

LURLEEN B. WALLACE COMMUNITY COLLEGE
ATHLETIC HANDBOOK



REVISED
February 2021

TO THE STUDENT ATHLETE

As a representative of the College and the LBW athletic family, you will often be in the spotlight and have the opportunity to enjoy the prestige a collegiate student-athlete experiences on campus, in the community, and throughout the country. With this recognition comes additional responsibilities and obligations.

Often the action and conduct of one student athlete influences the attitude and thoughts of the general public about all of our athletes. The general impression you as an individual create on and off the field or court is important; it can be good or bad and greatly affect all of your fellow student athletes and our entire program. Remember that at all times you represent more than yourself; you also represent LBW, the entire athletic department, your teammates and coaches, and a community.

This handbook has been prepared to acquaint the student athlete at LBW with the procedures and general regulations which have been established by the College, the Alabama Community College Conference (ACCC), and the National Junior College Athletic Association (NJCAA).

ATHLETIC PURPOSE STATEMENT

The purpose of the LBW athletic department is to promote the academic success and the personal growth and development of students through intercollegiate competition. Our department is committed to high standards and to the principle that competitive activities serve as an integral part of education.

DEPARTMENT GOALS

To achieve its purpose, the LBW athletic department pursues the following goals for our student athletes:

1. Ensure that intercollegiate competition is an integral part of the total educational offering under the control of those responsible for the administration of the institution
2. Encourage the broadest possible student involvement in the competitive programs
3. Maintain high ethical standards through commitment to the principles of self-monitoring and self-reporting
4. Evaluate the competitive program in terms of educational purposes of the institution
5. Engage in competition with other institutions having similar philosophies and policies

ATHLETIC DEPARTMENT POLICIES AND PROCEDURES

1. INDIVIDUAL RULES

Student-athletes are expected to avoid all situations that will embarrass themselves, their family, and/or the College

- A. The student-athlete will be expected to dress appropriately and use good personal hygiene at all times
- B. The student athlete will be expected to be on-time to all classes as scheduled. If there are unusual circumstances that prevent class attendance, the student must notify their head coach before missing class. Instructors should be contacted as soon as possible through the contact information provided in their course syllabus.
- C. The student athlete will be expected to take appropriate care off all equipment and property that belongs to the College
- D. The student athlete will be expected to be on-time for all school and team functions. For team or department functions, the athlete should arrive at least fifteen minutes prior to the scheduled time of an activity.
- E. The student athlete will be expected to show the utmost respect for coaches, faculty members, community members, opposing teams, game officials, and teammates.
- F. The student athlete should refrain from using unsportsmanlike behavior in all situations

2. TEAM RULES

The individual rules stated above are the minimum rules that are required by the athletic department. Each coach may implement additional rules and requirements to guide and discipline the team he/she coaches.

3. SCHOLARSHIP COVERAGE/REQUIREMENTS

The LBW athletic scholarship can cover up to 15 hours per semester (fall and spring) of tuition and fees or in-state or out-of-state student athletes. Repeated courses will NOT be covered under the scholarship allowance after the course has previously been charged to athletic aid at LBW. Summer courses are NOT covered by athletic scholarship.

College level textbooks are included in the scholarship. It is possible that remedial course textbooks, workbooks, cd's, or electronic codes may not be covered by the scholarship allowance. Textbooks covered by scholarship are considered to be on loan to the student each semester. It is the student's responsibility to properly care for the textbooks issued to them. The student will be financially responsible for the cost of the book if it is not returned to the bookstore at the end of the semester or if the book is damaged to the extent the bookstore will not accept the return.

Student athletes are required to meet NJCAA eligibility standards to maintain their scholarship each semester.

4. SCHOLARSHIP RENEWAL AND CANCELLATION

The NJCAA Letter of Intent agreement is signed for a period of ONE academic year. The NJCAA acknowledges an academic year as August 1st – July 31st. Renewal of the scholarship agreement is solely based upon the discretion of the head coach and Athletic Director.

Cancellation of the scholarship agreement is not permitted during the period of its effectiveness because of injury or good or bad athletic performance. Cancellation of the scholarship agreement is permitted, if the athlete becomes ineligible for participation in athletics because of academic and/or disciplinary reasons; or 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.

Student athletes who sign a NJCAA Letter of Intent with LBW will be required to also sign and commit to the “LBW Student Athlete Contract”.

5. PHYSICAL EXAMINATIONS/DRUG TESTING/ALCOHOL

All student athletes participating in a NJCAA certified sport must pass a physical examination prior to the beginning of each academic year in which they play. The athlete is required to have an official health form completed by a practicing medical doctor on file with the head coach and/or Athletic Director before the first organized team practice. Per the NJCAA, physicals are good for a period of 13 months. The cost of physical exam is the responsibility of the student-athlete.

