

CCCCD



Athletic



Manual

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Collin County Community College Athletics

I. INTRODUCTION

A. Mission

Collin County Community College District is a student and community-centered institution committed to developing skills, strengthening character, and challenging the intellect. The athletic program at Collin County Community College is to assist student-athletes in improving the quality of their lives by providing the knowledge and skills necessary to attain a lifetime of social, mental, and physical fitness. Athletics is an integrated part of the Physical Education Department's mission to promote healthy lifestyles.

B. Goals

To achieve its mission Collin County Community College promotes:

- The academic success of student-athletes.
- Academic standards for all its student-athletes.
- NJCAA rules of fair play in all competition.
- The physical welfare of all student-athletes while participating in practice or game situations.
- Respect, dignity and integrity

C. Program

Collin County Community College Athletics is dedicated to high standards in the classroom and on the courts. Athletes get an exceptional education while having the opportunity to play on a strong and competitive athletic team.

Collin County Community College offers men's and women's basketball and men's and women's tennis. Intercollegiate athletic programs offer a high level of competition at local, state, and national levels. Men and women's teams compete in the National Junior College Athletic Association for Region Five. Men's and women's basketball teams are also members of the North Texas Junior College Athletic Conference.

D. Planning/Evaluation

The athletic department's strategic planning is done as part of and is included in the PHED Strategic Plan. A task force appointed by Institutional Research will do an independent evaluation of athletic programs. Evaluation of coaches is included in their yearly PHED performance evaluations. Student-athletes are asked to complete a program evaluation at the completion of the season.

E. Administrative Oversight

The Athletic Director reports directly to the CPC Provost and handles the daily administration of the athletic department in consultation with the CPC Provost. All travel, equipment, and supplies must be signed by the Athletic Director and processed through the college business office.

The Registrar and Athletic Director review the eligibility of athletes for each sport in season. The Registrar and Athletic Director certify the eligibility sheet (Appendix A) and send it to the Regional Director and National Office.

F. NJCAA Statement

Collin County Community College is a member of the National Junior College Athletic Association (NJCAA) and the college's Athletic Department is committed to monitoring institutional compliance with NJCAA rules and regulations. It is important that athletic personnel understand the rules and adhere to all rules set by the NJCAA.

II. 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 student-athlete 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
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. 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 that administers financial funds for enrolled students.
- D. Written notice of the terms of the original Grant-in-Aid shall be given to the athlete no later than fourteen (14) calendar days after the beginning of classes of the academic term in which the participate and submitted to the National Office on a scholarship certification form no later than the first regular season contest in that sport. Special permission from the NJCAA National Office must be obtained for any athlete being awarded athletic aid who is not shown on the original scholarship certification form. The written agreement of the Grant-in-Aid shall be affect for one full academic year. If the Grant-in-Aid becomes vacant, it may be awarded to a different individual for the remainder of that academic year. 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 an 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 athlete is naturally or legally dependent.
2. Permitting a member of an 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.
Cancellation of a grant-in-aid is permitted:
 - a. If the athlete becomes ineligible for participation in athletics because of academic and/or disciplinary reasons; or
 - b. 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.
 - c. If the student-athlete voluntarily withdraws from a sport prior to the institutions first competition in that sport.
 - d. Graduation.
4. Permitting 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.
5. Annual awards for a cumulative reasonable value exceeding \$200.00.
6. Assistance to athletes above that specified as a full Scholarship must be based on a certified need. Under no circumstances may assistance to an athlete exceed the amount of need established by a needs analysis system approved by the Department of Education, or the amount of a full scholarship, as described in Article VIII, Section 1 of the NJCAA Handbook, whichever is greater.
7. Permitting NJCAA institutions to institute an "adopt a player program" except under the following conditions:
 - a. Approval of the college administration.
 - b. Utilizing the occasional family meal.
 - c. The program is administered by the institution.
 - d. No monetary transactions may transpire from the "parent" to the adoptive player (i.e. loans, co-signing, long distance telephone calls, tickets).
 - e. No trips involving excessive mileage and/or expense.
 - f. No free tickets paid for by "parent".

- g. Athletic personnel may be involved in the coordination of the adoptive program, but may not be an adoptive parent.
- F. 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 19.

Athletic aid (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 19.

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

- a. Must be available to the entire student population.
- b. Must not be awarded based on athletic capabilities.
- c. Must be officially recorded in and administered by the college's office of financial aid and business.
- d. 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
- e. Is not considered counters under Article V, Section 19.

NOTE: Effective date August 1, 2003. Applicable to Division I and II only.

G. Procedures for Obtaining Athletic Scholarships

Athlete Information and Responsibilities

1. The Athletic Director, Coach, and President must approve the student-athlete for an Athletic Scholarship.
2. Athletic eligibility:
 - a. The athlete must maintain 12 credit hours.
 - b. The athlete must be in attendance within 15 days of the start of the term.
 - c. The athlete must follow a course of study toward a degree program.
 - d. The athlete must maintain satisfactory progress as defined by the NJCAA.
3. The athlete must inform the Financial Aid Office, Academic Advisor and Athletic Department if his or her enrollment changes after registration or during the semester.

4. Tuition and fees will be paid to the Business Office from the athlete's scholarship account the day before the payment deadline for the semester.
5. Athletes are to go the CCCCD Bookstore to obtain required books and supplies. Books and supplies are charged at the Financial Aid Desk in the CCCCD Bookstore. An athlete is allowed to charge required books and supplies a maximum of two times and within two weeks of the start of semester, if funds are available to the student. Minimum charge is \$10.
6. Any charges in excess of the scholarship amount are the responsibility of the athlete.
7. Early release of living allowances is approved by the Athletic Director. (Please check disbursement dates for current semester.)
8. The Cashier's Office will mail checks and grants; therefore, it is crucial that the athlete's mailing address is correct in the Admissions and Records Office. (Please check disbursement dates for current semester.)
9. Athletes from Out-of-State are eligible for the Competitive Scholarship Tuition Waiver with a qualifying scholarship of at least \$1,000/year.

Federal/State Financial Aid

Student athletes interested in applying for federal or state financial aid programs must complete the following steps:

1. Complete the online FAFSA, at <http://fafsa.ed.gov> (computers are available at each financial aid office for your use). This form is used to provide an analysis of financial need. Allow 4-6 weeks for processing after you the completed form. A new FAFSA is required to be filed every year. Be sure it is for the academic year you will be attending school. ***In step five on the FAFSA, request your information to be sent to CCCCD, McKinney, TX.*** Our Title IV Code is 016792.
2. Complete the CCCCD Student Financial Aid Application and return it to the Financial Aid Office.
3. Students who wish to apply for any summer term must complete a summer application. Summer applications are available during January. Deadline to apply is March 1.
4. Complete admission in the Admissions/Records Office.
5. Meet the requirements of the "Institutional Policy of Satisfactory Academic Progress for Financial Aid."
6. See *Financial Aid Calendar* (Appendix P) for deadline dates.

III. RECRUITING/ADVISING/ADMISSIONS

- A. No institution shall permit a prospective 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.

- B. An institution may pay for one visit to its campus by direct route of a prospective athlete for a stay not to exceed two days and two nights. All visits must be completed no less than ten (10) days prior to the opening date of classes.
1. An institution may not provide transportation to a prospect other than on the official paid visit.
 2. The paid visit must be limited to the campus and local community where the college is located.
 3. An institution may pay the prospect's actual round-trip transportation costs for his/her official visit to its campus provided direct route between the prospect's home and institution's campus is used.
 4. 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.
 5. The airfare for commercial transportation for the official visit may not exceed coach class.
 6. 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.
 7. Any member of an institution's athletic department may provide automobile transportation for the prospect between the prospect's home or educational institution and the member institution.
- C. While recruiting a potential athlete, a college representative may purchase meals for the potential athlete. The value of such meals may not exceed the amount provided a college employee while traveling on college business. (On Campus Recruiting).
1. Any member of an institution's athletic department may provide automobile transportation for the prospect between the prospect's home or educational institution and the member institution.
 2. An institution may entertain a prospect at a scale comparable to that of normal student life, only on campus or the local community.
 3. A member institution may not arrange or permit excessive entertainment of a prospect on the campus or elsewhere.
 4. An institution may only provide the prospect with admission to the institutions games, during the official visit.
 5. Admission to professional sports contests may not be provided to prospects.
 6. The institution or representative of its athletics interests shall not provide an automobile for use by the prospect or the student host.

- D. All funds utilized for recruitment purposes (e.g. employee travel, potential student's meals, etc.) must be authorized by a college official (Off Campus Recruiting).
 - 1. A member institution's athletics 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.
 - 2. 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. The Athletic Department is responsible for recruiting student-athletes. All coaches must follow NJCAA rules for recruiting student-athletes.
- F. An athletic advisor will be responsible for advising all student-athletes to make sure they are taking the proper courses of study for a degree program. Athletes experiencing academic problems are required to attend Study Hall and are encouraged to use the tutoring services the college offers every student.
- G. Collin County Community College has an open admission policy for all students. To be eligible to participate in the first season of athletics the student-athlete must have graduated from high school or passed the GED. If an athlete has not graduated from high school, he/she must pass 12 hours of college course in one semester with a 1.75 average.

IV. LETTER OF INTENT/SCHOLARSHIP CERTIFICATION FORM

The NJCAA Letter of Intent is binding upon all NJCAA member colleges. In conjunction with the Letter of Intent/Scholarship Agreement Form (Appendix B), the Scholarship Certification Form (Appendix C) and the Release Agreement/Transfer Waiver Form (Appendix D) are used as binding contracts.

- A. The policies and procedures of the Letter of Intent/Scholarship Agreement Form, Scholarship Certification Form, and the Release Agreement/Transfer Waiver Form are as follows:
 - 1. Limits have been placed upon the total number of Letters of Intent and scholarships allowed for each NJCAA sport. (See Section X. Sports Procedures)
 - 2. A scholarship is defined as any institutional athletic aid given to any student for a minimum of one (1) year.

3. All student-athletes receiving athletic aid must have a National Letter of Intent/Scholarship Agreement form or be included on a Scholarship Certification Form on file at the NJCAA National office.
4. An Academic year is defined as August 1 through July 31.
5. An athletic scholarship form signed and dated by all parties involved must be submitted with each Letter of Intent even if no athletic aid is being given.
6. Scholarships granted in addition to those given with the Letter of Intent must be submitted on an official NJCAA Scholarship Certification Form. The scholarship certification form must be on file with the NJCAA National Office prior to the first regular season contest for a sport.
7. A student who is re-signed for a second year to an institutional scholarship agreement and who is academically eligible must be awarded at least an equal amount of scholarship aid for the second year, or the student shall be allowed to void the transfer waiver commitment and transfer to any member college.
8. Signing dates for the Scholarship Certification Form are the same as those dates found on the Letter of Intent. Any form signed prior to the established date will be invalid.
9. The Letter of Intent is an institutional letter awarded for a minimum of one (1) year. Any student who becomes academically ineligible at mid-year may be replaced by another scholarship student for the remainder of the year.
10. NJCAA Letters of Intent supersede all current regional and/or conference Letters of Intent. (Regions or conferences may impose more stringent restrictions.)
11. A NJCAA Letter of Intent is binding except for students returning to their home district. Students must enroll within the first fifteen (15) calendar days of the term, and may not receive athletic aid.
12. If a student-athlete decides to enroll in another NJCAA institution, having already signed a valid NJCAA Letter of Intent and prior to fulfilling the terms of the original Letter of Intent, that student would be banned from representing the second NJCAA institution in intercollegiate athletic competition until the terms of the original Letter of Intent had expired, 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 attends the original institution for at least one academic year.
 - c. If the student-athlete receives a NJCAA Release Agreement from the original institution, signed by that institution's Chief Executive Office and athletic director.

- d. If the student-athlete, prior to the sixteenth calendar day of classes chooses to return to an institution within his/her home district/service area, and received no institutional athletic aid from the home district/service area college.
 - e. 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 eighteen (18) calendar months.
 - 13. The NJCAA Letter of Intent will be ruled invalid for the following reasons:
 - a. The student-athlete and parent or legal guardian fails to sign the Letter of Intent within fourteen (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 filed with the NJCAA National Office within twenty-one (21) days after the student's signature.
 - 14. 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.
 - 15. The NJCAA Letter of Intent becomes valid when signed by the student-athlete.
 - 16. All NJCAA institutions are obligated to respect a student-athlete's signing and shall cease any further recruitment. The student-athlete shall notify any recruiter who contacts them of his/her signing.
 - 17. Students may be released from the Letter of Intent by signing an NJCAA Release/Transfer Waiver Form.
 - 18. A Letter of Intent may be voided if a student signs a Letter of Intent with an NCAA institution.
 - 19. A NJCAA Release Agreement/Transfer Waiver form must be on file with the NJCAA National Office for all student-athletes no longer receiving or intending to receive athletic aid.
 - 20. If more than one valid NJCAA Letter of Intent is signed without first receiving an NJCAA Release, the athlete will immediately become ineligible to compete.
- B. The Scholarship Certification Form (for Sophomores) must be signed and turned in to the Athletic Director 2 weeks prior to the start of the semester.

V. BOOSTER CLUBS/FUND RAISERS/TICKET SALES/AUDIT

- A. The financial records of booster clubs and similar organizations, which support athletic programs, must be open and available to college officials. Such groups must submit independent audits.

- B. All transactions of a booster-type organization that assist a college athletic program in any way (e.g., by providing equipment, recruitment expenses, athletic scholarship, etc.) must be authorized by the college President or an employee designated by the President.
- C. All booster club funds used for athletic scholarship must be administered in compliance with Section II Athletic Assistance Part A Section 3.
- D. All fundraising is coordinated through the Athletic Director, including camps (See Section VI Camps)
- E. All athletic events are free with college ID. Without ID, an admission fee of \$3.00 is charged for all basketball games. The Athletic Director who immediately turns the money over to the Business Office and receives a cash receipt collects all ticket funds generated at athletic events.
- F. The athletic department is part of the college's annual fiscal year audit.
- G. An Athletic Excellence Fund is setup through the CCCCD Foundation Office to accept donations.

VI. CAMPS

- A. Employee Guidelines:
 - 1. A master RFP will be completed for each title, which will be used for multiple employees. The department will submit names and social security numbers of employees by email or memo which would identify the title/RFP they would be set up from. The approved titles were Camp Director \$10.50 hour, Camp Worker II \$8.00 hour, and Camp Worker I \$7.00 hour.
 - 2. Each employee must complete an employment packet. Remember, I-9 forms must be completed in person on campus and require Original documents (e.g. drivers license, social security card, etc.)

If the camp employed the person last year they do not have to complete new paperwork; the department will submit their names and social security numbers via email or memo as any other employee, but note "rehire" next to their name.

