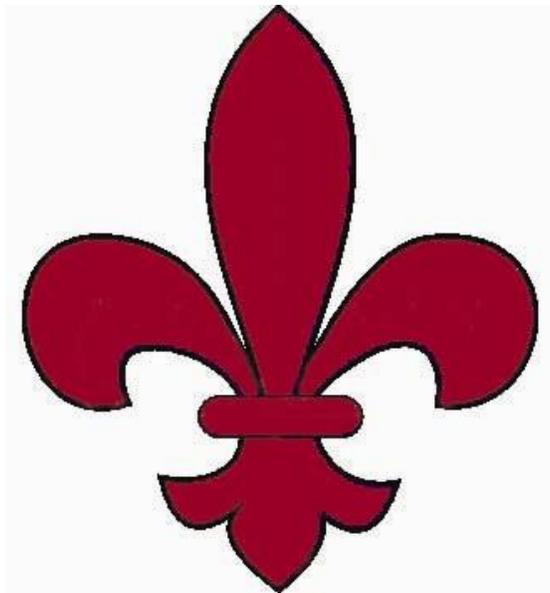


LURLEEN B. WALLACE COMMUNITY COLLEGE

ATHLETIC HANDBOOK



Revised July 2018

TO THE STUDENT - ATHLETE

As a representative of the athletic family and the College, you will often be in the spotlight and have the opportunity to enjoy the prestige a collegiate student-athlete experiences today on the campus, in the community, and throughout the country. With this recognition goes 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 a great college, an entire program, your teammates and coaches, and a community.

This handbook has been prepared to acquaint the student athlete at Lurleen B. Wallace Community College with the procedures and general regulations which have been established by the College, the Alabama Community College Conference, and the National Junior College Athletic Association.

ATHLETIC PURPOSE STATEMENT

The purpose of the athletic department is to promote the academic success and the personal growth and development of students through intercollegiate competition. This 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 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 program.
3. Maintain high ethical standards through commitment to the principles of self-monitoring and self-reporting.
4. Evaluate the competitive program in terms of the educational purposes of the institution.
5. Engage in competition with other institutions having similar philosophies and policies.

LBWCC ATHLETIC DEPARTMENT POLICIES AND PROCEDURES

1. INDIVIDUAL RULES

Student athletes are expected to avoid all situations that will embarrass themselves, their family, or Lurleen B. Wallace Community College.

- A. The student athlete will be expected to DRESS NEATLY and use GOOD PERSONAL HYGINE at all times.
- B. The student athlete will be expected to be on time and ATTEND ALL classes. If there are unusual circumstances that prevent class attendance, the student must notify their head coach BEFORE they miss 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 extreme care of all equipment and property that belongs to LBW Community College.
- D. The student athlete will be expected to be on TIME for all school and team functions. For team functions the athlete should arrive fifteen minutes prior to the scheduled time. Athletes are expected to obey all curfew times.
- E. The student athlete will be expected to show the utmost RESPECT for coaches, faculty members, community members, opposing teams, game officials, and fellow players.
- 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 other rules to help discipline the team that he/she coaches. These rules will be given to the Athletic Director in writing and will be approved by the athletic department.

3. HOUSING

Although the Athletic Department is not allowed to pay for a student-athlete's housing, it reserves the right to impose the following rules on its athletes concerning housing:

- A. Every athletic participant must live in housing approved by the Athletic Director of the college.
- B. Athletes are obligated to show proper consideration for the rights and welfare of all tenants.
- C. The responsibility for property damage falls on those athletes who are renting the apartment or house. The athlete or athletes who are leasing the apartment/house will be called to account for such actions and must arrange for financial settlement.
- D. Student athletes will obey all rules set up by the owners of the apartment complex or housing.

4. TRAVEL AND TRANSPORTATION

- A. Transportation to all athletic competitions held away from the LBW Community College Andalusia Campus will be provided by LBW Community College. College vehicles will be driven only by certified drivers.
- B. Student athletes may be allowed to drive their personal vehicles to competitions held off campus ONLY with permission of the head coach or Athletic Director.
- C. 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.

