

Trinity Valley Community College

Student-Athlete Handbook



2014-2015

Trinity Valley Community College

Student-Athlete Handbook Table of Contents

Letter from the President.....	3
Letter from Director of Athletics	4
Student-Athlete Code of Conduct.....	5
Student-Athlete Rules and Policies	6
Disciplinary/Expectations Procedures	7
Student code of Conduct	10
TVCC Drug & Alcohol Policy.....	18
Cardinal Gym	20
Cafeteria Schedule.....	21
On-campus Computer Labs.....	22
Cardinal Success Center	23
Ginger Murchison Learning Center	24
Sports Medicine/Training Room/Insurance	25
Friends of the Cardinals Host Famil	27
NJCAA Rules and Policies	29
NCAA Transfer Policy.....	34

Name: _____

Trinity Valley Community College

“Baseball is 90 percent mental, the other half is physical.” - Yogi Berra

Thank you for becoming a TVCC Cardinal! Your decision to become part of one of the greatest community college athletic programs indicates your desire to achieve excellence on the court or field as well as in the classroom.

The quote above is one of my favorite quotes. Not because it is humorous, but because of the point that Yogi Berra was trying to make. The mental state and condition of an athlete is the most important part of an athlete. At TVCC, we focus on the mental aspect of your abilities. Without proper mental preparation, without mental toughness, without sharp mental insight, an athlete will not be successful. Our number one goal for you is to be successful both in and out of the classroom!

"Excellence is not a singular act but a habit. You are what you do repeatedly." -Shaquille Neal

Excellence does not only apply on the court or field but also in the classroom. Strive for excellence.

“When I play, I’m boiling inside. I just try not to show it because it’s a lack of composure, and if you give in to your emotions after one loss, you’re liable to have three or four in a row.” – Chris Evert

Composure, composure, composure. I can’t stress it enough. When you lose your composure, you’ve lost everything. You are so emotional that you can’t perform. Keep your composure even when things don’t go your way and you will come out ahead.

“Don’t measure yourself by what you have accomplished, but by what you should have accomplished with your ability.” – John Wooden

Some people go through life doing only what is necessary to just get by. Some athletes play the same way. They play just hard enough to win. Coach John Wooden was the greatest basketball coach to have ever coached the game. His advice applies to every aspect of our lives, mine included. God has given us great abilities. Let’s work hard and use our abilities to the fullest extent. Don’t settle for mediocrity. We are Cardinals and we exhibit excellence. And do not throw in the towel; use it for wiping the sweat off your face.

“Self-praise is for losers. Be a winner. Stand for something. Always have class, and be humble.” – John Madden

Sports don’t build character; they reveal it. Character is revealed every day by each one of you. Whether on the field, in the classroom or in the community. Your character reflects on TVCC. It can be good or bad

As a Cardinal, you represent TVCC. We all do.... coaches, faculty, staff, and administrators. Winners know how to react to winning. By doing the best we can, we are winners, and the more experience we have at winning, the better we become at acquiring the characteristics of being good winners. Winners make goals, losers make excuses. But always remember to play with sportsmanship and exhibit good citizenship.

“There is a choice you have to make in everything you do. So keep in mind that in the end, the choice you make, makes you.” – John Wooden

You have joined a college and a community that will greatly support you. I know you have been preparing for this year. I have too. I have been shooting hoops with some of you. I support all of you and it is important that we support each other.

Glendon Forgey, President

Trinity Valley Community College

September 1, 2014

Welcome Cardinals:

We are excited that you have chosen to be part of one of the richest traditions of Junior College Athletics in the Nation. The National & Conference Championships, All-Americans and University signees we have had at "The Valley" are second to none. You must understand that with tradition comes responsibility. Your mission while you are here must quickly align with that of our Athletic programs.

1. Graduate
2. Win a Championship
3. Earn a Scholarship

The sooner you understand this mission, the sooner you will be en route to a successful career. Please note that part of your responsibilities as a cardinal student-athlete goes beyond the playing field. You represent at all times your team, your family, our athletic department and school, so your behavior and attitude must always be representative of that both on and off the playing surface.

Also note that your coaching staff as well as the athletic department administration are here to support and assist you in whatever you need to be successful, so please do not hesitate to ask for anything.

Best of luck this school year!

GO CARDS!

Brad Smiley & Kris Baumann
Athletic Director & Assoc. Athletic Director
TVCC

Trinity Valley Community College

Trinity Valley Community College Student-Athletic Code of Conduct

By joining the Trinity Valley Community College's intercollegiate athletics program, you become a representative not only of your team, but of this institution. Upon entering college, you will find you will have the freedom to manage your lifestyle to a far greater degree than you have experienced in the past. It is essential that this freedom be handled in a responsible manner so as to not jeopardize your opportunity to obtain maximum results from your college experience.

As Trinity Valley's most visible student ambassadors, student-athletes are expected to maintain at all times, high standards of integrity and behavior which will reflect well on themselves, their families, their coaches, teammates, the Department of Athletics and Trinity Valley Community College. This responsibility should not be taken lightly. Our student-athletes should take pride in being a part of Cardinal athletics and representing TVCC.

Participating as a member of the Cardinal athletic program is a privilege, not a right. Student-athletes that do not accept the responsibilities of being a Cardinal will lose that privilege. Our student-athletes will represent our athletic program and TVCC with pride and respect, both on and off the playing fields.

All student-athletes are expected to abide by Trinity Valley Community College team training rules, the general code of conduct for all students as outlined in the student catalog, and state and federal criminal statutes. Violations of these rules will be handled by the Head Coach of the sport in which the student participates, the Director of Athletics and the Vice President for Student Services. Penalties will be imposed that are appropriate for the offense and may include disciplinary action, suspension from the team, and dismissal from the athletic program.

The student code of conduct, the Athletic Drug & Alcohol policy and other policies stated in this handbook are to be followed at a minimum. The Athletic Director and Head Coach may impose stricter sanctions if they feel circumstances are warranted.

Trinity Valley Community College

Trinity Valley Community College Student-Athlete Rules and Policies

Being a member of the TVCC athletic department and representing this institution in competition is a privilege, not a right. Student-athletes are held to a higher level of expectations and represent TVCC on and off the field. Members of Cardinal athletics should carry themselves in an exemplary manner with their actions, behavior, language and lifestyle.

Each head coach will have their own set of team training and conduct rules. The athletic administration will support appropriate disciplinary action taken by a coach when these rules are not followed.

All student-athletes at TVCC will be expected to adhere to certain rules that apply to all members of each sports program. Every coach in the TVCC athletic department will monitor and enforce the general rules of the athletic department. All student-athletes at TVCC will be expected to abide by the following rules:

- 1) Fighting is prohibited anywhere on the TVCC campus under all circumstances. Student-athletes should refrain from fighting and remove themselves from any situation that could result in a physical confrontation.
- 2) The consumption of alcohol and the use of illegal drugs are prohibited for members of TVCC athletic teams. Use of alcohol or drugs will not be permitted, even for those student-athletes of legal drinking age.
- 3) No smoking. All student-athletes will refrain from smoking while a member of a TVCC athletic team. This will include cigarettes, cigars, smokeless tobacco, etc.
- 4) Student-athletes will refrain from the use of loud, vulgar, abusive and profane language.
- 5) Class attendance is mandatory. All student-athletes will be expected to attend class. Absences as a result of travel while representing TVCC in a contest will be considered excused. If a student athlete is ill and needs to miss a class, they must contact their head coach prior to the start of that class. Student-athletes that miss class without notifying their head coach will be subject to suspension from team activities by the Head Coach and the Director of Athletics.

Trinity Valley Community College

Discipline/Expectations Procedures

THESE PROCEDURES ARE BEING IMPLEMENTED TO BRING UNIFORM DISCIPLINE TO OUR ATHLETIC DEPARTMENT. WE MUST ALL STRIVE TO HAVE INTEGRITY AND CHARACTER WITHIN OUR STUDENT-ATHLETES AND TEAMS AS IT PERTAINS TO HIGH EXPECTATIONS.

ATHLETIC DISCIPLINARY COMMITTEE

Will hear all appeals and/or render decisions regarding athletic discipline matters. The committee will be made up of the following individuals:

Brad Smiley	Athletic Director/Football
Kris Baumann	Associate Athletic Director/MBB
Mary Nicholson	Administration
Lucy Strom	Athletic Coordinator (1 st alternate)
Jerry Rogers	Faculty Representative (2 nd alternate)

If any member is hearing a case involving a member of their squad, they will not be allowed to sit in on the appeal hearing. The above coaching selections were made in regards to TVCC seniority and service.

All decisions rendered by the Athletic Disciplinary Committee or coach will automatically be forwarded to the College Judicial Officer to be determined whether the discipline was sufficient. Also, any decision made by this group does not supplant any normal college disciplinary process.

I. ARREST FOR FELONY CHARGES

(Sexual Assault, Drugs, Weapons, Assaults, Theft, etc.)

AUTOMATIC INDEFINITE SUSPENSION

Automatic Indefinite Suspension until the case is resolved through the Court of Law. There will not be any participation in practice, games or any team functions. If the circumstances of the situation change (case going to be dismissed, dropping of charges set to occur, etc.), the student-athlete is able to appeal the decision to the Athletic Disciplinary Committee. The Committee can reinstate the student athlete upon hearing the appeal. If found guilty of a felony, the student-athlete will be permanently banned from athletic participation at TVCC.

Trinity Valley Community College

MISDEMEANOR CHARGES:

For misdemeanor charges which result in arrests or citations, each case will be handled by the Head Coach of that specific sport after it has been reported to the Athletic Director, Judicial Officer and College President. However, the coach should meet with the violator (student-athlete) and fill out an Athletic Discipline Form which mandates the punishment for that athlete. The player and coach must both sign the form after the penalty has been discussed. The form is then sent to the Athletic Director, Judicial Officer, who then forwards to the President.

II. THEFT ON SCHOOL PROPERTY

INDEFINITE SUSPENSION IF CHARGED WITH FELONY.

Individual must be cleared through our court system before individual is reinstated to the team/athletic program.

PUNISHMENT TO BE DECIDED BY ATHLETIC DISCIPLINARY COMMITTEE:

If not prosecuted in court of law (no charges but still deemed theft). The Head Coach of that sport can initiate a punishment/penalty and submit to the committee for approval.

III. CONFLICTS WITH FACULTY AND STAFF

We have a DISCIPLINE INCIDENT REPORT form that is available for all employees of the college. On this form they can make their complaint regarding conflict caused to their class, office, facility, etc. by any student-athlete. They can also file a complaint to the Athletic Director, Judicial Officer or the Coach of that particular sport, who must document it with the Athletic Director. This will cover any disturbances in class that the instructor deems to have caused problems either for the instructor or the facility. The penalties for these infractions are as listed below:

1. 1st Offense:

The student-athlete must meet with their coach. At that time the coach and player must schedule a meeting with the instructor to discuss the situation with the understanding there will be no further problems. IF THERE IS A SEVERE 1ST CASE PROBLEM,

Trinity Valley Community College

THE STUDENT-ATHLETE MUST THEN MEET WITH THE ATHLETIC DIRECTOR.

2. 2nd Offense:

The student-athlete must meet with the AD and the Judicial Officer at which time they will examine the problem to decide if suspension or dismissal is merited. If the AD does suspend or dismiss the student in question, the student does have the right to appeal to the Athletic Disciplinary Committee with the AD removing himself from service on that case.

3. 3rd Offense:

Any 3rd Offense (regarding any type of misconduct) will result in automatic suspension of the student-athlete from the athletic program. This suspension will be indefinite and the violating student must go in front of the Athletic Disciplinary Committee to request reinstatement. However, this request cannot occur until the violating student- athlete has missed no less than 10% of their team's regular season scheduled contests.

IV. CLASS ABSENCES

Each Coach is responsible for the monitoring of their student-athletes regarding class attendance/performance.

V. REPORTING OF DISCIPLINE INCIDENTS

Your coach will report to the AD and the Judicial Officer any incidents which affect the college's reputation/integrity. This includes the following:

1. Any arrest charges.
2. Any situation that occurs in a negative matter on the road whether at a game, hotel or restaurant.
3. Any incident of conflict that has possible legal ramifications between players, and/or coaches,
4. Anything that reflects negatively on the college's image.
5. Any of the items previously covered in Athletic Discipline Procedures (excessive class absences, faculty complaint forms, alcohol offenses, etc.).

The Athletic Director has the authority to exceed and impose additional punishment/penalties, if it is deemed that the discipline was not severe enough based on the offense.

Trinity Valley Community College

STUDENT CODE OF CONDUCT

The following list of violations of the Student Conduct Code is an example of behaviors that may result in disciplinary action by the College. This list is not to be regarded as all-inclusive. In the event of ambiguity, inconsistency or a need for further clarification regarding what constitutes a violation of the Student Conduct Code, the vice president of student services will make the final determination. Any student or student organization found to be responsible for misconduct is subject to College sanctions.

1. ACADEMIC DISHONESTY

A. CHEATING includes

- a. submitting material that is not the student's as part of the student's course performance;
- b. using information or devices that are not allowed by the faculty;
- c. obtaining and/or using unauthorized materials;
- d. fabricating information, research and/or results;
- e. violating procedures prescribed to protect the integrity of an assignment, test or other evaluation;
- f. collaborating with others on assignments without the faculty's consent;
- g. cooperating with and/or helping another student to cheat; and/or
- h. demonstrating any other forms of dishonest behavior.

B. PLAGIARISM includes

- a. directly quoting the words of others without using quotation marks or indented format to identify them;
- b. using sources of information (published or unpublished) without identifying them;
- c. paraphrasing materials or ideas without identifying the source; and/or
- d. unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic material.
- e.