Most of the forms can be printed from this web site:

<http://iws2.ccccd.edu/hr/pdfs/ptpacket.pdf>. The packet includes a packet cover sheet, part-time employment applications and data sheet, Affidavit of Primary Language, New Employee Information form, Direct Deposit

election form, Open Records Act Election, Part-time Employee Retirement Program/FICA alternative information sheet and election form, and a Request for Transcript form. We also need a W-4 form from www.irs.gov/forms_pubs/forms.html and the I-9 form which must be completed within 3 days of employment from <http://www.ins.usdoj.gov/graphics/formsfee/forms/files/i-9.pdf>.

The Affidavit of Primary Language and Request for Transcript forms are not needed for these positions. Forms highlighted in red are required before payroll will be processed.

3. All camp employees **must** complete a timesheet at the end of the camp.
4. Record and submit names and hours worked by each camp employee to the Athletic Secretary.
5. ~~Checks will be issued at the end of the month depending on the timesheet cut-off date.~~

B. Registration/Handling of Funds:

1. Registration will be input by the Secretary. All registration forms must be given to the Athletic Secretary promptly.
2. All registration fees should be given immediately to the Athletic Secretary for recording and deposit.
3. The Athletic Secretary will keep a database of all camp registrants.
4. The Athletic Secretary will assist the Asst. to the Dean in completing the camp summary report, to include # of registrants, funds received and deposited, camp worker hours, etc. This information will be kept on file to be used for budgeting and auditing purposes by the Athletic Director.

C. Camp Administrator Responsibilities:

1. Schedule/secure proper facilities for the camp through the Athletic Director, Fitness Center Coordinators, Provosts and other coaches. Effort should be made to resolve any schedule conflict before going to the Athletic Director. The Athletic Director will serve as the final authority in resolving schedule conflicts.
2. Ensure that proper paperwork (as indicated above) is complete on all camp employees **before** the start of the camp.

3. Ensure that all facilities are properly set-up before the start of each camp and cleaned up at the end of each day.
4. Ensure that proper supervision is provided at each camp.
5. Initiate the process of developing, copying, and mailing of all camp fliers through the Athletic Secretary. The Athletic Director must give final approval on all fliers and correspondence.
6. Submit registration forms and all funds, as indicated above, to the Athletic Secretary in a timely manner.
7. Initiate the process of compensation through the Assistant to the Dean. Coaches that serve as Camp Administrator and Camp Director should have an Extra Service contract, with a copy of the Camp Summary Form (See Appendix E) attached as backup for the contract pay approved for the particular camp.
8. Ensure that the camp is in compliance with the NJCAA.
9. Record and submit names and hours worked by each camp employee to the Athletic Secretary.
10. Submit expenses with detailed receipts attached and signed to the Athletic Secretary.
11. Ensure that camp supplies (t-shirts, awards, etc.) are ordered in a timely manner.

T-shirt ordering guidelines:

- a. Artwork must be complete and ready to be sent to the vendor when the requisition is received into Purchasing. Artwork shall accompany purchase order when sent to vendor.
- b. All contact with vendors will be done by Purchasing.
- c. Communication concerning purchase orders and artwork from the ordering department to Purchasing must be in writing.
- d. Memos and e-mail should be sent to the buyer handling the contract or purchase order to ensure files are complete with all documentation.
- e. T-shirt prices can be obtained from the intranet at:
http://intranet.ccccd.edu/purchase/PROMO_ITEMS.html#T-Shirts

- f. The Assistant to the Dean will input all purchase requisitions. The following information is needed from the coach to complete this process:

- 1) All sizes must be listed on the requisition when ordering T-Shirts.
- 2) The Item # and complete specifications, as indicated on the contract, must be entered on the requisition. This will be the description. In addition to the above, enter the ink colors you want to be used for your shirts.
- 3) Enter a different line item for each size when the price changes according to sizes.
- 4) As a narrative enter the following:
Event: _____
Event Date: _____
Delivery Date: _____
Identifying T-Shirt Name: _____

***NOTE: Departments may contact Design Center Signs & Banners to get pricing for additional styles, sizes, colors or artwork. The charge for graphic designing is \$35.00 per hour if you need that service. (CCCCD Publications Department should be contacted first for artwork. If they can't do the artwork for you, then you could use an outside source.)

D. Camp Director Responsibilities:

1. Ability to serve as camp administrator in his or her absence.
2. Knowledge of the specific camp sport
3. Ability to communicate effectively the required responsibilities of the camp workers.
4. Ability to design camp drills
5. Ability to structure camp set up
6. Ability to supervise campers
7. Ability to assist/tutor camp workers and campers verbally regarding camp drills and sports skills
8. Ability to make timely decisions appropriate to the situation, circumstance, and facts at hand, for example; under emergency conditions or situations involving public health and safety of the campers.
9. Provide a safe environment for the campers

E. Camp Worker I and II Responsibilities:

1. Setting up and cleaning up camps
2. Supervision of campers
3. Small and large group instruction of specific sports skills.

Level II must have one year or more of camp working experience.

VII. ENFORCEMENT AND THE NJCAA

- A. Each member college shall certify at the conclusion of the academic year whether or not the institution has complied with NJCAA guidelines above. The Athletic Director, Financial Aid Director, and President shall sign the certification. Where a case of noncompliance exists, the college shall fully disclose the facts of the case.
- B. A member college that violates any section of the above guidelines shall be subject to such penalty, as the National Office deems advisable under the circumstances. The maximum penalty that the National Office may impose shall be to place the offending institution on probation for a period of two years.
- C. Colleges may appeal decisions rendered in accordance with Section B above by using the "Procedures of Appeal."

VIII. ATHLETIC DRUG POLICY

- A. The Department of Athletics at CCCCD advocates the development of healthy and responsible lifestyles for student-athletes during their years of eligibility as long-term enrichment and enhancement of their lives.

Substance abuse, chemical dependency, crimes and other situations, which occur while under the influence of mood-altering substances, are a major health and safety hazard in our society. The use of illegal substances and the illegal use of drugs is a crime and cannot be condoned. The use of performance enhancing drugs is detrimental to student health and, as a form of cheating, constitutes unacceptable behavior. Alcohol use by any student-athlete who is under the legal drinking age in Texas is against the law; for those student-athletes who are of legal drinking age in Texas, alcohol use is ill advised and is strongly discouraged.

- B. The athletic department complies with *Section 3-1.1 Alcoholic Beverages, Tobacco, and Other Substances* of the CCCCD Student Handbook. It states the following: "Being under the influence of or possessing illegal drugs, alcohol, inhalants, and over-the-counter or prescription drugs is a violation of the CCCCD Student Code of Conduct (Section 3-1.4 of the Student

Handbook) and may be a violation of municipal, county, state and/or federal law. CCCC students found guilty of this offense will be subject to one or more penalties described in this code and/or may be subject to penalties applied under the Texas Penal Code.

In addition, CCCC prohibits smoking and the use of tobacco products in all college buildings. Violators of this policy may be subject to disciplinary action.

Students seeking assistance or educational materials about alcohol, drugs, tobacco, or other substances should contact Counseling Services.”

IX. ATHLETIC TRAVEL

A. Local (Account 4210)

1. CCCC Local Travel form (Appendix F) will be used for reimbursement for travel by coaches for recruiting and scouting.
2. The local travel form can show the total miles traveled during the trip, however, a detailed itinerary must be included with the local travel form. If unsure of the miles, you can go to www.mapquest.com/directions to get the mileage from location to location.
3. Mileage reports for coaches shall be approved by the Athletic Director and the Business Office. The pink copy is retained by the athletic office for their records.
4. Travel shall be reimbursed only when total miles traveled exceeds the coach’s normal driving distance to and from their place of assignment for that day. Mileage is computed as the excess of miles traveled that day.
5. Parking fees will be reimbursed provided that a receipt from the parking agency is submitted. Reimbursement may be made for parking meter fees and parking lot pay-boxes, provided that a statement, certified by the coach, of actual expenditure is attached to the reimbursement request.
6. Business related meals will be reimbursed at the following rates:

Breakfast	\$6.00
Lunch	\$8.00
Dinner	\$12.00

To receive reimbursement, the following conditions must be met:

- a. The Athletic Director must approve such expenditures in advance.
 - b. The names of individuals (athletes, etc.) for whom reimbursement for meals is being requested must be listed on the back of the meal receipt or on the reimbursement form together with a general statement describing the purpose and the college business conducted.
 - c. Detailed receipts for all eating/food expenses are required when submitting your travel/recruitment. If eating out at a restaurant, please submit the detailed receipt along with the credit card/cash receipt. This is required to avoid any questionable charges on the bill
7. Travel reimbursement request for local travel should only be submitted when the amount to be reimbursed reaches \$20 or additional travel is not anticipated for the year. Travel reimbursements for less than \$20 will be made on August 31.

B. Professional (Account 4220)

1. All athletic staff that travels for CCCCCD is encouraged to apply for a CCCCCD Corporate American Express Card. The staff member will be billed directly by American Express and will be reimbursed by the college when an approved and completed Professional Leave and Travel request is submitted with the necessary documentation. This eliminates the need for travel advances, charging airfare to the college and excessive manual checks. This will also provide an itemized billing to aid in completing the Professional Leave and Travel reimbursement.

C. Reimbursement for Professional Travel

1. Reimbursable expenditures include:
 - a. *Mileage:* The allowable mileage between two points is the shortest route between those two points. Mileage will not be reimbursed above what the state mileage charts allow. Mileage is reimbursed at \$.30 per mile.
 - b. *Car rental:* A paid invoice must be attached. A "Motor Vehicle Rental Exemption Certificate" form must be given to the vendor each time a vehicle is rented within the State of Texas. This certificate can be obtained from the Business Office (CYC) or the Cashier's Office (CPC, SCC, PRC). Both the renter's name and CCCCCD's name should be included on the rental agreement. On

car rentals, LDW (Loss Damage Waiver) will not be reimbursed by the College. Since this coverage is included with the District's auto insurance, it is an option for each employee to add, only if they choose to pay for it personally.

- c. *Airline tickets:* The canceled airline ticket or the itinerary/invoice for ticketless flights must be attached to the professional leave form. Airline tickets can be prepaid by submitting the blue copy with a copy of the ticket, itinerary/invoice, or credit card statement. The District cannot be billed directly for airline tickets and other reservations. Charges must be paid by the employee and then reimbursed by the District. Contact Ralph Hall at x3831 if circumstances do not allow for compliance of this policy. The canceled ticket must be attached when submitting the final request for travel reimbursement.
- d. *Parking/toll fees and bus/taxi fares:* Receipt or signed statement of expenditures must be attached to the professional leave form.
- e. *Meals:* See local travel meal reimbursement guidelines.
- f. *Registration fees:* Registration fees can be prepaid by submitting the green copy of the professional leave form along with a copy of the completed registration form to the Business Office at least ten (10) business days before needed. The check will be returned to the originator to be mailed with the original registration form.
Remember to keep a copy of the registration form to attach to the form when travel has been completed. When the college-paid portion of the training program is \$1,000 or more, an Employment Training Agreement must be signed before the registration check will be issued and before the professional leave can commence.
- g. *Lodging expenses:* Lodging expenses WILL NOT be prepaid. When traveling within the State of Texas, a "Texas Hotel Occupancy Tax Exemption Certificate" must be given to the hotel and can be obtained from the Business Office (CYC) or Cashier's Office (CPC, SCC, PRC). An itemized paid invoice must be attached to the professional leave form and all phone calls must be marked as personal or business. It will be assumed that phone calls are personal unless marked otherwise. Reimbursement cannot be made for movies, alcohol, etc.

2. Reimbursement Procedures:

- a. The Professional Leave and Travel Request (Appendix G) should be completed accompanied by the Professional Development/Travel Summary Report (Appendix H) listing actual expenditures and submitted to the Athletic Director who in turn will submit to the Business Office within ten (10) working days

following completion of the travel. All parts must be completed or the form will be returned to the originator. Please include a copy of the original registration form - even if the Business Office prepaid the fees. This will enable the Business Office to calculate the total cost of the trip.

b. The following supporting documents shall be attached to the travel reimbursement request:

- 1) 2 copies of Professional Leave Summary Report
- 2) Travel agency invoices and a copy of the airline tickets.
- 3) Lodging Receipts
- 4) All telephone calls charged to the hotel bill must be identified as business related or personal.
- 5) Ground transportation, car rental, etc.
- 6) Meal receipts or a per diem rate is allowed as follows:

Breakfast	\$6.00
Lunch	\$8.00
Dinner	\$12.00

3. The Business Office is responsible for:

- a. Verifying that all required receipts are attached to the reimbursement request.
 - b. Preparing a check request for the net amount of the reimbursement request.
4. The mode of travel (airline vs. personal auto) shall be the mode that **produces the lowest total cost to the district. Additional days of leave, lodging, meals and substitute pay due to any additional travel time because of automobile driving time must be considered when computing cost estimates.**
5. The College Business Office must be notified of cancellation of the trip and of efforts to receive reimbursement of any prepaid conference registration fees, etc.

6. Reimbursed Travel

- a. Travel related to an outside agency and reimbursed to the employee shall be considered as an agreement between the agency and the employee. The employee will not be eligible for reimbursement by the district. If any travel expense is charged to the district, the employee will be responsible for reimbursing the district.
- b. If the employee's travel is paid by the district and later reimbursed by an agency, the employee will be required to:
 - 1) Endorse the reimbursement to the college, or
 - 2) Submit a personal check, payable to the college for the amount paid by the district or amount reimbursed.

7. Seven days are required for processing travel reimbursements.

D. Student/Athlete Field Trips

1. General Guidelines

- a. When student/athletes participate on an approved trip that will require cash expenditures, the Athletic Department may apply for a travel advance for the student/athletes.
- b. Student travel advances must be requested on the Student Field Trip Form (Appendix I).
- c. Coaches and staff travel advance/reimbursement will be requested on the same student field trip form.
- d. Note from Transportation Management:

1) Modes of Transportation

Modes of transportation used for student travel shall include, but not be limited to cars, vans, suburbans, and buses. Travel arrangements for student groups shall be made in accordance with administrative regulations and procedures.

2) Driver Requirements

Only faculty and staff of the College District shall be authorized as drivers for College District vehicles. A driver who is transporting students in College District owned or leased vehicles must:

- (a) Be an employee of the District.
- (b) Hold a valid driver's license appropriate for the vehicle to be driven and adhere to license restrictions. A driver of a commercial motor vehicle must have a commercial driver's license.
- (c) Have an acceptable driving record.