The athletic department will conduct random athletic drug testing as required by the Alabama Community College Conference (ACCC). The department will randomly test a minimum of 10% of the participating athletes at least four times during the academic year.

**Please refer to the supplemental information at the end of this handbook for additional information regarding the ACCC’s sanctions for drug testing and alcohol offenses.*

6. SOCIAL MEDIA

Student-athletes are strongly advised to use social media platforms safely and appropriately. Student-athletes should not post or engage in illegal activities, obscene or offensive language, or other activities that would negatively affect or portray the athletic department and College. Members of the athletic staff may monitor social media activity and discipline as necessary for inappropriate postings.

7. HOUSING

Although athletic scholarships are not allowed to pay for the student-athlete’s housing,

the athletic department reserves the right to impose the following rules on its athletes concerning housing:

1. Student-athletes must live in housing approved by the head coach and/or Athletic Director
2. Athletes are obligated to show proper consideration for the rights and welfare off all tenants
3. The responsibility for property damage falls on those athletes who are renting the student housing dormitory, apartment, or house. The athlete(s) who are leasing the property will be called to account for such actions and must arrange for financial settlement with the property owners.
4. Student athletes will obey all rules and policies set by the property owners.
5. Students are not required to live in the College's student housing. However, for those that are interested, the following web page link provides information for Saints Hall: <https://www.lbwcc.edu/student-housing>

8. INJURIES AND ILLNESS

If an injury or illness should occur, the student-athlete should notify the head coach as soon as possible so that proper medical referrals can be made.

9. ATHLETIC INSURANCE

LBW carries basic athletic insurance coverage on all its athletes through an ACCC contract with Bob McCloskey Insurance (BMI). This insurance coverage will pay for charges not covered by the athlete's primary carrier. In order to process a claim, the following information is required:

- A. A completed claim form. A claim form must be completed within 90 days of an injury occurring during a sponsored athletic activity that includes the name and address of the student, the date and time of the injury, a brief description of the injury, and the signature of the athlete and supervising staff member.
- B. Itemized bills. Copies of all medical bills incurred, showing the name and address of the provider of service, date of service, type of service, and the charge for each service will be required. "Balance Due" statements are not acceptable.
- C. Explanation of benefits. If an athlete has other medical coverage, all charges must first be submitted to their primary insurance carrier for their determination. If the charges are not paid in full by the primary carrier, a copy of the explanation of benefits from the primary carrier will need to be submitted to BMI.

**The athletic department is only responsible for submitting the initial injury claim form to BMI. The student athlete (and/or legal guardian if under 18) are responsible for submitting itemized bills and communication with their primary insurance coverage and BMI. The College does not issue payments to athletes or medical providers.*

10. CLASS ATTENDANCE AND DROP/ADD

Students are expected to attend all classes for which they are registered. When absences occur, it is the student's responsibility to notify the instructor(s) and make up the work they might have missed. In situations where a student knows he/she will miss a future class, it is highly recommended that the students inform the instructor prior to that class date to make necessary arrangements. The instructor decides whether the student will be permitted to make up the work missed. When the number of clock hours missed is equal to the number of credit hours in a course, the student is liable for suspension from class.

The athletic department recognizes that athletic events may require athletes to miss class on occasion. With this in mind, the athletic department feels that no student-athlete should miss a class session without prior approval from their head coach.

It is the student's responsibility to notify the head coach of any class schedule changes. Student athletes are NOT permitted to drop or add a course during the semester without prior approval from their head coach or Athletic Director.

11. UNIFORMS AND EQUIPMENT

It is the responsibility of the head coach to issue any equipment that is necessary for the student athlete to properly participate in the sport. All issued items remain the property of the athletic department. Loss or damage to the issued items will be charged to the student athlete. Failure to properly care for, or loss of items, may result in forfeiture of participation and/or scholarship agreement.

12. TRAVEL AND TRANSPORTATION

Transportation to all athletic competitions held away from the college campus will be provided by the College. Student athletes may be allowed to drive their personal vehicles to competitions held off-campus only with prior permission from the head coach or Athletic Director. Student athletes must return from off-campus events using the same transportation that was provided to get to the event unless granted permission from the head coach or school official at the event.

13. ATHLETIC AWARDS

Nominations for athletic awards issued by the ACCC or NJCAA will be submitted by the head coach and/or Athletic Director as deemed appropriate.

14. INSTITUTIONAL POLICIES

The institutional policies found in the general catalog are the minimum requirements for attendance to the College. The athletic department recognizes that athletics requires more guidelines to insure proper function within the system. Therefore, student-athletes must adhere to all policies of the institution and of the athletic department.

