

**WE ARE**



**WALLA**

**WALLA  
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## **WSCC ATHLETIC HANDBOOK 2011-2012**

As a representative of the WSCC Athletic family and the College, you will often be in the spotlight and have the opportunity to enjoy the prestige a collegiate student-athlete experiences on campus, in the community, and throughout the country. With this recognition go additional responsibilities and obligations that other students might not have.

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

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

### **ATHLETIC MISSION STATEMENT**

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

The department is committed to the following:

1. Ensuring that intercollegiate competition is an integral part of the total educational offering under the control of those responsible for the administration of the institution.
2. Encouraging the broadest possible student involvement in the competitive program.
3. Maintaining high ethical standards through commitment to the principles of self-monitoring and self-reporting.
4. Evaluating the competitive program in terms of the educational purpose of the institution.

# **ATHLETIC DEPARTMENT GOAL AND OBJECTIVES**

## **GOAL**

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

## **OBJECTIVES**

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

## **ATHLETIC DEPARTMENT ACTIVITIES/PROCEDURES**

### **1. ELIGIBILITY**

- a. Ensure that athletes maintain a minimum GPA of 1.75 for the first season of play, 2.00 for the second season of play, and are enrolled in at least 12 credit hour per semester in order to participate.
- b. Make periodic checks throughout the semester to ensure athletes are maintaining their grades at or above acceptable levels, and are attending classes.
- c. Advise students to seek academic assistance if grades fall below required levels, or if they are experiencing difficulties.

### **2. LEADERSHIP SKILLS**

- a. Promote the development of leadership and management skills by encouraging athletes to assume leadership roles within the different team sports.
- b. Involve athletes in team sports that require them to be cooperative and to develop their interpersonal skills in order to achieve both team and individual success.

### **3. RECOGNITION**

- a. Allow athletes who exhibit the best abilities to receive the greatest amount of playing time in athletic competition.
- b. Provide recognition and awards to the best athletes and scholars.
- c. Distribute material on the athletic ability of all athletes in order to enhance their opportunities for continuing their education and career after they leave Wallace State Community College.

### **ATHLETIC EVALUATION PROCEDURES BY INSTITUTION**

1. Determine the retention rates of student-athletes.
2. Identify graduation rates of student-athletes.
3. Determine the number of scholarships awarded to Wallace State Community College student-athletes by 4-year institutions.
4. Determine how many athletes participate in other campus activities/organizations. Encourage participation, so that they use their leadership, management, and interpersonal skills off the courts and playing fields as much as possible.
5. Comparison of GPA of athletes to GPA of general student population (full-time students).
6. Identify teams of All-American and/or All Academic status.
7. Athletic Director Evaluation of Coaches. (Annual)
8. Program Evaluation taken from student satisfaction surveys, as directly related to athletics.
9. Vice President for Students Evaluation of Athletic Director.

## Checklist for WSCC Student/Athletes

Completed paperwork that must be on file before an athlete can participate in practice or competition:

- Physical
- Previous Injury or Illness form (If applicable)
- NJCAA Eligibility Affidavit
- Insurance and Emergency Contact Information
- Copy of Insurance Card
- Signed Consent to Drug Test & Signed Acknowledgement of Drug Testing Policy
- Initial Drug Screen Results (Faxed or mailed from facility where test was performed)
- Signed Acknowledgement of Athletic Handbook
- Signed Consent to Participate
- Signed Release of Information (FERPA)
- Player Info Sheet
- Scholarship Addendum or Participation Agreement

The required forms are available at [www.wallacestate.edu/athletic](http://www.wallacestate.edu/athletic) or from Ms. Deborah Spann, Athletic Coordinator.

