

ANCILLA COLLEGE STUDENT/ATHLETE HANDBOOK

GRADUATES



SERVICE



2016-2017

TABLE OF CONTENTS



Athletic Staff	3-4
Athletic Philosophy	5
NJCAA Eligibility	5
Athletic Grant Policy	6
Athletic Code of Conduct	7
Academic Standards, Violations & Consequences	8-11
Harassment Policy	12
Non-Discrimination Policy	12
Substance Abuse Standards, Violations & Consequences	13-16
Criminal Offenses	16
Concussion Protocol	16-17
Total Team Separation	18
Team Rules	19
Lifeplex Rules and Regulations	19
Awards	20
Athletic Accident Insurance	21
College Closings	21
Counseling	21
Social Media	22
MCCAA Athletic Code of Conduct	23-25
Information for an NJCAA Student-Athlete	25-31
Forms	32--42

DISCLAIMER:

This Handbook does not establish a contractual relationship between Ancilla and its student-athletes. This Handbook only serves to highlight Ancilla's general policies, practices, and procedures for your personal benefit and cannot be construed as a legal document of any kind. Any procedure contained within this Handbook is strictly intended to provide student-athletes with a general framework for addressing and/or resolving various situations that may arise from time to time. Ancilla reserves the right to change, alter, remove, and/or amend all procedures, policies, and regulations contained within this Handbook at any time, and at the sole discretion of the Administration, whenever such changes are deemed necessary, and without prior notice or cause.

ATHLETIC STAFF



COLLEGE ADMINISTRATION

Dr. Ken Zirkle x 385
College President

Dr. Joanna F. Blount x 322
Vice-President of Academic & Student Affairs

Mr. Mike Brown x 341
Vice President of Finance (CFO)

ATHLETIC OFFICE

Gene Reese x348
Athletic Director and Director of Athletic Development
gene.reese@ancilla.edu

Kaylee King
Athletic Assistant/Director of Sports Information x384
Kaylee.king@ancilla.edu

Brian Pearison
Athletic Compliance Officer x360
brian.pearison@ancilla.edu

Jenn Cassell
Associate Athletic Director X354
Jenn.Cassell@ancilla.edu

Marc Green
Director of Field Maintenance x346
marc.hayden@ancilla.edu

Tom Robbins
Athletic Academic Coordinator x353
ana.singleton@ancilla.edu
Tom Robbins Assistant Academic-Men x398

Kim Richey/Jordan Weitzell
Athletic Trainers 765-427-2399
kim.richey55@gmail.com

COACHING STAFF

BASEBALL

Head Coach	Joe Yonto	joe.yonto@ancilla.edu	x380
Assistant Coach	Rusty Nixon		
JV Coach	Terry Coleman		

BASKETBALL

Men's Head Coach	Aaron Butcher	aaron.butcher@ancilla.edu	x336
Assistant Coach	Brian Pearison		
Assistant Coach	Jacob Burger		

Women's Head Coach	Tom Robbins	tom.robbins@ancilla.edu	x398
Assistant Coach	Vanessa Wiley		
Assistant Coach	Trevor Borom		

BOWLING (Men/Women)

Head Coach	Al Franklin	alvin.franklin@ancilla.edu	
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CHEER

Head Coach	Kaylee King	kaylee.king@ancilla.edu	x384
Assistant Coach	Chalee Calhoun		

DANCE

Head Coach	Mewsette Cartwright	mewsette.cartwright@ancilla.edu	
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CROSS COUNTRY

Head Coach	Brian Pearison	brian.pearison@ancilla.edu	
Assistant	Albert Escanilla		

GOLF (Men & Women)

Head Coach	Marc Green	marc.green@ancilla.edu	x346
Assistant			

LACROSSE

Head Coach	Brian Welch	brian.welch@ancilla.edu	x 358
Assistant	Cameron Garrison		

SOCCER

Men's Head Coach	David Jacobs	david.jacobs@ancilla.edu	x324
Men's Assistant Coach	Joe Stone		

Men's assistant	Victor Newberg		
Women's Head Coach	Justin Crew	justin.crew@ancilla.edu	X397

Women's Assistant	Adam Calhoun		
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SOFTBALL

Head Coach	Jenn Cassell	jenn.cassell@ancilla.edu	x354
Assistant Coach			

Volunteer Coach	Fred Webster		
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VOLLEYBALL

Head Coach/Advisor	Lana Singleton	lane.singleton@ancilla.edu	x353
Assistant Coach	Dave Faulstich		

WRESTLING

Head Coach	Steve VanDerAa	steve.vanderaa@ancilla.edu	x 383
Assistant	Frank Thompson		



ANCILLA'S ATHLETIC PHILOSOPHY



Our athletic philosophy at Ancilla College is to produce true winners, a philosophy that will carry the individual through his/her entire life. Our goal is to assist the student-athlete in attaining their greatest potential whether it is in body, mind, and/or spirit. The athletic experience provides a dynamic growth process for learning, discipline, teamwork, leadership, loyalty, cooperation, and mutual respect. The athletes' preparation for *life* is more important to the coaches than win/loss records and championships.