2. ALCOHOL POSSESSION AND USE includes

- A. possessing or consuming alcoholic beverages on campus, including residence halls, or during school-related activities;

Trinity Valley Community College

- B. driving under the influence of alcohol; and/or
- C. participating in any activity or conduct involving the use of alcohol that is in violation of law.

3. ASSAULT includes

- A. any intentional physical contact of an insulting or provoking nature, and/or
- B. any physical abuse, intentional injury or physical harm to another person.

4. CLASSROOM DISRUPTION includes any classroom behavior that interferes with the instructor's ability to conduct class or the ability of other students to learn.

5. DAMAGE OR DESTRUCTION OF PROPERTY includes causing any damage or destruction of college property or another person's property.

6. DECEPTION includes

- A. misusing any college records, forms or documents through forgery, unauthorized alteration, reproduction or other means;
- B. giving or receiving of false information to the College or to any college official, administrator or administrative unit;
- C. providing false information to law enforcement officials;
- D. possessing fake, altered or any other identification that belongs to another person; and/or
- E. attempting to perpetrate a fraud against the College or a member of the college community.

7. DISORDERLY CONDUCT includes

- A. all lewd, obscene, indecent behavior or other forms of disorderly conduct;
- B. abuse or unauthorized use of sound amplification equipment; and/or
- C. any conduct which materially interferes with the normal operation of the College or with the requirements of appropriate discipline.

Trinity Valley Community College

8. DISORDERLY/IMPROPER ASSEMBLY includes
 - A. any assembly for the purpose of causing a riot, destruction of property or disorderly diversion, which interferes with the normal operation of the College, and/or
 - B. any obstruction to the free movement of other persons about campus or the interference with the use of college facilities.
9. DRUG ACTIVITY includes
 - A. the possession, use, manufacture, cultivation, distribution, sale and/or misuse of any controlled or illegal substance, including designer drugs;
 - B. the possession and/or use of any drug paraphernalia; and/or
 - C. any activity or conduct involving drugs that is in violation of local, state or federal law.
10. FAILURE TO COMPLY includes
 - A. failing to respond to a lawful request by properly identified college officials or law enforcement officials in the performance of their duties;
 - B. failing to report for a conference, meeting or appointment with any college official or faculty member;
 - C. failing to appear and cooperate as a witness in a disciplinary case when properly notified;
 - D. failing to comply with any disciplinary condition imposed on a person by any judicial body or administrator; and/or
 - E. fleeing from law enforcement or college officials.
11. FALSE REPRESENTATION includes any unauthorized claim to speak and/or act in the name of Trinity Valley Community College or any organization, student, college officials or faculty members.
12. FELONY CONVICTION means
 - A. being convicted of a felony,
 - B. pleading guilty to a felony,
 - C. pleading nolo contendere to a felony, and/or
 - D. receiving first offender treatment or similar pretrial diversionary treatment for a felony-grade offense.

Trinity Valley Community College

13. FIRE SAFETY includes

- A. failure to evacuate or immediately respond to a fire alarm;
- B. participation in creating or causing a false fire alarm;
- C. participation in tampering, disconnecting or altering any fire alarm system, equipment or component;
- D. failure to follow the instructions of staff and emergency personnel during fire alarms;
- E. the possession, use, manufacture and/or sale of any incendiary device;
- F. participation in setting or causing to be set any unauthorized fire; and/or
- G. the possession and/or use of any type of fireworks.

14. GAMBLING includes engaging in any form of gambling that is in violation of the law.

15. HARASSMENT includes

- A. any act that creates an unpleasant or hostile situation for another person, especially by uninvited and unwelcome verbal or physical conduct, and/or
- B. intentionally and/or repeatedly following, stalking or contacting another person in a manner that intimidates, harasses or places another in fear of his/her personal safety or that of his/her property.

16. HAZING is defined as an act which endangers the emotional, mental or physical health or safety of a student, with or without his/her expressed permission, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in a group or organization. Hazing includes acts that are intended to or actually cause physical discomfort, embarrassment and/or ridicule of another person for the purposes mentioned above. Any acts of hazing are considered violations of the Student Conduct Code.

17. JOINT RESPONSIBILITY refers to

- A. students who knowingly act or plan to act in concert to violate college regulations, and/or
- B. any student who knowingly allows another student to violate college regulations without reporting to a college official. Such students have individual and joint responsibility for their behavior.

Trinity Valley Community College

18. SEXUAL ASSAULT includes any sexual conduct that takes place without the victim's consent, including any penetration of the vagina, anus or mouth by the perpetrator's penis or by any object. Sexual conduct will be deemed to be without the victim's consent when

- A. the victim has instructed the perpetrator not to engage in the conduct;
- B. the victim is forced to submit to the act;
- C. the victim is reasonably in fear that the victim or another person will be harmed if the victim does not submit to the act;
- D. the victim is unable to give consent or permission or is unable to resist because of intoxication with drugs or alcohol; and/or
- E. the victim is unable to give consent or permission, or is unable to resist because of any mental or physical disability.

19. SEXUAL HARASSMENT is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when

- A. submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing;
- B. submission or rejection of such conduct by an individual is used as a basis for an employment or academic decision affecting such individual; and/or
- C. such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating or hostile work or academic environment.

20. SEXUAL MISCONDUCT is defined as intentional touching of the victim's intimate parts (the primary genital area, groin, inner thigh, buttock or breast) without or against the victim's consent.

- A. Sexual misconduct includes
 - a. touching either the body part directly or on the clothing covering that body part and/or
 - b. forcing the victim to touch an intimate area of another person.
- B. Sexual conduct will be deemed to be without the victim's consent when
 - a. the victim has instructed the perpetrator not to engage in the conduct;

Trinity Valley Community College

- b. the victim is forced to submit to the act;
- c. the victim is reasonably in fear that the victim or another person will be harmed if the victim does not submit to the act;
- d. the victim is unable to give consent or permission or is unable to resist because of intoxication with drugs or alcohol; and/or
- e. the victim is unable to give consent or permission or is unable to resist because of any mental or physical disability.

21. SOLICITATION includes

- A. conducting an unauthorized sales campaign in a residence hall, classroom or administrative building or any other campus location, and/or
- B. placing door hangers or signs on cars on campus or in on-campus residential facilities or other campus property.

22. STUDENT IDENTIFICATION CARD VIOLATIONS include

- A. altering, lending or selling a student identification card;
- B. using a student identification card by anyone other than its original holder; and/or
- C. using a student identification card in any unauthorized manner.

23. THEFT means taking, possessing or attempting to sell or distribute any property that is the property of another person, organization or entity (including, but not limited to, the College) without the owner's permission.

24. THREATS include

- A. an expression of intention to inflict injury or damage and/or
- B. causing another person to feel fear for their safety or well-being.

25. UNAUTHORIZED ENTRY into any college building, office, residence hall, off-campus residence, parking lot, motor vehicle or other facilities includes

- A. remaining in any building after normal closing hours without proper authorization, and/or
- B. remaining overnight in public areas of the residence hall or surrounding areas without approval from the College.

Trinity Valley Community College

26. UNAUTHORIZED USE includes

- A. unauthorized use of college equipment;
- B. unauthorized use of bathrooms, exits or windows;
- C. unauthorized use or duplication of keys; and
- D. unauthorized use or possession of any parking permit.

27. UNAUTHORIZED USE OF COMPUTER RESOURCES includes

- A. unauthorized entry into a file to use, read or change the contents, or for any other purpose;
- B. unauthorized transfer of a file;
- C. unauthorized use of another individual's identification and password;
- D. use of computing facilities that interferes with the normal operation of the college computing system;
- E. use of computing facilities that violates copyright laws;
- F. use of tools for port-scanning, "sniffing" or monitoring or reading transmissions from other users on the network; and/or
- G. any violation of the college's computer use policies.

All devices attached to the college network must be registered.

Workstations attached to the college network are required to have virus protection software. Virus definitions must be updated at least every two weeks.

28. VIOLATION OF CONFIDENTIALITY means violating the confidentiality of a student's educational record and includes

- A. judicial advocates or College Judicial Board members, who may not disclose confidential judicial information, and/or
- B. student employees, who may not disclose confidential work-related information.

29. VIOLATION OF LAW is any act that violates a provision of the laws of the United States, the laws of any state in which such act occurs, the ordinances of any county, city, municipality or other political subdivision or the laws of another nation or political subdivision. Such acts are deemed to be a violation of the Student Conduct Code when the act

Trinity Valley Community College

- A. occurs on the campus of the College, including all property owned, leased, licensed or otherwise controlled by the College;
- B. occurs in the context of any event planned, presented, sanctioned or made available by the College, any affiliate of the College or any student organization;
- C. occurs at any intercollegiate athletic event in which one of the College's teams is participating, home or away;
- D. involves more than one member of the college community; and/or
- E. otherwise adversely effects the College.

30. WEAPONS AND FIREARMS

- A. No student may keep, use, possess, display or carry any rifle, shotgun, handgun or other lethal or dangerous device capable of launching a projectile by air, gas, explosion or mechanical means (including BB guns, air-soft guns, stun guns and paintball guns) on any property owned, controlled or leased by the College unless specifically authorized by the administration or as part of a college-sanctioned event;
- B. No student may use, possess, display or carry any toy weapon which resembles a real weapon, any swords, any illegal knives, any explosives (including fireworks and sparklers), any martial arts weapons or any devices which are used to threaten the safety and well-being of a person on any property owned, controlled or leased by the College unless specifically authorized by the administration or as part of a college-sanctioned event.
- C. Anything used to injure, attempt to injure or harass another person is considered a weapon.
- D. Illegal or unauthorized weapons include but are not limited to firearms, explosives, other weapons or dangerous chemicals.

Trinity Valley Community College

ATHLETIC DRUG AND ALCOHOL POLICY

Trinity Valley Community College strongly believes the use and abuse of drugs and/or alcohol can be detrimental to the health of individuals and disruptive to the proper functioning of the college. Therefore, the College has an important responsibility to prevent, assist and correct any alcohol or drug related activity that might be present among the students and has established the following policy.

A. Drug Violations – Students who are found to have violated the school's drug policy must submit to the following minimum sanctions:

- a. 1st Offense:
 - i. The student will be placed on disciplinary warning.
 - ii. The student must enroll in a drug education counseling course as arranged by the Judicial Officer. The cost of this course will be the sole responsibility of the student.
 - iii. The student must submit to a drug test between 30 and 45 days after the date of the initial incident.
- b. 2nd Offense:
 - i. The student will be placed on disciplinary probation.
 - ii. The student will be required to complete 20 hours of community service as arranged by the Judicial Officer.
 - iii. If the student is an athlete or a member of a performing group they will immediately be suspended for the subsequent 25% of their team's regular season schedule as determined by the Judicial Officer and that group's coach or director and must pass a drug test before reinstatement.
- c. 3rd Offense:
 - i. If the student is found to have violated the policy for a third time (regardless of time elapsed between violations) the student will automatically be suspended from TVCC for a minimum of 2 long semesters.
 - ii. Additional requirements pertaining to substance abuse may be required as a condition of readmission.

Drug Testing:

- All students who are members of college sponsored programs (as determined by the Vice President of Student Services) must be drug tested within three weeks of the beginning of the fall semester or within three weeks of the beginning of the regular season, whichever is earliest. Students who enter in the spring must be tested before they are allowed to participate in any organized activities.

Trinity Valley Community College

- College sponsored groups will also submit to a random drug testing schedule (at least two times per semester) with 20 percent of each group's roster subject to testing. These will be randomly selected through a drawing selection process conducted by the Judicial Officer and communicated to the Athletic Director. This is a minimum random testing procedure. The Athletic Director maintains the authority to drug test any athlete, if sufficient evidence exists. Students testing positive will be found in violation of the Student Code of Conduct and must adhere to the sanctions listed above.
- The Judicial Officer, if sufficient evidence exists, may request that any student be drug tested. If the student passes the test he/she will be assumed innocent and the cost of the test will be the responsibility of the college. If the student should fail the test the cost of the test will be the responsibility of the student. A student may refuse the test and therefore will be assumed guilty and must adhere to the sanctions listed above.

B. Alcohol Violations – Students who are found to have violated the school's alcohol policy must submit to the following minimum sanctions:

- a. 1st Offense:
 - i. The student will be placed on disciplinary warning
 - ii. The student must enroll in an alcohol education counseling course as arranged by the Judicial Officer. The cost of this course will be the sole responsibility of the student.
- b. 2nd Offense:
 - i. The student will be placed on disciplinary probation.
 - ii. The student will be required to complete 20 hours of community service as arranged by the Judicial Officer.
 - iii. If the student is an athlete or a member of a performing group they will immediately be suspended for the subsequent 10% of their team's regular season schedule as determined by the Judicial Officer and that groups coach or director.
- c. 3rd Offense:
 - i. If the student is found to have violated the policy for a third time (regardless of time elapsed between violations) the student will automatically be suspended from TVCC for a minimum of 2 long semesters.
 - ii. Additional requirements pertaining to substance abuse may be required as a condition of readmission.

Trinity Valley Community College

Cardinal Gym

The Cardinal Gym is the primary facility for both Cardinal and Lady Cardinal athletic teams. It contains a weight room and serves as the meeting place for several activity classes. However, the Cardinal Gym is not an open-use facility. No student or athlete is allowed to use the gym or the weight room except during the allotted class time for a class that they are enrolled, unless they have approval from the Athletic Director.

Campus security and members of the Athletic Department will have a list of those student-athletes that are members of the Cardinal and Lady Cardinal teams. Only those student-athletes will be permitted to use the Cardinal Gym outside of scheduled class times. ***Those student-athletes that have been authorized to use the facility must have their student ID cards with them*** or they will be asked to leave the facility. Student-athletes that have been authorized to use the gym will be expected to help monitor the use of the gym. Student-athletes that are authorized to use the facility and allow unauthorized individuals to use the gym will have their privileges revoked.

