



# Student-Athlete Handbook

Welcome to Black Hawk College from the Director of Athletics

Welcome to Black Hawk College!

The Athletic Department Staff is looking forward to working with you this year. Please assist us by keeping your demographic information correct, i.e., address, telephone, person to reach in case of emergency, etc.

Hopefully, you will not encounter any injuries this year. However, please be aware that if you do-the College carries minimal insurance. A claim will be filed with your parent's insurance first-then through the College, if needed. There is no guarantee that the college will cover any or all of your medical bill(s). The Office Assistant will work with you on any necessary paperwork involved.

Our expectations for you:

1. Maintain good grades \*We encourage 8:00 a.m. classes\*
2. Enjoy the season
3. Assert your leadership through the team work
4. Attend practices
5. Show your pride in Black Hawk College by always putting forth your best effort with respect to your school, your coach(es), and your team.

If problems occur, please follow the chain of command:

1. Team captain (if you have team captains)
2. Assistant Coach
3. Coach
4. Director of Athletics, Arnie Chavera

Telephone Numbers and Extensions

- Athletic Department - 309.796.5601
- Fax Number - 309.796.5075

## Black Hawk College Athletic Programs

### Women's Sports

- Volleyball
- Basketball
- Softball
- Soccer

### Men's Sports

- Golf
- Basketball
- Baseball
- Soccer

## Mental & Physical Health

The mental and physical well being of each athlete as well as the spirit of the whole team is the primary concerns of the coaching staff. The coaches take a personal interest in each individual on their team. There is a congenial rapport within the athletic staff and the coaches support the other teams in the department. Winning, excellence, achievement and sportsmanship are emphasized in the athletic department. Participation, personal growth, and a positive total collegiate experience are also priorities. The philosophy of Black Hawk College, the Athletic Department and the NJCAA Division II are synonymous.

## College Pride

As a student-athlete on this campus, your visibility is high. Be proud of your college, be proud of your athletic department and be proud of your team. Your commitment to the program will not just be in your accomplishments on the field or court, but in the way you carry yourself in everything you do.

The Black Hawk Athletic Department understands that the value of intercollegiate athletics goes well beyond conditioning, practice and competition. Involvement in intercollegiate athletics provides opportunities to experience and develop skills in areas such as leadership, teamwork, discipline and respect for others. Sportsmanship should be a part of every aspect of participation in intercollegiate athletics.

As a student-athlete at Black Hawk College, you are expected to represent yourself, your team, your athletic department and your college in a manner that consistently promotes respect, fairness, civility, honesty and responsibility.

## Athletic Requirements

1. Each fall, all student-athletes are required to have a physical examination. An athlete must have an exam performed by a licensed physician on file before beginning practice or any activity with the team. The Athletic Office will provide the Medical Examination form; the exam fee is the responsibility of the athlete. A completed form with the doctor's signature and date must be filed in the Athletic Office before practice or participation begins.
2. It is the responsibility of the student-athlete and/or parent to provide medical coverage in case of accidents or injuries. After the claim has been filed with the student's insurance and a denial has been received, or a balance exists, the student must submit the papers to the Athletic Office. Black Hawk College will submit the claim to their insurance broker, but payment responsibility cannot be guaranteed.
3. It is the responsibility of an athlete to provide enrollment services with their high school transcript which includes all grades, completion date, stamp, and signature of high school representative or proof that they earned a GED.
4. Every student-athlete will be required to fill out a Student Athlete Insurance Disclosure Statement Individual Athlete form located at the back of the booklet.

## Academic Requirements

The Athletic Department at Black Hawk College places academics as our first priority. Participation, opportunity for personal growth, community service, quality competition and skill advancement through athletics are also important goals. Winning is an expected outcome if these goals are reached. Participation on athletic teams is a *privilege* that requires qualifications, and may be limited when deemed necessary by budget, facility, and staff restrictions. Student-athletes shall be amateurs in an intercollegiate sport and their participation should be motivated primarily by education and the physical, mental and social benefits to be derived.