Student-athletes at Ancilla College understand that it is a **privilege to participate in college athletics**. They also must understand that along with the privilege to participate, all student-athletes also accept the **responsibility** of being a 24-hour representative of Ancilla College. This responsibility places the student-athlete in a **model citizenship role** behaviorally, in and out of school (including off-campus housing), **all year round**. We expect our student-athletes to be held to a higher standard than the student body as whole.

The Ancilla College President, Dean of Academics and Student Affairs, Athletic Director, and the Athletic Director's Committee (Athletic Director, Head Coaches and Trainer) administer the Ancilla Athletic Program. The Faculty Athletic Advisory Committee is the liaison between the faculty and the athletic program.

Success=Communication

Being successful student-athletes revolves around constant on-going communication. Communication is two way; you to athletics and athletics to you. Check out the "Athletic Bulletin Board" for information, come to the athletic annex with your questions, and discuss problem situations with your coach. We cannot help each other if we do not communicate.

NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION ATHLETIC ELIGIBILITY



Any student-athlete entering Ancilla College must have graduated from high school, obtain a GED, or transferred. The student-athlete is advised to enroll in a minimum of 13-16 credit hours for each semester in which they are participating. The student-athlete must have completed 12 credit hours with a 1.75 cumulative GPA to stay or become eligible for the second semester of competition. A 2.0 cumulative GPA and 26-30 completed credit hours are recommended to be eligible for the third semester. 24 credit hours are required. A 2.0 cumulative GPA and 39-45 completed credit hours are recommended to be eligible for the fourth semester 36 credit hours are required. Sixty credit hours with a 2.0 GPA are required for graduation in most areas of study.

ATHLETIC GRANT POLICY



Any student-athlete receiving an athletic grant understands that certain requirements are expected. They agree to the following in addition to the NJCAA Letter of Intent:

In evidence of my acceptance of this award, I agree to the following:

- 1) I will be accepted for admission to Ancilla College before this grant becomes effective.
- 2) I will uphold the rules, regulations and academic standards of Ancilla College Athletics.
- 3) I will have applied for federal financial aid by completing a Free Application for Federal Student Aid (FAFSA) and will ensure a copy is on file with the Office of Financial Aid at Ancilla College before this grant becomes effective.
- 4) If granted assistance from state or institutional sources other than this athletic award my total financial assistance, including this award, may not exceed my tuition.
- 5) I will meet the requirements defined by the coach of the sport(s) in which I participate.
- 6) I understand that if I sustain an injury while representing Ancilla in intercollegiate competition, this grant will be continued for the length of this award as long as I am otherwise eligible to represent Ancilla College Athletics. Representation will be determined by my coach and the Athletic Director.
- 7) I understand that upon withdrawal from Ancilla College, upon dropping below 12 credit hours in any one semester, upon withdrawal from participation in the designated sport(s) named in this award, or upon failure to meet the standards set forth in this award, cancellation of the athletic award for the remainder of the year will be reviewed by my coach and the Athletic Director.
- 8) I understand that I am obligated to inform my coach of any prior injury or illness, use of drugs or alcohol, pregnancy, or any other medical information that might affect my athletic performance. I further understand that if any of these conditions exist, my athletic award may be immediately suspended.
- 9) I agree to take any Drug Screening Tests that Ancilla College desires me to take at any time. Should any of these tests be found "positive," I understand my athletic award may be immediately suspended.
- 10) I understand that this athletic grant is for the entire (10 months) academic year and requires my participation in athletic related program(s) either in season or out of season as designated by the coach. My coach (s) in my particular sport(s), The Athletic Director and the Director of Student Services will determine the renewal of this grant. In the event Ancilla College cancels my sport, my award will be honored for the remainder of that year dependent upon my accepting other responsibilities within the Ancilla College Athletic Program.
- 11) I understand this athletic grant may combine with any other Ancilla funded aid when specified in writing to me by Ancilla College Director of Athletics.

ATHLETIC CODE OF CONDUCT & DISCIPLINARY ACTIONS



Student-athletes participating in sports at Ancilla College are representing the college, the athletic department, their family, as well as themselves. The student-athlete has a responsibility to act as a role model. This responsibility extends during the student-athlete's tenure at the college and includes his or her housing arrangements off-campus.