Our student-athletes are expected to abide by this policy. Those who do not adhere to the policy will be handled at the discretion of the Head coach and the Athletic Director.

Trinity Valley Community College

Cafeteria Dining Schedule

Monday – Friday

BREAKFAST	7:30 am – 10:30 am
LUNCH	11:00 am – 2:00 pm
DINNER	5:00 pm – 8:00 pm

Saturday

BRUNCH	11:00 am – 12:00 pm
LUNCH	12:00 pm – 1:00 pm
DINNER	5:30 pm – 7:30 pm

Sunday

BRUNCH	11:00 am – 1:00 pm
DINNER	5:30 pm – 7:30 pm

Cafeteria Rules:

1. You are allowed one entrée at a time but may return as often as you like without wasting whenever possible.
2. Students on a meal plan must present their current TVCC ID card before they are allowed to enter the service area.
3. You are responsible for returning your tray and dishes to the return area.
4. No loud or profane language is allowed at any time or for any reason in the dining area.
5. You must be dressed appropriately to enter the dining area. This includes but is not limited to, no wearing pajamas, no slippers or the showing of undergarments.

Trinity Valley Community College

STUDENT COMPUTER LAB AGREEMENT

Athens Campus
Computer Science Department

The computer labs are designed for use by all computer classes. This involves different instructors, courses, software packages, and skill levels among students. These computer labs are set up in a specific way to ensure that all hardware and software components will work with every course that is taught in these labs. Each student has the responsibility of cleaning his/her workstation area after use (Includes placing unused, torn, and unwanted used paper in the trash-bin). All software is copyrighted and has been purchased by the college.

The following rules apply to all students:

1. Students must show ID card.
2. No cell phones are allowed in computer labs.
3. No student is permitted to change any settings or any files on the computer, unless instructed to do so by his/her instructor. Example: Changing wallpaper, screensavers, registry settings, boot-log files, icons, cursors, and shortcuts, etc.
4. No student is permitted to add or delete any files on the hard disk, unless instructed to do so by his/her instructor. Example: Downloading and installing any program (includes games and online chat programs); or deleting boot-log files, shortcuts, registry entries, icons, and any system files.
5. No student is permitted to copy software from the hard disk. Example: MS Office, MS Visual Studio, or Operating Systems.
6. No student is permitted to use the computers for any reason other than educational purposes. Example: Using the Internet for purposes other than class work such as viewing pornographic material, participating in online chat rooms, using email for purposes other than class work, and playing games during class and lab time. Going to websites for non-educational purposes. Example: (Myspace, Facebook and YouTube just to name a few).
7. No student is permitted to bring food or drinks into the classroom. Example: Cokes, candy, eating breakfast, lunch, or dinner in the labs etc.
8. No student is permitted to remove equipment or specialty items from the labs, unless instructed to do so by his/her instructor.
9. No children are allowed in the computer labs at any time. No exceptions!

Noncompliance with the above restrictions under normal circumstances will incur the following consequences:

1. Step One: WARNING by one of the faculty or staff.
2. Step Two: WARNING by the Division Chair or Dean.
3. Step Three: Student will be barred from using the computer labs. This could result in the student having to drop one or more computer courses.**

(** Note: If a serious offense has occurred, Steps One and Two may be skipped).

Trinity Valley Community College

Cardinal Success Center
csc@tvcc.edu

Baugh Technology Center
Room 320

Lab Hours: Monday – Thursday 7:30 am – 8:00 pm
 Friday – 7:30 am – 3:30
 Sunday - 5:00 pm – 9:00

Learning Lab Guidelines

- Please bring your current TVCC ID card to every visit.
- Talking is allowed as long as it does not disturb others.
- Silence cell phone ringers or place them on vibrate before entering the lab. Do not disturb others with phone conversations.
- Computers cannot be used for gambling, commercial use, or illegal activities.
- Viewing of sexually explicit content and/or other offensive subject matter is not allowed.
- Food and drink are not allowed.
- Listening to iPods, CDs, or DVDs in the lab is acceptable only if headphones are used.
- Copyright and software license agreements should be observed.
- Anyone violating these guidelines will be asked to leave the lab area and will forfeit the right to use college computer equipment.

Trinity Valley Community College

GINGER MURCHISON LEARNING CENTER

Hours of Operation and Policy

Fall and spring

Monday – Thursday

7:45 am – 7:45 pm

Friday

7:45 am – 4:15 pm

Sunday

2:00 pm – 5:00 pm

LRC Computer Room Agreement

Rights and Responsibilities

Access to the college's Local Area Network (LAN) and internet is a privilege. Students who are enrolled at TVCC may use the computer in the LRC Computer Room for research, homework, or email. All LRC policies as stated in this agreement must be followed. Students who fail to follow LRC policies will be placed on a Warned List. Repeat offenders will be placed on a Banned List and must have permission from the LRC Director to return to the computer Room. All prints whether a mistake or not are .10 per page.

Policies:

- Only currently enrolled students and TVCC employees may use the computers. You must have a TVCC ID card. Exception: financial aid or special permission from the LRC Director.
- Users must sign the LRC Computer Room agreement before using the computers.
- No one may accompany the user into the computer room, including children and friends, parents or spouses.
- No group projects. No helping others with financial aid, homework, etc.
- Turn your cell phone off before entering the computer room. Cell phone use is not permitted. Turn off all listening devices. Example: iPod, walkmans, MP3 players. Use of these items is not permitted.
- Computers will be used for research, homework, or email only. Instant messaging, blogging, surfing the net, playing games, chatting, shopping, using journals, or message boards is not permitted. This includes Myspace.com, Facebook.com, etc.
- Accessing websites with material deemed pornographic or otherwise inappropriate by the LRC staff is not permitted.
- Illegal activities, including gambling and violating software agreements and copyright laws, are not permitted.
- Food, drink, and loud conversations are not permitted. Profanity is prohibited! Respect the rights of others who are working.
- LRC staff will follow testing policies set by the testing center. Students will not be allowed to start a test later than one hour prior to closing.
- Violating network integrity and attempting to alter the configuration of the computers is not permitted.
- Computer room is closed on weekends and holidays and between semesters when there are no classes. Occasionally, it is closed to individual students when an instructor reserves the room.
- The LRC and LRC staff is not responsible for lost or stolen property.

Procedures

1. Users will present a current TVCC student ID when entering the computer room.
2. Students will sign the sign-in sheet and indicate their reason for using the computers.
3. LRC personnel will check out a computer to the student and keep the ID with the checkout card.
4. The student ID will be returned to the student when the computer is discharged.

Trinity Valley Community College

SPORTS MEDICINE

General Sports Medicine Policies

- All student-athletes who desire to participate in TVCC athletics **MUST** complete a comprehensive medical questionnaire and a physical examination which is provided by the sports medicine staff. Medical clearance must be obtained from the team physician before an athlete is permitted to participate in any athletic event.
- All injuries and illnesses are to be reported to the sports medicine staff on the same day they occur. Upon initial evaluation by a certified athletic trainer, the athletic trainer will determine if further medical treatment is necessary.
- In case of an emergency or impending medical problem (outside normal operational athletic training room hours) the student-athlete should immediately contact the athletic trainer or coach for assistance and/or advice, regardless of the time of day. In emergencies during athletic related activities, medical attention will be arranged immediately for the student-athlete by the sports medicine staff.
- The department of athletics does not assume any financial responsibility for any medical treatment obtained without prior evaluation and referral by the certified athletic trainer or team physician. If you desire medical attention without consulting with the TVCC sports medicine staff for injuries, you may do so at your own expense. A student-athlete who is seeking medical care outside of our department will not be allowed to participate until deemed appropriate in writing from his/her personal physician; then reviewed by the team physician.

Treatment/Injury Evaluation/Sick Call

7:00–9:00 am Monday through Thursday at the Field house Training Room (others by appointment only)

Anyone needing evaluation and/or treatment for any injury or illness **MUST** be present during morning treatment hours. Anyone not reporting for during morning treatment hours will be considered full go for practice that day. No shows for scheduled treatment times will be reported to the head coach. Coaches will be notified by 10:00 am each day regarding injuries, illnesses and no shows so that practice and game adjustments can be made.

The athletic training room will be open prior to each practice. If you need treatment prior to practice, you must coordinate a time with the head athletic trainer. Any injuries occurring during practice must be reported directly after practice. All treatments will be administered by the sports medicine staff.

Athletic Training Room Rules

- Only three (3) students athletes allowed in the room at one time.
- No one is to enter the athletic room unsupervised or without permission.
- Nothing is to be taken from training room without permission.
- No tobacco of any kind is permitted.
- No food or drink.
- No horseplay.
- Shirt and shorts must be worn at all times.
- No foul or offensive language.
- The training room is not for social gatherings – no loitering.
- Be on time for appointments!

Trinity Valley Community College

INSURANCE

The TVCC Athletic Department will insure every student-athlete with a secondary insurance policy that will cover injuries or illness resulting from injuries that are received while participating in intercollegiate athletics at TVCC. The program is a secondary or "excess coverage plan", which means that it, will only consider those expenses not covered by other insurance programs. In addition, only injuries sustained while participating in an organized practice, competition or traveling to and from competition will be considered under this secondary policy.

The following outlines steps to follow in order to complete the claims process with ease:

1. Any and all injuries must be reported to and evaluated by the athletic trained to determine if further medical treatment or evaluation is necessary.
2. If further treatment is sought, all appointments will be made by the TVCC sports medical staff.
3. All athletic injury claims will be initially filed with the student-athlete's primary insurance company.
4. The primary insurance will issue an explanation of benefits (EOB) stating payment or denial of charges. Student-athlete will then forward a copy of the original bill, any statements and the explanation of benefits (EOB) to;
*TVCC Athletics Insurance Coordinator
100 Cardinal Drive
Athens, Texas 75751*
5. Compliance in sending the EOB's and all necessary documentation to TVCC is necessary before any claims can be submitted.
6. Charges that are not paid by the primary insurance will then be considered by your athletic insurance, which is considered secondary coverage.
7. Once TVCC's insurance carrier receives all pertinent information, the claim will then be processed. This process can take up to 6-8 weeks.
8. Please be aware that it is possible that there will be remaining balances after the primary insurance and school insurance have paid. In this case you will be responsible for any remaining balance.

The Athletic Department assumes **no** financial responsibility for:

1. Injuries or conditions received prior to the arrival at TVCC (i.e. pre-existing conditions or injuries).
2. Injuries or conditions not incurred in a supervised practice or during intercollegiate contests at TVCC (including injuries sustained while playing intramurals, inside your dormitory room and campus events, injuries sustained while not enrolled in the academic semester, or injuries sustained after completion of eligibility).
3. Any medical expenses to which you were not referred by a member of the sports medicine staff or team physician.
4. Normal dental care such as cleanings, exams or orthodontic devices.
5. Contact lenses or glasses or examinations for.
6. Routine medical exams for illnesses unrelated to an athletic injury.
7. Prescription medications for pre-existing or existing medical conditions.
8. Immunizations or allergy injections.

Friends of the Cardinals Host Family Rules and Information

What can Friends of the Cardinals provide for student athletes?

- Be a positive influence
- Support them
- Send a text or call them to give them encouragement
- Invite them over for a meal every few weeks
- Make them feel like they have a home away from home
- Swing by a practice
- Come to the games. Give them someone to play for. Go on the field after the game and congratulate them.

What can Friends of the Cardinals not provide?

- No cash transactions to players or purchase for players or their family members.
- Per NJCAA rules players are allowed an “occasional meal.” Occasional is approximately two times per month. A home cooked meal and snacks that you have purchased falls under the guidelines of occasional meal. Do not take them with you to buy them groceries. You are free to drop off snacks occasionally.

NJCAA Rules Permitting “Adopt a Player Program”

Article VIII – Grants-In-Aid, Recruitment and Booster Clubs

Section 1-H

H. Permitting NJCAA institutions to institute an "adopt a player program" under the following conditions:

1. Approval of the college administration.
2. Utilizing the occasional family meal.
3. The program is administered by the institution.
4. No monetary transactions may transpire from the "parent" to the adoptive student-athlete (i.e. loans, co-signing, long distance telephone calls, tickets).
5. No trips involving excessive mileage and/or expense.
6. No free tickets paid for by "parent".
7. Athletic personnel may be involved in the coordination of the adoptive program, but may not be an adoptive parent

Title IX

Title IX prohibits sex-based discrimination (sexual harassment, including sexual violence) in education **programs and activities** receiving federal financial assistance and applies to all public and private educational institutions receiving federal financial assistance.

EDUCATION PROGRAMS AND ACTIVITIES

“Education programs and activities” includes **all of a school’s operations**, including school-sponsored activities or travel that occurs away from school.

Title IX’s protection applies to third parties who participate in a school’s education programs or activities.

WHAT IS SEXUAL HARASSMENT?

Conduct of a sexual nature; that is unwelcome, and denies or limits a student’s ability to participate in or receive the benefits, services or opportunities of the school’s programs or activities **including sexual violence**.

Determining whether conduct is of a sexual nature is very fact specific, but examples may include:

- Unwelcome sexual advances
- Requests for sexual favors
- Comments about an individual’s body, sexual activity or sexual attractiveness
- Sexually suggestive touching, leering, gestures, sounds, comments, or displays of sexually suggestive objects.

Such conduct also may be criminal in nature, such as:

- Rape
- Sexual assault
- Sexually motivated stalking

TVCC has a duty to take prompt and effective action to stop the harassment/violence, prevent its recurrence, and remedy its effects if the school knew or should have known of the misconduct. This obligation may also be triggered by sexual harassment or violence that occurred off school grounds if it creates a hostile environment at school.

