty.
- Maintain NJCAA minimum course hour requirements per semester of 12 credit hours and maintain an academic load that will ensure second season eligibility by passing 24 credit hours with at least a 2.00 GPA.

- Understand that the use of illegal and/or “performance enhancing” drugs is totally inconsistent with the purpose of intercollegiate athletics and creates a danger on the health and safety of student-athletes and their teammates. Student-athletes are specifically cautioned against illegal or unauthorized used of alcohol, drugs, and other intoxicants.
- Comply with individual sports team rules, as established by the Head Coach and/or Athletic Administration.

## **Good Sportsmanship**

Student-athletes are ambassadors for Richland College and enjoy certain privileges with such status. Student-athletes should conduct themselves with honesty, good sportsmanship, and in a manner reflecting positively on the reputation of Richland College, both on and off of the field/court, and when traveling and participating at other institutions. Student-athletes must always maintain an attitude of respect toward opponents. As models of good sportsmanship, student-athletes should look for ways to encourage and appreciate quality play and effort, regardless of whether it is exhibited by a teammate of an opponent. While intense and emotional game action and conduct is certainly a reasonable part of intercollegiate sports, the intent of student-athletes at Richland College should never demean the dignity and individuality of an opponent, an official, or of the athletic contest.

# METRO ATHLETIC CONFERENCE CODE OF CONDUCT

## **Statement of Purpose**

The Metro Athletic Conference is committed to establishing sportsmanship and developing healthy environments for competition. We believe that education through sports includes teaching all persons associated with our programs to conduct themselves with sportsmanship and respect for opponents.

## **Student Support Groups**

Like our student-athletes, these groups are visible representatives of our college. As such, we place high expectations on them for decent behavior. Cheerleaders, bands, and other spirit groups are admitted to contests at the pleasure of our institutions to support their teams and assist in creating a fun atmosphere. They are not admitted in order to disrupt or confront the opponent and such behavior will not be tolerated. Their focus must be toward encouragement of their team and respect for the opposing team.

# ACADEMIC POLICIES

## **NJCAA and Richland College Regulations**

A main philosophy of Richland intercollegiate athletics is that academics are of primary importance to the student-athlete. In order to succeed academically, you are encouraged to follow all academic policies and regulations and to take advantage of all academic services available through our academic and student support service departments.

The following academic regulations pertain to your NJCAA eligibility and do not supersede any Dallas County Community College District academic policies that pertain to you.

## **NJCAA Eligibility Requirements**

### **1. REQUIREMENTS FOR ENTERING STUDENT-ATHLETES**

- A. Students-athletes must be a graduate of a high school with a duly recognized academic diploma or a General Education Department test (GED).
- B. Non-high school graduates can establish eligibility by completing one term of college work with a 1.75 GPA or higher. This term must be taken after the student's high school class has graduated.

### **2. REQUIREMENTS FOR ATHLETIC ELIGIBILITY**

- A. Student-athletes must make satisfactory academic progress within an approved college program or course as listed in the college catalog.
- B. Students must be in regular attendance within fifteen (15) calendar days from the beginning of classes of the term the student chooses to participate.
- C. Students must maintain enrollment in twelve (12) or more credit hours during each term of athletic participation. Students that drop below twelve (12) credit hours become immediately ineligible for athletic participation.

- D. Prior to the last official date to register for the second full-time semester, student-athletes must have passed twelve (12) credit hours with a 1.75 G.P.A. or higher.
- E. Prior to the last official date to register for the third-full time semester, and all subsequent semesters thereafter, student-athletes must have satisfied one of the following four (4) requirements to be eligible for the upcoming term:
1. Pass a minimum of twelve (12) credit-hours with a 2.0 G.P.A. or higher during the previous semester of fall time enrollment.
  2. Pass an accumulation of credit-hours equal to twelve (12) multiplied by the number of semesters in which the student was previously enrolled full-time with a G.P.A. of 2.0 or higher. or
  3. A first season participant must have passed a minimum accumulation of 24 credit hours with a 2.0 G.P.A or higher for the initial term of participation, regardless of previous term or other accumulation requirements (Note: This only established 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 2.0 G.P.A or higher, regardless of previous term or other accumulation requirement.
- F. Prior to a second season of participation in a NJCAA certified sport, student-athletes must pass a minimum accumulation of twenty-four (24) credit hours with a 2.0 G.P.A or higher (This is in addition to satisfying item 4 above).
- G. Student-athletes must be enrolled full-time (twelve or more credits) at the college where they have chosen to participate when the regular season schedule of a sports begins. Student-athletes not enrolled during the term when the season begins remain ineligible throughout the season schedule unless they enroll on the first day 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 begins. Student-athletes who satisfy one of the four exceptions become eligible after the previous term has ended upon registration as a full time student 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.