5. SCHOLARSHIP RENEWAL AND CANCELLATION

- A. The scholarship agreement is signed for a period of **ONE** academic year. Renewal of the scholarship agreement is solely based upon the discretion of the head coach.
- B. 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.

6. SCHOLARSHIP COVERAGE/REQUIREMENTS

The athletic scholarship can cover up to 15 hours per semester of tuition and fees, both in-state and/or out-of-state. College level textbooks will be included in the scholarship. Remedial course textbooks, workbooks, cd's, or electronic codes may not be covered under the scholarship allowance. Repeated courses will NOT be covered under the scholarship allowance after the first attempt at the course. NO summer courses will be covered by athletic scholarship.

All scholarship recipients must have a composite ACT score of 16 or higher, OR test out of ALL remedial courses through the COMPASS Placement test or course completion prior to being granted an athletic-scholarship. The same requirements pertain to student-athletes seeking scholarship after participation with the team (walk-on).

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

The LBWCC Administration reserves the right to waive the institution's ACT scholarship requirements if extenuating circumstances exist.

7. TEXTBOOK LOANS

Under the scholarship agreement, the student-athlete may be issued textbooks for each semester of enrollment. These textbooks are on loan to the student and must be properly cared for. In addition, textbooks must be returned to the bookstore at the end of the

semester. Any losses or damages to the textbooks will be charged to the student. Failure to follow the rules concerning textbook loans may result in forfeiture of the scholarship agreement.

8. PHYSICAL EXAMINATIONS/DRUG TESTS

All student athletes participating in any one of the NJCAA certified sports must have passed a physical examination prior to the beginning of each collegiate year in which they play. It is the head coach's responsibility to see that each student athlete has a valid physical examination form on file in the athletic department office. The student athlete is required to have an official health form completed by a practicing medical doctor on file with the head coach before the first organized team practice. Per the NJCAA, physicals are good for a period of 13 months. In addition, the Alabama Community College Conference requires that each individual have a drug test on file with their athletic department prior to participation in the team's first regular season competition. Both the physical and drug test costs are the responsibility of the student-athlete.

9. INSURANCE

Lurleen B. Wallace Community College carries basic athletic insurance coverage on all its athletes. This insurance will pay for charges not covered by the student's primary carrier. In order to process a claim, the following information is required:

- A. A completed claim form.** For each injury, a claim form must be completed within 90 days of injury that includes the name and address of the student, the date and time of the injury, where the injury occurred, a brief description of the injury, and the signature of the coach.
- 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. "Balance due" statements are not acceptable.
- C. Explanation of benefits.** If an athlete has other medical coverage, all charges must first be submitted to that insurance carrier for their determination. If the charges are not paid in full by the other carrier, a copy of the explanation of benefits from that carrier prior to issuing benefits will be required. All claims must be reported to the company within 30 days after the date when the loss occurs in order to comply with policy provisions.

The athletic department is only responsible for submitting the initial injury claim form. The student athlete (and/or legal guardian if under 18) are responsible for submitting itemized bills and communication with the insurance company.

10. INJURIES AND ILLNESS

If an injury or illness should occur, the student athlete should notify the head coach so that proper medical referrals can be made. This will assist the head coach as to what limitations for participation are needed. It will further assist the head coach in rehabilitation of the student athlete.

11. UNIFORMS AND EQUIPMENT

It is the responsibility of the head coach to issue and inventory all items of equipment that are necessary for the student athlete to 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 replace lost or damaged items may result in forfeiture of the scholarship agreement.

12. ATHLETIC AWARDS AND LETTERING

Athletic awards and the system of lettering is the responsibility of the head coach and Athletic Director. All awards and lettering procedures will follow the NJCAA, ACCC, and athletic department guidelines.

13. CLASS ATTENDANCE

Students are expected to attend ALL classes for which they are registered. When absences occur, it is the student's responsibility notify the instructor and make up the work missed. In situations where a student knows he/she will miss a future class, it is **STRONGLY** encouraged that students inform the instructor **PRIOR** to that class date. 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 feels that class attendance of student athletes should be closely monitored. The department recognizes that sometimes athletic events require student athletes to miss class. With this in mind, the athletic department feels that no student athlete should miss a class session without prior approval from the head coach.