For concerns regarding Title IX, please contact TVCC’s Title IX Coordinator: Jennifer Robertson at 903-675-6215 or jrobertson@tvcc.edu

For questions or concerns regarding Friends of the Cardinals please contact: Blake Williamson at Blake.Williamson@TVCC.edu



ARTICLE V - ELIGIBILITY RULES 2014-2015

Section 1. GENERAL INFORMATION

- A. Compliance with all NJCAA rules of eligibility is the expressed responsibility of all member colleges.
 - B. All NJCAA Rules of Eligibility will become effective as of August 1, 2014.
 - C. A member college must be in good standing with the NJCAA and its Region/Conference to enter a team or an individual in an activity sponsored by the NJCAA. A member college's good standing includes, but is not limited to, institutional attendance at an NJCAA sanctioned compliance workshop once every three years.
 - D. Student-athletes participating on an intercollegiate level in any one of the certified sports of the NJCAA shall conform to the requirements of the NJCAA Rules of Eligibility, the rules and regulations of the Conference/Region with which the college is affiliated, and also the rules of the college at which the student-athletes are attending and participating.
 - E. Ineligible student-athletes shall not be allowed to dress for any contest.
 - F. Student-athletes who falsify any academic and/or athletic participation record shall be ineligible for further competition in an NJCAA member college at any time.
 - G. Colleges having an intercollegiate athletic program above the two-year level shall not be allowed to participate in any of the certified sports of the NJCAA.
 - H. The word "term" as used within the Eligibility Rules, refers to quarter, semester or trimester, whichever applies as the official unit of class attendance at a college. Summer sessions shall also be considered as a term of college. Institutions using a modified administrative term, i.e. unit credits, quarter term with semester credits, etc. will be evaluated and an interpretation entered in the Casebook.
 - I. A student-athlete's grade point average (GPA) will be determined by dividing the earned/passing accumulated quality points by the corresponding earned/passing credit hours at each institution of attendance.
- NOTE:** Passing and satisfactory grades may be computed as "C" grades.
- J. Student-athletes who earn an A, B, C, or D grade in a college level course may only use that course one time for previous term/accumulation eligibility purposes. A repeated class is allowed to be counted towards current term enrollment.

K. REMEDIAL/DEVELOPMENTAL STUDIES

- 1. Student-athletes who earn an A, B, C, or D grade in a remedial/developmental course may only use that course one time for previous term/accumulation eligibility purposes. A repeated class is allowed to be counted towards current term enrollment. Furthermore, student-athletes cannot take a remedial/developmental course which is lower than a prerequisite to the one they have successfully passed and have it count toward eligibility.
- 2. Credit hours in remedial/developmental courses will count toward eligibility for a second season of participation if the student-athlete has successfully exited the course; only one course attempt is calculated.

Section 2. CERTIFIED SPORTS OF THE NJCAA

Fall Baseball
Spring Baseball
Basketball
Bowling
Cross Country
Football
Fall Golf
Spring Golf
Ice Hockey
Indoor Track & Field
Fall Lacrosse
Spring Lacrosse
Half Marathon
Outdoor Track & Field
Fall Softball
Spring Softball
Fall Soccer
Spring Soccer

Swimming & Diving
Fall Tennis
Spring Tennis
Fall Volleyball
Spring Volleyball
Wrestling

Section 3. REQUIREMENTS FOR ENTERING & CONTINUING STUDENT-ATHLETES

A. A student-athlete must be a graduate of a high school with an academic diploma, general education diploma or a state department of education approved high school equivalency test.

B. For the purpose of this Section 3. An “HS(-3) student-athlete” is a student-athlete who attended fewer than three years of high school in the United States. An HS(-3) student-athlete reaching his/her 21st birthday prior to August 1st each year will be charged with one (1) season of NJCAA eligibility regardless of participation provided he/she has NJCAA eligibility remaining. An HS(-3) student-athlete reaching his/her 22nd birthday prior to August 1st each year will be charged with two (2) seasons of NJCAA eligibility regardless of participation.

NOTE: Documentation of birth will be required for verification of DOB to include passport, visa, birth certificate or other legal documentation as part of the eligibility packet for HS(-3) student-athletes.

CLARIFICATION: The NJCAA defines an academic year as August 1st to July 31st of the following year. An HS(-3) studentathlete who reaches his/her 21st birthday prior to August 1st will have one year of eligibility remaining. An HS(-3) student-athlete who reaches his/her 22nd birthday prior to August 1 will have no eligibility. Should an HS(-3) student-athlete reach his/her 21st birthday after August 1, he/she will be eligible for two seasons. Should an HS(-3) student-athlete reach his/her 22nd birthday after August 1, he/she will be eligible for one season.

Section 4. REQUIREMENTS FOR ATHLETIC ELIGIBILITY

The following rules shall be used to determine a student-athlete's eligibility for athletic competition in any one of the certified sports of the NJCAA. **THIS ENTIRE SECTION MUST BE READ BEFORE A STUDENT-ATHLETE'S ELIGIBILITY STATUS CAN BE DETERMINED.**

A. Student-athletes must be making satisfactory progress within an approved college program or course as listed in the college catalog.

B. Student-athletes must be enrolled in full-time status using any combination of sessions within a term, and in classes that begin before the end of the regular sport season in which the student-athletes choose to participate, within 15 calendar days from the beginning of the term.

1. Student-athletes that do not conform to this rule will be ineligible for the remainder of the term.

C. Student-athletes must maintain enrollment in 12 or more credit hours of college work as listed in the college catalog during each term of athletic participation. Student-athletes that drop below 12 hours become ineligible 48 hours from the time of the drop date and remain ineligible until full-time status is regained within that term.

1. CLEP hours may not be used to meet enrollment requirements or previous term requirements. CLEP hours may only be used to meet accumulation bylaws.

2. Student-athlete enrollment should be verified 24 hours prior to National Championship/Bowl competition; if a studentathlete has maintained and currently is enrolled full-time 24 hours prior to National Championship/Bowl competition he/she will remain eligible throughout the National Championship/Bowl Competition.

QUARTER ELIGIBILITY

D. On or before the 15th calendar day from the beginning date of the term for the second full-time quarter, as published in the college catalog, a student-athlete must have passed 12 quarter hours with a 1.75 GPA or higher.

E. On or before the 15th calendar day from the beginning date of the term for the third full-time quarter, and all subsequent quarters thereafter, as published in the college catalog, a student-athlete must satisfy one of the following four requirements to be eligible for the upcoming quarter:

1. Pass a minimum of 12 quarter hours with a 2.00 GPA or higher during the previous quarter of full-time enrollment,

OR

2. Pass an accumulation of quarter hours equal to 12 multiplied by the number of quarters in which the student-athlete was previously enrolled full-time with a GPA of 2.00 or higher,

OR

3. A first season participant must have passed a minimum accumulation of 36 credit hours with a 2.00 GPA or higher for the **initial term** of participation, regardless of previous term or other accumulation requirements (**NOTE:** This only establishes eligibility for the initial term, not subsequent terms),

OR

4. A first **or** second season participant must have passed a minimum accumulation of 54 credit hours for a fall sport, credit hours for a winter sport, 72 credit hours for a spring sport, with a 2.00 GPA or higher, regardless of previous term or other accumulation requirement. A student-athlete who uses 4.E.4 to attain eligibility, must also meet the requirements of 4.E.1 or 4.E.2 in all subsequent terms of full-time enrollment.

F. Prior to the second season of participation in an NJCAA certified sport, student-athletes must pass a minimum of 36 quarter hours with a 2.00 GPA or higher. If the student-athlete has been enrolled in two (2) quarter terms or less, the second season requirement becomes 28 quarter hours with a 2.00 GPA or higher. **(This is in addition to satisfying 4.D. or 4.E.)**

NOTE: All quarters attempted beyond 15 calendar days will count, whether full-time or not, excluding summer session.

SEMESTER ELIGIBILITY

D. On or before the 15th calendar day from the beginning date of the term for the second full-time semester, as published in the college catalog, a student-athlete must have passed 12 semester hours with a 1.75 GPA or higher.

E. On or before the 15th calendar day from the beginning date of the term for the third full-time semester, and all subsequent semesters thereafter, as published in the college catalog, a student-athlete must satisfy one of the following four requirements to be eligible for the upcoming term:

1. Pass a minimum of 12 semester hours with a 2.00 GPA or higher during the previous semester of full-time enrollment,

OR

2. Pass an accumulation of semester hours equal to 12 multiplied by the number of semesters in which the student-athlete was previously enrolled full-time with a GPA of 2.00 or higher,

OR

3. A first season participant must have passed a minimum accumulation of 24 credit hours with a 2.00 GPA or higher for the **initial term** of participation, regardless of previous term or other accumulation requirements (**NOTE:** This only establishes 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 2.00 GPA or higher, regardless of previous term or other accumulation requirement. A student-athlete who uses 4.E.4 to attain eligibility, must also meet the requirements of 4.E.1 or 4.E.2 in all subsequent terms of full-time enrollment.

F. Prior to a second season of participation in an NJCAA certified sport, student-athletes must pass a minimum accumulation of 24 semester hours with a 2.00 GPA or higher. **(This is in addition to satisfying 4.D. or 4.E.)**

G. Student-athletes must be enrolled full-time (12 or more credits) at the college where they have chosen to participate when the regular season schedule of a sport begins. Student-athletes not enrolled during the term when the season begins remain ineligible throughout the season schedule unless they enroll on the first 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 year begins. Student-athletes that satisfy one of the four exceptions become eligible after the previous term has ended upon registration as a full-time student athlete 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.

Requirements for Multi-Campus designation

a. The various campuses involved have a common title.

b. The various campuses involved have a common CEO.

c. The various campuses involved are not individually accredited.

d. The various campuses do not duplicate any sports.

e. The various campuses involved must designate one individual per system as the contact.

f. Multi-campus designation must be approved by the NJCAA.

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, and Tennis. If the fall records are carried over into the spring season, all student-athletes must be enrolled full-time (12 or more credits hours) during the fall term when the schedule begins.

I. NJCAA POLICY – CERTIFIED DISABLED STUDENT-ATHLETE

An NJCAA student-athlete may be granted relief from Article V, Section 4.C, 4.D, 4.E, and 4.F of the NJCAA bylaws in the instance where the following guidelines are followed. Article V, Section 4.C, 4.D, 4.E and 4.F requirements are adjusted based on the institution's academic authority evaluation. All of the required information listed below must be submitted to the NJCAA National Office prior to any participation in an NJCAA certified sport.

1. A written copy of the institution's policies and curriculum guidelines applicable to all disabled students.
2. Completed NJCAA Certified Learning Disabled Student-Athlete request form.
3. Written documentation from an appropriate institutional academic authority (e.g., registrar) that the institution has defined the student-athlete's full-time enrollment to be less than 12 credit hours to compensate for the student-athlete's disability.
 - a. Current class schedule is required when submitting a certified learning disability for approval from the National Office.

NOTE: A student-athlete who enrolls/registers in 12 or more credit hours is not eligible to use/apply a certified learning disability exception.

4. Written documentation that describes the application of the institution's policies to the student-athlete in question and documentation that indicates that institutional support and accommodation, though significant, is insufficient to address the academic needs of disabled student-athletes.
5. Full and complete documentation of the student-athlete's disability, including:
 - a. Written and signed diagnosis of the disability, including the results of specific measures or tests, which formed the basis of the diagnosis.
 - b. A copy of the student-athlete's individual education plan (IEP), if applicable.
 - c. Name, position and signature of the qualified individual issuing the diagnosis. This individual's professional credentials and relationship to the applicant's institution's athletics department must be provided. (**NOTE:** Normally, an athletic department staff member will not be accepted.)
 - d. A current diagnosis of the disability must be within the last three years. If specific circumstances of the case indicate that this requirement is unnecessary, a prior diagnosis may be acceptable.
 - e. The committee reserves the right to request a second opinion or diagnosis. The cost of this diagnosis shall be borne by the institution.
6. A summary of support services and other accommodations provided by the applicant institution designed to assist the disabled student-athlete. This summary normally would be expected to include accommodations provided by the institution with respect to the student-athlete's athletics responsibilities, as well as the academic and other support services provided and any institutional accommodations related to adjustments of minimum academic performance requirements.
7. All waiver requests must be signed by any two of the following: The Director of Athletics, College President (Presidential Representative) or Designated Representative.
8. **Semester Eligibility** - An exemption to 4.F would include those Certified Disabled Student-Athletes who have been previously granted an exception by NJCAA Policy as defined by the appropriate institutional authority, allowing them to take a reduction of 6 to 11 credit hours per semester. The doubling of those attempted credit hours, coupled with the existing 2.00 G.P.A. requirement, would have those student-athletes experience proportional academic relief from the 24 semester hour requirement and enhance their opportunity to participate in the second season. Therefore, the minimum accumulation of credit hours would vary between 12 to 22 semester hours for the Certified Disabled Student-Athlete prior to their second season of competition.
9. **Quarter Eligibility** - An exemption to 4.F would include those Certified Disabled Student-Athletes who have been previously granted an exception by NJCAA Policy as defined by the appropriate institutional authority, allowing them to take a reduction of 6 to 11 credit hours per quarter. The tripling of those attempted credit hours, coupled with the existing 2.00 G.P.A. requirement, would have those student-athletes experience proportional academic relief from the 36 quarter hour requirement and enhance their opportunity to participate in the second season. Therefore, the minimum accumulation of credit hours would vary between 18-33 quarter hours for the Certified Disabled Student-Athlete prior to their second season of competition.

J. CLEP CREDITS

Student-athletes may use a maximum of eight (8) credits earned from passing CLEP examinations for NJCAA eligibility purposes. The maximum of eight (8) credits is per discipline.