3) Safety Standards

- (a) Adhere to all rules and regulations concerning the proper operation of the vehicle.
- (b) Must abide by all federal, state, and local motor vehicle regulations, laws and ordinances.
- (c) Ensure that the number of passengers does not exceed the designed capacity of the vehicle and that all passengers are secured by safety belts, if provided.
- (d) Not operate a vehicle when the ability of the driver is impaired, affected, or influenced by alcohol, illegal drugs, medication, illness, fatigue or injury.

4) Driver Fatigue

If a driver experiences any signs of fatigue, he or she must take a break or be replaced by another qualified driver. Driving breaks are required at reasonable intervals.

2. Preparation of the Student Field Trip Form

- a. The Student Field Trip Form shall be completed by the Assistant to the Dean, approved by the Athletic Director, and approval obtained by the business office prior to making travel arrangements.
- b. Coaches are responsible for getting the required information to the Assistant to the Dean at least one month prior to the trip.
- c. Information required to complete the Student Field Trip Form:
 - 1) A list, provided by the coach, of names and social security numbers of all student/athletes participating in the trip must be attached to the form.

- 2) *Transportation:* If the mode of transportation is by automobile, indicate if the driver (s) will be the sponsor, coach or college employee. College employee and/or coach mileage will be advanced at the prevailing CCCCC Board approved rate per mile (\$.30 per mile). A "**Motor Vehicle Rental Exemption Certificate**" must be presented to the vendor when renting vehicles in Texas. The District will not pay the 6% Texas sales tax and mileage on rental vehicles. Original fuel receipts must be attached to the student field trip form for reimbursement.

If the mode of transportation is via common carrier (plane, bus, train), attach canceled tickets to the student field trip form.

- 3) *Meals:* Student/athletes, coaches, and staff will be advanced for meals at the following rates:

(a)	Breakfast	\$6.00
(b)	Lunch	\$7.00
(c)	Dinner	\$9.00

- 4) *Lodging:* In order to receive pre-payment, confirmation documentation from the hotel must be attached to the field trip form, including the room rate and number of nights. A "Texas Hotel Occupancy Tax Exemption Certificate" must be given to the hotel at the time of check-in. Upon return from trip, an itemized, **paid** invoice must be attached to the form. The District will not pay for personal phone calls, movies, alcohol, etc.

- 5) *Registration:* Registration fees can be prepaid by submitting the original and canary copies of an approved student field trip form with a completed copy of the trip registration form at least ten (10) days prior to the mailing date. The check will be returned to the originator for mailing. Remember to keep a copy of the registration form to attach to the student field trip form when the trip has been completed.

- d. The College Business Office will record the advance in Field Trips expense account.

3. Approvals of the Student Field Trip Form
 - a. The Assistant to the Dean should prepare and submit for approval the Student Field Trip Form at least fifteen workdays prior to the date of travel.
 - b. The Athletic Director will review for the accuracy of the information on the form and submit the approved form to the Business Office.
 - c. The Business Office will review the Student Field Trip Form for accuracy and completeness and initiate a check request.
4. Distribution of the Request
 - a. The Business Office shall retain its copy of the form in a suspense file until the advance check is produced.
 - b. The remaining copies shall be returned to the Athletic Director to be held until the trip is completed.
5. The advance check will be given to the coach no more than ten days preceding the event. The Business Office copy of the Student Field Trip form shall be placed in a support file for the outstanding receivable.
6. After the trip, the coach shall return any unused funds to the bursar's office, obtain a receipt for the return, and complete the Return portion of the Student Field Trip Form. All Student field trips should be submitted for finalization within 2 days of the trip. The money advanced for student field trips is College money that we need accounted for.
 - a. The coach will be responsible for providing:
 - 1) Receipts of all travel expenditures. Hotel receipts must include detailed charges for each room. Also, remember to keep a copy of the registration form to attach to the student field trip form when the trip has been completed. If the mode of transportation is via common carrier (plane, bus, train), attach canceled tickets to the student field trip form.

- 2) Attach a receipt from the bursar's office for any unused funds.
 - 3) A list of all students that received travel funds with the students' signatures indicating the amount of funds received.
 - 4) A check payable to the College for any unused or undocumented travel advance.
 - 5) Obtaining approval from Athletic Director for expenditures on the Student Field Trip Form.
- b. The Business Office will be responsible for:
- 1) Verifying that a receipt for expenditures and a list of student participants is attached.
 - 2) Issuing a check request to the coach for the amount that actual expenditure exceeds the advance.

X. ATHLETIC DEPARTMENT PROCEDURES

A. Purchasing

1. All purchasing of athletic supplies and equipment follows the CCCC Business Procedures Manual.
2. The Athletic Director must approve all purchase requisitions.
3. The Business Office handles all bids, quotations, and purchase orders.
4. The Assistant to the Dean signs off receipt of merchandise. Coaches are responsible for informing the Assistant to the Dean immediately when items are received.

B. Equipment, Uniforms, and Books

1. Athletic equipment is loaned to team members by the Athletic Department.
2. Athletes are responsible for equipment that is issued to them. The athlete must pay for any lost items. Transcripts will be held until payment is received.

3. Athlete book buying policy:

- a. Athletes are to go the CCCCCD Bookstore to obtain required books and supplies. Books and supplies are charged at the Financial Aid Desk in the CCCCCD Bookstore. An athlete is allowed to charge required books and supplies a maximum of two times and within two weeks of the start of semester, if funds are available to the student. Minimum charge is \$10.

C. Athletic Meetings

1. Athletic Director calls staff meetings as needed.
2. The Athletic Department has an orientation meeting for all athletes and parents at the beginning of the fall semester. This meeting is held to introduce coaches and staff and to review the following: eligibility, insurance, financial aid, academic advisement, and mission of athletics at CCCC.
3. An athletic banquet is given at the end of the spring semester to sum up the year's events and to present awards.

D. Athletic Insurance/Liability/Physicals

1. An athlete must have health insurance prior to practice and/or play at Collin County Community College. You may obtain short-term health insurance from the athletic trainers if you are currently not covered. Please discuss this with you parents.
2. The coaches, athletic trainer and physicians will need the following on the day of your physical:
 - a. *Insurance Responsibility Waiver* (See Appendix J)
 - b. *Medical Information:* Physician and Dentist name, address and telephone numbers.
 - c. *Emergency Contact:* Parent or guardian's name and telephone numbers.
 - d. *Copy of health insurance card* (front and back). An athlete will not be allowed to practice or participate until the athletic trainer and your coach have a copy of your insurance card.
 - e. The copy of your health insurance card needs to include the Group No., Policy No., and I.D. Number.
 - f. *Date of last DPT inoculations and blood type.*

3. Coaches and athletic trainers will help you arrange for medical care, should you need assistance, however, you and/or your parents are responsible for payment of any medical costs incurred by you; either through insurance coverage or personal payment.
4. All athletes must complete the *Informed Consent* (See Appendix K) prior to practice and/or play in a sport.
5. The *Certificate of Liability Insurance* (See Appendix O) must be kept current and on file at all times for Collin County Community College facilities. A copy can be obtained from the Business Office.

E. Athletic Facilities and Usage

1. Facilities available: Gymnasium, 12 lighted tennis courts, racquetball courts, dance studio
2. If someone wishes to rent one of these facilities they need to complete the *Athletic Facilities Use Application* (see Appendix Q) and/or contact the Special Events Coordinator of CCCCD.

F. Staff Responsibilities

3. Responsibilities of Coaches:

- a. NJCAA Eligibility Forms completely filled out by the first day of fall and spring classes and turned into Athletic Director.
- b. Insurance Forms completely filled out first day of fall classes and turned into Athletic Director.
- c. Medical History and physical examinations completed prior to the first practice.
- d. All travel for recruiting and scouting must use a Business Office Local Travel or Professional Leave and Travel form. The Athletic Director and Business Office shall approve coach's mileage reports and receipts.
- e. Business related meals to coaches will be reimbursed at the following rate:

Breakfast	\$6.00
Lunch	\$8.00
Dinner	\$12.00

- f. Professional Travel must be approved by the Athletic Director and the Business Office. Use Business Office procedures for CCCC employees.

- g. If an Athletic Trainer is not present during an accident the coach should use an Accident Report Form and submit to the Athletic Trainer.
 - h. Assigned for overseeing all fundraiser activities in compliance with the policies of CCCC.
 - i. Official Team Rosters submitted to Athletic Director as soon as possible so posters and media guides can be made.
 - j. Coach will put together the schedule for the upcoming year. July 1 will be the deadline for final schedule for all sports.
 - k. Coaches will submit website information and updates to the Assistant to the Dean on a timely basis.
 - l. Coaches will submit a self evaluation of their past season with statistics and record enclosed to the Athletic Director. These files will be kept in the Athletic Office.
 - m. Coach is responsible for handling the sportsmanship of each athlete during competition. The student/athletes conduct off campus must be monitored by coaches, and appropriate action taken if it reflects negatively towards the college.
 - n. *Athletic Officials:* Coach is responsible for ensuring that proper paperwork is completed to pay their athletic officials at each game. Please make sure that all writing is legible. The Business Office will not pay someone if they cannot read it.
 - o. Coaches will present annual inventory, prior to ordering for the next season, to the Athletic Director.
 - p. Coaches should give budget requests to the Athletic Director during the spring semester.
4. Responsibilities of Athletic Trainers (See Athletic Training Agreement - Appendix L)
- a. Coordinate and administer the care and treatment of all injuries incurred by CCCC athletes during their eligibility at CCCC.
 - b. Work in cooperation with the coaches in planning and supervising off-season conditioning programs.
 - c. Set up dates/times for physical examination for all CCCC athletes by a medical physician.
 - d. Compile a complete medical history and physical examinations on all athletes prior to participation at CCCC. Organize these records on file at CCCC.
 - e. Keep daily injury reports and records.
 - f. Administer daily treatments and taping procedures in the training room.

- g. Administer first aid and emergency care when needed.
- h. Plan and supervise rehabilitation programs as needed by the student athletes at CCCC.
- i. The trainer will be aware of CCCC medical emergency procedures to be implemented during an athletic event or practice.
- j. Keep statistics on all injuries and treatments given at CCCC.
- k. Inventory and supervise the use of athletic training supplies used during the year at CCCC.
- l. Assist the Athletic Director in ordering supplies and equipment necessary for the athletic training room.
- m. Counsel all athletes concerning substance abuse, proper diet, and preventive health measures.
- n. Supervise and implement a student athletic training program at CCCC.
- o. Be in attendance at all home athletic events at CCCC.
- p. Provide health care information and advise and counsel athletes, parents, and coaches on matters pertaining to physical, psychological, and emotional health and well-being.
- q. Act in accordance with the policies and professional conduct of CCCC's staff and administration.

5. Responsibilities of the Athletic Director

- a. To supervise the Athletic Program in consultation with the President of the college.
- b. To recommend coaching personnel and to evaluate their performance.
- c. To act as a consultant to the administration, faculty, and coaching personnel on matters pertaining to Athletic Program.
- d. To hold meetings with coaches whenever necessary and to keep them informed of all matters pertaining to the Athletic Program.
- e. To supervise all athletic facilities, schedule practice use, and recommend maintenance and repairs.
- f. To supervise and coordinate the budget for all sports.
- g. To schedule all athletic events in coordination with coaches.
- h. To represent the college at all regional and national meetings relating to the Athletic Program.
- i. To enforce and interpret all NJCAA athletic regulations in which membership is maintained.
- j. To prepare all Athletic Field Trip Forms with the assistance of the Assistant to the Dean.
- k. To prepare and submit all athletic van or bus requests to Plant Operations with the assistance of the Athletic Secretary.

- l. To develop schedule posters and media guides as needed through the public information office.
 - m. To attend home athletic events and be responsible for overall supervision.
 - n. To send schedules of athletic events to visiting coaches with appropriate dates and times.
 - o. To send schedules to the Official Assigners for each sport and advise them of any schedule changes.
6. Responsibilities of the Academic Advisor
- a. To coordinate with the student-athlete admissions forms and official transcripts.
 - b. To advise student-athletes for proper course of study and degree requirements.
 - c. To help with articulation/transfer of student-athletes.
 - d. To be responsible for student-athlete's academic advising handbook
 - e. To assist in the set-up and running of Study Hall for all athletes.
7. Responsibilities of Financial Aid Director
- a. To oversee the disbursements of athletic scholarships.
 - b. To work closely with the Athletic Director involving all financial aid matters pertaining to athletics.
8. Responsibilities of the Assistant to the Athletic Director
- a. To provide daily administration of the Athletic Department in consultation with the Athletic Director.
 - b. To supervise full-time/part-time Athletic Faculty in the absence of the Athletic Director.
 - c. To coordinate and expand all media relations duties—write press releases, feature articles for all sports, coordinate photo requests with and for media, etc., and continue to build relations with reporters, editors, etc.
 - d. To further develop TV broadcasts of home basketball games, as well as Express Corner coaches' TV show. Also work more with video staff to better utilize video promotion opportunities.
 - e. To develop athletics marketing projects—coordinate writing of the media guide, which contains yearly stats, player and coaches' profiles, and schedules for various sports. To create posters, camp brochures, etc., that will heighten awareness of CCCC's growing and successful athletic programs.
 - f. To expand athletics development and fund raising opportunities—sponsorships, promotional packages, camps, corporate involvement, scholarships, ticket sales, etc.

- g. To coordinate scheduling of athletic facilities and championship events—assist in scheduling of games, practices, athletic camps, tournaments, special events, championships, etc.
- h. To assist coaches as needed with recruiting visits, player signings, and various other needs as they arise.
- i. To develop partnership ideas for any new facilities (tennis, basketball, etc.)
- j. To assist current staff in eligibility or academic-oriented situations—help specifically in transfer eligibility, admissions, coordinating study/tutor assistance and summer school scheduling as necessary.
- k. To assist in any and all compliance from NJCAA, Region V or NTJCA conference in all sports.
- l. To assist the Athletic Director with developing budget for all athletic programs.
- m. To assist the Athletic Director and/or coaches as needed.