15. APPEAL PROCESS

In the event that a student athlete has a complaint, the matter should be resolved by following the athletic chain of command. The athlete should first notify their head coach and, together with the coach, try to resolve the matter. If the complaint cannot be satisfactorily resolved, all involved parties should meet with the Athletic Director. If all parties are still not satisfied, a meeting will be requested by the athletic director with the Dean of Student Affairs.

NJCAA ELIGIBILITY RULES

The LBW athletic department will adhere to the eligibility bylaws as published by the National Junior College Athletic Association. Eligibility rules can be found in the NJCAA Handbook and Casebook, as well as, the NJCAA Eligibility Pamphlet available on the NJCAA website (www.njcaa.org). A student-athlete or parent/legal guardian who has questions regarding NJCAA eligibility should contact the Athletic Director. The athletic director will provide official documentation of applicable NJCAA, ACCC, or LBW bylaws that apply.

**The College withholds the right to enforce stricter eligibility requirements than the minimum requirements of the NJCAA. See the LBW Student-Athlete Contract for additional eligibility and scholarship requirements.*

ATHLETIC DEPARTMENT CONTACTS

Athletic Director

Mr. Steve Helms
334-881-2203
shelms@lbwcc.edu

Assistant Athletic Director – Operations

Mr. Brandon Ware
334-881-2203
bware@lbwcc.edu

Baseball

Mr. Steve Helms – Head Coach
334-881-2203
shelms@lbwcc.edu

Basketball (Men's & Women's)

Mr. Ricky Knight – Head Coach
334-881-2202
rknight@lbwcc.edu

Women's Softball

Ms. Kaitlynn Wiggins – Head Coach
334-881-2204
kwiggins@lbwcc.edu

Women's Volleyball

Ms. Janie Wiggins – Head Coach
334-881-2320
jwiggins@lbwcc.edu

SUPPLEMENTAL INFORMATION

Alabama Community College Conference Drug Testing Sanctions

Should a student-athlete refuse to take the drug test, or fails to take it within the required 24 hours from notification, this should be considered a POSITIVE test.

FIRST OFFENSE – POSITIVE TEST RESULTS

1. The Athletic Director will report the confirmed positive drug test finding(s) to the ACCC Commissioner and the Dean of Student Affairs.
2. The Athletic Director or his/her designee will schedule a confidential meeting with the student-athlete and the appropriate head coach.
3. The Athletic Director or his/her designee may notify the student-athlete's parent(s) or legal guardian(s) by telephone and/or email. Notification is not required.
4. The student athlete will be suspended from 25% of the maximum number of NJCAA allowable dates/games (number of dates/games will round up). The suspension will be enforced during the current regular season and/or postseason, or the subsequent season (if confirmed positive test occurs in the offseason). If the confirmed positive test occurs at such a time that the 25% suspension is not completed by the end of the season in which the test occurred, the suspension from competition will be carried over to the regular season of the next academic year.
5. The student-athlete will be required to attend an alcohol/drug assessment course scheduled in coordination with the Athletic Director or his/her designee. The class will be at the expense of the student-athlete. This course must be completed before the student athlete will be allowed to return to competition or practice.
6. The student-athlete will not be allowed to participate in practices and team workouts for a minimum of two weeks AND will only be allowed to return to practice/team workouts after an alcohol/drug assessment course has been completed.
7. A student athlete must receive a NEGATIVE follow-up drug test before he/she will be permitted to return to participation in the athletic program. A student athlete is financially responsible for any follow-up tests.
8. Student-athletes who are suspended for a confirmed positive test and successfully complete a substance abuse program (drug/alcohol assessment course) will be required to submit to follow-up drug testing for the duration of his/her time while in the athletic program.

SECOND OFFENSE – POSITIVE TEST RESULTS

1. The Athletic Director or his/her designee will report the confirmed positive drug test finding(s) to the ACCC Commissioner and the Dean of Student Affairs.
2. The Athletic Director or his/her designee will schedule a confidential meeting with the student athlete and head coach to review the confirmed positive drug test results.

3. The Athletic Director or his/her designee will notify the student-athletes parent(s) or legal guardians(s) by telephone or email. Notification is not required.
4. The student-athlete will be immediately dismissed from their respective athletic team and will forfeit their athletic scholarship.

PROHIBITION FROM ENROLLING AT OTHER MEMBER COLLEGE

Students who are permanently suspended from an ACCC member college for failing to comply with this policy will be prohibited from competing at any other ACCC member college until the student is in compliance with the drug policy.

MEDICAL EXCEPTIONS

The ACCC recognizes that some banned substances are used for legitimate medical purposes. Accordingly, the ACCC allows exceptions to be made for those student athletes with a documented medical history demonstrating the need for regular use of such a drug. In order to be considered for a medical exception, the student-athlete must present this request to the Athletic Director prior to or at the time of any drug tests.