## **PART TIME REQUIREMENTS**

- 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/Fast Pitch and Slow Pitch, and Tennis. If the fall records are carried over into the spring season, all students must be enrolled full-time (twelve (12) or more credit hour) during the fall term when the schedule begins.
- I. 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 twelve (12) credit hours with overall G.P.A. of 1.75 or higher during that year.
  2. During each term of participation, the student-athlete must carry at least six (6) credit hours in the same institution.
  3. Prior to a second season of participation of any sport, the student-athlete must pass a total of twenty four (24) credit hours with a 2.00 G.P.A or higher.
  4. If in any term of 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 (6) credits 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-athlete.

**\*These are general guidelines only. For more information consult the NJCAA Handbook.\***

## TRANSFER POLICY

The Metro Athletic Conference will not grant a transfer waiver or release agreement to a fellow Metro Athletic Conference school for the following year. This applies **ONLY** to student-athletes who have signed a National Letter of Intent and/or are on the submitted eligibility roster. The Metro Athletic Conference holds the same policy as the NJCAA. A student-athlete will not need a transfer waiver if **ONE** of the following provisions apply:

1. The college from which the student-athlete is transferring does not have a particular sport(s). (The student-athlete is immediately eligible only in the sport which is not offered.)
2. An NJCAA Transfer Waiver Form is signed by the Athletic Director and Chief Executive Administrator of the community college from which the student-athlete is transferring.
3. Student-athlete who has not participated in any sports, transfers from their first community college to any community college within their home district, county or service area.
4. Student-athletes enroll at the first possible opportunity in a newly established college that initiates an intercollegiate athletic program within the student-athletes' home district, county or service area.
5. 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 in the penalty.

Student-athletes may be released from a NJCAA Letter of Intent by signing an NJCAA Release Agreement Form signed by the Athletic Director, the President of the institution and the student-athlete (and parent/guardian, when necessary) as required on the form. The following list describes when the student-athlete's signature is or is not required:

- Graduation (Student-Athlete signature is not required)
- Withdrawal (Student-Athlete signature is not required)
- Transfer (Student-Athlete signature is required)
- Loss of eligibility (Student-Athlete signature is not required)
- Discipline – unrelated to athletic ability (Student-Athlete signature is not required)
- Failure to enroll (Student-Athlete signature is not required)
- Reduction of Aid (Student-Athlete signature is required)
- Other – explanation required (Student-Athlete signature is required)

Furthermore, a baseball student-athlete who is not on a National Letter of Intent or submitted on a NJCAA eligibility form during the fall semester or previous spring semester may be allowed to transfer to a fellow MAC school for the spring semester pending a transfer waiver. It is not mandatory that the home campus grant a transfer waiver, it is at the discretion of the home campus Coach and Athletic Director.

## **Probation Period**

A student-athlete who has attended an NJCAA member college as a full-time student and/or participated and who transfers from that college to another NJCAA member college may not participate for one (1) season. The season is interpreted as the season immediately following his/her last term of full-time enrollment.

## **Appeal Process**

The appeal is submitted to a neutral committee of the Commissioner of the MAC council (serves as the chair), the MAC director and a faculty representative and a Professional Support Staff Association representative from a non-involved school. The student-athlete must fill out an appeal form and

should submit the form to the Commissioner of the MAC council. You can get the appeal form from your campus athletic Web page. The committee will meet within 10 days after the appeal is received from the student-athlete; this is in line with the student code of conduct procedure. It will be received and date stamped by the Commission assistant. There is a designated section for the committee's decision on the form. This complete form will be mailed to the student-athlete as notification. If the student-athlete is not satisfied with the committee's decision, the final level of appeal will be with the Commissioner's supervisor. All paperwork from the committee will be forwarded to this person immediately.