1. Class attendance is expected. Since class time is occasionally missed due to travel, excessive non-attendance during the season will not be tolerated and can result in suspension from the team or other disciplinary action.
2. Student-athletes are responsible for notifying their professors in advance, and arranging to make up missed work if they cannot attend a class due to regular and post-season contests. Practice, scrimmages, and non-traditional season athletic events are not valid reasons for missing classes. In

those situations, athletes should attend class and arrange with the coach to make up missed practice time.

3. Student-athletes are never excused from a test, paper or homework due on the date of travel or participation. It is their responsibility to talk to instructors prior to an absence to make plans to complete assignments.

## Scholarship Requirements

1. Scholarships are assigned by the student-athlete, coach and/or the Director of Athletics.
2. A student-athlete must be enrolled full-time before the first day of each semester and when the regular season schedule of sport begins. A student-athlete not enrolled full-time before the start of the semester, he/she remains ineligible throughout the season. (Black Hawk College Athletic Department recognizes full-time as 16 or more credits per semester.)
3. A student-athlete must maintain enrollment in 12 or more credit hours of college work during each term of athletic participation. An athlete who drops below 12 credit hours becomes immediately ineligible throughout the remainder of the term. Permission to withdraw from any class must be obtained from the Athletic Advisor or Director of Athletics. Please keep coaches informed and updated.
4. To keep an Achievement Award, athletes must be a positive representative of the Black Hawk College Athletic Department.
5. To keep Achievement Award, twelve (12) credits with a 2.0 G.P.A. must be earned following each semester and the athlete must be a participant in the athletic program that offered financial assistance.
6. Athletic scholarships waive tuition only for the number of credits that the coaches offered each student-athlete. If an athlete is a qualifier for state aid through the Financial Aid office, tuition waiver will be returned to the College.

## Eligibility

1. All eligibility questions must be directed to the Director of Athletics.
2. Transfer students must send official college transcripts to Black Hawk College and copy **MUST** be given to the Athletic Director before discussing eligibility.

## Policies & Procedures

1. Student-athletes are representatives of the college and are required to adhere to the same policies and procedures listed in the student code of conduct as found in the college catalog.
2. Conduct that substantially disrupts, impedes or interferes with the operation of the team is not acceptable.
3. Each student-athlete is expected to show a high degree of sportsmanship and to be neat, courteous, and respectful of others.
4. Any behavior exhibiting racial, ethnic, religious, or sexual harassment is prohibited. Physical or verbal abuse of any member, guest, or host of the College (including officials, opposing teams, etc.); disruptive or disorderly conduct; or any offensive or anti-social behavior will not be tolerated and can result in suspension from the team or other disciplinary action that may result in removal from team participation.

## Conduct of Student-Athletes

### Team Requirements

1. Athletes will follow the rules and regulations set forth by the head coach of their sport.
2. Athletes must attend scheduled practices and required meetings. If it necessary to miss a practice or meeting, permission must be given by the head coach before the practice or meeting. Permission to participate in a game (when not in attendance for a practice) is at the discretion of the head coach.
3. Any equipment issued to the athlete is expected to be cared for properly. If equipment is not returned, or is damaged,
4. an automatic "HOLD" will be placed on the student's academic records until items are paid for or returned.

5. All athletes must travel with their respective team to athletic events (unless other arrangements have been approved by the head coach).

## Transfer FROM another College and Transfer TO another College

### Transfer and Advisement Center

1. The Transfer and Advisement Center provides students the information, academic advisement and referral to appropriate support services to assist them in obtaining their associate's degree and successfully transferring to a 4- year college or university.
2. An official transcript from all colleges attended is required of all students.
3. An evaluation of transfer credit will be conducted only upon written request of the student. Only those credits that are applicable to the student's curriculum at Black Hawk College will be accepted from non-accredited sources. All transfer credit will be equated to the semester hour system. All transfer credit will become the official property of Black Hawk College and will not be returned or issued to another institution.
4. Students can receive academic advisement regarding courses transferable to the 4-year institution they wish to attend and related to the major of their choice.