Note: CLEP hours may not be used to meet enrollment requirements or previous term requirements. CLEP hours may only be used to meet accumulation bylaws.

K. HOME SCHOOL

In determining NJCAA eligibility, the college will review the student-athlete's high school transcript. The home school high school transcript must clearly display the following information:

1. Student's name (first, middle, last) and date of birth.
2. For each course completed, include the following:
 - a. Specific course title.
 - b. Units of credit for each.
 - c. Time frame or semester in which completed.
 - d. Grade received.
3. Description of grading system used such as a grade scale or grade key.
4. Graduation date (month/day/year) indicating completion of secondary school education.
5. The home school administrator is the person who organized, taught and evaluated course work. If the home school administrator is not the parent named in item 7 below, include the name of the home school administrator.
6. The following statement, or one very similar, is to appear above the parent signature line described in item 7 below:

I, the undersigned, do hereby solemnly attest that this student has completed a secondary school education in a home school setting on the date indicated and under the laws governing the state and county in which the home schooling occurred.

7. Name and address of parent or legal guardian with a space for their signature. The transcript is to be signed in the presence of the Notary Public (see item 8 below).
8. The transcript must be notarized; to include:
 - a. Notary Public signature
 - b. Printed name
 - c. Date
 - d. State / County
 - e. Date commission expires

The transcript must be mailed by the preparer directly to the college Admissions and Records Office.

If assistance is needed in creating a home school high school transcript, the following website may be helpful: www.hslda.org.

Section 5. ELIGIBILITY OF STUDENT-ATHLETES WHO WITHDRAW FROM CLASSES

The following withdrawal policy applies to student-athletes that are attending any college.

- A. Student-athletes are allowed 15 calendar days from the beginning date of classes to withdraw completely or to withdraw to less than 12 credits (part-time) and not have that term affect their future eligibility, provided they have not participated in any athletic competition. (Refer to Section 4.G)
- B. Student-athletes that have participated and withdraw within the first 15 calendar days of a particular term are not eligible for athletic participation and must re-establish their eligibility in accordance with the provisions of Section 4.D or 4.E. The term in which the student-athlete participates must be considered the same as a term of full-time attendance.

Section 6. EIGHTEEN CALENDAR MONTHS NON-COLLEGE ATTENDANCE

- A. Student-athletes that have not been enrolled in college in 12 or more credit hours (full-time) for a period of 18 calendar months or longer shall be exempt from previous term and/or accumulation requirements as set forth in Section 4.D and 4.E. (Not Section 4.F.)
- B. Student-athletes who have served 18 calendar months in the Armed Forces of the United States, church mission or with a recognized foreign aid service shall be exempt from Section 4.D, 4.E, and 4.F.

NOTE: This is a one time exemption, available only for the first full-time term after the period of non-attendance.

Section 7. NUMBER OF SEASONS A STUDENT-ATHLETE CAN PARTICIPATE

- A. Student-athletes must not have previously competed during two seasons in a given sport at any intercollegiate level.
- B. Participation in any fraction of any regularly scheduled contest during the academic year shall constitute one (1) season of participation in that sport. Participation includes entry into an athletic contest and does not include dressing for such an event.

Section 8. HARDSHIPS

The hardship provision of the NJCAA is available to student-athletes, who are unable to complete a season of competition or did not satisfy one of the other eligibility rules as a result of an injury, illness or some type of an emergency beyond their control. All requests must receive approval from the NJCAA Office of Eligibility.

A. Hardship #1 involves an injury or illness which results in the student-athlete's inability to complete a season. Prior to the injury or illness, a student-athlete must not have:

1. Participated in more than 20 percent of the college's regular season schedule

OR

Have participated in no more than two of the institution's completed events in that sport, whichever number is greater.

2. The injury or illness must also have occurred in the first half of the schedule resulting in the student-athlete being incapacitated for the remainder of the season. (A student-athlete cannot participate in the second half of the regular season schedule.)

3. The injury or illness must be season ending in nature.

USE HARDSHIP FORM # 1.

B. Hardship #2 involves cases other than those affecting a student-athlete's season of competition as specified in Section 8.A. These cases must show that there are circumstances beyond the student-athlete's control which directly result in their inability to satisfy the Rules of Eligibility. A student-athlete must not have:

1. Participated in more than 20 percent of the college's regular season schedule

OR

Have participated in no more than two of the institution's completed events in that sport, whichever number is greater.

2. The circumstances must also have occurred in the first half of the schedule resulting in the student-athlete being unable to participate for the remainder of the season. (A student-athlete cannot participate in the second half of the regular season schedule.)

USE HARDSHIP FORM # 2.

NOTE: In applying the 20 percent limitation, any competition which results in a fractional portion of an event shall be rounded to the next highest whole number, e.g., 20 percent of a 27-game basketball schedule (5.4 games) shall be considered six games.

NOTE: The NJCAA cannot rule on those situations that did not occur at an NJCAA member college.

Section 9. PHYSICAL EXAMINATION

All student-athletes participating in any one of the NJCAA certified sports must have passed a physical examination administered by a qualified health care professional licensed to administer physical examinations, prior to the first practice for each calendar year in which they compete. A physical is valid for 13 months from the date it is administered. A student-athlete must always have a valid physical on file in order to practice and or participate within the NJCAA.

Section 10. TRANSFER RULE

A. General Provisions Which Apply to Any Transfer Student-Athlete.

1. Transfer students/student-athletes are those who have attended any college beyond the first 15 calendar days of a term or have participated in an athletic contest and at a later date enroll and attend classes at another college.

2. Student-athletes may not participate in the same sport during the same academic year at two different colleges. Fall participation in the sports of Baseball, Bowling, Golf, Lacrosse, Softball, and Tennis shall not prevent student-athletes from competing in the same sports during the spring season of the same academic year after having transferred from another college and satisfied all the transfer provisions of the eligibility rules. An exception to this rule is: Student-athletes who transfer from a college which has dropped a sport. (Documentation of the program being dropped must be provided when submitting the eligibility).

3. Student-athletes who have participated in a sport before a term begins, between terms, or within the first 15 calendar days of a term and subsequently transfer before or within the first 15 calendar days of the term, must serve probation before they are eligible to participate in athletics.

4. Student-athletes serving probation shall not be allowed to dress for any athletic contests.

5. Whenever student-athletes are required to serve probation due to academic ineligibility, they must be enrolled full-time (12 or more credits) at the institution where they will be participating.

6. To be eligible in a sport that spans over two terms, transfer student-athletes must be enrolled in 12 or more credit hours (fulltime) during the term when the season of that sport begins. The student-athlete must also be enrolled at the college where they have chosen to participate. There are five exceptions to this rule as found in Section 4.G.

B. Transfers from an NJCAA, Four-Year College or other Non-NJCAA Member College.

Students/student-athletes transferring from an NJCAA, four-year college or other non-NJCAA member college are either immediately eligible upon transfer or must serve a probationary period of 16 calendar weeks. The following rules determine the student-athlete's eligibility status.

1. **Immediate Eligibility** – To be immediately eligible, with no probation required, student-athletes must satisfy the provisions of Article V, Section 4.D or 4.E. (Use the rule which is applicable to the transfer student-athlete) by the 15th calendar day of the first term of full-time enrollment following the transfer. **NOTE:** Before a student-athlete can participate in a second season of an NJCAA certified sport, the provisions of Article V, Section 4.F must be satisfied.

2. **Probation of Sixteen Calendar Weeks** – A probationary period of 16 calendar weeks and the completion of one academic term and satisfying either Article V, Section 4.D or one of the requirements in Article V, Section 4.E., whichever is appropriate, is required of student-athletes who did not satisfy the academic provisions of Article V, Section 4. Studentathletes serving this 16-week probation period may be added to the eligibility roster at any time after satisfying the provision of the probation period.

Note: A student-athlete who has signed a Letter of Intent (LOI) at any time for the previous academic year, the current academic year or the upcoming academic year will be immediately eligible following transfer at the subsequent institution provided they meet the requirements of Article V, Section 4.D, 4.E and/or 4.F (whichever is applicable) and have a Transfer Waiver from any/all institution(s) where they were under a LOI the previous, current or upcoming academic year. (See Art. VIII, Sec. 5.A.19)

B. Transfers from an NJCAA Member College. (Deleted B & C August 1, 2014)

Students/student-athletes transferring from an NJCAA member college are either immediately eligible upon transfer or must serve a probationary period. The following rules determine the student-athlete's eligibility status.

1. **Immediate Eligibility** – To be immediately eligible upon transfer, a student-athlete must comply with both of the following two requirements:

a. Satisfy the provisions of Section 4.D. or 4.E. (Use the rule which is applicable to the transfer student-athlete.)
and

b. Satisfy one of the following provisions numbered 1 through 5.

i. The college from which the student-athletes are transferring does not have a particular sport(s). (The student athletes are immediately eligible only in the sport which is not offered.)

ii. An NJCAA Transfer Waiver Form is signed by the Athletic Director and Chief Executive Administrator of the community college from which the student-athletes are transferring.

iii. Student-athletes who have not participated in any sport, transfer from their first community college to any community college within their home district, county, or service area.

iv. Student-athletes enroll at the first possible opportunity in a newly established college or a college that initiates an intercollegiate athletic program within the student-athlete's home district, county, or service area.

v. 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 resulting in the penalty.

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

NOTE: The season of probation must be served during the official sport season.

1. The student-athlete may be immediately eligible upon transfer if he/she has an NJCAA Transfer Waiver from the last college(s) of full-time enrollment that offers the sport.

2. All academic provisions listed in Article V, Section 10.B.1.a must still be met.

NOTE: A 16-week probationary period applies to all academically ineligible transfers from NJCAA member colleges.

(The probationary period is defined as the completion of one academic term of 16 calendar weeks and satisfying either Article V, Section 4.D, or one of the requirements of Article V, Section 4.E., whichever is appropriate).

Following the successful completion of the probationary period, a Transfer Waiver is still required if the student athlete was enrolled full-time at a member college within the previous academic year and does not meet any of the requirements of Article V, Section 10.B.1.b.

NOTE: Rule does not affect transfer students from four year college or from non-NJCAA member colleges and that 16 calendar weeks probationary period would still apply.

NOTE: Before a student-athlete can participate in a second season of an NJCAA certified sport, the provisions of Section 4.F must be satisfied.

C. Transfers from a Four-Year College or from a Non-NJCAA Member College.

Student-athletes transferring from a four-year college or a non-NJCAA member college are either immediately eligible upon transfer or must serve a probationary period of 16 calendar weeks. The following rules determine the student-athlete's eligibility status.

3. **Immediate Eligibility** – To be immediately eligible, with no probation required, student-athletes must satisfy the provisions of Section 4.D or 4.E. (Use the rule which is applicable to the transfer student-athlete). **NOTE:** Before a student-athlete can participate in a second season of an NJCAA certified sport, the provisions of Section 4.F must be satisfied.

4. **Probation of Sixteen Calendar Weeks** – A probationary period of 16 calendar weeks and the completion of one academic term and satisfying either Article V, Section 4.D or one of the requirements in Article V, Section 4.E., whichever is appropriate, is required of student-athletes who did not satisfy the academic provisions of Section 4. Student-athletes serving this 16-week probation period may be added to the eligibility roster at any time after satisfying the provision of the probation period.

Section 11. RULES GOVERNING THE AMATEUR STATUS OF STUDENT-ATHLETES

Amateur athletes are those 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. Whenever the amateur status of a student-athlete is questionable and before competition begins in an activity sponsored by the NJCAA, it is the responsibility of an administrative officer of the college where the student-athlete is enrolled to clear the status of the student-athlete in question. In determining amateur status of student-athletes, the following guidelines have been established.

A. Student-Athletes are Permitted To:

1. Accept scholarships and educational grants-in-aid from their institution in accordance with the provisions of Article VIII of the bylaws of the NJCAA.
2. Officiate sport contests, providing the compensation received does not exceed the going rate for such employment.
3. Serve as coaches or instructors for compensation in a physical education class outside of their institution provided the employment is not arranged by the student-athlete's institution or a representative of its athletic interests.
4. Serve as paid supervisors of children's sports programs, such as counselors in a summer camp, or in a recreation department program. Their duties may include teaching techniques or skills in their sport, provided that any instruction is a part of the overall terms of employment (teaching and coaching shall not exceed more than half of their employed time) and not on a fee-for-lesson basis. (Deleted August 1, 2014)
5. Give lessons for compensation provided such compensation is appropriate and the standard rate for the service area.
6. Participate in women's softball if the women were involved in the Professional Softball Association and have been reinstated by the appropriate amateur governing body.
7. Have their names or pictures appear in books, other publications, or films without jeopardizing their amateur status, but only under the following conditions:
 - a. Appearance in such publications or films is for the purpose of demonstrating athletic skill, analysis of a sports event, or instruction in sports.
 - b. There is no indication that the student-athlete expressly or implicitly endorses a commercial product or services.
 - c. The student-athlete is not paid.
 - d. The student-athlete has signed a release statement detailing the conditions under which his or her name or image may be used and has filed a copy of that statement with the institution he/she attends.

B. An individual loses amateur status and thus shall not be eligible for intercollegiate competition in an NJCAA certified sport if they have participated with professional teams or professional players after full-time enrollment at a college or have reached their 19th birthday, whichever comes first.

1. Once an individual enrolls in college full-time or reaches their 19th birthday, whichever comes first, an individual loses amateur status and thus shall not be eligible for intercollegiate competition in an NJCAA certified sport if any of the following criteria applies:
 - a. Uses his or her athletics skill (directly or indirectly) with professional teams or professional players for pay in any form in that sport;
 - b. Accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletic participation;
 - c. Signs a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received;
 - d. Receives, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletic skill or participation;
 - e. Enters into a professional draft.
 - f. 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. (Refer to the bowling and golf sports rulebook.) (Deleted August 1, 2014)

g. Give lessons on a fee-for-lesson bases.(Deleted August 1, 2014)

h. Be employed to teach any class or in any coaching capacity for their college during the academic year in which he/she is a participant.

i. 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 athletic interests.

j. Take any financial assistance, or enter into an agreement of any kind, to compete in professional athletics.