## STUDENT-ATHLETE ABSENCES FROM CLASS AND EXAMS

In maintaining the Richland Athletic Department's philosophy that academics are a primary concern, the student-athlete's educational experience will be emphasized at all times. The department will make every effort to minimize student-athlete absences from classes and exams in scheduling athletic competitions. When practices schedules conflict with class schedules, student-athletes are required to attend class. It is against NJCAA rules for a student-athlete to miss class to attend practice. Competitions will be scheduled to minimize the number of class absences.

Every attempt should be made to schedule weekday departure times for away events as late in the day as possible so that the majority of student-athletes will have completed their classes. In addition, game times for weekday home events should also be scheduled as late in the day as possible so that the majority of student-athletes will have completed their classes. Student-athletes who will be traveling to away competitions should be notified of their travel schedules at the beginning of each semester and should notify their instructors accordingly. An absentee form is provided for student-athletes to present to their instructors for athletics-related travel. The forms should be presented to instructors as soon in the semester as possible.

Coaches whose travel rosters vary should inform student-athletes who will travel as early as possible about the event. Student-athletes are expected to make up missed assignments prior to their departures for athletic events, subject to the discretion of their instructors.

At the beginning of each semester, review the syllabus requirements and give each of your instructors a copy of classes you will miss due to away competition. Review the syllabus with your professor and discuss any possible conflicts with exams, projects or papers. It is a good idea to reconfirm your absence with your professors at least a week prior to your departure. At that time, arrange to make up missed course work resulting from traveling with your team.

## FORMULA FOR SUCCESS

Individuals and student groups will continue to receive the following message if they wish to be successful now and in the future:

- a. Go to EVERY class. As a professional, you will be expected to be present and on time; therefore, start developing your professionalism now. Be in class so you hear and experience firsthand what is happening. Being there demonstrates your commitment to the learning process and professors are more likely to help you if you are willing to help yourself.
- b. Go to EVERY class prepared (study, study, study). Being prepared is essential if you are to understand the material and be an active participant in class. Managing your time and studying efficiently are critical to your academic success. The skills you develop now will be valuable to your success as a professional and a lifelong learner.
- c. Initiate and maintain contact with professors and your faculty advisor(s). Let those who are instructing and mentoring you know who you are and you will get to know them better. This is a partnership and you have to demonstrate, through your actions as well as your words, that you are committed to your own success.

- d. Take advantage of the academic resources offered by the academic departments. Go to the “experts” first because they are most knowledgeable about the issues you are confronting.

CAREER SERVICES 972-238-6929  
DISABILITY SERVICES 972-238-6181  
HEALTH CENTER 972-238-6135  
MULTICULTURAL CENTER 972-238-6900  
BUSINESS OFFICE 972-238-6326  
OFFICE OF STUDENT LIFE 972-238-6130

### THOUGHTS TO CONSIDER:

What type of time manager am I?  
What are my study habits?  
What is my study environment?  
Can I control interruptions?  
How do I manage test anxiety

Additional Resources: Students are directed to meet with their academic advisor on a regular basis. Questions regarding academic probation and suspension are directed to the appropriate college or school in which the student is enrolled. Students are also directed to use appropriate campus resources designed to address individual concerns.

## “CONNECTIONS” WORKSHOPS

These non-credit workshops aid in the academic and social adjustments to college life. All first-year student-athletes are expected to attend.

The primary goals of the workshops include:

- Enhancing intrinsic motivation and quality of effort toward studies;
- Developing decision-making and goal-setting skills applicable to all classes;
- Helping to facilitate connections between current academic experiences and professional and lifelong learning aspirations.

Discussions will include ways to incorporate time management, study skills, learning strategies, and critical thinking into everyday practices.

# NJCAA REGULATIONS

Once you become an “enrolled student-athlete” (as of the first day of the semester), there are a number of things you are not allowed to do according to NJCAA rules. If you engage in any of the following, you become immediately ineligible for athletic participation.