Ancilla College student-athletes are expected to cooperate and follow the directions of their coach. The student-athlete will honor all housing, team and athletic department rules. They will refrain from being around, possessing, providing to another person, being under the influence of, or using any substance which is controlled or contains, but is not limited to: steroids, alcohol, a stimulant, an intoxicant, a narcotic, a depressant, a hallucinogen or mood altering drug, whether prescription or sold over the counter (without a prescription), or any substance represented by the provider to be any of the listed substances. Use of tobacco and/or snuff, is prohibited.

Violations of these guidelines listed above and violations of any law, the Ancilla College Student Handbook and standards imposed by the coaches are subject to disciplinary action. *See the Academic Standards and Violations section below.*

Statement of Purpose

Athletic participation is a **privilege, which may be suspended or terminated** at any given time if a student-athlete is not taking responsibility toward academic success or violates rules of conduct, which are inconsistent with the honor and dignity of an Ancilla College student-athlete. Ancilla College Athletics has accordingly adopted this athletic code of conduct that every student-athlete is expected to follow.

Student-athletes who violate the Athletic Code of Conduct will be **subject to disciplinary action**. The coach and/or Athletic Director will discuss with the athlete their conduct concerning violations. If they determine the athlete has violated the code, they must inform the student-athlete of the disciplinary action imposed for the violation.

The student-athlete has the opportunity to meet with the Athletic Director after discussion with the coach. If the student so chooses; they may meet with the Appeals Committee. The Athletic Director and/or coach will submit in writing the details of the offense and the penalties required. The student-athlete may also submit his/her version of the situation. At this point a hearing for both parties may or may not be conducted. If a hearing is conducted, after both parties have presented their arguments; the committee will make a recommendation to the Dean of Academic and Student Services.

ACADEMIC STANDARDS AND VIOLATIONS



ACADEMIC SUCCESS:

The Ancilla College Athletic Department believes in education first and athletics second. Athletics are provided as a motivator for academic success. Every student-athlete will be successful academically if they do three simple things:

1. Go to class every day.
2. Turn homework in on time.
3. Ask for help when they are struggling. We will not accept any situation (defined as a class absence, late or missed homework assignment, or conference on difficulties) that deviates.

ACADEMIC INTEGRITY:

Academic integrity means that a student-athlete may not submit work that is not their own in any manner (research papers, exams, oral reports, computer reports, etc.) This includes plagiarism and cheating. Permitting other students to use one's work as their own violates the principle of academic integrity. The Ancilla College Student Handbook states the college penalties. Any case of proven academic integrity will incur athletic suspension (which means student-athlete can practice, be on the bench; but not in uniform, and will not travel or be at away games/matches) for 20% games and scrimmages (immediate and consecutive) plus loss of 25% of the athletic grant. Penalties carry over from one semester to the next semester and from one year to the next year. Out-of-season sophomores with no games/matches remaining will also lose Lifeflex privileges and be expected to perform 20 hours of community service and or work at athletic events. **Removal from athletic participation and complete loss of scholarship is also possible.**

ABSENCES and HOMEWORK PROCEDURES

ABSENCES FROM CLASS: The #1 predictor of success in the classroom is daily attendance. The Ancilla College Athletic Department believes that all student/athletes should be in class each and every day. Academic attendance and homework progress will be monitored by Academic/Athletic Advisors and their coach. The "Ancilla College Athletic Department's Policy on Class Attendance" is as follows:

If the student-athlete misses classes for non-emergency reasons, he/she will find themselves in a situation resulting in suspension or termination should he/she need to miss a class for an actual emergency or illness. The only **unexcused absences** will be when a student/athlete is on an approved team travel trip (instructors must be notified or the team travel trips absences will become unexcused) or for a special circumstance (example: long term injury or illness, funeral). An unexcused absence may be brought by the Athletic Director before a five person committee to be redefined as excused.

Each student-athlete may not be absent **more than 3 times in any one class**, in any one semester.

These three absences should be saved for emergencies. When these 3 absences are used in non-emergency situations; it is possible for suspensions to occur in emergencies.

1. A combination of 3 tardies and/or unexcused early class departures in one class = 1 absence. Each additional tardy and/or unexcused early departure will constitute an additional absence.
2. Each absence after 3 = 1 game suspension
3. Each absence after 3 for baseball starting pitchers = a suspension from next starting assignment.
4. **Night Class Policy: Each night class counts as two meeting dates. Second class missed equals 1-game suspension. Each class after two equal's 2-game suspension.**

Academic Advisors notify coach and Athletic Director when attendance is run every two weeks.

A total of 8 absences in any one class per semester mean termination for the semester.

A total of 20 absences for the semester mean termination for the year.