14. CLASS SCHEDULES AND DROP/ADD

It is the responsibility of the head coach to monitor the student athlete's selection of courses. This will insure that the student athlete is taking courses that will apply to curriculum he or she has chosen for a degree. It is the student athlete's responsibility to notify the head coach of any change in the schedule.

Student athletes are not permitted to drop or add a course during the semester without prior approval from the head coach or Athletic Director.

15. INSTITUTIONAL POLICIES

The institutional policies found in the general catalog are the minimum requirements for attendance at 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.

16. APPEAL PROCESS

In the event that a student athlete has a complaint, the matter should be resolved by following the athletic chain of command. The student athlete should first notify the head coach and, together with the coach, try to resolve the matter. If the complaint cannot be satisfactorily resolved, the coach, the student athlete, and the athletic director should meet to solve the problem. In the event that the complaint cannot be settled to the satisfaction of

all parties involved, the athletic director will request a meeting with the Dean of Student Affairs.

****Participation in the Lurleen B. Wallace Community College athletic program is a privilege to be enjoyed!

**LURLEEN B. WALLACE COMMUNITY COLLEGE
ATHLETIC DEPARTMENT**

Athletic Department Contacts

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Basketball
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Softball
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NJCAA ELIGIBILITY RULES

1. GENERAL INFORMATION

The sections referred to throughout the Eligibility Rules can be found in the National Junior College Athletic Association Handbook and Casebook. Anyone with questions should contact the Athletic Director.

- A. A member college must be in good standing with the NJCAA and its own conference to enter a team or an individual in an activity sponsored by the NJCAA.
- B. Students participating at the intercollegiate level in any one of the certified sports of the NJCAA shall conform to the requirements of the Rules of Eligibility, the rules and regulations of the conference with which the college is affiliated, and also the rules of the College at which the students are attending and participating.
- C. Ineligible students shall not be allowed to dress for any contest.
- D. Students who falsify their academic and/or athletic participation record shall be ineligible for further competition at a NJCAA member college at any time.
- E. 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.
- F. A student-athlete’s grade-point average will be determined by dividing the accumulated quality points by the corresponding credit hours at each institution of attendance. Note: Passing and satisfactory grades may be computed as “C” grades.

2. REQUIREMENTS FOR ENTERING STUDENT-ATHLETES

A student must be a high school graduate or a person who has received a high school equivalency diploma or has been certified as having passed a national test such as the General Education Development Test (GED).

3. REQUIREMENTS FOR ATHLETIC ELIGIBILITY

- A. The following rules shall be used to determine a student’s eligibility for athletic competition in any one of the certified sports of the NJCAA. **THIS ENTIRE SECTION MUST BE READ BEFORE A STUDENT’S ELIGIBILITY STATUS CAN BE DETERMINED.**
 - 1. Student-athletes must be making satisfactory progress within an approved college program or course as listed in the College Catalog.

2. Students must be in regular attendance within fifteen (15) calendar days from the beginning of classes of the term in which the students choose to participate. This fifteen (15) day rule can apply to the starting date of a mini-session within a regular session and shall be a published date in the College Catalog or schedule of classes for that term. The mini-session must begin prior to the date of the first contest and have a common ending date with the regular term. Students who do not conform to this rule are ineligible throughout the remainder of the term.
3. Students must maintain enrollment in twelve (12) or more credit hours of college work as listed in the College Catalog during each term of athletic participation. Student who drop below twelve (12) credit hours become immediately ineligible for athletic participation.

B. Semester Eligibility

1. Prior to the last official date to register for the second full-time semester, as published in the College Catalog, a first year participant must have passed twelve (12) semester hours with a 1.75 GPA or higher.
2. Prior to the last official date to register for the third full-time semester, and all subsequent semesters thereafter, as published in the College Catalog, a student must satisfy one of the following two (2) requirements to be eligible for the upcoming term:
 - a. Pass a minimum of twelve (12) semester hours with a 2.00 GPA or higher during the previous semester of full-time enrollment or
 - b. Pass an accumulation of semester hours equal to twelve (12) multiplied by the number of semesters in which the student was previously enrolled full-time with a GPA of 2.00 or higher.
3. Prior to a second season of participation in an NJCAA certified sport, students must pass a minimum accumulation of twenty-four (24) semester hours with a 2.00 GPA or higher.