E. Calendar

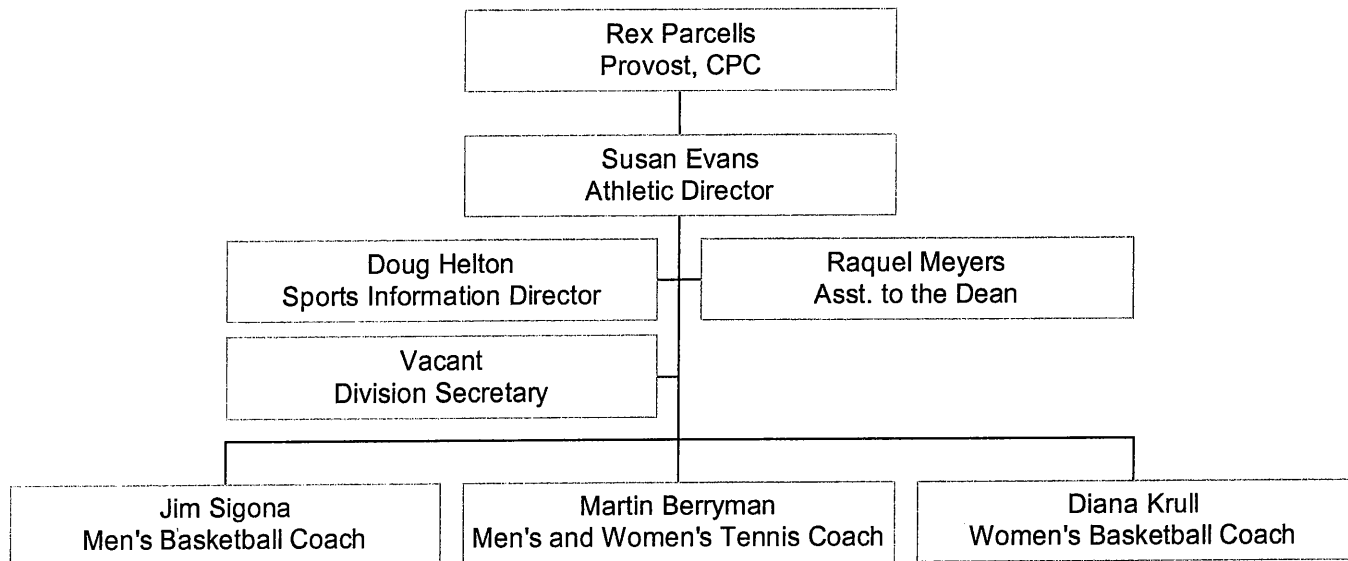
Month	Item Due/Task
January	Place No-Drop Holds on All Athletes Basketball and Tennis Eligibility Due
February	
March	
April	
May	<i>NJCAA Compliance Contract</i> Due (Appendix N) Budget Planning
June	
July	Athletic Trainer Agreement
August	Athlete Physicals Place No-Drop Holds on All Athletes
September	Tennis Eligibility Due NJCAA Dues <i>NJCAA Membership Application</i> Due October 1 (Appendix M)
October	Men's and Women's Basketball Eligibility Due
November	
December	

XI. Sport Procedures

Sport procedure guidelines regulate each NJCAA- certified sport. 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 year.
7. Number of scholarships in the sport at any given time.
8. Signing date for each sport (Letter of Intent).
9. Limiting the athletic financial aid and number of allowable scholarships offered to F1-Visa athletes to no more than one quarter of the total athletic aid allowed by NJCAA rules in that particular sport. (NOTE: Effective August 1, 1995 wording will be changed to read - Requiring athletic financial aid and number of allowable scholarships offered to U.S. citizens and *permanent resident athletes be no less than three quarters of the total athletic aid allowed by NJCAA rules in that particular sport.) *Defined as the holder of a Green Card.

Athletic Department Organizational Chart



NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION

NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION

Name of College _____		City _____	State _____	Zip _____	
<hr/>					
Men's <input type="checkbox"/>			Women's <input type="checkbox"/>		
<hr/>					
Sport _____					
<hr/>					
Ending Date of Previous Term _____					
Beginning Date of Current Term _____					
Ending Date of Current Term _____					
Academic Calendar <input type="checkbox"/> Qt. <input type="checkbox"/> Sem. <input type="checkbox"/> Trim. <input type="checkbox"/> Year					
Date _____					

[illegible]

** Student's signature gives the College permission to release transcript to the NJCAA (Buckley Amendment—Public Law 93-380) and it also verifies that all information on the eligibility form pertaining to the student is correct and complete.

PLACE COLLEGE
SEAL OR STAMP
HERE

Signed _____ Eligibility Chairman, Registrar or Dean _____ Title _____ Signed _____ Athletic Director _____

Refer to the back side of this form for instructions. The section under transfers and explanation of Non-College attendance must be completed for this form to be valid.



P.O. Box 7305 Colorado Springs, CO 80933-7305

NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION

SPORT

DIVISION ☐ M ☐ W

1 2 3
(Circle one)

NAME OF COLLEGE	ADDRESS	CITY	STATE	ZIP CODE	DATE	10

Use this form ONLY for those athletes receiving athletic aid but not signing a NJCAA Letter of intent. Do not include those individuals already signed to a NJCAA Letter of intent.

NAME/SSN

**U S CITIZEN
PERMANENT RES.***

**HOMETOWN,
CITY/STATE**

TUITION

OTHER FEES

BOARD

BOOKS

**STUDENT'S
SIGNATURE**

I hereby certify that the above named college is within the athletic scholarship limitations as indicated in the NJCAA sports procedures for student-athletes as well as non-United States citizen and permanent resident athletes." I hereby certify the above named students are receiving the athletic aid as indicated. Students understand that their participation in a scrimmage will count as a season of eligibility at a four year college.

Signed _____

College President/Des. Rep.

Signed

Artistic Director

Quesada

Appendix D

national junior college athletic association

P.O. Box 7305 Colorado Springs, CO 80933-7305

TRANSFER WAIVER RELEASE AGREEMENT

This form is to be used to satisfy section 10 b(2), Transfer Waiver, of the eligibility rules and/or as a Release Agreement from the National Letter of Intent.

Transfer Waiver Complete Part A and C. Release Agreement Complete Part B and C.

Student's Name _____ Male/Female

Social Security No. _____ Address _____ (City/State)

PART A: TRANSFER WAIVER

Junior /Community College FROM which this student is transferring _____

Participated in what sport(s) _____ Date of Initial College Enrollment _____

Junior/Community College TO which this student is transferring _____

To participate in the following sport(s) _____ Date of enrollment _____

Note: This form must be signed by the President and Athletic Director at the last NJCAA member college which the student was enrolled full-time (12 or more hours).

PART B: RELEASE AGREEMENT

The above student signed a National Letter of Intent certifying his/her decision to enroll at

College _____ City/State _____ To participate in _____ Sport(s) _____

It has been mutually agreed by the student-athlete, his/her parents or legal guardian, and the director of athletics of the above named institution that this student receiving this properly executed Release Agreement shall be eligible for competition at any other NJCAA member institution as long as all NJCAA rules of eligibility are satisfied.

Reason for Cancellation (check one)

a. _____ Graduation

b. _____ Withdrawal or Transfer

c. _____ Loss of eligibility

d. _____ Discipline (per NJCAA Handbook which reads: "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.")

e. _____ Failure to enroll

f. _____ Reduction of Aid

g. _____ Other

NOTE: This form must be signed by the President and Athletic Director at the NJCAA member college with which the student has signed.

PART C:

* Parent or legal guardian signature is not required for any student-athlete who has attained his/her 18th birthday, prior to the date on this form.

SIGNED: "Student" _____ DATE _____

SIGNED: "Parent or Legal Guardian" _____ DATE _____

SIGNED: Director of Athletics" _____ DATE _____

SIGNED: "College President" _____ DATE _____
This form must be completed in quadruplicate. PINK-Student_Athlete; GOLDENROD-Institution;
ORIGINAL & YELLOW-National Office.

Appendix E

Camp Summary

Sport _____ Administrator _____

Camps

Date	Enrollment	Total Fees Collected
	0	\$0.00
	0	\$0.00
	0	\$0.00

Date	Enrollment	Total Fees Collected
	0	\$0.00
	0	\$0.00
	0	\$0.00

Total Enrollment 0

Gross Camp Revenue \$0.00

Staff

Camp Director
\$10.50 per hour

Camp Date	Total Hrs.	Total Pay
	0	\$0.00
	0	\$0.00
	0	\$0.00
	0	\$0.00
	0	\$0.00
<i>Gross Director Pay</i>		\$0.00

Camp Worker I
\$7 per hour

Camp Date	# of Workers	Total Hrs.	Total Pay
		0	\$0.00
		0	\$0.00
		0	\$0.00
		0	\$0.00
		0	\$0.00
<i>Gross Worker I Pay</i>			\$0.00

Camp Worker II
\$8 per hour

Camp Date	# of Workers	Total Hrs.	Total Pay
		0	\$0.00
		0	\$0.00
		0	\$0.00
		0	\$0.00
		0	\$0.00
<i>Gross Worker II Pay</i>			\$0.00

College Fund

College Revenue (40%) \$0.00
 - T-shirt Expense (\$5 per camper) \$0.00
 - Fliers/Postage \$0.00
 - Miscellaneous (\$2 per camper) \$0.00

Gross College Revenue \$0.00

Administrator Pay

Administrator Revenue (60%) \$0.00
 - Director Pay \$0.00
 - Camp Worker I Pay \$0.00
 - Camp Worker II Pay \$0.00

Gross Administrator Pay \$0.00

Camp Administrator _____

Athletic Director _____

Appendix F

COLLIN COUNTY COMMUNITY COLLEGE LOCAL TRAVEL

LOC 10000

[illegible]

NOTE: Points of travel & official duties performed must be completed for each

EMPLOYEE SIGNATURE _____ (15)

DISTRIBUTION:

WHITE - BUSINESS OFFICE, CANARY - DEPT., PINK - ORIGINATOR

(16) RETURN CHECK TO: ☐ CPC ☐ SCC ☐ CYC ☐ PRC

[] MAIL CHECK TO: _____

- (1) Social security number of the employee requesting reimbursement
- (2) Signature of the cost center manager
- (3) Name, extension, and campus of the employee requesting reimbursement
- (4) Six digit account number to be charged
- (5) Date of travel
- (6) Point where travel started
- (7) Destination of travel
- (8) Point where travel ended (was it a round trip?)
- (9) Brief description of duties performed (reason for travel - how it related to CCCCCD)
- (10) Total miles traveled from the beginning point to the end point in excess of home-to-work-to-home miles traveled
- (11) Total miles traveled
- (12) Total miles traveled multiplied by .30
- (13) Additional amount requested (back-up MUST be attached)
- (14) Total amount of reimbursement requested
- (15) Signature of employee requesting reimbursement (employee should read red text before signing)
- (16) Place where reimbursement check should be sent or mailed

Appendix G

COLLIN COUNTY COMMUNITY COLLEGE PROFESSIONAL LEAVE AND TRAVEL REQUEST

PL 10000

NAME		SOCIAL SECURITY #		DATE	
CONFERENCE DATES (BEGINNING & ENDING DATES)		(1)		CONFERENCE LOCATION	
CONFERENCE TITLE				PURPOSE	

ESTIMATED	DEPARTURE	/ /	RETURN	/ /	TOTAL LEAVE	
(2)	MO DAY YR	TIME	MO DAY YR	TIME	DAYS	
ACTUAL	DEPARTURE	/ /	RETURN	/ /	TOTAL LEAVE	
	MO DAY YR	TIME	MO DAY YR	TIME	DAYS	

PLEASE NOTE: REIMBURSEMENT WILL NOT BE MADE IF ACTUAL DEPARTURE AND ACTUAL RETURN ARE NOT COMPLETED.

ESTIMATED	PREPAY	(3)	ACTUAL
\$		1. CAR: _____ MILES AT _____ PER MILE ALONE _____ W / OTHERS _____ (ATTACH LIST)	\$
		2. PLANE: _____	
		3. CAR RENTAL	
		4. TAXI, PARKING, OR OTHER TRANSPORTATION EXPENSES	
		5. LODGING	
		6. MEALS	
		7. REGISTRATION: _____	
		(IF REGISTRATION IS \$1,000 OR MORE, AN EMPLOYMENT TRAINING AGREEMENT MUST BE SIGNED & ATTACHED TO FL FORM)	
		8. OTHER (ATTACH SUPPORTING DOCUMENTATION)	
		9. TOTAL AMOUNT FOR APPROVAL & CHARGE	(4) / 4220*
		COST CENTER	ACCOUNT

IF COVERED BY EXCELLENCE TASK FORCE:	LESS: AMOUNT PREPAID	(6) ()
(5)	LESS: BUDGETARY LIMIT EXCESS/PERSONAL SHARE	(7) ()
AUTHORIZATION	REIMBURSEMENT REQUESTED	(8) \$
AMOUNT		

REQUEST	REIMBURSEMENT
EMPLOYEE	EMPLOYEE
COST CENTER MGR	COST CENTER MGR
(9)	(11)
VICE PRESIDENT	BUSINESS OFFICE
BUSINESS OFFICE	
(10)	
CHECK DISTRIBUTION	DISTRIBUTION
CPC SCC CYC PRC	WHITE - FINAL REIMBURSEMENT BLUE - AIRLINE TICKET PREPAY
	GREEN - REGISTRATION PREPAY YELLOW - PERSONNEL OFFICE
	PINK - COST CENTER MANAGER GOLD - EMPLOYEE

Mail check to: _____

- (1) Name and social security number of the employee doing the traveling. Conference date(s), location, and title should be completed along with a brief description of the purpose of attending the conference.
- (2) Before traveling, the estimated times of departure/arrival and total number of leave days should be completed. After travel has been concluded, the actual departure/arrival (especially the times) and number of days **MUST** be completed before reimbursement can be made.
- (3) Before traveling, the estimated amounts of each expense should be completed. Prepayments of airline tickets and/or registration fees can also be completed and submitted to the Business Office on the blue and/or green copies of this form. The "Actual" column is completed when travel has been concluded.
- (4) Six digit account number to be charged.
- (5) Faculty members may submit the professional leave form along with the Excellence in Education Task Force Request for Funding form to the Excellence Task Force. This section will be completed by the task force if any part of the travel will be paid by the Excellence Task Force.
- (6) Subtract any amounts that have been prepaid.
- (7) Subtract any amount which will not be paid by the cost center.
- (8) Total reimbursement requested.
- (9) Before traveling, the employee, cost center manager, and the area vice president should sign the request.
- (10) Before traveling, the Business Office signs the blue and/or green copies submitted for prepayments. If no prepayments are required, the Business Office does not need to receive the form until after travel has been completed.
- (11) After travel is completed, the employee and cost center manager/supervisor should sign the form after reviewing the accuracy of the "Actual" column. The form is then submitted to the Business Office for review of actual expenditures incurred and issuance of the reimbursement check.
- (12) Select where the check should be sent to be picked up.

PL#Type PL # Here

Date Today's Date

Collin County Community College District
Professional Development/Travel
Summary Report

Name: Type Name Here

Division/Department: Type Division/Department Here

Date(s) of Professional Development/Travel: Type Date(s) of Professional Travel Here

Conference/Workshop/Meeting Title: Type Conference/Workshop Meeting Title Here

Please summarize how the Professional Development/Travel has benefited you, the students and the Collin County Community College District. (You may include a brief description of sessions attended, benefit of training, information learned, etc.)