Student-Athlete (Both Fall & Spring Semester)

1st missed class- (Per Class)

1. Athletic Attendance Intervention Specialist runs report via Empower & sends email to student, coach, instructor, and Athletic Director.
2. Student meets with Coach and Intervention Specialist to go over reason why missing class or homework assignment. Meeting is documented in case notes within Empower.
3. If student has a 2nd missed class- (Per Class), an email from Interventional Specialist is sent to student, coach, advisor, and have the student athlete, and Athletic Director; Student will meet with Coach and instructor. Notes will be documented within Empower.
4. 3rd missed class-(Per Class) - Email to Student detailing that if there is a 4th attempt a game suspension will occur. Student will meet with Athletic Director and Coach to go over severity of possible occurrence. Meeting is documented in case notes within Empower. He/She must bring a copy of attendance report for all classes to the meeting with the AD.
5. 4th attempt - Game Suspension is placed on student until situation is rectified by student, coach, and instructor. Notes will be documented with Empower.
6. Every missed class (per class) after the 4th attempt will result in a one game suspension.

PLEASE REMEMBER COACH-- if your student athletes are going to miss class due to team travel...YOU MUST notify the instructors via email ahead of time; date, destination and time of departure. Please make sure Athletic Director and Academic/Athletic Coordinator are copied on it as well. This is something we MUST

do. We all know kids will skip a noon class even if they aren't leaving till 3:00 if they think they can get away with it and tell instructor, "we have a game today." **This is why it has to come from the coach...who is missing class, what time you are leaving, etc.**

Out of Season Sophomore Student/Athletes with no games remaining and absences beyond three in one course must:

- Perform Ancilla College community service (designated project)
- May Lose LifePlex privileges
- Will Lose Athletic Scholarship after 8 absences in one class and/or 20 absences in all classes, this is calculated by percentage starting with month of 8 or 20 absences accrued. They not also removed from the team at this time.

Attendances will be tracked by the Academic/Athletic Advisors. Instructors are expected to enter weekly attendance records every Friday. Each professor will also have a form they may submit or they may contact the Athletic/Academic Advisors directly if a student athlete is struggling and needs additional assistance.

Absence penalties may carry over from semester to semester according to the student/athlete's final grades. More information is in Athletic Department Handbook.

HOMEWORK

Homework: Homework turned in on time is the second great predictor of academic success. We do this to help students be more successful...turning missing work in will help students go from F's to C's for example...data proves this!
Notification by Ancilla College Faculty that includes late or missing homework assignments will trigger immediate suspensions until it is verified that the student/athlete's homework is turned in and is up-to-date.

When faculty notifies the Academic/Athletic Advisors that there is missing work, it will trigger an email to the coach and a suspension form put in your mailbox. Suspension (suspended from all athletic participation-keep them away from all athletic venues) begins when the e-mail and or text is sent. The coach will give the form to **the athlete who has the missing work. When they turn in the missing work, the student/athlete will get the signature (text or e-mail) from instructor and turn the suspension form back into their coach. The coach will then turn in the form (text/e-mail) to the Athletic Director and they will e-mail or text so you know the student/athlete is good to go.** The Athletic Director will record forms and return suspension forms to Academic/Athletic Advisors with the signatures (texts or e-mails). Realizing that we have many adjunct professors and full-time professors are on campus at irregular hours, we will accept e-mails from professors as the same as their signature.

1st homework assignment missing in any one class will trigger a discussion with the coach about the home work policy and its penalties. Each missing homework assignment will trigger an indefinite suspension until the assignment is turned in.

4th homework assignment missing in any one class will trigger an indefinite suspension until the homework is turned in and a 1-game/match suspension.

5th homework assignment missing in any one class will trigger an indefinite suspension until the homework is turned in and a 2-game/match suspension.

6th homework assignment missing in any one class will trigger an indefinite suspension until the homework is turned in and a 3-game/match suspension.

7th homework assignment missing in any one class will trigger an indefinite suspension until the homework is turned in and a 4-game/match suspension.

A total of 8 homework assignments missing in any one class per semester will mean termination for that semester.

A total of 16 homework assignments in all classes per semester will mean termination for that year.

Out of Season Sophomore Student/Athletes with no games remaining with Homework penalties:

- May Perform Ancilla College community service (designated project)
- Lose LifePlex privileges
- Lose Athletic Scholarship after 8 homework assignments missing in any one class per semester and/or 16 homework assignments in all classes per semester will mean termination for that year.

This is calculated by percentage starting with month of 8 or 20 absences accrued.