## THE STUDENT ATHLETE CANNOT:

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;
2. Give lessons on a fee-for-lesson basis;
3. Be employed to teach any class or in any coaching capacity for the 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 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 drafts;
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;
7. Contract in writing to be represented by an agent in the marketing of athletic ability or reputation in a sport;
8. Participate on any outside teams during your sport season;
9. Participate in the Major Junior A Hockey League sponsored by the Canadian Amateur Hockey Association;
10. Participate in the A League of Professional Soccer.
11. Participate in the Super liga of the Brazilian Confederation of Volleyball;
12. Student-athletes shall not compete professionally or contract to compete professionally in a sport regardless of its format.

## 1. PHYSICAL

A. Physicals are required for all NJCAA sports and recommended for all athletes.

1. Richland College Physical Consent Forms can be found at [www.richlandcollege.edu/sports/physical form.pdf](http://www.richlandcollege.edu/sports/physical%20form.pdf)

## 2. INSURANCE COVERAGE

A. All athletes are covered under a District policy.

Participants should not rely on this type of accident insurance as their primary means of health insurance coverage. This accident insurance is provided as a service to our sports team participants and in no way assumes liability beyond coverage provided by that policy.

B. Athletic insurance carries a \$100.00 deductible, for out-of-network service, for which the student-athlete is responsible.

C. Limits of coverage are:

1. \$25,000 per incident per participant.
2. \$500 sub limit on dental treatment.

## 3. ACCIDENT OR INJURY PROCEDURES

An Athletic Trainer should be present at all games. Athletic Training services are provided through Presbyterian Sports Network. If the Athletic Trainer determines that a student-athlete needs to go to the emergency room, call campus police to have them call an ambulance. You may contact campus police at 972-860-4290 from a cell phone or call 911 from a campus phone. It is beneficial to fill out an insurance claim form before going to the emergency room, if there is time.

In the event that a student-athlete is instructed, by the Athletic Trainer, to see a doctor, they need to see his/her coach or Athletic Director. An appointment needs to be made and the insurance claim form needs to be filled out.

## SUBSTANCE ABUSE

It is a violation of the DCCCD Code of Student Conduct to use or possess alcohol or any controlled substance or illegal drug on college premises or at college-sponsored activities.

Texas law prohibits the possession, dispensing or administration of an anabolic steroid or growth hormone in any manner not allowed by state law. State law also provides that body building, muscle enhancement, or increasing muscle bulk or strength through the use of an anabolic steroid by a person who is in good health is not valid medical purpose. Violation of state law concerning these substances is a criminal offense punishable by law.

The NJCAA prohibits the use of all tobacco products by any player or coach involved in a sanctioned event within the confines of the playing area.

Richland College student-athletes and coaches are expected to fully abide by the Code of Student Conduct, state law and the NJCAA regarding these matters. If not, appropriate action will be taken.

**Per the NJCAA, an annual Drug and Alcohol Orientation will be held on each campus. Attendance for student-athletes is mandatory.**

## EQUIPMENT POLICIES

1. All equipment issued to an athlete is the property of the Richland College Athletic Department and does not belong to the student-athlete.
2. Equipment will be issued to the student-athlete only upon proper authorization from the coach. Check with your coach to find out when you may receive your equipment for practice and competition as well as when you are to return the equipment.
3. Upon completion of the season all equipment must be returned and cleared from your record. For sports with post-season practice/conditioning, equipment will be re-issued for that purpose. All equipment must be returned to the person who collects equipment no later than seven (7) school days after the end of the season. Athletes failing to return school-issued

equipment will not be permitted to receive equipment, awards, or participate in another sport until all equipment debts are satisfied. Equipment not returned at the end of the season will result in a block being placed on the student's academic records and will result in the student not being allowed to register for subsequent classes in the Dallas County Community College District. All equipment is to be turned in to the person who collects equipment no later than seven (7) days after the end of the season. Those who quit the team or who are cut must return their equipment immediately and are not excused from of the policies.