Type Summary and Description Here

Attach 2 copies of the Travel Summary Report to your Professional Leave Form at the completion of travel.

Appendix I

COLLIN COUNTY COMMUNITY COLLEGE STUDENT FIELD TRIP FORM

STU 10000

(1) _____ (2) _____ / 5110 5115 _____
Name of the Organization Cost Center Field trips Athletics Date
Departure (3) _____ Time: _____ Return: (4) _____ Time: _____
MO/DAY/YR MO/DAY/YR
Date / Place / Purpose of meeting: (5) _____

Faculty Sponsor(s): (6) _____
Total # Attending: (7) **Attach list of student names & social security numbers**

TRANSPORTATION (8) EXPENSES (9)
ADVANCE ACTUAL

1. Car: _____ Miles @ \$.30 per mile _____
2. Plane: _____
3. Other: _____

OTHER EXPENSES

4. Lodging: _____

Payee: _____

5. Meals: _____

Payee: _____

6. Miscellaneous: _____

7. Registration Fees: _____

Payee: _____

TOTAL _____

TOTAL AMOUNT OF ADVANCE ()

BALANCE RETURNED (MUST AGREE TO CASH RECEIPT) ()

BALANCE REQUESTED _____

Estimated: Sponsor	{ (10) }	Actual: Sponsor
Estimated: Dean/Vice President		Actual: Dean/Vice President
Estimated: Business Office		Actual: Business Office

SEND CHECK TO:
CPC SCC CYC PRC

DISTRIBUTION: WHITE & CANARY - BUSINESS OFFICE PINK - DIVISION

- (1) Name of the group taking the trip
- (2) Ten digit account number to be charged for the trip. NOTE: the last four digits should be 5110 (Field Trips) or 5115 (Travel - Athletic)
- (3) Date and time of departure
- (4) Date and time of return
- (5) Brief explanation of the details of the trip
- (6) Name of the faculty sponsor(s) accompanying the students on the trip
- (7) Total number of students and faculty participating in the trip
- (8) Before the trip is made, the estimated amounts of each expense are completed in the "Advance" column and submitted to the Business Office for the advance check to be issued
- (9) After completing the trip, the "Actual" column is completed to determine the overage/shortage of the advance. **Original paid** receipts must be attached for all "Actual" expenses.
- (10) Before the trip is completed, the sponsor, dean/vice president of the division, and the Business Office must approve the advance amount. Following completion of the trip, the sponsor, dean/vice president of the division, and the Business Office review the form for accuracy and proper documentation of the actual expenses.

Appendix J

Dear Athlete:

Please bring the following information to the meeting on August 26, 2003 at 3 p.m. The meeting will be held in the Collin County Community College gymnasium at the Spring Creek Campus. Physicals will be administered at this time by our physicians and athletic trainers. Please wear shorts and t-shirt to the meeting.

The Collin County coaches, athletic trainer, and physicians will need the following:

1. Medical information - Physician and Dentist name, address, and telephone numbers.
2. Emergency contact - Parent or guardian's name and telephone numbers.
3. Copy of health insurance card (front and back). An athlete will not be allowed to practice or participate until the athletic trainer and your coach have a copy of your insurance card. **BE AWARE THAT YOU MUST HAVE HEALTH INSURANCE PRIOR TO PRACTICE AND/OR PLAY AT COLLIN COUNTY COMMUNITY COLLEGE.** You may obtain short term health insurance from the athletic trainers if you are currently not covered. Please discuss this with your parents.
4. We will need a copy of your health insurance card with Group No., Policy No., and I. D. No.
5. Date of last DPT inoculations and blood type.

Our coaches and athletic trainers will help you arrange for medical care, should you need assistance, however, you and/or your parents are responsible for payment of any medical costs incurred by you; either through insurance coverage or personal payment.

The Athletics meeting and physicals will begin promptly at 3:00 p.m. Please bring all of the above information with you to expedite your eligibility for participation. We are looking forward to seeing you and planning on another successful and safe sports season. Good luck to everyone and LET'S HAVE A GREAT YEAR!

Bob Luedtke MS, LAT, ATC
Head Athletic Trainer

I have received and understand the aforementioned information and that it is my responsibility for any medical payments that may be incurred by _____ (student- athlete) while attending and/or participating in athletics at Collin County Community College.

Signature: _____
Student-Athlete

Signature: _____
Parent or Legal Guardian

Printed Name: _____

Printed Name: _____

Date: _____

Date: _____

Appendix K

COLLIN COUNTY COMMUNITY COLLEGE

INFORMED CONSENT

Coach's Name: _____ Sport: _____ Year: _____
Participant's Full Name: _____ Date of Birth: _____ Age: _____
Local Address: _____ City: _____ State: _____ Zip Code: _____
Home Phone: () _____ Business Phone: () _____ Email: _____

Accidents and injuries are relatively rare in Athletics and the coaches take every precaution to prevent all such occurrences. Nevertheless, in dynamic human movement activities, such as sports, risks of injuries including sprains, joint dislocations, broken bones, heat exhaustion, partial or complete paralysis, and even death do exist.

While the coaches do everything possible to help you avoid injury, as an adult you do assume the responsibility for any injury you incur as a result of the inherent risk of the activity. It is therefore important that you follow safety and skill instructions of your coach at all times.

I have read the above statement, had it explained to my satisfaction, and I understand it.

Signature: _____ Social Security No. _____
Printed Name: _____ Date: _____

Coach: All completed Informed Consents should be on file in the Physical Education office at Spring Creek (A218), Fitness Center office at Preston Ridge Campus, or Fitness Center office at Central Park Campus (E121).

RETURN THIS INFORMED CONSENT TO YOUR COACH AS SOON AS POSSIBLE.

ATHLETIC TRAINING SUPPORT AGREEMENT

AGREEMENT, dated as of the 15th day of August, 2003 between The Institute of Sports and Spine Rehabilitation Center ("SSRC") and Collin County Community College ("the School").

WITNESSETH:

WHEREAS, SSRC maintains and operates an outpatient physical therapy facility with certified and licensed athletic trainers and support employees.

WHEREAS, the School is a fully accredited secondary educational institution offering academic and athletic opportunities to its students; and

WHEREAS, SSRC desires to assist the School in developing and maintaining an athletic training program and the School desires to obtain the assistance of SSRC to complement its interscholastic athletic events and physical education program.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby covenant and agree as follows:

1. The School shall provide and maintain an appropriate level of athletic training supplies and provide appropriate space for the conduct of any athletic training program, including appropriate equipment for the development of preventative programs. The School agrees to provide appropriate support for the development of a student athletic training program. The School shall be solely responsible for determining the times of practice and scheduling all athletic programs. The School agrees to identify one or more duly licensed physicians who will be available and serve as "team physician".
2. SSRC agrees to provide certified and licensed athletic trainers, who shall be employees of, or under contract with, SSRC. SSRC shall be responsible for the payment of all compensation and for providing all employment support and benefits, including workers's compensation coverage, for such athletic trainers. SSRC, with the consent of the School, shall designate an individual to serve as the head athletic trainer. The head athletic trainer shall coordinate alternate coverage with the athletic director of the School.
3. SSRC, using the services of its athletic trainers, shall provide the services listed

on Exhibit A hereto. SSRC's athletic trainer will attend the practices and games of the School as set forth on Exhibit B, except where the School has scheduled two or more events at the same time. In the event of a conflict in the scheduling of the above practices or games, SSRC's athletic trainer, in conjunction with the School's athletic director, will determine which athletic events are to be covered.

4. The hours provided by SSRC hereunder shall not exceed 30 hours per week. In the event that the School desires SSRC's athletic trainer to cover other School sporting events, SSRC and the School will attempt to mutually agree on the coverage of the event and the additional fee for such coverage.
5. The compensation to be paid by the School and the payment terms are set forth on Exhibit C hereto. Such compensation will cover all the expenses of SSRC's athletic trainer, except when the School requests SSRC's athletic trainer to participate in an out-of-town athletic event requiring travel and/or overnight lodging. In such situations, the School shall provide and pay the direct costs of such additional expenses as they are incurred by or on behalf of SSRC's athletic trainer.
6. SSRC will be responsible for providing general liability and professional liability insurance for its services provided under this Agreement. The School will be responsible for providing general liability and professional liability insurance for the activities of its employees and agents. Upon request, both parties shall substantiate to the satisfaction of the other party that such insurance is in full force and effect. The School's team physicians shall be responsible for providing their own professional liability insurance.
7. Nothing in this Agreement shall be construed to consider either party or their respective employees as the agents or employees of the other party. Without limiting the generality of the foregoing, SSRC shall not, and shall not be considered, to exercise any control over the School's team physicians or their professional judgement.
8. This Agreement shall be effective from the date first written above. The term of this Agreement shall begin August 15, 2003 and terminate on May 15, 2004, subject to the right of either to terminate or extend this Agreement, for any reason, upon 30 days prior written notice to the other party hereto. This agreement supersedes and replaces all prior agreements between the two parties.

IN WITNESS WHEREOF, THE PARTIES HAVE CAUSED THIS
AGREEMENT to be executed by their duly authorized representatives on the day and year first
written above.

The Institute of Sports and Spine Rehabilitation Center

By 

Title Director of Sportsmedicine

Address 1101 Ohio Suite 110 Plano, TX 75093

Collin County Community College

By 

Title Provost

Address 2800 E. Spring Creek Pkwy, Plano, TX 75074

EXHIBIT A

Services Provided by SSRC

1. Coordinate the establishment of an athletic training room at the School.
2. Advise the School as to the supplies and training equipment needed for the athletic training program.
3. Assist the School faculty and athletic coaching staff in the design and implementation of a student athletic training program.
4. Assist the School faculty and athletic coaching staff in the design and implementation of a continuing education program for the School's athletic training program.
5. Provide conditioning and flexibility training suggestions to the School's coaching staff with the advice and consent of the team physician.
6. Assist the team physician in designing and implementing a medical records system for athletic injuries.
7. Monitor athletic injuries and develop injury prevention training programs with the advice and consent of the team physician.
8. Coordinate and provide injury follow up and evaluation for the team physician.
9. Organize and monitor pre season physical examination and medical history evaluations of student athletes.

EXHIBIT B

Games, Events, and Practice Coverage

1. Attend all home contests at Collin County Community College.
2. Attend away contests and tournaments as deemed necessary and agreed upon by CCCC athletic director and SSRC.
3. Attend scheduled practices during the week not to exceed 30 hours per week as set forth by this agreement.
4. Coverage of scheduled tournaments and hosted by CCCC athletic department.

EXHIBIT C

Compensation and Payment of Terms

The School will pay a total of \$8,000.00 per year to SSRC for the services hereunder, payable in 8 equal monthly installments of \$1,000.00 beginning September 15, 2003 until paid in full.

Appendix M

NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION

P.O. BOX 7305 / COLORADO SPRINGS, CO 80933-7305 / (719) 590-9788

MEN'S DIVISION

APPLICATION FOR MEMBERSHIP 2003-2004

(Dues are delinquent after October 1)

Region _____

(Full Name of College) _____

Renewal _____ New _____

(Complete Mailing Address including Zip Code) _____

hereby applies for membership in the NJCAA and agrees to abide by its Constitution, By-Laws and other regulations.

President: _____ Athletic Fax Number: _____
(Please Print)

Athletic Director: _____ Phones: _____
(Please Print) (Office) (Home)

Athletic Trainer: _____ Athletic Director: _____
(Please Print) (E-mail)

Dues Schedule				FO: OFFICE USE ONLY
If Your Total FTE Is:	Pay:	If Your Total FTE Is:	Pay:	
0-500 students	\$475.00	3501-4000 students	\$650.00	Dues Enclosed based on FTE's Base Rate \$ _____
501-1000 students	\$500.00	4001-4500 students	\$675.00	
1001-1500 students	\$525.00	4501-5000 students	\$700.00	
1501-2000 students	\$550.00	5001-7500 students	\$725.00	
2001-2500 students	\$575.00	7501-10,000 students	\$750.00	
2501-3000 students	\$600.00	Over 10,000 students	\$775.00	
3001-3500 students	\$625.00			

PAY \$10.00 PER SPORT (varsity or club) your college will be participating in for 2003-2004 as indicated below. \$ _____

Participating In:	Coaches Name	Coaches Assn. Dues	Amount Enclosed	FO: OFFICE USE ONLY
Baseball (Fall)		\$60.00	\$	2019
Baseball (Spring)		\$60.00		2020
Basketball		\$25.00		2200
Bowling		\$20.00		2020
Cross Country		\$60.00		2050
Football		\$25.00		2070
Golf Div. I (Fall)		\$15.00		2070
Golf Div. I (Spring)		\$15.00		2070
Golf Div. II (Fall)		\$15.00		2130
Golf Div. II (Spring)		\$15.00		2130
Golf Div. III (Fall)		\$15.00		2130
Golf Div. III (Spring)		\$15.00		2130
Half Marathon		N/A		2120
Ice Hockey		\$60.00		2120
Lacrosse		\$50.00		2120
Soccer		\$30.00		2120
Swimming & Diving		\$75.00		2130
Tennis (Fall)		\$20.00		2200
Tennis (Spring)		\$50.00		2200
Track & Field — Indoor		\$50.00		2200
Track & Field — Outdoor		\$90.00		2200
Wrestling		\$90.00		2200
JUCO REVIEW Subscriptions:				
Individual (each)		\$30.00		2120
Bulk (10)		\$100.00		2120
2003-2004 NJCAA Handbook (each)		\$12.00		2270
2003-2004 NJCAA Record Book (each)		\$10.00		2270
TOTAL ENCLOSED :			\$ _____	2270

ENROLLMENT (FTE'S) _____ CLASSIFICATION OF COLLEGE (Public) _____ (Private) _____

ACCREDITATION AGENCIES: (State) _____ (Reg Assoc. of Colleges) _____

CALENDAR TERMS: (Year) _____ (Semester) _____ (Trimester) _____ (Quarter) _____ (Other) _____

CREDIT SYSTEM: (Units) _____ (Term Hours) _____ (Clock Hours) _____ (Other) _____

SIGNED: _____ (date) _____ SIGNED: _____ (date) _____
(President/Authorized Agent) (Athletic Director)

National Junior College Athletic Association

P.O. Box 7305
Colorado Springs, CO 80933-7305

ARTICLE VIII CERTIFICATION FORM

Directions: This form shall be completed on or before May 31 of each academic year. Please forward the original copy to the NJCAA Executive Office with a copy to your Regional Director. No carbon is needed with this form.

ARTICLE VIII— Grants-In-Aid, Recruitment, and Booster Clubs PART D—Enforcement

I HEREBY, certify that this college has complied with all the provisions of Article VIII of the NJCAA By-Laws.
Any violation of Article VIII shall be reported in detail to the National Office prior to May 31.