Studentathletes who violate this provision shall be ineligible for participation in the sport. This includes declaring for professional draft.

k. 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. (This includes any time from the beginning of the fall term through the completion of the spring term, including any intervening period.) Part-time student-athletes who are not participating under the provisions of Section 4.I. may try out provided they do not receive any form of compensation other than actual expenses from the professional organization.(Deleted August 1, 2014)

l. Contract in writing to be represented by an agent in the marketing of athletic ability or reputation in a sport.

m. Competes professionally or contracts to compete professionally in a sport regardless of its format.

Additional items deleted from B (August 1, 2014)

Participate in the Major Junior A Hockey League sponsored by the Canadian Hockey League (CHL).

Participate in the A League of Professional Soccer.

Participate in the Superliga of the Brazilian Confederation of Volleyball (CBV).

Student-athletes shall not have competed on the men's ATP Professional Tennis Tour or the women's WTA

Professional Tennis Tour or with any other professional tour, circuit or league that provides prize money or salary or any other form of remuneration beyond actual expenses. The ITA expense form is to be used for those amateur student-athletes that have competed in professional tour events or on circuits/tours that provide expense money, not prize money based upon winning, however,

Any student-athlete having played in 10 or more professional events after his/her date of high school graduation or 19th birthday, whichever is earlier, shall have one year of eligibility remaining if the ITA expense form is properly executed and approved.

Any student-athlete having played in 10 or more professional events two years after his/her date of high school graduation or 19th birthday, whichever is earlier, shall have no eligibility remaining.

Any student-athlete having received compensation in excess of \$2,500 total will have no eligibility remaining in the sport of tennis, regardless of number of events or expenses.

NOTE 1: "Professional events" are those main draw events that provide prize money or other forms of remuneration based on winning, whether or not they are sponsored by the ATP/WTA or any other professional tour or circuit.

NOTE 2: An "event" is a main draw singles or a doubles entry in a professional tournament. Entry in a singles and doubles draw in a single professional tournament would count as two (2) events.

C. A professional team is any organized team that:

1. Declares itself to be professional or semi-professional.

2. Provides any of its player's more than actual and necessary expenses for participation on the team. Actual and necessary expenses are limited to the following, provided the value of these items is commensurate with the fair market value in the locality of the player(s) and is not excessive in nature:

a. Meals directly tied to competition and practice held in preparation for such competition;

b. Lodging directly tied to competition and practice held in preparation for such competition;

c. Playing and practice apparel, equipment and supplies;

d. Coaching and instruction;

e. Transportation (expenses to and from practice competition, cost of transportation from home to training/practice site at the beginning of the season and from the training/practice site to home at the end of the season);

f. Facility usage;

g. Entry fees;

h. Other reasonable expenses.

Section 14. SCRIMMAGE DEFINITION

A. A scrimmage is a contest which is conducted to prepare a team for regular season competition. An eligibility form is not required if the scrimmage rules listed below are followed:

1. All scrimmages must be included and designated as such on the official schedule as published by the intercollegiate department. This must include all written and website schedules.
2. No awards of any kind may be given to the participants.
3. No championship play of any kind may be carried on.
4. Participants must be enrolled/registered at the college he/she is representing and have a valid physical on file in order to participate in a scrimmage.
5. Both colleges must classify the competition in the same manner – scrimmage or regular season competition. This must be agreed to by both colleges prior to the start of the competition.
6. Once the contest is classified and completed as a scrimmage it cannot be changed.

Section 15. CLUB TEAM

A. Any one of the NJCAA certified sports may be declared by the college administration as a club sport. Such declaration shall be made on an NJCAA Club form *prior* to the beginning of a season schedule. Included on the form shall be a roster of the participants on the team. One copy of the form shall be sent to the Regional Director and another copy to the NJCAA National Office.

USE NJCAA CLUB DECLARATION FORM

- B. A college cannot sponsor a club team and a varsity team in the same sport during the same academic year in an NJCAA certified sport, i.e., a team cannot be a club team during the fall season and a varsity team in the spring season.
- C. Participation on a designated collegiate club team in an NJCAA certified sport shall constitute one season of participation; only student-athletes that have not exhausted two seasons of collegiate eligibility in that particular sport may participate.

Section 16. STUDENT-ATHLETE PARTICIPATION IN ALL-STAR AND OPEN COMPETITION

- A. For every all-star game or international contest in which a member college sponsors, an NJCAA Athletic Event Questionnaire shall be on file with the NJCAA National Office.
- B. No member college shall permit any employee to participate directly or indirectly, in the management, coaching, officiating, supervision, promotion, or player selection of an all-star team or team engaged in international competition unless the NJCAA Athletic Event Questionnaire is on file with the NJCAA National Office. Facilities of a member college can be made available only if the contest is filed with the NJCAA on an NJCAA Athletic Event Questionnaire.
- C. While the season of any sport is in progress, as determined by the published schedule of the college, student-athletes shall not participate in that same sport for any other team except in the following sports: bowling, golf and tennis. (Season of any sport shall include the regional and national tournaments in which the college may be participating.)
- D. Any open competition in any one of the NJCAA certified sports which student-athletes enter as representatives of a member college shall be listed on the published schedule of the college and the student-athletes must satisfy the NJCAA Rules of Eligibility and be submitted on an eligibility form.
- E. Student-athletes not representing an NJCAA member college may participate unattached in “open” or “exhibition” competition without an NJCAA Athletic Event Questionnaire on file. A college shall not furnish any assistance (equipment, transportation, lodging or meals) for student-athletes to participate in such events.
- F. In order for student-athletes to participate in athletic events such as all-star games, an NJCAA Athletic Event Questionnaire must be on file with the NJCAA National Office.
- G. Violation of this section may subject student-athletes to disciplinary action. The penalty shall be imposed by the Office of Eligibility and may include termination of future eligibility in activities sponsored by the NJCAA.
- H. Violation of this section may result in the offending college being placed on probation for a period of one year. The member college may not participate in any competition sponsored by the NJCAA during the probationary period.
- I. A student-athlete may participate in official tryouts/trials involving national teams sponsored by the appropriate national governing body of the US Olympic Committee. During such tryouts/trials, the student-athlete may not represent an NJCAA member college. The NJCAA member college shall not furnish any assistance (equipment, transportation, lodging or meals) for student-athletes to participate in such events.

Section 18. PENALTY FOR VIOLATION OF ELIGIBILITY RULES

A. IN-SEASON

1. An NJCAA member college which uses an ineligible student-athlete, whether knowingly or not, shall forfeit all contests in which such ineligible student-athlete participated.

2. An NJCAA member college which uses an ineligible student-athlete or violates any other section of the NJCAA bylaws, they shall in addition to the forfeiture of their athletic contests, be subject to further penalty as the National Office deems advisable under the circumstances.

3. An NJCAA member college, who after an investigation has been found to have certified and allowed to participate a student athlete in violation of Article V, Section 3.B, Article V, Section 11.A.8 or Article V, Section 11.B shall be prohibited from participation in the current year's postseason tournaments. If the violation is determined after the sport season has ended, the member college will be prohibited from postseason participation in the next academic year.

4. ATHLETIC PROBATION:

a. The maximum penalty which the Office of Eligibility may impose will be forfeiture by the member college of the right to participate in Regional and/or NJCAA sponsored tournaments, meets and games, in one or more sports, for a period of one academic year, commencing on the date of the last scheduled contest of the sport in which the violation occurred or at the discretion of the NJCAA Office of Eligibility.

b. During the time the penalty is in effect, the member college shall be deemed to be on athletic probation in the sport or sports covered by the penalty.

c. At the end of the probationary period, the member college shall request that it be taken off probation. Such request shall be made in writing to the Office of Eligibility and the Executive Committee, which by majority vote, shall grant the request or continue the member college on probation for a period not to exceed one additional year. At the end of such time, the additional probationary period shall be automatically terminated.

d. During the probationary period, neither the causative individual(s) nor the team(s) shall be eligible for regional and/or NJCAA honors.

e. While on athletic probation, eligibility audits will be conducted for each sport in that college's athletic program. These audits will be due according to the deadlines set by the NJCAA National Office.

NOTE: Eligibility Audits are due to the National Office no later than the fifteenth (15th) calendar day after the date of the first regular season game.

5. If an investigation of eligibility is initiated by a member college of the NJCAA, the costs so involved will be borne by the college which initiates the investigation if the student-athlete(s) so involved are found eligible, and if found ineligible, by the college in which the student-athletes are enrolled.

B. POSTSEASON

1. Procedures when a participant is discovered to be ineligible during or after Regional competition.

a. If a student-athlete is discovered to be ineligible during competition, or any time thereafter prior to five calendar days preceding the National Championship/Invitational competition, the team shall not be allowed to enter the National event as a team qualifier. Individuals may enter if they have qualified on an individual basis.

b. If a student-athlete is discovered to be ineligible after Regional competition has been completed but within five calendar days prior to the National Championship/Invitational competition or during such competition, the ineligible student athlete shall be immediately disqualified but the team shall be allowed to complete postseason play. The team record shall be adjusted to show the forfeited contests.

c. If a student-athlete is discovered to be ineligible during or after the National Championship/Invitational competition, the team standings for all teams shall remain unaffected. The ineligible student-athlete shall surrender all personal awards to the NJCAA if the ineligibility is discovered during the National Championship/Invitational competition or up until the end of the official year (July 31) after the event has been completed.

d. If a student-athlete is discovered to have been ineligible after August 1, following the National Championship/Invitational no disqualification shall occur. All awards shall remain as awarded.

e. If a member college uses an ineligible student-athlete during Regional, District, or National Championship/Invitational competition, whether knowingly or not, the member college shall be placed on probation for the postseason following the discovery.

2. The failure of a member college to comply with any and all of the requirements as listed in the NJCAA Constitution and bylaws pertaining to Regional, District, or National qualifications may result in that member college's elimination from participation in the respective Regional, District, or National Championship. The decision to eliminate a member college from participation shall be the sole responsibility of the National Office.

3. **PENALTIES:** Punishment may include up to exclusion or dismissal from the National Tournament..

Section 20. SPORT PROCEDURES

Sport procedures guidelines regulate each NJCAA certified sport.

An academic year is defined as August 1 through July 31.

A. An NJCAA student-athlete on institutional athletic aid shall be a counter relative to the number of scholarships allowed in the sport, for each sport in which he/she participates in. **NOTE:** For the purpose of this Section 20. An

“HS(-3) student-athlete” is a student-athlete who attended fewer than three years of high school in the United States. HS(-3) student-athletes who are participating in an NJCAA member college athletic program are counted relative to the number of scholarship available to HS(-3) student-athletes in each sport in which they participate.

NOTE: Cross Country/Half Marathon/Indoor & Outdoor Track & Field are Exempt

B. The sport procedures include established limits.

1. Starting date for practice.
2. Starting date for games.
3. Ending date for practice and/or games.
4. Number of contests allowed per season.
5. Number of scrimmages allowed per season.
6. Number of Letters of Intent per academic year.
7. Number of Scholarships in the sport at any given time.
8. Signing date for each sport (Letter of Intent).

9. **Division I and II Member Colleges:** Requiring athletic aid and the number of allowable scholarships offered to student athletes who are HS(-3) student-athletes, be no more than one-quarter of the total number of scholarships allowed by NJCAA rules in that particular sport.

> **NOTE:** See Article VI, Section 13 for NJCAA athletic scholarship guidelines.

** Number of Contests refers to regular season games only, and does not include postseason competition.

*** Numbers in the Letter of Intent Signees/Scholarships column are separate for men and women.

• **Division I & II member colleges:** Requiring athletic aid and the number of allowable scholarships offered to student-athletes who are HS(-3) student-athletes, be no more than one-quarter of the total number of scholarships allowed by NJCAA rules in that particular sport.

An “Athletic Scholarship” is defined as any financial assistance awarded to the student-athlete, from any source, because of his/her athletic capabilities and is considered to be counted under Article V, Section 20. The Letter of Intent/Scholarship Agreement form shall be prescribed by the NJCAA and shall be in effect for one (1) academic year. An “academic year” is defined as August 1st to July 31st of the following year.

Definition of “Administered”: The financial assistance awarded to a student-athlete, regardless of source (e.g. college, booster club, foundation, civic groups, private citizen, etc.) must be officially recorded in and disbursed by the college's office of financial aid, and business office.

♦♦ If November 1 falls on a Saturday or Sunday, the preceding Friday will be utilized as the official start date for men's and women's basketball.

A signee of an NJCAA Letter of Intent counts towards the overall maximum number of individuals in that sport regardless of the amount of athletic scholarship.

ARTICLE VI – NJCAA POLICY STATEMENTS

Section 1. TRYOUTS/AUDITIONS

A. Before allowing a high school student to try-out/audition, an NJCAA member college shall determine if try-out/auditions are allowed by the students State High School Activities Association regulations in the student-athlete's home state.

B. A try-out/audition is any organized recruiting event that is open to the general public held in an effort to fill roster spots on a college's intercollegiate sport teams.

C. A member college may conduct a try-out/audition of a prospective student-athlete only on its campus or at a site at which it has been approved to conduct practices or competition.

D. A college may conduct no more than two try-out/auditions per sport per academic year.

E. A college may conduct no more than one try-out/audition per prospective student-athlete per academic year.

F. A prospective student-athlete must have completed his/her junior year in high school to participate in a try-out/audition.

