



BLACK HAWK COLLEGE
DEPARTMENT OF ATHLETICS
STUDENT-ATHLETE HANDBOOK



*Black Hawk College is a member of the
National Junior College Athletic Association,
Region IV and the Arrowhead Conference*

A statement of policy and guidelines for participants in the intercollegiate athletic program at Black Hawk College.

Important telephone numbers and locations:

Advising Center	309-796-5100	Bldg 1, lower lobby, First Stop Center
Aquatic Center	309-796-5608	Bldg 3
Bookstore – Hawk’s Hub	309-796-5500	Bldg 1, lower lobby
Campus Police	309-796-5913	Bldg 3, Room 315
Career Services Center	309-796-5626	Bldg 1, Room 220
Enrollment Services	309-796-5300	Bldg 1, Room 277
Financial Aid	309-796-5400	Bldg 1, Room 230
Fitness Center	309-796-5609	Bldg 3, lower level
General	309-796-5000	
Independent Learning Center	309-796-5170	Bldg 1, lower library, Room 101E
Student Success and Tutoring Center	309-796-5138	Bldg 1, lower library, Room 100

Mission Statement

Black Hawk College enriches the community by providing the environment and educational resources for individuals to become lifelong learners.

Vision Statement

Total accessibility, quality instructional programs, student-centered services, and strategic alliances position Black Hawk College as the preferred choice for education and training.

Core Values

- **Appreciation of Diversity** – We value the contributions of others who have talents and abilities, beliefs and traditions, actions and behaviors that are different than our own. We value the divergence of thoughts and ideas that make an institution of higher learning the center for the development of human potential.
- **Caring and Compassion** – In our interactions with each other, we will strive to be kind, considerate, and empathic as we work toward our collective and separate goals.
- **Fairness** – We will strive to be consistent and evenhanded in our policies, procedures, and dealings with others.
- **Honesty** – We will aspire to be truthful, sincere, and candid in all aspects of our daily activities.
- **Integrity** – We will strive to be trustworthy and honorable in our interactions with others; we do the right thing even when it is not popular or easy. We will be consistent with our values regardless of the presence or absence of audience.
- **Respect** – We will treat others with positive regard and esteem.
- **Responsibility** – We will be accountable, dependable, and reliable as we follow through on our commitment to teaching excellence, student learning, and service to others.

Welcome to Black Hawk College from the Director of Athletics

Welcome to Black Hawk College!

The Athletics Department staff is looking forward to working with you this year. Please assist us by keeping your information up-to-date, 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). Our office assistant will work with you on any necessary paperwork involved.

Our expectations of you:

1. Maintain good grades. *We encourage 8:00 a.m. classes.*
2. Enjoy the season.
3. Assert your leadership through teamwork.
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, follow the chain of command:

1. Team captain (if you have a team captain)
2. Assistant Coach
3. Coach
4. Director of Athletics

Black Hawk College Athletic Programs

Women's sports	Men's sports
Basketball	Baseball
Softball	Basketball
Volleyball	Golf

Athletics Department Personnel

Gary L. Huber - Director of Athletics

Tara M. Carey - Office Assistant

Telephone Numbers

Athletics Department - 309-796-5601

Fax number - 309-796-5075

Athletics Department website - www.bhc.edu/athletics

The Athletics 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.

The mental and physical well-being of each athlete as well as the spirit of the whole team are the primary concerns of the BHC 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 Athletics Department. Participation, personal growth and a positive total collegiate experience are also priorities. The philosophy of Black Hawk College, the Athletics Department and the NJCAA Division II are synonymous.

As a student-athlete on this campus, your visibility is high. Be proud of your college, be proud of your athletics 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 College Athletics 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 athletics department and your college in a manner that consistently promotes respect, fairness, civility, honesty and responsibility.

Gary Huber - Director of Athletics
Welcome! Work hard! Have fun!