Collin County Community
College

Date

Susan Wang
Athletic Director's Signature

Financial Aid Director's Signature

President's Signature

Appendix O

ACORD CERTIFICATE OF LIABILITY INSURANCEDATE (MM/DD/YY)
05/15/02

PRODUCER

Wallagher Braniff, Inc.
130 Post Oak Blvd,
Suite 2200
Houston, TX 77056

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED

Collin County Community College Dist.
4800 Preston Park Blvd
P.O. Box 869055
Plano, TX 75086

INSURER A: Coregis Insurance Co

INSURER B:

INSURER C:

INSURER D:

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
GENERAL LIABILITY	65100820059	11/01/01	11/01/02	EACH OCCURRENCE \$1,000,000
<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire) \$100,000
<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person) \$5,000
<input checked="" type="checkbox"/> \$25,000				PERSONAL & ADV INJURY \$1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:				GENERAL AGGREGATE \$2,000,000
<input type="checkbox"/> POLICY <input type="checkbox"/> PRO- JECT <input type="checkbox"/> LOC				PRODUCTS-COMP/OP AGG \$INCLUDED
AUTOMOBILE LIABILITY	651008201	11/01/01	11/01/02	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000
<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
<input type="checkbox"/> HIRED AUTOS				AUTO ONLY- EA ACCIDENT \$
<input type="checkbox"/> NON-OWNED AUTOS				OTHER THAN EA ACC \$
GARAGE LIABILITY				AUTO ONLY: AGG \$
<input type="checkbox"/> ANY AUTO				
EXCESS LIABILITY	50316456	11/01/01	11/01/02	EACH OCCURRENCE \$2,000,000
<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$2,000,000
<input type="checkbox"/> DEDUCTIBLE				\$
<input checked="" type="checkbox"/> RETENTION \$10,000				\$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU- TORY LIMITS \$
				OTH- ER \$
				E.L. EACH ACCIDENT \$
				E.L. DISEASE-EA EMPLOYEE \$
				E.L. DISEASE-POLICY LIMIT \$
OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

CERTIFICATE HOLDER

ADDITIONAL INSURED; INSURER LETTER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Norman H. H. H.
SMD

© ACORD CORPORATION 1988

Appendix P

COLLIN COUNTY COMMUNITY COLLEGE DISTRICT

2003-2004 STUDENT FINANCIAL AID CALENDAR

AUGUST 2003

- 11 Fall Bookstore Charges Begin
- 13 Financial Aid Office Closed
- 25 Federal Work-Study Begins
- 30 Fall Bookstore Charges End

SEPTEMBER 2003

- 12 Fall Grant, Scholarship and Loan Checks Mailed
- 29 Freshman Loan Checks Mailed

OCTOBER 2003

- 20 2nd Fall Disbursement of Federal Stafford and Plus Loans (Fall Only Loans)

NOVEMBER 2003

- 01 **Priority Deadline to Apply for Spring 2004 Financial Aid**

DECEMBER 2003

- 12 Federal Work Study Ends

JANUARY 2004

- 07 Financial Aid Office Closed at 11:00 a.m. (CCCCD All College Day)
- 08 2003-2004 Financial Aid Applications Available
- 08 2003 Summer Financial Aid Applications Available
- 13 Spring Bookstore Charges Begin
- 20 Federal Work Study Begins

FEBRUARY 2004

- 02 Spring Bookstore Charges End
- 13 Spring Grant, Scholarship, and Loan Checks Mailed
- 23 Freshman Borrowers Loan Checks Mailed

MARCH 2004

- 01 **Priority Deadline to Submit Summer Financial Aid Application**
- 17 2nd Spring Loan Disbursement of Federal Stafford and Plus Loans (Spring Only Loans)

MAY 2004

- 14 Federal Work Study Ends
- 25 Summer I and III Bookstore Charges Begin

JUNE 2004

- 01 **Priority Deadline for 2004-2005 Financial Aid Awarding**
- 07 Summer I and III Federal Work Study Begins
- 10 Summer I and III Bookstore Charges End
- 25 Summer I and III Grant and Scholarship Checks Mailed
- 30 Summer II Bookstore Charges Begin
- 30 **Deadline to Complete Financial Aid File for 2004-2005 Award Year**

JULY 2004

- 01 Summer I and III Loan Disbursement of Federal Loans Mailed
- 08 Summer I Federal Work Study Ends
- 12 Summer II Federal Work Study Begins
- 15 Summer II Bookstore Charges End
- 23 Summer II Grant and Scholarship Checks Mailed

AUGUST 2004

- 05 Summer II Loan Disbursement of Federal Stafford and Plus Loans
- 12 Summer II and III Federal Work Study Ends

? The Cashier's Office will mail grant, scholarship and loan checks to students' addresses as indicated in the Admissions and Records Office.

CCCCD FINANCIAL AID OFFICE RESERVES THE RIGHT TO CHANGE DATES WITHOUT NOTICE

Appendix Q

**COLLIN COUNTY COMMUNITY COLLEGE
PHYSICAL EDUCATION AND ATHLETIC DEPARTMENT
2800 E. Spring Creek Pkwy.
Plano, TX 75074
Telephone: (972) 881-5925
Fax: (972) 881-5796**

ATHLETIC FACILITIES USE APPLICATION

Spring Creek Campus _____ Preston Ridge Campus _____ Central Park Campus _____

Type of Facility Needed:

Gymnasium _____ Tennis Courts _____ Baseball Field _____ Classroom _____
Racquetball Courts _____ Other _____

Purpose of Event: _____

Date(s): _____

Time(s) facility needed: From _____ AM/PM To _____ AM/PM
(including set-up time) From _____ AM/PM To _____ AM/PM

Organization: _____

Address: _____

Phone: () _____

Fax: () _____

Name of Insurance Provider for your Organization: _____

On-site Director: _____ **# of anticipated workers:** _____

Number expected to attend: _____

Check one: non-profit _____ for-profit _____ govt./state agency _____

Will admission fee be charged? Yes _____ No _____

Services Needed: VCR with monitor _____ Slide projector _____ Microphone _____ Podium _____
(indicate #) White boards _____ Overhead projector _____ Tables _____ Chairs _____
Bleachers _____ Tarps _____ Nets _____ Other _____

Special set-up: _____

NOTE: Food and beverages are not permitted inside classrooms, gymnasiums, or courts.

Requestor's Signature Approval Date

**ELIGIBILITY RULES
OF THE
NATIONAL JUNIOR COLLEGE
ATHLETIC ASSOCIATION
P.O. Box 7305
Colorado Springs, CO 80933-7305**

2003-2004

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ARTICLE V

ELIGIBILITY RULES 2003-2004

Section 1. GENERAL INFORMATION

- A. All NJCAA Rules of Eligibility will become effective as of August 1, 2003.
 - B. 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.
 - C. Students participating on an 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.
 - D. Ineligible students shall not be allowed to dress for any contest.
 - E. Students who falsify any academic and/or athletic participation record shall be ineligible for further competition in an NJCAA member college at any time.
 - F. Colleges having an intercollegiate athletic program above the Junior/Community College level, shall not be allowed to participate in any of the certified sports of the NJCAA.
 - G. 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.
 - H. A student-athletes 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.

I. REMEDIAL/DEVELOPMENTAL STUDIES

1. Students who earn an A, B, or C or an equivalent grade in which the state/institution uses as a passing grade in a remedial/developmental course, cannot repeat that course and have it count toward eligibility. Furthermore, students 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 has successfully exited the course.

Section 2. CERTIFIED SPORTS OF THE NJCAA

Fall Baseball, Spring Baseball, Basketball, Bowling, Cross Country, Football, Fall Golf, Spring Golf, Ice Hockey, Indoor Track and Field, Fall Lacrosse, Spring Lacrosse, Marathon, Outdoor Track and Field, Fall Softball/Fast Pitch, Spring Softball/Fast Pitch, Fall Soccer, Spring Soccer, Swimming, Fall Tennis, Spring Tennis, Fall Volleyball, Spring Volleyball and Wrestling.

- A. An NJCAA National Championship Tournament is defined by having both 40 teams and 7 regions participating within the division of the sport. **(Note: Effective date August 1, 2004)**
- B. An NJCAA National Invitational Tournament is defined by having both 20 teams and 5 regions participating within the division of the sport. **(Note: Effective date August 1, 2004)**
- C. A post-season championship may be held by a sport with a minimum of eight participating teams within that sport. The title of the championship must receive the approval of the NJCAA Executive Committee at the prior year's annual meeting. **(Effective date August 1, 2004)**
- D. **Effective date August 1, 2004)**

TEAM SPORTS

Baseball
Basketball
Football
Ice hockey
Lacrosse
Soccer
Softball
Volleyball

COMBINED SPORTS

Swimming/Diving
Wrestling

INDIVIDUAL SPORTS

Cross country
Golf
Tennis
Track & Field
Bowling

The following minimum number of member colleges and regions are needed to support viable divisional play.

TEAM SPORTS

2 Divisions=150
teams & 10 regions

3 Divisions=275
teams & 16 regions

COMBINED SPORTS

Defined as those
conducting the championship
in the same event.

INDIVIDUAL SPORTS

2 Divisions =100 teams
& 10 regions

3 Divisions =200 teams
& 16 regions

Section 3. REQUIREMENTS FOR ENTERING STUDENT-ATHLETES

- A. Students must be high school graduate or one 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). High school must be accredited or recognized by the Department of Education within that state.
- B. Non-high school graduates can establish eligibility for athletic participation by completing one term of college work passing twelve credits with a 1.75 GPA or higher. This term must be taken after the student's high school class has graduated.
- C. Non-high school graduates who have earned sufficient credit for high school graduation status can establish eligibility for athletic participation by completing one term of college work passing twelve credits with a 1.75 GPA or higher. This term can be completed before the student's high school class has graduated.
- D. Students classified under Section 3.b. or 3.c. above, may be added to the eligibility roster at any time after completion of the requirements in the respective Section. (May not be added until the term is over.)
- E. Students who are completing high school and are simultaneously enrolled in twelve or more credits at a college are eligible for athletic participation with the completion of the NJCAA High School Waiver Form (Form 3-e). This form must be signed by the student's high school Principal and the College President. This provision is applicable to only those students whose high school class has not graduated at the time of college enrollment. **USE FORM 3-e.**

Section 4. REQUIREMENTS FOR ATHLETIC ELIGIBILITY

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.**

- A. Student-athlete must be making satisfactory progress within an approved college program or course as listed in the college catalog.
- B. 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. A student enrolling in a mini-session must have enrolled within fifteen (15) calendar days of the beginning of the term in which that mini-session is offered. The mini-session must begin prior to the date of the first contest and have a common ending date with the regular term. Students that do not conform to this rule are ineligible throughout the remainder of the term.
- C. 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. Students that drop below twelve (12) credit hours become immediately ineligible for athletic participation.

QUARTER ELIGIBILITY

- D. Prior to the last official date to register for the second full-time quarter, as published in the college catalog, a student must have passed twelve (12) quarter hours with a 1.75 GPA or higher.
- E. Prior to the last official date to register for the third full-time quarter, and all subsequent quarters thereafter, as published in the college catalog, a student must satisfy one of the following four (4) requirements to be eligible for the upcoming quarter:
 - 1. Pass a minimum of twelve (12) quarter hours with a 1.75 GPA or higher during the previous quarter of full-time enrollment,

OR

2. Pass a accumulation of quarter hours equal to twelve (12) multiplied by the number of quarters in which the student was previously enrolled full-time with a GPA of 1.75 or higher.

OR

3. A first season participant must have passed a minimum accumulation of 36 credit hours with a 2.0 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 second season participant must have passed a minimum accumulation of 54 credit hours for a fall sport, 63 credit hours for a winter sport, 72 credit hours for a spring sport, with a 2.0 GPA or higher, regardless of previous term or other accumulation requirement.
- F. Prior to the second season of participation in an NJCAA certified sport, students must pass a minimum of thirty- six (36) quarter hours with a 2.00 GPA or higher. If the student has been enrolled in two (2) quarter terms or less, the second season requirement becomes twenty-eight (28) quarter hours with a 2.00 GPA or higher.
NOTE: All quarters attempted beyond fifteen (15) calendar days will count, whether full-time or not, excluding summer session.

SEMESTER ELIGIBILITY

- D. Prior to the last official date to register for the second full-time semester, as published in the college catalog, a student must have passed twelve (12) semester hours with a 1.75 GPA or higher.
- E. 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 four (4) requirements to be eligible for the upcoming term:
 1. Pass a minimum of twelve (12) semester hours with a 1.75 GPA or higher during the previous semester of full-time enrollment

OR

2. Pass a 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 1.75 or higher.

OR

3. A first season participant must have passed a minimum accumulation of 24 credit hours with a 2.0 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 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 2.0 GPA or higher, regardless of previous term or other accumulation requirement.
- F. 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. (This is in addition to satisfying 4.d or 4.e.)
- G. Students must be enrolled full-time (twelve or more credits) at the college where they have chosen to participate when the regular season schedule of a sport begins. Students 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.
Students that satisfy one of the four exceptions become eligible after the previous term has ended upon registration as a full time student for the new term. (Students (s) must be added to the eligibility form before participating.)
5. A student 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.

- H. In the following sports, students 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/Fast Pitch, Softball/Slow Pitch, and Tennis. If the fall records are carried over into the spring season, all students must be enrolled full-time (twelve or more credits hours) during the fall term when the schedule begins.
- I. 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 1.75 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. Students who withdraw completely or to less than six (6) credit hours, become immediately ineligible.
 6. Institutions who apply for this provision of the rules, must submit a transcript to establish the eligibility of the students.
- J. **NJCAA POLICY - CERTIFIED DISABLED STUDENT**
An NJCAA student-athlete may be granted relief from Article V Section 4.c, 4.d, and 4.e of the NJCAA Bylaws in the instance where the following guidelines are followed. All 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. Written documentation from an appropriate institutional academic authority (e.g., registrar) that the institution has defined the student's full-time enrollment to be less than twelve (12) credit hours to compensate for the student's disability.
 3. Written documentation that describes the application of the institution's policies to the student in question and documentation that indicates that institutional support and accommodation, though significant, is insufficient to address the academic needs of disabled student-athletes.
 4. 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, a diagnosis from an athletics department staff member will not be accepted)
 - d. A current diagnosis of the disability. 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.
 5. 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.
 6. All waiver request must be signed by any two of the following: The director of athletics, the faculty athletics representative or the president/chancellor.