G. A prospective student-athlete must have valid verification that he/she has had a physical examination administered by a qualified health care professional licensed to administer physical examinations within one year of the try-out/audition.

H. Member colleges may not expend funds on prospective student-athletes prior to, during or after the try-out/audition. This would include, but not be limited to, transportation, meals, souvenirs, practice gear, etc.

I. Try-out/auditions per individual must not exceed two hours.

J. Competition against the member college's team is permissible when counted in the regular season or off-season allowable hours of practice.

K. Member colleges may provide equipment and clothing on an issuance and retrieval basis to a prospective student-athlete participating in a try-out/audition.

Section 2. PARTICIPATION OF FALL TOURNAMENT QUALIFIERS IN SPRING NATIONAL CHAMPIONSHIPS

A student-athlete, who qualified through a Fall Tournament for participation in a Spring National Championship, may participate in the Championship provided he/she is enrolled as a full-time student-athlete at the college which he/she qualifies during the semester or quarter that the Spring National Championship is held.

Section 3. POLLS

- A. National Poll shall honor the submitted rankings within regions
- B. National/Coaches Association Rankings will be as follows:
 - 1. Hockey, Women's Lacrosse will rank five (5) teams
 - 2. Men's Lacrosse will rank ten (10) teams
 - 3. Division I Men's & Women's Basketball will rank twenty-five (25) teams
 - 4. Division I and II will rank twenty (20) teams in each sport
 - 5. Division III will rank ten (10) teams in each sport

Section 4. SUBSTITUTIONS FOR NATIONAL CHAMPIONSHIP

- A. Where national qualifying is done by a set standard (track, swimming, etc.) there shall be no substitution allowed.
- B. Where national qualifying is done on the basis of team play (basketball, baseball, etc.) anyone listed on the NJCAA Eligibility form shall be allowed to be used as a substitute.
- C. If a student-athlete qualifies as an individual winner and is also a member of a winning team (golf medalist and a member of the winning team, top individual qualifier in cross country race and a member of the winning team, etc.) substitution shall be allowed only for team competition. No substitution shall be allowed for the individual competitor.

Section 5. NJCAA COMPETITION IN REGULAR AND POSTSEASON

- A. The NJCAA will allow women to participate with men on the same team providing that the female participant or participants are otherwise qualified under NJCAA regulations and further providing that said participating college or institution does not have a women's team in such sport or category.
- B. Males are not allowed to participate on women's teams in any sport.
- C. Those women listed on a men's eligibility form may participate in the men's regional/national tournament unless the National Office is notified prior to the beginning of the regular season that the student-athlete will participate in women's postseason play. This declaration must be signed by the Athletic Director and by the student-athlete.

Section 6. TRANSGENDER

- A. A transgender male (female to male) student-athlete who has received a medical exception for treatment with testosterone for gender transition may compete on a men's team but is no longer eligible to compete on a women's team.
- B. A transgender female (male to female) student-athlete being treated with testosterone suppression medication for gender transition may continue to compete on a men's team but may not compete on a women's team until completing one calendar year of documented testosterone-suppression treatment.

Section 7. ALUMNI GAMES

Alumni games are not considered as regular season contests of a college sport. These games shall not be figured into the college's records or statistics.

Section 8. POSTSEASON COMPETITION

A. Once a college team begins postseason competition leading up to a National Championship, the team shall not participate in postseason competition with another organization. If a college chooses to not participate in NJCAA postseason competition, the team may participate in postseason competition with another organization, if advance notice is given to the Regional Director and the National Office. Penalty for violation of this section by an NJCAA member college shall result in the offending college being placed on probation for a period of one year. The member college may not participate in any competition sponsored by the NJCAA during the probationary period.

Note: Postseason competition is that period of time after a team's last regular season date of competition where play advances a team to an NJCAA National Championship Event/Tournament.

B. All regional postseason events will be at the direction of the Regional Director.

1. Inclusive of all sports, if the playoff (regional or district) involves two or more regions, the hosting college must have a playing surface and equipment which complies with the NCAA rules of that sport. If the host college cannot meet those rules, an alternate site must be found. In addition the date, location, game management and officials

assigned to the playoff must be agreed upon and that written agreement signed by each of the regional directors involved.

2. If the playoff involves teams from only one region, the region must decide whether or not to mandate compliance with the NCAA rules of that sport.

C. At-large bids in those team sport championships as defined in Article X are prohibited. Any exception to this rule must be approved by the NJCAA Executive Committee.

D. No contestant shall be permitted to enter an NJCAA Championship Tournament or Meet unless accompanied by (1) a coach or faculty member of the sending institution or (2) a designated supervisory coach or faculty member from an NJCAA member college. Designation of a supervisory person in (2) above must be in writing. It shall bear the seal of the college and signatures of the Athletic Director and President or Dean of the sending institution. It shall be sent by certified mail to the Meet Director. All contestants must remain under the supervision of their coach or the designated supervisory person throughout the competition and until departure from the site.

E. If a participating college has a written institution policy against Sunday competition, the tournament shall be adjusted to accommodate that college and such adjustment shall not require its team to play sooner than when it was originally scheduled. Notice of such written policy must be filed with the NJCAA National Office prior to September 1st, each academic year.

Section 9. MEAL REIMBURSEMENT

Athletic programs may provide student-athletes meal reimbursement when they are required to attend organized team practice sessions or competition that are outside the academic calendar as posted in the college catalog. Meal reimbursement is not to exceed the time period as designated in Article V, Section 20 Sports Procedures, in regard to the specific sports allowable start date and between terms for sports with seasons overlapping two or more terms; at a cost not to exceed \$15 per day or the cost of campus dining normal meal charges.

Section 10. CAMPUS HOUSING

Athletic programs may permit student-athletes to return to their on campus residence when they are required to attend organized team practice sessions or competition that are outside the academic calendar as posted in the college catalog. The length of this term is not to exceed the time period as designated in Article V, Section 20 Sports Procedures, in regard to the specific sports allowable start date and between terms for sports with seasons overlapping two or more terms.

Section 11. MEAL ALLOWANCE – HOME ATHLETIC CONTEST

Member colleges may provide one meal per day to all student-athletes participating in a home athletic contest on game day.

Section 12. SAFETY

A. In any recognized sport where there is a significant risk of oral and/or facial injury, the NJCAA endorses the use of protective oral/facial equipment by the student-athletes.

B. The NJCAA highly recommends that each NJCAA member college purchase a lifetime catastrophic insurance policy for their student-athletes.

C. The NJCAA requires that a certified athletic trainer and AED be provided at all NJCAA postseason events; it is recommended at all regular season events.

D. The NJCAA highly recommends that each NJCAA member college develops and implements a concussion management plan for all student-athletes.

Section 13. TELEPHONE INQUIRIES TO THE NATIONAL OFFICE

Each NJCAA member college must designate two representatives from their college that may telephone the NJCAA National Office. Only those representatives listed will be allowed access to an Office Administrator. In addition to the representatives listed, the college president may gain access.

Section 14. ATHLETIC SCHOLARSHIP GUIDELINES FOR DIVISIONAL PLAY

Division I:

A maximum of tuition and fees, room and board, course related books, up to \$250 in course required supplies per academic year, provided such course supplies are required by all students in the course and specified in the institutions catalog or course syllabus, and transportation costs one time per academic year to and from the college by direct route.

Division II:

A maximum of tuition, fees, course related books, and up to \$250 in course required supplies per academic year, provided such course supplies are required by all students in the course and specified in the institutions catalog or course syllabus. (Division II scholarships cannot include room and/or board through a fee or any other system.)

Division III: No athletic scholarship aid of any kind.

NOTE: Divisional play is by sport not by college program. The number of allowable scholarships for each sport in each division is listed in the sports procedures section of the NJCAA Handbook.

A. Member colleges may request in writing to the NJCAA the addition of *Benefits to Students for Academic Support Services* that would include the ability of institutions to make available to student-athletes general academic and support services the institution deems necessary for student-athlete success. This would include use of institutionally owned computers and typewriters on a check-out and retrieval basis; however typing/word processing/editing services or costs may not be provided, even if typed reports or other papers are a requirement of a course in which a student-athlete is enrolled.

NOTE: The *Benefits to Students for Academic Support Services* cannot be used as enhancements for recruiting and must be requested after the student-athlete has signed a Letter of Intent/Scholarship.

B. Member colleges may allow up to a maximum of two (2) meals per semester/quarter for a team not to exceed the cost per diem of the meal.

C. General athletic related medical coverage may be provided to *all* student-athletes by the college, regardless of the division in which the college participates.

D. Member institutions shall declare divisional status in those sports offering more than one division for NJCAA participation. Such declaration shall take place each even numbered year, and such designation shall be for a two year commitment. Each sport committee shall formulate a two year plan (during the annual meeting in that even numbered year) for each commitment cycle. Once the commitment cycle has been determined by the NJCAA Sport Committee, no changes shall be allowed within the division structure.

E. Multi-sport student-athletes will only receive institutional athletic aid based on the maximum allowable scholarship aid of the lowest division in the sports in which the student-athlete participates.

Section 15. Practice Limits

The NJCAA supports the philosophical ideal of the student-athlete by recommending to all member colleges that in-season practices and contests be limited to 20 hours per week.

Section 16. HOUSING ARRANGEMENTS

A. Housing arrangements of any type with any member of the athletic staff are not permitted by the NJCAA.

B. Athletic staff may provide housing contact information to current and prospective student-athletes.

Section 17. INSURANCE

A. The NJCAA and the sponsoring organization(s) shall not be liable or responsible for injury to any individual, or damages of any nature, resulting from participation in any postseason events sponsored by the NJCAA.

B. The NJCAA shall not be liable or responsible for injury to any individual, or damages of any nature, resulting from participation in any regular season events. Committee of the NJCAA.

ARTICLE VIII – GRANTS-IN-AID, RECRUITMENT AND BOOSTER CLUBS

Section 1. GRANTS-IN-AID

A. An athletic grant-in-aid may be awarded to any student-athlete in recognition of his/her athletic ability provided the studentathlete is admitted to the institution as a regular student. It shall be limited to a maximum of:

1. Tuition and Fees
2. Room and Board
3. Required course-related books and up to \$250 in course required supplies per academic year, provided such course supplies are required by all students in the course and specified in the institutions catalog or course syllabus.
4. Transportation costs one time per academic year to and from the college by direct route.

B. Responsibility for the observance of the rules contained herein shall be upon the institution. This responsibility includes the acts of outside individuals or organizations when performed with the knowledge of any member of the administrative or athletic staff of the institution. Student-athletes receiving a grant-in-aid will be required to certify, as a condition of eligibility for athletic participation, that they have not participated in any violation of these rules.

C. Grants-in-aid shall be administered by the institution through the office, department, or division which administers financial funds for enrolled students.

D. Written notice of the terms of the original grant-in-aid for that academic year shall be given to a student-athlete and electronically submitted to the NJCAA National Office no later than the 15th calendar day from the beginning of classes in the first term the student-athlete is receiving aid. Special permission from the NJCAA National Office must be obtained for any student-athlete being awarded athletic aid after this 15 day window. The written agreement of the grant-in-aid shall be in affect for one full academic year. If the grant-in-aid becomes vacant, it may be

awarded to a different individual at the start of the next full term. The grant-in-aid is subject to the provisions of the contract. Renewal of the grant-in-aid must be given in writing as soon as eligibility is determined.

E. The following practices are prohibited with grants-in-aid:

1. Permitting a student-athlete to receive assistance, in cash or in kind, which is not administered by the institution, or which does not fall within the permissible limits of a grant-in-aid as set forth in Section 1 above; but the foregoing shall not prohibit assistance from anyone on whom the student-athlete is naturally or legally dependent.
2. Permitting a member of a student-athlete's family to receive assistance, in cash or in kind.
3. Cancellation or modification of a grant-in-aid during the period of its effectiveness because of injury or good or bad athletic performance.
4. Permitting student-athletes to engage in employment for which they receive greater compensation, or in which they are not required to work as hard as others in similar employment or which is otherwise not legitimate employment.

F. Cancellation of a grant-in-aid is permitted:

1. If the student-athlete becomes ineligible for participation in athletics because of 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 prior to the institution's first competition in that sport; or
4. Graduation

G. Annual awards for a cumulative reasonable value not exceeding \$500.00.

H. Permitting NJCAA institutions to institute an "adopt a player program" under the following conditions:

1. Approval of the college administration.
2. Utilizing the occasional family meal.
3. The program is administered by the institution.
4. No monetary transactions may transpire from the "parent" to the adoptive student-athlete (i.e. loans, co-signing, long distance telephone calls, tickets).
5. No trips involving excessive mileage and/or expense.
6. No free tickets paid for by "parent".
7. Athletic personnel may be involved in the coordination of the adoptive program, but may not be an adoptive parent.

I. Within the NJCAA, an athletic scholarship recipient shall be defined as an individual who is receiving institutional financial aid that is countable against the total number of allowable NJCAA scholarships by sport established by the NJCAA in Article V, Section 20. An "Athletic Scholarship" is defined as any financial assistance awarded to the student-athlete, from any source, because of his/her athletic capabilities and is considered to be counter under Article V, Section 20. The Letter of Intent/Scholarship Agreement form shall be prescribed by the NJCAA and shall be in effect for one (1) academic year. An "academic year" is defined as August 1st to July 31st of the following year. Definition of "Administered": The financial assistance awarded to a student-athlete, regardless of source (e.g. college, booster club, foundation, civic groups, private citizen, etc.) must be officially recorded in and disbursed by the college's office of financial aid and business office.