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 Athletics Department 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 Athletics Department 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 Athletics Department. Black Hawk College will submit the claim to its insurance broker, but payment responsibility cannot be guaranteed.
3. It is the responsibility of an athlete to provide Enrollment Services with his/her 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.

Academic Requirements

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 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. If a student-athlete is not enrolled full-time before the start of the semester, he/she remains ineligible throughout the season. The Black Hawk College Athletics Department recognizes full-time enrollment as 12 or more credits per semester. However, we encourage our student-athletes to enroll in 16 credit hours per semester.
3. A student-athlete must maintain enrollment in 12 or more credit hours during each term of athletic participation. A student-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 a scholarship, a student-athlete must be a positive representative of the Black Hawk College Athletics Department.
5. To keep a scholarship, a student-athlete must earn 12 credits with a 2.0 GPA each semester and the student-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 a student-athlete qualifies for state and/or federal aid through the Financial Aid Office, the scholarship monies 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 a copy **MUST** be given to the Director of Athletics 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 is 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, an automatic HOLD will be placed on the student's academic records until items are paid for or returned.
4. 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

Advising Center

1. The Advising Center provides students the information, academic advisement and referral to appropriate support services to assist them in obtaining their associate degree and successfully transferring to a four-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 four-year institution they wish to attend and related to the major of their choice.

Financial Aid

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, second floor, for application deadlines.
3. Financial aid forms must be filled out 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

1. 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 Black Hawk College Student Handbook.
2. The Athletics 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 Athletics Department that any student-athlete charged with a felony crime will immediately be suspended from athletic participation. The student-athlete may be eligible for reinstatement upon subsequent determination by the Director of Athletics and/or the President of Black Hawk College. Criminal charges of less than a felony shall be reviewed by the Director of Athletics and handled on an individual basis. The student may appeal the penalty to the Vice President for Student Services and Dean of Students.

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 a hard copy provided 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 his/her 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 those transpires, the resolution cycle is as follows:

1. The student-athlete will schedule a meeting between himself/herself and his/her coach. Do everything possible to resolve the issue in this meeting.
2. If the problem can not 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 Athletics 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, Athletics 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 head coach.

NJCAA Sportmanship Rules

Article XVII 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.

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 post season 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:
 - For the first occurrence, the penalties will double and a letter of reprimand shall be sent to the Director of Athletics and the President of the institution.
 - For the second occurrence, the penalties will double and a sanction of probation shall be given to the offending institution for that sport in that year.
 - 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 coach, player, 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.
 - 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

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).
2. The Region Directors (or 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.
3. The Region Director (or 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).

Game Official

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.

Suspensions

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.



No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX). Direct inquiries to the Title IX Coordinator, Black Hawk College, Building 1, First Stop Center, 6600 34th Avenue, Moline, IL 61265. The Title IX coordinator can be contacted at 309-796-5006.

Accessible parking and entrances are marked at all campuses. If an individual has questions, he/she can contact the Disability Services Coordinator at the Quad-Cities Campus at 309-796-5900 or at the East Campus at 309-854-1713.

If you need an accommodation based on disability to fully participate in this program/event, please contact the Disability Services Office at 309-796-5900, 309-796-5903 (CAPTEL) or 309-716-3310 (video phone).

Students, faculty and staff at Black Hawk College participate in a variety of activities designed to assess and improve student learning and to bring about institutional change. Examples of such activities may include placement testing, surveys, collecting random samples of student work, exit testing, and portfolio evaluation.

Black Hawk College will make all educational and personnel decisions without regard to race, color, religion, gender, sexual orientation, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, or status as a disabled veteran or Vietnam era veteran, except as specifically exempted by law.

Black Hawk College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, marital status, national origin or ancestry, age, disability, unfavorable discharge from the military, or status as a disabled veteran or Vietnam-era veteran, in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of its educational programs as specified by State and Federal laws and regulations. The AA/EEO coordinator can be contacted at 309-796-5005.

GO BRAVES!



6600 34th Avenue
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309-796-5601

www.bhc.edu/athletics