C. Non Full-Time Students

Students who have never been full-time at any college may become eligible for a season of participation in a sport by meeting the following conditions:

1. The students attend the same institution at least one academic year as part-time students prior to the year of his/her participation, passing at least twelve (12) credit hours with an overall grade point average of 2.00 or better during that year.
2. During each term of participation, the students must carry at least six (6) credit hours in the same institution.
3. Prior to a second season of participation in any sport, the students must pass a total of twenty-four (24) credit hours with a 2.00 GPA or higher.

4. If in any term the students enroll full-time, they forfeit the privileges under this provision of the part-time eligibility rule.
5. Institutions that apply for this provision of the rules must submit a transcript to establish the eligibility of the students.
6. Students who withdraw completely or to less than six (6) credit hours become immediately ineligible.

4. ELIGIBILITY OF STUDENTS WHO WITHDRAW FROM CLASSES

The following withdrawal policy applies to students who are attending any college.

- A. Students are allowed fifteen (15) calendar days from the beginning date of classes to withdraw completely or to withdraw to less than twelve credits (part-time) and not have that term affect their future eligibility, provided they have not participated in any athletic competition.
- B. Students who have participated and who withdraw within the first fifteen (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 and 4.e. The term in which the student participates must be considered the same as a term of full-time attendance.

5. EIGHTEEN CALENDAR MONTHS NON-COLLEGE ATTENDANCE

Students who have not been enrolled in college in twelve (12) or more credit hours (full-time) for a period of eighteen (18) calendar months or longer shall be exempt from previous term and/or accumulation requirements as set forth in Sections 4.d and 4.e. Students who have served eighteen (18) calendar months in the Armed Forces of the United States, in a church mission, or with a recognized foreign aid service shall be exempt from Section 4.f.

6. NUMBER OF SEASONS A STUDENT CAN PARTICIPATE

Students must not have previously competed during two (2) seasons in a given sport at any intercollegiate level.

Participation in any fraction of any regularly scheduled contest during the collegiate 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.

7. HARDSHIP

The hardship provision of the NJCAA is available to students who are unable to compete a season of competition or did not satisfy one of the other eligibility rules as a result of injury, illness or some type of an emergency beyond their control.

- A. Hardship #1 involves an injury or illness which results in the student's inability to complete a season. Prior to the injury or illness, a student must have participated in no more than 20

percent of the college's regular season schedule or have participated in no more than two (2) of the institution's completed events in that sport, whichever number is greater. The injury or illness must also have occurred in the first half of the schedule, resulting in the athlete being incapacitated for the remainder of the season.

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. **USE HARDSHIP FORM #1.**

- B. Hardship #2 involves cases other than those affecting student's season control, which directly result in his or her inability to satisfy the Rules of Eligibility.

USE HARDSHIP FORM #2.

All requests must receive approval from the NJCAA Office of Eligibility.

8. TRANSFER RULES

A. General Provisions Which Apply to Any Transfer Student

1. Transfer students are those who have attended any college beyond the first fifteen (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. Students 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, softball/fast pitch, softball/slow pitch, and tennis shall not prevent students from competing in the same sport 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 applies to students who transfer from a college which has dropped a sport. (Documentation of the program being dropped must be provided when submitting the eligibility.)
3. Students who participate in a sport before a term begins, between terms, or within the first fifteen (15) calendar days of a term and subsequently transfer before or within the first fifteen (15) calendar days of the term must serve probation before they are eligible to participate in athletics.
4. Students serving probation shall not be allowed to dress for any athletic contests.
5. Whenever students are required to serve probation, 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 two terms, transfer students must be enrolled in twelve (12) or more credits (full-time) during the term when the season of that sport begins. The students must also be enrolled at the college where they have chosen to participate. There are four exceptions to this rule as found in Section 4.g.