Homework penalties do not carry over from semester to semester

HARASSMENT POLICY



Ancilla is committed to maintaining an educational environment free from conduct and communication which can be classified as harassment. Forms of harassment that are encompassed by this policy include, but are not limited to, harassment based on race, color, national origin, religion, sex, age, disability (mental or physical), genetic information, pregnancy, citizenship status, or any other protected status. Ancilla will not tolerate harassment in any form.

Harassment can be verbal, visual, or physical. It can be overt, but it need not be direct or explicit - it can be inferred from the conduct, circumstances and relationships of the individuals involved. Harassment can also consist of persistent, unwanted attempts to change an educational relationship to a personal one. Harassment includes, but is not limited to, ethnic slurs or racial epithets, name-calling, jokes, cartoons, pictures, gestures, unwelcome physical touching, and other conduct based on any other protected status. The victim of harassment can be female or male. Harassment can occur between a student and a student or a student and a member of the College faculty or staff.

SEXUAL HARASSMENT

Sexual Harassment is defined as unwelcome sexual advances, or coercive behavior which threatens employment or academic reprisal, or creates a sexually intimidating or offensive environment, or promises rewards contingent upon obtainment of sexual favors, or the spreading of falsehoods about a person's sexual conduct, or falsely accusing someone of sexual harassment.

All allegations of harassment are taken seriously retaliation for reporting harassment is prohibited. However, individuals who intentionally make false reports of harassment may be subject to disciplinary measures. Violators of this policy will be subject to appropriate discipline, up to and including expulsion or termination.

NON-DISCRIMINATION POLICY



Ancilla College provides courses, community service offerings, and student support services for all students. The College prohibits discrimination based on arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, and veteran status. Students who believe they may have been discriminated against should contact the Dean's Office.

All allegations of discrimination are taken seriously and will be investigated. Retaliation for reporting discrimination is prohibited; however, individuals who intentionally make false reports of discrimination may be disciplined up to and including expulsion or termination.

SUBSTANCE ABUSE STANDARDS, VIOLATIONS AND CONSEQUENCES



BOWEN CENTER

Ancilla College has made arrangements with the Bowen Center to provide each student with two free counseling sessions of approximately one hour per session. Each confidential counseling session will be with a trained counseling professional. The Bowen Center has 7 locations in Indiana with one conveniently located in Plymouth, Indiana which is just five miles from campus. Many student-athletes that live in Plymouth will be even closer. Counseling topics can cover any topic of the student's choosing, including alcohol and drug use, eating disorders, sleep disorders and interpersonal relationships. No topic is off limits in these confidential sessions. Students wishing to continue with a series of on-going sessions after the completion of the two free sessions may do so at their own cost (and may be covered by insurance). Further information on this new service will be presented at the Student-Athlete Orientation in August and in the Office of the Director of Student Development and Athletics.

SUBSTANCE ABUSE STANDARDS, VIOLATIONS AND CONSEQUENCES

Head coaches are expected to send potential signees to www.ancillachargers.com to view the student/athlete handbook. After signings, head coach should share the Ancilla College Handbook with their student/athletes between July 1 and their first contact with their team. Head coaches will have explained this paragraph to each student/athlete upon signing an NJCAA Letter of Intent and an Ancilla College Athletic Grant. Any student-athlete found possessing, providing to another person, being under the influence, or using any substance which is controlled or contains, but is not limited to: steroids, alcohol, a stimulant, an intoxicant, a narcotic, a depressant, a hallucinogen, or a mood altering drug whether prescription or sold over the counter (without a prescription) or any substance represented by the provider is in violation. The use of tobacco or nicotine products such as e-cigarettes, gums, the nicotine patch and snuff is prohibited. Anyone hosting a gathering with illegal substances and/or purchasing/providing any illegal substance will have for a stronger penalty determined by panel of head coaches. **Anyone suspected**

and denying substance abuse usage claim will be required to take an immediate drug test to help them prove their guilt or innocence.

Suspension Pending Investigation: The athletic department in consultation with the head coach has the ability to levy an immediate suspension pending investigation of alleged misconduct. If the investigation does not produce a finding or admission of guilt; the student/athlete will be reinstated.