Section 5. ELIGIBILITY OF STUDENTS WHO WITHDRAW FROM CLASSES

The following withdrawal policy applies to students that 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. (Refer to Section 4.g)
- B. Students that have participated and 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 or 4.e. The term in which the student participates must be considered the same as a term of full-time attendance.

Section 6. EIGHTEEN CALENDAR MONTHS NON-COLLEGE ATTENDANCE

- A. Students that have not been enrolled in college in twelve (12) or more credit hours (full-time) for a period of eighteen 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. Students who have served eighteen 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 CAN PARTICIPATE

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

Section 8. HARDSHIP

The hardship provision of the NJCAA is available to students, 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.

- 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 not have participated in 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 a student's season of competition as specified in Section 8.a. These cases must show that there are circumstances beyond the student's control which directly result in their inability to satisfy the Rules of Eligibility. **USE HARDSHIP FORM # 2.** The 20 percent limitation still applies to participation.

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

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 collegiate year in which they compete.

Section 10. TRANSFER RULE

- 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, Lacrosse Softball/Fast Pitch, Softball/Slow Pitch, and Tennis shall not prevent students 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: 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 over two terms, transfer students must be enrolled in twelve (12) or more credit hours (full-time) during the term when the season of that sport begins. The student 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 5.
 - (1) The college from which the students are transferring does not have a particular sport(s). (The students are immediately eligible only in the sport which is not offered.)
 - (2) An NJCAA Waiver Form is signed by the Athletic Director and Chief Executive Administrator of the junior college from which the students are transferring. **USE FORM 10 (b) (2)**
 - (3) Students who have not participated in any sport, transfer from their first junior college to any junior college within their 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 inter-collegiate athletic program within the student's home district, county, or service area.
 - (5) The college from which the student is transferring has been placed on probation in the sport in which the student is participating. This provision does not apply to any student that is causatively involved in the problem resulting in the penalty.
2. **Probation Period**--A probationary 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 is required of students who did not satisfy the academic provision of Section 4 and if any one of the provisions number 1 through 5 Section 10.b.1.(b) does not apply to their transfer. **Note:** Before a student can participate in a second season of an NJCAA certified sport, the provisions of Section 4.f must be satisfied.
3. An athletics staff member or other representative of the institution's athletics interests shall not make contact for the purpose of recruiting, with the student-athlete of another NJCAA member institution. If any athletics staff member or representative of the institution's athletic interests is contacted by a student-athlete, or a representative of his/her athletic interest, from a member institution, the contacted institution must make written or electronic, and verbal contact with the initial member institution within five (5) calendar days of contact. Contact notification will be considered made by utilizing the "contact notification" form as well as a phone mail message if direct contact cannot be made. There shall be a 10 day waiting period beginning from the date of contact notification made with the student-athlete's initial institution before any further contact of any type can occur between the student-athlete and the second institution.

C. Transfers From a Senior College or From a Non-NJCAA Member College

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 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 provisions 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 an 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 is required of students who did not satisfy the academic provisions of Section 4. Students serving this 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.

Section 11. 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 to whom athletics is an avocation and not a source for 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. In determining amateur standing of students, the following guidelines have been established.

A. Students 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 athletics 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, analysis of a sports event, or instruction 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:

1. 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 sections of 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 athletics 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 ninety (90) days as provided in Section 11.a.5. Students who violate this provision shall be ineligible for participation in the sport. This includes declaring for professional draft.
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.i. may try out provided they do not receive any form of compensation other than actual expenses from the professional organization.
7. Contract in writing to be represented by an agent in the marketing of athletic ability or reputation in a sport.
8. Participate in the Major Junior A Hockey League sponsored by the CAHA.

Section 12. ADDING AND DELETING PARTICIPANTS ON ELIGIBILITY FORMS

The eligibility status of student athletes is determined at the beginning of each season. The following rules determine when students can be supplemented or must be deleted according to their academic performance.

- A. Students that are not serving probation and are academically eligible can be supplemented on an NJCAA Eligibility Form up until the deadline dates listed below. Such students become eligible on the postmark date which appears on the envelope for mailing the eligibility form. Forms, and/or additions postmarked after the deadline date established for each sport will not be accepted.

Cross Country	October 24, 2003
Soccer	October 24, 2003
Volleyball	October 24, 2003
Football	November 7, 2003
Half Marathon	November 14, 2003
Wrestling	February 13, 2004
Ice Hockey	February 13, 2004
Swimming & Diving	February 13, 2004
Indoor Track & Field	February 13, 2004
Bowling	February 13, 2004
Basketball	February 13, 2004
Lacrosse	April 16, 2004
Outdoor Track & Field	April 23, 2004
Baseball	April 23, 2004
Tennis	April 23, 2004
Fast Pitch Softball	April 23, 2004
Golf	May 7, 2004

NOTE: Spring sports which have qualifying tournaments in the Fall, must have their Fall eligibility form cleared 10 days prior to their Fall Qualifying Tournament.

- B. For those sports whose regular season schedule begins between terms, all students must be academically eligible from the previous term.
- C. If the regular season schedule of a sport ends before the last day of the term, all students remain eligible for post-season competition (Regional and National competition), provided full-time enrollment is maintained throughout the sport season. No additions can be made to a team's roster after the term has ended.
- D. If the regular season schedule of a sport extends past the last day of the term, the eligibility of student-athletes is determined by the following rules:
 - 1. Students that do not satisfy the academic provisions of Section 4 at the completion of the term must be dropped from competition on or before the twentieth (20th) calendar day after the end of the given term with one exception as follows:
 - a. Colleges which operate on the trimester calendar and whose winter session ends approximately April 20, may elect to allow their athletes that do not satisfy the provisions of Section 4 at the completion of the term, to finish the season. Conversely, those colleges may not add athletes who have become eligible during the winter session. Colleges who choose this exception must designate on an NJCAA form by October 31 of that particular academic year if they are following this option. **USE FORM 12-d-1**
 - 2. Transfer students who have served probation or non-transfer students who have re-established their eligibility during a term of college attendance, can be supplemented to a team's roster any time after the end of the term provided all students that do not satisfy the provisions of Sections 4-d or 4-e are dropped as of the same date. This exchange must occur on or before the twentieth (20th) calendar day after the term ends and a complete eligibility form for the subsequent term must be submitted showing all eligible athletes. If students are supplemented any time following the twentieth (20th) calendar day after the end of the term, only the new entries must be submitted on an eligibility form and the next term's eligibility form will be due in accordance with Section 13.d.3. The new entries may begin participating on the postmark date appearing on the envelope used for mailing the eligibility form. Transfer students cannot be added before the full sixteen (16) calendar weeks have expired.

Section 13. CERTIFYING THE ELIGIBILITY FORM

- A. Each college shall submit a completed NJCAA eligibility form for each of the NJCAA certified sports that the college sponsors as a varsity sport. The Eligibility Chairman, Registrar, or Dean, and the Athletic Director must sign the form. The original form must be sent to the NJCAA office, with a copy sent to the regional director.
- B. Each eligibility form must carry the college seal.
- C. Attached to the eligibility form shall be the appropriate sports schedule, transcripts for all transfer students, and all other additional documents certifying the student's eligibility. Transcripts are not required if the student has served the probation time prior to their athletic participation at the college where they will be participating.
- D. **Deadline for Certifying Eligibility Forms**
 - 1. The forms must be postmarked either on or before the first regularly scheduled contest or twenty-one (21) calendar days after the beginning of the term in which the sport begins.
 - 2. If the first scheduled contest of a sport begins between terms, the eligibility form is due twenty-one (21) calendar days from the date of the first contest.
 - 3. If the regular season schedule of a sport extends past the last day of the term and continues beyond the twentieth (20th) calendar day after the term ends, a second eligibility form for that sport is due within twenty-one (21) calendar days after the beginning of the next term (Refer to Section 12-d-2.)
 - 4. A college that does not conduct any scheduled events before a regional or national tournament, must submit completed eligibility forms which must be approved in advance of the deadline dates established in 12.a.
 - 5. Any college which submits an eligibility form past the deadline shall forfeit all games played prior to the postmark date which appears on the envelope used for mailing the forms to the Regional Director and the NJCAA National Office. Any college failing to

submit an eligibility form for the entire season shall be subject to disciplinary action by the NJCAA National Office.

- E. Any college whose eligibility information has not been granted final approval by the National Office of Eligibility prior to the deadline dates established in Section 12.a. will not be allowed to participate in any post season events.
- F. The NJCAA National Office may request an official transcript from any member NJCAA college.

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. The contest must not be a part of the official schedule as published by the intercollegiate athletic department.
 - 2. No awards of any kind may be given to the participants.
 - 3. No championship play of any kind may be carried on.

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 Office.
USE NJCAA CLUB FORM
- B. The NJCAA shall have no jurisdiction over a club team. A club team will not be eligible for competition at regional or national events and will not receive any NJCAA recognition.
- C. Individuals who are participating on a designated club team in the sports of bowling, cross-country, golf, indoor track and field, outdoor track and field, swimming, tennis, or wrestling may participate in Regional qualifying events or a National Championship/Invitational event provided the students satisfy NJCAA rules and regulations during the entire club schedule. Only individual performances shall be recognized (including relays) and shall not be figured into the overall team standings. An eligibility form shall be submitted to the National Office and the Regional Director in advance of the deadline dates established in Section 12.a.
- D. A college can not 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 can not be a club team during the fall season and a varsity team in the spring season.
- E. Participation on a designated collegiate club team in an NJCAA certified sport shall constitute one (1) season of participation.

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

- A. For every all-star game or international contest 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, students 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 sponsored sports which students enter as representatives of a member college shall be listed on the published schedule of the college and the students must satisfy the NJCAA Rules of Eligibility.
- E. Students not representing the NJCAA 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 athletes to participate in such events.
- F. In order for student's 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 students 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 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.
- 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 college shall not furnish any assistance (equipment, transportation, lodging or meals) for student-athletes to participate in such events.

Section 17. PENALTY FOR VIOLATION OF ELIGIBILITY RULES

- A. A member college which uses an ineligible student, whether knowingly or not, shall forfeit all contests in which such ineligible student participated.
- B. If a member college uses an ineligible student or violates any other section of Article V, 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. 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 calendar year, commencing on the date of the last scheduled contest of the sport in which the violation occurred. 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. 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. During the probationary period, neither the causative individual(s) nor the team(s) shall be eligible for regional and/or NJCAA honors.
- C. 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 or students so involved are found eligible, and if found ineligible, by the college in which the students are enrolled.

Section 18. ELIGIBILITY RULE CHANGES

Additions, deletions, and corrections to the Rules of Eligibility shall be voted upon every year at the NJCAA Annual Meeting.

Section 19. Sport Procedures

Sport procedures guidelines regulate each NJCAA certified sport.

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 contest allowed per season.
- 5. Number of scrimmages allowed per season.
- 6. Number of Letters of Intent per 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 not U.S. citizens or permanent resident* athletes, be no more than one-quarter of the total number of scholarships allowed by NJCAA rules in that particular sport. *Defined as the holder of a Green Card.

Note: Sport Procedures for each season are listed as follows:

SPORTS	START DATE	GAME DATE	END DATE	*** OF CONTESTS	# OF SCRIMMAGES	# OF LETTERS OF INTENT	**** OF SCHOLARSHIPS	SIGNING DATE	# OF SCHOLARSHIPS FOR FOREIGN ATHLETES
Baseball-Fall Men	Aug 10	Aug 22	Nov 15	76 Games/Scrimmages with a maximum of 56 games/scrimmages in the Spring		0	0	None	6 Total Fall and Spring
Baseball-Spring Men	Jan 10	Jan 30	NJCAA Tourney			24	24	Jan 15	
Basketball Men/Women	Oct 1	Nov 1	NJCAA Tourney	30 Games	4 Dates	16	16	Apr 8	4
Bowling Men/Women	Sept 10	Sept 26	NCBC Tourney	15 Dates	0	8	8	Apr 8	2
Cross Country Men/Women	Aug 1	Aug 22	NJCAA Meet	10 Dates	0	@@	@	Dec 1	2
Football-Fall Men	Aug 1	Aug 28	Last Bowl Game	11 Games	2	85	85	1st Wed Feb	21 Total Fall and Spring
Football-Spring Men	None	None	None	20 days of practice	0	0	0	None	
Golf-Fall Men/Women	Aug 10	Aug 22	Nov 15	30 Dates Fall and Spring Combined		0	0	None	2 Total Fall and Spring
Golf-Spring Men/Women	Jan 10	Jan 30	NJCAA Tourney			8	8	Jan 15	
Ice Hockey Men/Women	Oct 1	Oct 20	NJCAA Tourney	28 Games and/or Scrimmages		16	16	Jan 15	4
Half Marathon Men/Women	Aug 1	Aug 22	NJCAA Meet	3 USA Track approved road races		@@	@	Dec 1	@
Lacrosse-Fall Men/Women	Aug 15	Aug 22	Nov 1	22 Dates		0	0	None	3 Total Fall and Spring
Lacrosse-Spring Men/Women	Jan 15	Mar 1	NJCAA Tourney			20	20	Apr 8	
Soccer-Fall Men/Women	Aug 1	Aug 22	NJCAA Meet	22 Games and/or Scrimmages Combined w/maximum of 20 games in the Fall		18	18	Dec 1	4 Total Fall and Spring
Soccer-Spring Men/Women	Jan 15	Jan 15	May 1	20 Dates-practice,scrimmage, games combined		0	0	None	
Softball-Fall Women	Aug 10	Aug 22	Nov 15	40 playing dates with a maximum of 30 dates in the Spring		0	0	None	6 Total Fall and Spring
Softball-Spring Women	Jan 10	Jan 30	NJCAA Tourney			24	24	Jan 15	
Swimming Men/Women	Oct 1	Nov 1	NJCAA Meet	22 Dates		15	15	Apr 8	3
Tennis-Fall Men/Women	Aug 10	Aug 22	Nov 15	35 Dates combined Fall and Spring		0	0	None	2 Total Fall and Spring

Tennis-Spring Men/Women	Jan 10	Jan 30	NJCAA Tourney			8	8	Jan 15	
Track & Field (Indoor) Men/Women	Oct 1	Nov 1	NJCAA Meet	20 Dates combined Indoor/ Outdoor		@@	@	Dec 1	7
Track & Field (Outdoor) Men/Women	Oct 1	Jan 30	NJCAA Meet			@@	@	Dec 1	7
Volleyball-Fall Women	Aug 1	Aug 22	NJCAA Tourney	32 Dates with a maximum of 28 dates in the Fall		14	14	Nov 1	3 Total Fall and Spring
Volleyball-Spring Women	Feb 1	20 days practice	Apr 30			0	0	None	
Wrestling Men	Sept 1	Oct 31	NJCAA Tourney	20 Dates	3 Dates	16	16	Apr 8	4
@ 30 Scholarships - Cross Country, Indoor/Outdoor Track and Field and Half Marathon combined									
@@ 30 Letters of Intent - Cross Country, Indoor/Outdoor Track and Field and Half Marathon combined									
Effective August 1, 1999 - Only two (2) of the seven (7) cross country members can be non-U.S. citizens or permanent residents receiving athletic aid.									