### Financial Aid - Work Study Program

1. Black Hawk College participates in a number of state and federal financial aid programs.
2. Students should check with the Financial Aid Office, Building 1-2<sup>nd</sup> floor, for application deadlines.
3. Financial aid forms – strongly recommend you fill out these forms prior to a scholarship offer. If eligible, the state and federal government may pay a portion or all tuition and fees.

### Drug and Alcohol Policy

Participants in our intercollegiate athletic program are to receive the same treatment as other students. They have no unique privileges in admission, academic advising, course selection, grading, living accommodations, or financial aid. Similarly, athletes are not denied the rights and opportunities that be would be available to them as non-athletes. Therefore, we as a Department endorse the guideline for drug and alcohol abuse outlined in the Student Handbook.

The Department is committed to a policy which specifically prohibits possession and/or consumption of alcoholic beverages or other drugs by any student-athletes. These guidelines specifically prohibit consuming, possessing, or transporting alcohol or illegal drugs while traveling in vans, buses, or automobiles to or from regularly scheduled contests/events, as well as at on-site accommodations, from the time the team leaves campus until its return.

### Athletic Code of Conduct

Membership on an athletic team sponsored by Black Hawk College is a *privilege* afforded to full time students who have the ability and interest to compete intercollegiate, and who qualify under all NJCAA rules. The college lends its support to the program with the aim of providing a well-rounded educational experience for the student while projecting a positive image of the institution within the community.

Because of this philosophy, Black Hawk College expects all team members to maintain high standards of personal conduct. Any incident, either on or off campus, which reflects bad judgment by a student-athlete, or in any way involves campus security or law enforcement agencies, can result in probation, suspension or dismissal. Further, it is the policy of the Department of Athletics that any student-athlete charged with a felony crime may immediately be suspended from athletic participation. The student-athlete will be eligible for reinstatement upon subsequent determination by the Director of Athletics, Executive Dean, and possibly the President of Black Hawk College. Criminal charges of less than a felony shall be reviewed by the Director Athletics and handled on an individual basis. The student may appeal the penalty to the Vice President of Academic Services.

Additionally, the head coach of each sport has the responsibility to establish and enforce any other regulations

he/she believes important. All rules should be clearly explained to the student-athletes before the season begins, and given a hard copy, requiring a signature from each student-athlete that receives one. The coach must provide a copy to the Director of Athletics of all specific rules and of any infraction when it occurs.

## Conflict Resolution between Student-Athlete and Coaches

If conflicts arise between the student-athlete and their coach over the following, but not limited to:

1. Playing time.
2. Practice methods and training.
3. Parental involvement.
4. Injuries.
5. Inappropriate comments or actions by the coach designed by the players discretion.

If any of the above transpires, the resolution cycle is as follows:

1. The student-athlete will schedule a meeting between themselves and their coach. Do everything possible to resolve the issue in this meeting.
2. If the problem cannot be resolved, he/she may contact the Director of Athletics and schedule a meeting.
3. The Director of Athletics can set up a one-on-one meeting with the coach of the student-athlete. The Director of Athletics will make the final decision.

## STUDENT-ATHLETE SOCIAL MEDIA POLICY

Black Hawk College student-athletes are representatives of the College and community. The athletic department requires student-athletes to exercise good judgment in their use of social media websites, and to conduct these activities in a responsible and respectful manner.