B. Transfers From an NJCAA Member College

Students 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 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.)
And:
 - b. Satisfy one of the following provisions numbered 1 through 4:
 1. The college from which the students are transferring does not have a particular sport (the students are immediately eligible only in the sport which is not offered.)
 2. For a student previously receiving an athletic scholarship, an NJCAA Transfer Waiver Form is signed by the Athletic Director and Chief Executive Administrator of the NJCAA member college from which the students are transferring. A Transfer Tracking Form is required for all transfer student-athletes. A Release Form is required for athletes signing a LOI at their transfer school prior to August 1st, if they were under scholarship at the previous institution.
 3. Students who have not participated in any sport transfer from their first junior college to any junior college that initiates an intercollegiate athletic program within the students' home district, county, or service area.
 4. Students enroll at the first possible opportunity in a newly established college or a college that initiates an intercollegiate athletic program within their home district, county, or service area.
 5. 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 does not apply to any student-athlete that causatively involved in the problem resulting in penalty
2. **Probation Period** – A probation period of sixteen (16) calendar weeks and the completion of one academic term with twelve (12) passing credit hours and a 1.75 GPA or higher are required of students who did not satisfy the academic provisions of Section 4 and if any of the provisions numbered 1 through 4 of Section 10.b.1 does not apply to their transfer. **Note:** Before a student can participate in a second season of a NJCAA certified sport, the provision of Section 4.f must be satisfied.

C. Transfers From a Senior College or From a Non-NJCAA Member College (*Transfer Tracking Form is required)

Students transferring from a Senior College or a non-NJCAA member college are either immediately eligible upon transfer or must serve a probationary period of sixteen (16) calendar weeks. The following rules determine the student-athlete's eligibility status:

1.Immediate Eligibility – To be immediately eligible, with no probation required, students must satisfy the provision of Section 4.d or 4.e. (Use the rule which is applicable to the transfer student.)

Note: Before a student can participate in a second season of a NJCAA certified sport, the provisions of Section 4.f must be satisfied.

2.Probation of Sixteen Calendar Weeks – A probationary period of sixteen (16) calendar weeks and the completion of one academic term with twelve (12) passing credits and a 1.75 GPA or higher are required of students who did not satisfy the academic provisions of Section 4. Students serving the sixteen week probation period may be added to the eligibility roster at any time after satisfying the provision of the probation period.

Note: Before a student can participate in a second season of a NJCAA certified sport, the provisions of Section 4.f must be satisfied.

9. RULES GOVERNING THE AMATEUR STATUS OF STUDENTS

Amateur players are those who engage in sports for the physical, mental, or social benefits they derive in participation and for whom athletics is an avocation and not a source of personal financial remuneration. Whenever the amateur standing of a student 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 is enrolled to clear the status of the student in question. For determining amateur standing of students, the following guidelines have been established.

- A. Students are permitted to do the following:
1. Accept scholarships and educational grants-in-aid from their institution in accordance with the provisions of Article VIII of the By-Laws 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.

5. Participate in professional baseball for no more than ninety (90) days at a level no higher than Class A. If this can be confirmed by the National Association of Professional Baseball Leagues, the student shall be eligible to compete in baseball at an NJCAA member college. Any participation beyond the first ninety (90) days shall cause a student to be ineligible in the sport of baseball.
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, analyzing a sports event, or instructing in sports.
 - b. There is no indication that the athlete expressly or implicitly endorses a commercial product or services.
 - c. The athlete is not paid.
 - d. The 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 or she attends.

B. Students shall not do the following:

1. Receive money or other forms of remuneration beyond actual expenses for participating in any athletic contest or programs with the exception of bowling, golf, and snow skiing. (Refer to the bowling, golf, and snow skiing sections in the NJCAA Handbook.)
2. Give lessons on a fee-for-lesson basis.
3. Be employed to teach physical education classes or coach any sport for their college.
4. 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.
5. Take any financial assistance or enter into an agreement of any kind to compete in professional athletics, with the exception of the student who participates in professional baseball for not more than thirty (30) days as provided in Section 12.a.5. Students who violate this provision shall be ineligible for participation in the sport for which they received financial assistance.
6. 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 students who are not participating under the provisions of Section 4.h may try out provided they do not receive any form of compensation other than actual expenses from the professional organization.
7. Contract orally or in writing to be represented by an agent in the marketing of athletic ability or reputation in a sport.

Acknowledgement of Athletic Handbook

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

Signature of Student Athlete

Date

Signature of Parent or Legal Guardian

Date