Student-athletes who test positive for a banned substance by the laboratory retained by the college may, within 72 hours following receipt of notice of the laboratory findings, contest the findings. The student-athlete must write (letter, email, etc.) his/her contest with the initial test.

ALCOHOL/DRUG POSSESSION PENALTIES

Student-athletes are required to conduct themselves in accordance with member policies, in addition to federal, state and local laws. To the latter, possession or consumption of alcoholic beverages by individuals under the age of 21 is a violation of state liquor laws (Minor in Possession/MIP). Additionally, the possession or use of illegal drugs is a violation of state law. As such, a student athlete who is caught on or off-campus with any type of alcohol, or in possession of drugs/drug paraphernalia, will be suspended for 10% of the maximum number of the NJCAA allowable dates/games (number of dates/games will round up). The suspension will be enforced during the current regular season and/or postseason or the subsequent regular season (if the offense occurs during the offseason).

Any student-athlete receiving a DUI/OWI shall be suspended for 25% of the maximum number of NJCAA allowable dates/games (number of dates/games will round up). The suspension will be enforced during the current regular season and/or postseason or the subsequent regular season (if the offense occurs during the offseason).

**The College holds the right to enforce stricter drug and alcohol penalties than the minimum penalties set forth by the ACCC.*

Lurleen B. Wallace Student-Athlete Contract

As a member of a LBW athletic team, I hereby agree to abide by the following rules and guidelines:

- I will conduct myself in a manner befitting LBW and the Saints Athletic Department on the field/court, off the field/court, and at my residence
- I will uphold my status as a student first and fulfill the academic requirements set forth for me by the NJCAA as well as the LBW coaching staff and administration
- I will refrain from the use of any illegal substances and drugs, prescription or illicit
- I will perform any tasks set forth by the coaching staff to the best of my ability
- I will accept whatever role the coaching staff outlines for me and do my best to excel in that role
- I will exhaust all means to resolve all complaints or issues (personal, academic, or athletic) that involve myself, the team or coaching staff **personally** with the head coach and/or the Athletic Director
- I will abide by team policies in regards to appearance, behavior, and extracurricular activities
- I will do my best to work within my coach's team philosophy and take pride in being a member of a LBW Saints athletic team

I understand that failure to adhere to any of the above could result in the forfeiture of my membership on a LBW Saints athletic team and that the coaching staff and/or athletic director will make all determinations of compliance with the above rules and guidelines.

Player Name: _____

Signature: _____ Date: _____

Additional agreement for players on an athletic scholarship: I understand that my scholarship is awarded for the duration as determined by the head coach, but that I may forfeit my scholarship at any time by:

- Failing to pass required hours in any given fall or spring semester
- Failure to maintain a 2.00 GPA
- Failure to be enrolled full-time during applicable season
- Failing to adhere to any of the above rules and guidelines
- Failing a drug test
- Acting in a manner unbecoming of a member of a LBW Saints athletic team
- Becoming ineligible according to NJCAA eligibility requirements
- Being dismissed from the team for any reason

***IF A STUDENT-ATHLETE ON SCHOLARSHIP QUILTS THE TEAM OR IS DISMISSED FROM THE TEAM FOR VIOLATING THE LBW SAINTS STUDENT-ATHLETE CONTRACT, THEY MAY BE IMMEDIATELY REMOVED FROM SCHOLARSHIP AND MAY BE REQUIRED TO PAY PRORATA TUITION AND FEES FOR THE REMAINDER OF THE CURRENT SEMESTER IF THEY ARE GOING TO STAY IN CLASSES. THE DETERMINATION OF WHETHER THE STUDENT-ATHLETE HAS TO PAY THE PRORATA AMOUNT WILL DEPEND ON THE REASON FOR QUITTING THE TEAM, THE AMOUNT OF TIME LEFT IN THE SEMESTER, AND/OR THE REASON FOR BEING DISMISSED FROM THE TEAM FOR VIOLATING THE LBW STUDENT-ATHLETE CONTRACT.**

Signature: _____ Date: _____

ACKNOWLEDGEMENT OF ATHLETIC HANDBOOK

I acknowledge a copy of the LBW Athletic Handbook can be found on the LBW Athletics page of the website (<https://www.lbwcc.edu/athletics>) and will be provided by the Athletic Director if requested. I understand the policies and procedures and realize that I am subject to disciplinary actions should I violate them. I do agree to participate and conduct myself in accordance with the rules of our athletic department and any additional individual and team rules of my coach.

Printed Name of Student Athlete

Signature of Student Athlete

Date