1. It is impermissible for student-athletes to post information, photos, or other representations of sexual content, inappropriate behavior (e.g. drug or alcohol use), or items that could be interpreted as demeaning or inflammatory.
2. Student-athletes are required to abide by all team policies, athletic department policies, and NJCAA rules when utilizing social media websites.
3. Student-athletes are not permitted to initiate communication with a prospective student-athlete as a result of the prospective student-athlete's recruitment by Black Hawk College.
4. It is not permissible to comment on injuries, officiating, or team matters that could reasonably be expected to be confidential to team members.
5. Student-athletes are required to follow all respective social media website rules.

## Best Practices and Reminders

1. Think twice before posting. If you wouldn't want your coach, parents, or future employer to see your post, don't post it.
2. Be respectful and positive.
3. Remember, many different audiences view your posts including fans, alumni, kids, local authorities, parents, faculty, etc.
4. The internet is permanent. Even if you delete something, it's still out there somewhere. Be in the right state of mind when you make a post. Do not post when your judgment is impaired. Coaches and Administrators monitor social media websites. Potential employers use these social media websites to screen candidates. Use the privacy/security settings made available on these sites.

Violation of the Student-Athlete Social Media Policy may result in disciplinary action – including temporary or permanent suspension from the team – as determined by the Director of Athletics and/or your Head Coach.

# NJCAA Sportsmanship Rules Article XVIII Sportsmanship

A basic principle of NJCAA athletic competition is to develop and foster respect for fellow participants, coaches, officials and spectators. The following handbook section applies to all athletic events involving NJCAA member institutions, conferences and regions. Sport rule books may apply rules and regulations that are more restrictive than those found in this section.

- A. Participants will recognize their responsibility for proper conduct before, during and after every contest.
- B. Coaches and Athletic Directors will recognize and assume responsibility for the behavior of themselves, players, staff, game management personnel and representatives of the respective NJCAA member institution.

## Section I. Ejections

### A. Ejection for violent behavior

- 1. Violent behavior is defined as:
  - a. An act in which physical contact or an attempt to make physical contact occurs with the purpose to do damage, harm, intimidate, incite a fight or otherwise injure a player, coach, referee, spectator, game management personnel or damage property.
  - b. An act in which any bench personnel other than the head coach (or in the absence of the head coach the acting head coach) leave the bench area when a fight may break out or has broken out.
- 2. The following penalties will be assessed if a game official ejects a player, coach, team personnel, staff member, or game management personnel for violent unsportsmanlike behavior:
  - a. Immediate ejection and removal from the venue.
  - b. Mandatory ejection and removal from the venue for any bench personnel other than the head coach who leaves the bench when a fight may break out or has broken out.
  - c. A two contest suspension to be served during the next two regularly scheduled or postseason contests. Suspension of a coach or player at the end of a season of play shall carry over to the following season.
  - d. Should the player, coach or team personnel be ejected for violent behavior a second time during the season, that individual shall be prohibited from participating in athletic contests of that institution for the remainder of the academic year, including postseason play.
  - e. Penalties shall be imposed automatically by the offending institution with suspensions to be in effect for the next two regularly scheduled contests as appearing on the published schedule of the institution at the time of the ejection.
  - f. The referee may end the contest.
  - g. Failure to report and/or comply will result in:
    - h. For the first occurrence, the penalties will double, with the head coach serving the double portion of the penalty and a letter of reprimand shall be sent to the Director of Athletics and the President of the institution.
    - i. For the second occurrence, the penalties will double and a sanction of probation shall be given to the
    - j. offending institution for that sport in that year.
  - k. Games played during the time of failure to report and/or failure to comply with Article XVIII, Section 2.A. must be forfeited.