J. Non-athletic aid may be awarded to any student-athlete reported on an NJCAA Eligibility form for participation under the following guidelines:

1. May not receive a paid athletic recruiting visit,
2. Must be available to the entire student population,
3. Must not be awarded based on athletic capabilities,
4. Must be officially recorded in and administered by the college's office of financial aid and business,
5. Must be awarded either as need based verified by the college's office of financial aid or for outstanding academic achievement with a cumulative 3.00 GPA (on a 4.00 scale) as one of the criteria published in the college catalog, office of financial aid, and/or foundation scholarship materials, and
6. Is not considered counters under Article V, Section 20.

K. An institution may provide four complimentary admissions per home intercollegiate athletics event to each student-athlete in the sport in which the individual participates (either practices or competes), regardless of whether the student-athlete competes in the contest. This is an exception to Article VIII, Section 1.E.2.

Section 2. RECRUITMENT

A. Recruiting is any solicitation of a prospect or a prospect's relatives (or legal guardians) by an institutional staff member or by a representative of the institution's athletics interests for the purpose of securing the prospect's enrollment and ultimate participation in the institution's intercollegiate athletics program.

B. No institution shall permit a prospective student-athlete to be solicited to attend such institutions by the promise of gift or any aid or inducement other than that of a grant-in-aid permitted by these rules.

C. On Campus Recruiting and Official Visits:

An institution may pay for one visit to its campus by direct route of a prospective student-athlete for a stay not to exceed two (2) days and two (2) nights. The paid visit must be limited to the campus and local community where the college is located. A student-athlete must have completed his/her junior year in high school in order to receive an official recruiting visit by a member NJCAA college.

1. Transportation:

a. An institution may not provide transportation to a prospect other than on the official paid visit.

b. An institution may pay the prospect's actual round-trip transportation costs for his/her official visit to its campus, provided a direct route between the prospect's home and institution's campus is used.

c. When a prospect travels by automobile on an official paid visit, the institution may pay round-trip expenses at the same mileage rate it allows its own personnel.

d. The air fare for commercial transportation for the official visit may not exceed coach class. Private air charters and/or transport may not be utilized.

e. During the official visit, any member of an institution's athletics staff may provide transportation for the prospect between the campus and the bus or train station or major airport nearest the campus.

f. Any member of an institution's athletics department may provide automobile transportation for the prospect between the prospect's home or educational institution and the member institution.

2. Meals:

While recruiting a potential student-athlete (prospect), a college representative may purchase meals for the potential student athlete (prospect). The value of such meals may not exceed the amount provided a college employee while traveling on college business.

3. Entertainment:

a. It is permissible for an institution to pay a prospect's actual costs for reasonable expenses (e.g. meals, lodging) incurred while traveling to and from campus on the official visit.

b. An institution may entertain a prospect at a scale comparable to that of normal student life, only on campus or the local community.

c. A member institution may not arrange or permit excessive entertainment of a prospect on the campus or elsewhere.

d. An institution may only provide the prospect with admission to the institution's games, during the official visit.

e. Admission to professional sports contests may not be provided to prospects.

4. Use of an Automobile by a Prospective Student-Athlete:

The institution or representative of its athletic interests shall not provide an automobile for use by the prospect or the student host.

D. Off Campus Recruiting

1. All funds utilized for recruitment purposes must be authorized by a college official.

2. A member institution's athletic department staff member may visit a prospect at any location for recruiting purposes. However, on any such visit, the staff member may not expend any funds other than the amount necessary for his/her own personal expenses.

3. An institution shall not permit any outside organization, agency or group of individuals to utilize, administer or expend funds for recruiting prospects, including the transportation and entertainment of, and the giving of gifts or services to, prospects or their relatives or friends.

E. RECRUITABLE ATHLETE

1. Staff and member colleges

An athletic staff member or other representative of the institution's athletic interests shall not make contact, for any reason,

a. With any student-athlete that is in season or enrolled in the term which the sport season ends at an NJCAA member college;

or,

b. With a student-athlete who is signed to an NJCAA Letter of Intent

2. Student-Athletes

A student-athlete or other representative of the student/athlete's athletic interests shall not make contact with another NJCAA member school or its representatives, for any reason,

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

Section 3. BOOSTER CLUBS

A. The financial records of booster clubs and similar organizations which assist athletic programs must be open and available to college officials.

B. All transactions of a booster type organization or individual which assists a college athletic program in any way (e.g., equipment purchases, recruitment expenses, grant-in-aid, etc.) **must be approved through the regular financial approval procedures and process of the college (e.g., purchasing, gift acceptance, financial aid) as authorized or approved by the President.**

C. All booster club funds used for grant-in-aid must be administered in compliance with Article VIII, Section 1.C.

Section 4. ENFORCEMENT

A. A member college which violates any section of this article shall be subject to such penalty as the National Office deems advisable under the circumstances. The maximum penalty which the National Office may impose shall be to place the offending institution on probation for a period of two years.

B. Colleges may appeal decisions rendered in accordance with Section 4.B above by using the "Procedures of Appeal" described in Article VII.

Section 5. LETTER OF INTENT

The NJCAA Letter of Intent will be binding upon all NJCAA member colleges.

A. The policies and procedures of the Letter of Intent/Scholarship Agreement form and the NJCAA Release Agreement form are as follows:

1. Limits have been placed upon the total number of Letters of Intent and scholarships allowed for each NJCAA sport (Article V, Section 20).
2. A scholarship is defined as any institutional athletic aid given to any student for a maximum of one (1) academic year. All student-athletes receiving athletic aid must have a National Letter of Intent/Scholarship Agreement form and be electronically on file at the NJCAA National Office.
3. An academic year is defined as August 1 through July 31.
4. A student-athlete must have completed his/her junior year in high school in order to be signed to an NJCAA Letter of Intent.
5. Should a college choose to utilize the NJCAA Letter of Intent even though no athletic aid is being provided to the studentathlete, the Athletic Scholarship portion of the NJCAA Letter of Intent must be completed. The box indicating "No Athletic Aid" should be utilized for that situation.
6. NJCAA institutions choosing to resign a student-athlete for a second year must offer, sign, and electronically submit a valid NJCAA Letter of Intent (LOI) on or before June 15th. Failure to sign and electronically submit a valid LOI allows the student to be recruitable by other NJCAA member colleges after June 15th. Student-athletes who are resigned for a second year to an institutional scholarship agreement and who are academically eligible (Article V), must be awarded at least the same amount of scholarship aid the second year or the student-athlete shall be allowed to void the Transfer Waiver commitment and transfer to any NJCAA member college. This scholarship must be awarded by June 15th. (This is not applicable for scholarships that were cancelled per Article VIII, Section 1.F or for student-athletes that do not meet the academic requirements set by the college) (Deleted August 1, 2014)
7. The Letter of Intent is an institutional letter awarded for a maximum of one (1) year. Any HS(3+) student-athlete who becomes academically ineligible (Article V) at mid-year, may be replaced by another HS(3+) student-athlete for the remainder of the year. HS(-3) student-athletes may not be replaced by another HS(-3) student-athlete once the college expends any funds on that student-athlete during the academic year defined by the NJCAA Letter of Intent. (For the purpose of this section. An HS(3+) student-athlete is a student-athlete who has attend three or more years of high school in the United States. An HS(-3) is a student-athlete who attend fewer than three years of high school in the United States).
8. NJCAA Letters of Intent supersede all current regional and/or conference Letters of Intent. Regions and/or conferences, however, may impose more stringent restrictions than current NJCAA regulations.
9. If a student-athlete decides to enroll in another NJCAA member college, having already signed a valid NJCAA Letter of Intent and prior to fulfilling the terms of the original Letter of Intent, that student-athlete would be ineligible to compete for any NJCAA college for the academic year, with the following exceptions:
 - a. If, by the opening day of classes in the fall, the student-athlete has not met the requirements for admission to the original institution or the academic requirements for financial aid to athletes.

- b. If the student-athlete receives an NJCAA Release Agreement from the original NJCAA member college, signed by that NJCAA member college's President and Director of Athletics.
 - c. If the student-athlete should serve on active duty with the Armed Forces of the United States or on an official church mission for at least 18 calendar months.
 - d. If the sport is discontinued by the institution with which the student-athlete signs.
10. The NJCAA Letter of Intent will be ruled invalid for the following reasons:
- a. The student-athlete and parent/legal guardian fail to sign the Letter of Intent within 14 days after the date of issuance.
 - b. The Director of Athletics does not sign and date the Letter of Intent prior to submission for the student-athlete's signature.
 - c. The Letter of Intent is not electronically filed with the NJCAA National Office within 21 days after the student-athlete's signature.
11. The student-athlete will forfeit all NJCAA eligibility if he/she falsifies or has knowledge of his/her parent/legal guardians falsifying any information contained on the Letter of Intent.
12. The NJCAA Letter of Intent becomes valid when signed by the student-athlete.
13. All NJCAA institutions are obligated to respect a student-athlete's signing and shall cease any further recruitment. The studentathlete shall notify any recruiter who contacts them of his/her signing.
14. Student-athletes may be released from the Letter of Intent by receiving a signed copy of the NJCAA Release Agreement form signed by the Athletic Director, the President of the Institution and the student-athlete/(and parent when necessary) **as required on the form.**
15. An NJCAA Letter of Intent may be voided if a student signs a Letter of Intent with a NCAA/NAIA institution.
16. An NJCAA Release Agreement form may be electronically submitted with the NJCAA National Office for all student-athletes no longer receiving or intending to receive athletic aid.
17. If more than one valid NJCAA Letter of Intent is signed without first receiving an NJCAA Release Agreement, the studentathlete will immediately become ineligible to compete.
18. A college may not expend any funds on a student-athlete prior to electronic submission of a Letter of Intent with the signing date of the athletic director and student-athlete. It is understood the President's signature and final submission will come within 21 days. **NOTE: This would not include a student-athlete's one official recruiting visit as per Article VIII, Section 2.B.**
19. A student-athlete who has signed a Letter of Intent (LOI) at any time for the previous academic year, the current academic year or the upcoming academic year will be immediately eligible following transfer at the subsequent institution provided they meet the requirements of Article V, Section 4.D, 4.E and/or 4.F (whichever is applicable) and have a Transfer Waiver from any/all institution(s) where they were under a LOI the previous, current or upcoming academic year.

Section 6. PRACTICE

- A. Practice is any meeting, activity, or instruction involving sports-related information and having an athletics purpose held for one or more student-athlete at the direction of; or supervised by, any member or members of an institution's coaching staff. **Participants must be enrolled/registered at the college he/she is representing and have a physical on file.**
- B. The practice season for NJCAA certified sports shall be divided into two (2) seasons for the purpose of practice. These two seasons shall be designated "In Season" and "Off Season".
- C. **In Season** practice shall commence with the first day of practice as allowed within the NJCAA Sports Procedures for that particular sport. In season practice shall conclude once a team or individual is no longer eligible for advancement in postseason competition.
- D. **Off Season** shall begin once a team or individual is no longer eligible for advancement in postseason competition.
- E. **Activities Considered In Season Practice:** Practice shall be considered to have occurred if one or more coaches and one or more student-athletes engage in any of the following activities:
 - 1. Field, floor or on-court activity.
 - 2. Activities conducted as a physical education class open exclusively to members of an intercollegiate team.
 - 3. Leadership activities Team building sessions if they are conducted at a site on or off an institutions campus for no more than 48 hours contact time. Leadership Team building activities with a measurable outcome such as rope courses and related leadership activities team building are allowed within the parameters specified above, once per athletic team per academic year. Expenses may be paid for leadership activities team building as defined above.
- F. **Activities Considered Off Season:** Practice shall NOT be considered to have occurred in the following activities:

1. Participation by student-athletes in regular physical education classes, with or without credit, that are listed in the institution's current printed class schedule or the class schedule located on the institution's web site and open to all students, except as noted in #2 above.
2. Participation by student-athletes in a physical-fitness class conducted by a member of the athletics staff (including a member of the institutions coaching staff) under the following conditions:
 - a. Enrollment by any student-athlete is voluntary;
 - b. The classes are open to any student of the institution; and
 - c. Class hours and programs have been publicized in appropriate publication and/or on the proper bulletin boards of the institution.
3. Meetings or discussions between a student-athlete and a member or members of an institution's coaching staff regarding academic support service, drug education, training room procedures, team discipline, care and maintenance of equipment, general meeting schedules, information about housing and meals, or information about "off season conditioning activities."

G. Off Season Activity Limitations:

1. Off Season activities must be limited to on campus and must be voluntary.
2. All student-athletes participating in off season activities must be enrolled/registered in that term at the host college and have valid physicals on file.
3. No college funds may be used for any current or prospective student-athlete during the off season.
4. No college equipment may be used off campus for any current or prospective student-athlete.
5. No member of the college's coaching staff may have off campus athletic contact with any current student-athlete, or one who has signed a valid NJCAA Letter of Intent with the following exceptions:
 - a. May observe the student-athlete participating in an activity, but may not be involved with the activity itself (i.e. coaching, practicing, or participating with the student-athlete in the sport he/she is being recruited to participate in).
 - b. May coach against a student-athlete or anyone who has signed a valid NJCAA Letter of Intent.
 - c. May participate against a student-athlete or anyone who has signed a valid NJCAA Letter of Intent.
6. A college that is required to use an off campus facility, because they do not have a facility available to them on campus, must request an exemption to practice or play at this facility from the NJCAA. The college must provide a contract and proof of payment for the off campus facility if they want the NJCAA to designate the off campus facility as an on campus facility.
7. Individual/team on campus activities (practice or conditioning) shall be limited to eight hours per week, in direct contact with college coaching staff (inclusive of weight training and conditioning).

H. Open Gym:

1. Playing sites/venues must be open to all students currently enrolled at the college.
2. Must be publicized through all normal communication channels within the campus.
3. Must be for a designated time period (i.e. day(s) of the week; hour(s) of the day).