Maximum First Offense: The student-athlete proven guilty by police report or admission by the student-athlete, a positive test result, interference with the test or test results, refusal to promptly take a test when requested) will be suspended (which means student-athlete can practice, be on the bench but not in uniform, and will not travel or be at away games/matches) for **20%** games and scrimmages (immediate and consecutive) plus loss of **25 %** of the athletic grant when any student-athlete is proven guilty of any violation relating to drug, alcohol, tobacco or any criminal offenses. Admittance of substance abuse will be considered a positive screening test. **Anyone listed on the official incident (police) report (or admitting to being there) at a substance abuse gathering that did not consume the abused substance will receive a 50% penalty on the first offence.** The student/athlete may be required to take the next two drug tests. One or more immediate counseling sessions may be required before they are allowed to begin athletic participation. Counselors or counselor location will be determined by the athletic department. Admitting abuse or testing positive means the student-athlete must take the next two random or scheduled drug tests and pay for them. Penalties carry over from one semester to the next semester and from one year to the next year. **Out-of-season sophomores with no games/matches remaining will also lose Lifeplex privileges and be expected to perform 20 hours of community service, lose scholarship monies and or work at athletic events.**

Maximum Second Offense: Any student-athlete proven guilty a second time of any violation relating to academic cheating, drug, alcohol, tobacco or criminal offenses will be suspended from all Ancilla College Athletics for remainder of the year plus loss of remaining grant. The **‘Two strike rule’- any student-athlete proven guilty of two violations relating to drug, alcohol, tobacco, criminal offenses or academic cheating will not be allowed to participate or receive athletic monies for the following two years.**

Student Development Appeals Committee: Any disagreement about athletic sanctions may be subject to the same review process as any other extracurricular violation.

Lifeline Law

Legislation providing legal protection for anyone under age 21 who calls 911 to report a medical emergency that involves alcohol, a possible drug overdose or a sexual assault has gained unanimous support in both chambers. Aimed at protecting lives, SEA 227 is an expansion of legislation enacted in 2012 referred to as the Lifeline Law, which provides immunity to those who call 911 to report an alcohol-related medical emergency, such as alcohol poisoning. SEA 227 provides that a person is immune from arrest or prosecution for certain alcohol offenses if the arrest or prosecution is due to the person reporting a medical emergency, being the victim of a sex offense or witnessing and reporting what the person believes to be a crime. The bill includes provisions to allow first responders and other emergency professionals on the scene to administer an overdose intervention drug to a person suffering an overdose. Other portions of the bill provide for several studies and evaluations to be conducted on crimes of sexual and domestic violence. If enacted, SEA 227 becomes effective July 1, 2014.

Nicotine Patch

The Nicotine Patch will not be recognized as a reason for a positive drug test unless prescribed by a doctor.

SUBSTANCE ABUSE TESTING:

Random Drug Testing may be at any time. Roster names will be put into a database and randomized for testing. Five to fifteen individuals will be selected for each test at random times.

Prescription Drugs

A list of all prescription medications will be kept in a file by the college trainer

Reasonable Suspicion Drug Testing

Each student-athlete is required to submit to a drug and alcohol test whenever any member of the athletic department staff has reasonable suspicion to believe the student-athlete has used drugs and/or alcohol. Reasonable suspicion will exist when the student-athlete's appearance, behavior, speech, body odors or circumstances indicate drug and/or alcohol use, or the withdrawal effects of those substances.

The drug-testing company will go to the Ancilla College website for current schedules and rosters. Coaches will be responsible for keeping their schedules and rosters updated at all times. The company will randomly select the numbers of the student-athletes to be tested, find the names that go with those numbers, determine how many student-athletes will be tested and on what days the testing will occur. The company will put the names in a sealed envelope; give the envelope to the Ancilla College Athletic Trainer to deliver to the Director of Athletics and Student Development.

The Ancilla College Athletic Trainer (phone number 765-427-2399) will contact the selected student-athletes on the day of testing. The student-athlete must make the trainer aware of any legitimate (written documentation required) reason they would not be available. The student-athlete must make the trainer aware of any legitimate (written documentation required) prescription drugs they are taking immediately.

All student-athletes will be required to take the test, Monday through Sunday. The student-athlete may appeal penalties to Ancilla College Director of Student Development within one week. Written documentation will be required. **During any appeal process the student-athlete is still under suspension until the appeal has been heard and the verdict rendered.** The appeal is to be made to the Director of Student Development who will take the appeal to the Student Development and Diversity Committee.

Once the testing is complete the athletic trainer will deliver the tests to the lab for testing. The results will be picked up by the athletic trainer and delivered to the Athletic Director. Any positive test results, plus anyone not showing up, or refusing to be tested will be referred to the Ancilla College Athletic Director. The student-athlete testing positive and their coach will be notified to meet with the Athletic Director's for notification and consequences addressed earlier in this handbook. **Drug Testing may start as early as the first student-athlete orientation meeting.**

SUSPENSION PENDING INVESTIGATION:

The athletic department in consultation with the head coach has the ability to levy an immediate suspension pending investigation of alleged misconduct. If the investigation does not produce a finding or admission of guilt; the student-athlete will be reinstated.