- ◆ The numbers listed above are the same for each division (I, II & III), with the exception of the number of scholarships column.
 - Division I may grant the number of scholarships listed above.
 - Division II may grant the number listed above, but are limited to tuition, fees and books.
 - Division III may not offer athletic scholarships.
 - NOTE: See Article VI, Section 9 for NJCAA athletic scholarship guidelines.

***Number in categories are separate for men and women.

**Number of contests refers to regular season games only, and does not include post-season competition.

- ◆ **Division I and II member colleges:** Requiring athletic aid and the number of allowable scholarships offered to student-athletes who are not U.S. citizens or permanent resident* athletes, be no more than one-quarter of the total number of scholarships allowed by NJCAA rules in that particular sport. *Defined as the holder of a Green Card

ARTICLE VI

NJCAA POLICY STATEMENTS

- Section 1. **HIGH SCHOOL TRYOUTS/AUDITIONS**
Before allowing a high school student to try out, a member college shall determine if tryouts are allowed by the existing State High School Activities Association regulations in the athlete's home state.
- Section 2. **PARTICIPATION OF FALL TOURNAMENT QUALIFIERS IN SPRING NATIONAL CHAMPIONSHIPS**
A student 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 at the college which he/she qualifies during the semester or quarter that the Spring National Championship is held.
- Section 3. **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 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 4. **NJCAA COMPETITION IN REGULAR AND POST SEASON**
- 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 post-season play. This declaration must be signed by the athletics director and the student-athlete.
- Section 5. **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 6. **POST SEASON COMPETITION**
- A. Once a college team begins post-season competition leading up to a National Championship, the team shall not participate in post-season competition with another organization. If a college chooses to not participate in NJCAA post-season competition, the team may participate in post-season 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.
- B. All regional post season events will be at the direction of the Regional Director.
- Section 7. **SAFETY**
 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 athletes.
- Section 8. **TELEPHONE INQUIRIES TO THE NATIONAL OFFICE.**
 Each College must designate two (2) 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 9. **ATHLETIC SCHOLARSHIP GUIDELINES FOR DIVISIONAL PLAY**

Division I - A maximum of tuition and fees, room and board, book and course related material and transportation costs one time per academic year to and from the college by direct route.

Division II - A maximum of tuition, fees, **and** books. (Division II scholarships can not 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.

- Section 10. 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 twenty hours per week.

- Section 11. Housing arrangements with any member of the coaching staff of any type are not permitted within the NJCAA. (Refer to NJCAA Casebook, Article VIII Part A Section V, Cases 1 and 5)

Article VII

Procedures for Appeal

Section 1. GENERAL

- A. Procedures set forth in this Article VII are the sole methods for challenge of decisions of the National Office and the Executive Committee. No member college or any of its athletes or employees can institute any suit at law or in equity or seek any court injunction or restraining order concerning any dispute or controversy involving the NJCAA enforcement or interpretation of any of the Bylaws, rules, or regulations of the NJCAA or any sanctions imposed by the NJCAA.
- B. Only member colleges may challenge the interpretation and enforcement of the Bylaws, rules, and regulations of the NJCAA and they may do so only pursuant to and in the manner set forth by the provisions of this Article VII. No individual coach, athlete, booster club, or other entity affiliated directly or indirectly with the member college shall have any standing to challenge a decision of the NJCAA.
- C. As a condition to membership in the NJCAA, each member college consents to be bound by the provisions of this Article VII. Any member college who institutes any suit at law or in equity or seeks any court injunction or restraining order against the NJCAA in connection with the interpretation or enforcement of the Bylaws, rules, and regulations of the NJCAA or sanctions imposed by the NJCAA shall be subject to sanctions, penalties, expulsion, fines, probations, or other penalties as may be prescribed by the Executive Committee of the NJCAA.

Section 2. AUTHORITY OF THE NATIONAL OFFICE

- A. All decisions concerning challenges and/or questions of the interpretation and the enforcement of the Bylaws, rules, and regulations of the NJCAA shall be made in the first instance by the NJCAA National Office.
- B. Questions concerning the interpretation or enforcement of the Bylaws, rules, and regulations shall be made in writing to the National Office. Such questions shall set forth in detail the facts giving rise to the question, including but not limited to the name and address of the member college presenting the question, the name and address of each college involved in the question, any background facts involved in the question, and the citation of the NJCAA Bylaws, rules, and regulations involved in the question. Such request for decision concerning questions must be signed by either the president of the member college posing the question or the athletic director for that college.
- C. Challenges to the interpretation or the enforcement of the NJCAA Bylaws, rules, and regulations shall set forth in detail the name and address of the member college presenting the challenge, the factual basis for the challenge, the jurisdictional basis of the challenge, citation of the Bylaws, rules, and regulations involved in the challenge, name and address of any other member college that would be affected by the challenge, and any documentation to support the challenge.
- D. The National Office shall provide its written decision concerning any such questions or challenge to the member college presenting the question or challenge and to the Regional Director for the region in which the presenting college is located. The written decision shall set forth:
 - 1. The decision of the National Office.
 - 2. The jurisdictional basis for the decision.
 - 3. The citation of the NJCAA Bylaws, rules, and regulations involved in the decision.

4. Any other matter deemed appropriate by the National Office.

In addition, in the event that the decision of the NJCAA affects any other member college, a copy of the written decision of the NJCAA shall be provided to such affected college and the Regional Director for the region in which the affected college is located. In the event that upon receipt of a question or challenge from a college, the National Office determines that further information or documentation is necessary, the National Office may delay its decision until such other information or documentation is received by the National Office.

- E. The written decision of the National Office shall be effective, final, and enforced immediately, subject to the following provisions of this Article VII.

Section 3.

APPEAL TO THE EXECUTIVE COMMITTEE

- A. Any member college affected by a decision of the National Office shall have a right to appeal that decision to the Executive Committee of the NJCAA.
- B. The request for appeal must be sent to the Executive Director of the NJCAA, with a copy to the Regional Director for the region where the appealing college is located. The request for appeal to the Executive Committee must be in writing and must be received by the Executive Director within fifteen (15) calendar days from the date of the written decision by the National Office. The request for appeal must be signed by the president of the appealing college and set forth in detail the appealing college's basis for challenging the decision of the National Office. The appealing college may attach any documentation it deems appropriate to its request for appeal.
- C. The appealing college may present its appeal in writing to the Executive Committee or may request an oral hearing. Oral hearings before the Executive Committee may only be had at the time of regularly scheduled meetings of the Executive Committee and at the location determined by the Executive Committee for its meeting.
- D. In its request for appeal, the appealing college must notify the Executive Director whether the college desires an oral hearing or a written appeal. In the event the appealing college fails to notify the Executive Director of whether it desires an oral hearing on its appeal, it will be conclusively presumed that the appealing college waives such oral hearing.
- E. The appealing college's request for appeal shall set forth the factual basis for its appeal, including all defenses it deems appropriate. The appealing college shall set forth in detail each Bylaw and/or rule and regulation of the NJCAA involved in its appeal and list specific reasons why the decision of the National Office should be reversed. The National Office shall forward the appealing college's written presentation to each of the members of the Executive Committee in a reasonable and timely manner. The National Office may also provide its own written information concerning the matter to the Executive Committee members. A copy of the package of material sent to the Executive Committee members (including the appealing college's written presentation and any additional written information from the National Office) shall be sent to the appealing college by certified mail, return receipt requested, at the same time the package is sent to the Executive Committee members.
- F. In the event that an appealing college has requested an oral hearing, the hearing shall be held for the Executive Committee with the following procedures:
1. The President of the Executive Committee shall act as presiding officer at the hearing. In the absence of the President, a majority of the Executive Committee members present shall select the presiding officer among themselves.
 2. At all oral hearings, the appealing college may be represented only by an employee of the college and the student-athlete at the oral hearing may only be represented by either an employee of the appealing college or by the student-athlete himself or herself. Either the appealing college or the student-athlete or

- both may have legal counsel present to advise them, but such legal counsel may not make presentation directly to the Executive Committee at the oral hearing.
3. The appealing college shall present its relevant evidence (witnesses and documentation). The National Office will have the right to cross examine any witness presented by the appealing college.
 4. After the appealing college has presented its relevant evidence, the National Office shall have the right to present any relevant evidence it deems appropriate. The appealing college shall have the right to cross-examine any witness presented by the National Office.
 5. All proceedings occurring during the oral hearing shall be transcribed by a certified court reporter, and the costs of such certified court reporter shall be shared equally by the appealing college and the National Office. The appealing college shall be responsible for its costs and expenses, including the costs and expenses of any witnesses presented by it, and the National Office shall be responsible for its costs and expenses, including the costs and expenses of any witnesses presented by the National Office.
- G. In the event an appealing college withdraws its appeal after submitting a request for appeal in writing to the Executive Director, the appealing college shall be responsible for all costs incurred by the National Office in connection with the appeal to the date of withdrawal.
- H. In the event of an oral appeal, a decision will be reached by roll call vote of the Executive Committee members present.
- I. Decisions of the Executive Committee concerning the appeal shall be in writing. In cases where there is no oral hearing, the decision of the Executive Committee shall be due within fourteen (14) days from the date the appealing college's written presentation is received by the Executive Director of the NJCAA, as set forth above. In cases where oral hearing is had before the Executive Committee, a decision of the Executive Committee shall be due within seven (7) days after the date the said oral hearing is completed. A copy of such written decision shall be furnished to the appealing college and the Regional Director for the region in which the appealing college is located. A copy of the decision may also be furnished to any other college directly affected by the decision at the discretion of the Executive Director of the NJCAA.
- J. Unless a majority of the total number of the members of the Executive Committee vote to overturn the decision of the National Office, the appeal will be denied. Majority shall mean the majority of all of the members of the Executive Committee, not just a majority of those members who actually vote.

Section 4.

ARBITRATION

- A. A member college may appeal a decision of the Executive Committee. The sole method for appeal of a decision by the Executive Committee shall be by arbitration administered by the American Arbitration Association (AAA) or such other arbitration service as selected by the National Office. No suit at law or in equity, or for an injunction or a restraining order shall be instituted by a member college to overturn, set aside, or stay a decision by the Executive Committee or the National Office.
- B. Any member college appealing the decision of the Executive Committee must submit a written notice of such appeal upon the Executive Committee, through the Executive Director of the NJCAA, demanding arbitration. Such written notice must be signed by the president of the college and delivered to the Executive Director of the NJCAA no later than twenty (20) days from the date the decision of the Executive Committee which is being appealed was rendered. Such written notice shall set forth the name and address of the appealing college and the factual and legal basis for the appeal.
- C. Upon receipt of the written notice of appeal from the appealing college, the Executive Director of the NJCAA shall select an arbitration service to hear

the appeal. The Executive Director shall request that the arbitration service provide a panel of three (3) potential arbitrators qualified to hear the appeal. Upon receipt of the panel of potential arbitrators, the Executive Director shall supply a copy of the same to the appealing college. The arbitrators shall be selected by the following method: The appealing college shall strike one name from the panel, thereafter the Executive Director acting on behalf of the Executive Committee shall strike one name, and this alternating procedure shall be repeated until only one arbitrator remains from the panel. Such arbitrator selected by the foregoing method shall be the arbitrator for the appeal. The selection of the arbitrator using the foregoing method shall be completed within seven (7) days after the Executive Director has received the panel of potential arbitrators from the arbitration service.

D. After consultation with the parties, the arbitrators shall appoint a time and date for the hearing of the appeal and cause notification of such time and date to be sent to the parties by certified or registered mail, return receipt requested, not less than five (5) days before the hearing. Appearance at the hearing waives such notice. The hearing of the appeal shall be conducted at the NJCAA offices in Colorado Springs, Colorado. The parties shall share equally the fees and costs of the arbitration service, the arbitrator, and the certified court reporter who will record the arbitration proceedings. Each party shall be responsible for the fees and costs of its own representatives and witnesses, including but not limited to the fees and costs for transportation, food, and lodging for such representatives and witnesses.

E. The hearing shall be conducted in accordance with the following rules:

1. The appealing college shall be the appellant and the NJCAA shall be the appellee.
2. The burden of proof in said proceedings shall be on the appellant.
3. The taking of testimony, presentation of argument and evidence, and all other procedures at the arbitration hearing shall, as far as the arbitrator deems practical, be governed by the usual rules applied in the courts of the State of Colorado.
4. At least five (5) days prior to the hearing date, each party shall submit to the arbitrator (with a copy to the other party) a written brief containing, among other things, a statement of facts, a statement of the issues, a statement of the position of the party with respect to such issues, the argument(s) in support of such party's position, a list of potential witnesses who may be called by the party at the hearing, and a list of potential exhibits to be presented by the party at the hearing. The arbitrator for good cause may extend the time for filing the briefs.
5. The hearing shall be opened by the arbitrator noting the date, time, and place of the hearing and the presence of the arbitrator, the parties, and their representatives. The arbitrator may ask for statements to clarify any issues involved. The appellant shall then present its evidence to support its appeal on why the decision of the Executive Committee should be overturned. Thereafter, the NJCAA shall present its evidence supporting the decision of the Executive Committee. Witnesses for each party shall submit to questions (in both direct examination and cross-examination and examination by the arbitrator). The arbitrator may receive into evidence any exhibits offered by either party.
6. The hearing shall be recorded by a certified court reporter.
7. The hearing may proceed in the absence of any party or its representative who, after due notice, fails to be present or fails to obtain a postponement. The arbitrator may hear and determine the appeal upon the evidence produced notwithstanding the failure of a party duly notified to appear.
8. The arbitrator may adjourn the hearing from time to time as necessary

and, on request of a party and for good cause, or upon the arbitrator's own motion, may postpone the hearing.

9. The decision by the arbitrator shall be in writing and a copy of the same shall be delivered to each of the parties no later than thirty (30) days after the hearing is completed. The decision of the arbitrator shall be made in accordance with the Articles of Incorporation, Constitution, Bylaws, and rules and regulations of the NJCAA. The arbitrator shall not have the authority to amend, modify, or add to the specific provisions of the Articles of Incorporation, Bylaws, or rules and regulations of the NJCAA. The arbitrator shall not have the authority to amend or change a restriction or sanction imposed by the NJCAA on the appealing college.
10. The arbitrator's decision shall be final and binding upon the parties unless the decision is procured by corruption or fraud, or the arbitrator exceeded the arbitrator's powers as set forth herein.