4. Failure to return equipment at the specified time will result in a "hold" placed on your record. That means:
  1. No diploma.
  2. No transcript records available.
  3. No records or recommendations to prospective employers or graduate schools.
  4. No enrollment for the following semester.
5. Potential loss of equipment privileges. Once a hold is placed on your records, you will receive a letter at your permanent address notifying you of the hold. A copy of this letter is also sent to your head coach. To lift the hold, the equipment must be returned or paid for at replacement cost plus 25% as determined by the Equipment Manager and approved by the Athletic Director. The "hold" will be lifted only upon return to Equipment Room or upon receipt of payment to the Athletic Business Office.
6. Your issued athletic equipment will be laundered, provided you deposit your equipment in the designated area.
7. Any item of equipment issued to you from the equipment room must be returned to the equipment room and not to the coach. You alone are responsible for the return of equipment; not your coach, your teammates, or your friends.
8. Those who quit the team or who are cut must return their equipment immediately and are not excused from any of the policies.
9. Student-athletes are not permitted in the aforementioned equipment room without prior authorization from the Equipment Manager.
10. Lockers must be cleared at the end of the spring term. The athletic department will not be responsible for any items left in lockers.

## **PRACTICE TIMES**

Practice times for Richland College athletic teams will be set by coaches and athletic administrators at appropriate times in order to maximize students' class schedules, facility usage and student welfare issues.

Please remember that it is against NJCAA rules to miss classes to attend practice. Questions on practice times and/or class schedules should be directed to the Coach.

## **ATHLETIC AWARDS**

Excellence is traditionally rewarded in every aspect of life. The granting of athletic awards recognizes a level of excellence required of athletic participants respective of the level of program and goals established for that program. In recognizing athletes through an award system we recognize their service to the College, the athletic program, the sport, the team, and themselves through their dedication of character required to achieve lofty goals.

### **General**

In making recommendations to the Athletic Director, coaches should consider the following factors:

1. Faithfulness in practice.
2. Contributions to team spirit and morale.
3. Good sportsmanship.
4. Contribution to team's success.
5. Interest and cooperation.
6. Honest effort in academic work.

In addition, all athletes must adhere to the following:

1. Specific policies for participation as set by each coach for the specific sport.
2. Pertinent Code of Ethics.
3. The completion of the season in good standing.

### **Team Rings**

Championship rings honoring a team's conference title are an expense outside the Department's regular fiscal responsibilities. No College funds shall be used to pay for commemorative rings. College patrons may be contacted, with administrative approval, to secure funding for team rings. Teams may

choose to recognize conference championships by selecting personalized rings. The costs for such rings should be borne by the student-athlete and/or team parents or through specific fund raising efforts. Head coaches should exercise care when considering the purchase of such rings so that all team members are afforded an opportunity to purchase the rings if they so desire.

Head coaches are responsible for compliance with all NJCAA rules regarding potential gifts for the purchase of such rings as well as College policies covering donations/gifts.

## **GAMBLING RESTRICTIONS**

- A. Student-athletes are not eligible to compete if you knowingly provide information concerning intercollegiate athletic competition to individuals involved in organized gambling activities; solicit a bet on any intercollegiate team; accept a bet on any intercollegiate team; accept a bet on any team representing the institution; or participate in any gambling activity that involves intercollegiate athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.
- B. You are not eligible to compete if you have shown dishonesty in evading or violating NJCAA regulations.
- C. Report to your coach any attempt to secure information concerning situations which might alter the normal performance of your team. For example, report any individual who requests information about injuries to yourself or your teammates.
- D. Don't accept any "free rides" from strangers, such as meals, presents, etc. You are required by both the athletic department and the NJCAA to report any individual who offers gifts, money or favors in exchange for supplying information or for attempting to alter the outcome of any contest.
- E. Be aware of the legalities of gambling at an institutional and state level. Understand that the consequences at the college level may be expulsion and that the college will also assist with the enforcement of federal, state, and local anti-bribery laws.
- F. Don't accept any money from a "fan" for a game "well-played."
- G. Don't discuss the condition or attitude of your team with anyone other than your teammates or coaches.
- H. You must compete with honesty and sportsmanship at all times so that you represent the honor and dignity of fair play.