Maximum First Offense:

The student-athlete proven guilty (admission by the athlete, a positive test result, interference with the test or test results, refusal to promptly take a test when requested) will be suspended (which means student-athlete can practice, be on the bench but not in uniform, and will not travel or be at away games/matches) for 20% games and scrimmages (immediate and consecutive) plus loss of 25% of the athletic grant when any student-athlete is proven guilty of any violation relating to drug, alcohol, tobacco or any criminal offenses. Admittance of substance abuse will be considered a positive screening test. **Self-reporting substance abuse (before the Athletic Director is informed) will reduce your penalties by 50%. This is a one-time opportunity.**

The student-athlete may be required to take the next two drug tests. One or more immediate counseling sessions may be required before they are allowed to begin athletic participation. Counselors or counselor location will be determined by the athletic department. Admitting abuse or testing positive means the student-athlete must take the next two random or scheduled drug tests and pay for them. Penalties carry over from one semester to the next semester and from one year to the next year. Out-of-season sophomores with no games/matches remaining will also lose Lifeplex privileges and be expected to perform 20 hours of community service and or work at athletic events.

Maximum Second Offense:

Any student-athlete proven guilty a second time of any violation relating to academic cheating, drug, alcohol, tobacco or criminal offenses will be suspended from all Ancilla College Athletics for remainder of the year plus loss of remaining grant. The “Two strike rule” states that any student-athlete proven guilty of two violations relating to drug, alcohol, tobacco, criminal offenses or academic cheating will not be allowed to participate or receive athletic monies for the following two years.

CRIMINAL OFFENSES



Any student-athlete found guilty (conviction shall include a plea of “guilty” or “no contest”) in a court of law of a criminal offense will be immediately suspended from athletic participation. Any student-athlete pleading not guilty to a criminal offense may be allowed to participate until the matter has been adjudicated. In both cases, the Student Development Appeals Committee will review the case to determine if additional disciplinary action is necessary, and if so, the action to be taken.

CONCUSSION PROTOCOL



The Ancilla College Department of Athletics, under advisement from the school's athletic trainer, has developed the following procedures to follow when a student athlete is suspected of having a concussion.

1. Student-Athletes will be given an information sheet on concussions (*Heads Up: Concussion in Youth Sports, A Fact Sheet*) and will need to return a signed copy of the concussion protocol stating that they have received and understand the policy before the student-athlete can participate in any intramural or interscholastic athletics activities. Ancilla College will use the form from the Center for Disease Control.
2. If an athlete appears to have any signs or symptoms of a concussion during a sporting event they will be removed from participation in that event. The coach will call the school's medical professional for further evaluation of the injury.
3. The medical professional doing the evaluation will use the mechanism of injury, signs and symptoms, as well as mental and physical tests to determine if the injury is a concussion. According to new Indiana Code (IC 20-34-7), a concussion will be suspected if the mechanism of injury and even one sign or symptom of a concussion exists.
4. If the evaluation reveals that a concussion should be suspected, the student-athlete will be removed from participation until written release is obtained from a licensed health care provider trained in the recognition and evaluation of concussions.

Ancilla College is not responsible for fees that may be associated by seeing a physician. In all cases we will try to have the athlete see a Physician that is a part of his or her insurance plan. They will be able to see a Physician from home or in Plymouth.

5. Ancilla College will accept releases from Physicians (MD or DO), Physician Assistants (PA), and Nurse Practitioners (FNP, PNP, ACNP). Written release from a listed provider does not automatically release the student-athlete to participate. The medical professionals associated with Ancilla College reserve the right to withhold athletic participation if they feel that the student-athlete is not healthy enough to return to activity.
6. Once the student-athlete has a written release, and is symptom-free of concussion, a return-to-play protocol will be started. The return to play activities are as follows:
 - Day 1 - Stationary Bike, Running
 - Day 2 - Non-contact, Sport Specific drills
 - Day 3 - Return to full-contact practices
 - Day 4 - Return to game competition

The athlete will progress in the steps each day as long as they continue to be symptom-free. If symptoms return the athlete will sit out for at least 24 hours or until symptoms are gone and will then complete the return-to-play protocol again.

References:

- a. http://www.cdc.gov/ConcussionInYouthSports/pdf/athletes_Eng.pdf
- b. <http://www.in.gov/legislative/ic/code/title20/ar34/ch7.html>

Revised 5/29/2012 KR

THE STUDENT-ATHLETE AND TOTAL TEAM SEPARATION



Anytime there is a total separation between the student-athlete and their teams there are consequences. There will be no difference in consequences whether the student-athlete or the coach makes the decision of total separation of a student-athlete from a team. Suspension is not total separation. Suspension is temporary separation (which means student-athlete can practice, be on the bench, but not in uniform, and may not travel or be at away games/matches). Whenever the student-athlete has separation from the team the coach must immediately document the date and time plus explain the situation and turn it into the Athletic Director immediately (within 24 hours). The coach and the Athletic Director will then initiate the athletic scholarship withdrawal form.