### Admissions and Financial Aid Checklist

- WSCC Application
- Official Copy of HS Transcript or GED with graduation date, type of diploma
- If transferring, official copy of all college transcripts
- FASFA completed
- Copy of ID to Admissions office
- COMPASS Placement or ACT Scores (20 or more on Math and/or English)
- Selective Service for all male athletes age 18 or above

# **ATHLETIC DEPARTMENT POLICIES AND PROCEDURES**

## **INDIVIDUAL RULES**

Athletes are expected to avoid all situations that will embarrass themselves, their families, or the College. As a WSCC athlete, you represent Wallace State both on the sports field and off campus in your personal life. You have an interest in the protection and control of the WSCC image. Any article of clothing or item with the WSCC logo is not to be worn or used at any function or social event that involves the inappropriate use of alcohol, drugs, or any other activity that will be detrimental to reputation of the Wallace State Athletic Department. This includes photos and posts on social networking websites, such as Facebook and MySpace, etc. You are expected to always act in a manner that supports a positive image of yourself as an athlete and ambassador of Wallace State. Every athlete that wears our letters represents us, and is expected to live up to WSCC standards.

Athletes are expected to **DRESS NEATLY** and use **GOOD PERSONAL HYGIENE** at all times.

We expect you to be on time and **ATTEND** all classes.

We expect you to take extreme care of all equipment and property that belongs to the college.

We expect you to be on **TIME** for all college and team functions.

We expect you to show **RESPECT** for coaches, college officials, faculty members, community members, opposing teams, game officials, and fellow players.

Athletes are expected to abide by all college, region, and national rules.

Athletes are expected to obey all city, county, state, and/or national laws. Failure to do so may result in loss of scholarship and removal from the team.

Use, possession, and/or distribution of narcotics, dangerous drugs or other controlled substances is prohibited except as expressed by law. Students are subject to unannounced random testing for enforcement of this rule. Students found in violation will be subject to disciplinary action by the Vice President for Students and respective coach.

Use of any tobacco products at any meeting, practice, or athletic contest is prohibited by NJCAA, ACCC, and WSCC policy. Any college official may report a policy violation to the coach or Athletic Director. Coaches are responsible for ensuring that all student athletes, managers and officials adhere to this policy. Failure to do so could result in disciplinary action.

## TEAM RULES

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

## TRAVEL AND TRANSPORTATION

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

## SCHOLARSHIP RENEWAL AND CANCELLATION

**The scholarship agreement/letter of intent is signed for a period of one academic year.** Renewal of the scholarship agreement is by recommendation of the head coach and approval by the Athletic Director and Vice President for Students.

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

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

## TEXTBOOK LOANS

Under the scholarship agreement, the student-athlete will be issued textbooks from the bookstore for each semester of enrollment. These textbooks can be obtained at the WSCC Bookstore on or after the first day of each semester, are on loan to the student, and must be properly cared for. **Textbooks must be returned to the bookstore at the end of the semester.** *Any losses or damages to the textbooks will result in denial to register for the subsequent term, restitution, withholding of transcripts, and possible loss of scholarship.*

## DORM AND MEAL PLANS

Under guidelines set forth by the Alabama State Board of Education and the Department of Postsecondary Education housing and meal plans may **not** be part of any athletic scholarship.

## INSURANCE

Athletic accident insurance is provided by the institution for the benefit of student-athletes. This coverage is offered on an “excess” basis only. Under the terms of the policy, this coverage is considered excess to all other valid and collectible medical insurance policies. Most notable is parental insurance coverage under which the student-athlete is covered as an eligible dependent. It is important that the head coach have each student-athlete complete the insurance questionnaire and submit a copy of the student athlete’s primary coverage card to the Athletic Coordinator. It should be noted that this insurance policy covers only those injuries that are a direct result of the sport(s) in which the student-athlete participates.

In the event of an injury that the institution’s insurance will cover, it is the responsibility of the Athletic Coordinator to complete all necessary insurance forms so that a proper claim can be made. It is, however, the responsibility of the student-athlete and his/her parents to complete all forms required and return to the Athletic Coordinator in a timely manner.

## INJURIES

If an injury occurs, the student-athlete **must** notify the head coach so that proper medical referrals can be made. An accident report must be completed and submitted to the Athletic Coordinator, without this report an insurance claim cannot be filed. This will assist the head coach in making adjustments for participation and in assisting in the rehabilitation of the student-athlete.