## **B. Ejection for non-violent unsportsmanlike behavior**

1. Non-violent unsportsmanlike behavior is defined as profanity, vulgar gestures, trash talking, taunting or abusive language directed at players, coaches, referees, game management personnel and/or spectators. The use of tobacco or alcohol during NJCAA sponsored events is prohibited within this rule.
2. The following penalties will be assessed if a game official ejects a player, coach, team personnel, staff member, or game management personnel for non-violent unsportsmanlike behavior:
  - a. Immediate ejection and removal from the venue.
  - b. For the first non-violent ejection of the sport season, a one contest suspension to be served during the next regularly scheduled or postseason contest(s). Suspension of a coach or player at the end of the season of play shall carry over to the following season. For the second non-violent ejection of the sport season, a two game suspension shall be served. For the third non-violent ejection of the sport season, a four game suspension shall be served. Each subsequent ejection will result in a doubling of the suspension previously served.
  - c. Penalties shall be imposed automatically by the offending institution with suspensions to be in effect for the next regularly scheduled contest as appearing on the published schedule of the institution at the time of the ejection.
  - d. Failure to report and/or comply will result in:
    - For the first occurrence, the penalties will double, with the head coach serving the double portion of the penalty and a letter of reprimand shall be sent to the Director of Athletics and the President of the institution.
    - For the second occurrence penalties will double and a sanction of probation shall be given to the offending institution for that sport in that year. 3. Games played during the time of failure to report and/or failure to comply with Article XVIII, Section 2.A. must be forfeited.
    - Entering spectator area is prohibited: No player, coach or bench personnel may leave the playing area and enter into the spectator area of the facility to engage in any type of verbal or physical conflict. Penalty for violation of this rule shall be immediate ejection from the contest and suspension from all intercollegiate athletic contests of that institution for the remainder of the academic year including playoffs.

## **C. Ejection of the coach:**

- a. The game shall be terminated and a forfeit declared if the head coach is ejected and there is no assistant coach or other college staff contractually bound to the institution willing to assume responsibility for the team.

## **D. Reporting structure**

1. The Athletic Directors of the member institutions involved in the contest shall notify, in writing, their respective Region Director (or designee) following the ejection(s) by noon local time of the first business day following the event. (Note: Reporting procedures must be followed for all regular and postseason competition). 194
2. Ejection Reports – Ejection reports of violent ejections will include a written notification to the President with a copy sent to the Athletic Director of the offending college. This notification will be sent by the Regional Director or his/her designee in the region where the college of the offending player or coach resides.
3. The Regional Director or his/her designee shall keep a record of all ejections in their respective region. The record shall include the name and institution of the person ejected, the date of the ejection, the reason for the ejection, and the penalty imposed.
4. The Regional Director or his/her designee shall supply an end of the year report of the ejections occurring in the Region. The report shall include the number of ejections and the penalties assessed by sport. Copies of the end of the year report shall be given to the Region, the Sport Committee, and the Standards and Ethics Committee by June 15 of that academic year.

## **E. Appeals**

1. Participants in all NJCAA certified sports are subject to the penalties listed for the ejections.
2. There is no appeal of a game(s) suspension resulting from an ejection by a game official except:
  - a. When there is the college's irrefutable game video evidence that the wrong student-athlete(s)/coach(s) was ejected. If the wrong student-athlete/coach was ejected, the penalty will be assessed to the student- athlete(s)/coach(s) in violation and he/she will serve the complete suspension.
  - b. All game suspensions will be in effect during the appeals process.
  - c. Only the institution of the student-athlete(s)/coach(s) that was ejected can appeal.
  - d. The NJCAA National Office will rule on all appeals. NOTE: The level of the ejection cannot be appealed (violent vs. non-violent).

### **Section 2. Game Official**

- A. An act in which physical contact or an attempt to make physical contact occurs with the purpose to do damage, harm, intimidate, incite a fight or otherwise injure a game official will lead to a suspension of a minimum of two games and a maximum of one year.

### **Section 3. Suspensions**

- A. Personnel and athletes suspended under these NJCAA rules shall not be allowed in the facility/gym/field/complex before or during the contest and may not coach or participate before the game, during play, or at half-time. Suspended coaches may travel with the team. Suspended athletes may not travel with the team while serving a suspension.