## **UNIFORMS AND EQUIPMENT**

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

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

## **ATHLETIC AWARDS**

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

## **ATTENDANCE AND ABSENCES**

Students are expected to attend all classes for which they are registered. Students should recognize that a mature acceptance of their responsibilities as a student is necessary for reasonable accomplishment in college work; this applies particularly in the area of all absences. Make sure you understand and follow each instructor's attendance policy.

## **CLASS SCHEDULES AND DROP/ADD**

By working with an advisor, the student-athlete should take courses that will apply to the curriculum he or she has chosen. The head coach should have each semester's class schedule on file in his/her office.

Student-athletes, managers, and cheerleaders are not permitted to drop or add a course during the semester without prior approval from the head coach and/or team faculty advisor. **Athletic scholarships will pay for a class one time only.**

## **ATHLETIC ADVISORS**

Prior to registration for each semester, each student-athlete must be advised and counseled concerning the curriculum of his/her chosen field of study. A designated advisor works with each team to ensure scheduling conflicts do not occur. Coaches and players must obtain schedules through these team advisors. If not available, the ACTION Center is available for advising and counseling and is located on the 8<sup>th</sup> floor of the Bailey Center.

## **INSTITUTIONAL POLICIES**

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

## **APPEAL PROCESS**

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

# **ATHLETIC POLICIES**

## **RECRUITING, ADMISSION, FINANCIAL AID, AND CONTINUING ELIGIBILITY**

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

### **RECRUITING**

NJCAA 2011-2012 Handbook and Casebook

Article VIII, B. Recruitment, Section 1-4

### **ADMISSION**

NJCAA 2011-2012 Handbook and Casebook

Article V, Section 3

### **FINANCIAL AID**

NJCAA 2011-2012 Handbook and Casebook

Article VIII, A. Grants-in-Aid Section 1-5

ACCC 2011-2012 Handbook

Article XXI, Scholarships and Grant-in Aid.

### **ELIGIBILITY**

NJCAA 2011-2012 Handbook and Casebook

Article V, Section 4. Requirements for Athletic Eligibility.

## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. & 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR & 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202)260-3887 (voice). Individuals who use TDD may call the federal information Relay Service at 1-800-877-8339

Or you may contact us at the following address:

Family Policy Compliance Office:  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC



**Wallace State Community College—Hanceville**

**RELEASE OF INFORMATION FORM**

In compliance with the Family Educational Rights and Privacy Act (FERPA), the policy of WSCC is to refuse to grant third party access to student records without the written consent of the individual student. Any consent given must include the specific records to be released or reviewed and the names of the individuals to whom the information may be released. If you wish to grant permission for your records to be reviewed, please complete the form below.

Student Name \_\_\_\_\_ Student # \_\_\_\_\_

**I request the following records be released when appropriate:**

- All of my student records, including athletic information
- Academic Records  
(including transcripts; grade appeals; academic status; advising; Admissions Office files, etc.)
- Financial Aid Records  
(including all financial aid applications, awards and files; balances; fines; and Business Office files, etc.)
- Disciplinary Records  
(including any disciplinary event or hearing, or other disciplinary action or response)
- Other (specify) \_\_\_\_\_

**To whom may student files be released?**

<u>Name</u>	<u>Relationship</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

# **WALLACE STATE COMMUNITY COLLEGE**

## **ATHLETIC DEPARTMENT**

Acknowledgement of Athletic Handbook:

I acknowledge receipt of a copy of the Athletic Handbook and have read the rules of conduct. I understand the rules and realize that I am subject to disciplinary measures should I violate them. I do agree to participate and conduct myself in accordance with the rules of our Athletic Department and any other specific rules of the College or the coaches.

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**Printed Name**

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**Student Number**

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**Signature**

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**Sport**

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**Signature of Parent/Legal Guardian  
(if under 18 years old)**

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**Date**