Student-athlete participation expectations are outlined on page 4 of the Athletic Handbook and the Ancilla College Athletic Award as 10 months (August thru May). Scholarship dollars are distributed twice, at the start of each semester, but are earned on a daily, weekly and monthly basis. Scholarship dollars are sometimes distributed before they are earned. Total separation could mean loss of scholarship dollars when total separation means not completing the term(s) in which scholarship monies have already been distributed.

Scholarship dollars gained by the student-athlete that is separated from the team will be calculated on a monthly basis. Lifplex privileges will be terminated.

EXAMPLE #1: Tom, a baseball player, quits his team on September 14. He will be given two months (or 20%) of total scholarship dollars.

EXAMPLE #2: The softball coach asks Sally to leave because of unacceptable behavior on October 7. She will be given 3 months (30%) of total scholarship dollars.

EXAMPLE #3: The women's basketball coach dismisses a sophomore player for unacceptable classroom participation in April after the season. She will be given 9 months (90%) of total scholarship dollars.

EXAMPLE #4: A men's basketball player violates the substance abuse policy for the second time (2-strike rule) and is dismissed from the team on January 8. He will be given 6 months (60%) of total scholarship dollars. Any remaining scholarship dollars will be returned to the college.

TEAM RULES



The coach in each individual sport may also establish additional individual team rules (absences, dress code, etc.) that are stricter than the ones stated in this handbook. The coach must first present a copy of the proposed rules to the Ancilla College Athletic Director before the first scheduled meeting, conditioning or practice.

Each student-athlete will get a copy for review and discussion. The coach must obtain in writing that each student-athlete read, understood and will abide by the rules. Copies of the confirmed rules signed by each student-athlete shall be submitted to the Athletic Director. If any student-athlete objects to any individual team rules, he or she should contact his/her respective Head Coach. If agreement cannot be reached, the Athletic Director needs to be notified.

STUDENT DEVELOPMENT AND DIVERSITY COMMITTEE:

Any disagreement about athletic sanctions may be subject to the same review process as any other extracurricular violation.

LIFEPLEX RULES AND REGULATIONS



1. You are a **GUEST** at the Lifeplex and should treat this outstanding facility and its members with **RESPECT**.
2. You must be an Ancilla College student-athlete enrolled full time and have signed his/her Ancilla College athletic grant form to use Lifeplex facilities.
3. Student-athletes use the main entrance of the LifePlex at all times during Lifeplex hours (exception game/match days).
4. All guests (student-athletes) must register at the front reception desk upon arrival every time you use the facility.
5. Foul language is prohibited.
6. Cell phone/texting is not to be used while using the gym machines and equipment.
7. When using the sauna or pool, swimsuits must be worn. T-shirts and shorts are not allowed.
8. "Charger Arena" entrance doors are not to be opened at any time unless for scheduled game or an event is in progress.
9. During games/practices student-athletes are asked to use the gym locker rooms not member locker rooms.
10. Following these rules allows you to use this fabulous facility. If you do not follow these rules your privileges will be revoked.

AWARDS



ANCILLA COLLEGE ATHLETIC AWARDS

ANCILLA COLLEGE ATHLETIC VARSITY LETTER:

A student-athlete must finish the athletic season and the academic year in good-standing, as well as complete a minimum of 24 credit hours with a minimum 2.0 GPA.

ANCILLA COLLEGE AWARD WATCH:

A student-athlete finishes his or her second athletic season and the academic year in good-standing plus completes a minimum of 48 credit hours with a minimum 2.0 GPA.

ANCILLA COLLEGE Head and Assistant Coach of the Year Plaque

ANCILLA COLLEGE Male and Female Athlete of the Year Plaque

INDIVIDUAL SPORTS AWARDS:

Each Ancilla College sport may give out individual awards.

ANCILLA COLLEGE PRESIDENT'S CUP AWARD

The team with the highest GPA for the year at the end of the second semester will receive additional dollars in their operating budget for the next year. A trophy will be presented by the President.

ANCILLA COLLEGE ATHLETIC DIRECTOR'S ACADEMIC AWARDS (Fall Semester)

The student with the highest GPA in each sport gets a **\$15.00 gift certificate** to the Ancilla College Bookstore.

The student with the most-improved GPA in each sport gets a **\$15.00 gift certificate** to the Ancilla College Bookstore.

All student-athletes with a 3.0 GPA (or higher), in addition to the most-improved in each sport, will be invited to a recognition award dinner. Calculations will include all rostered student-athletes who have been involved with the team during their sport season and are in good-standing with that team as of the Ancilla College final date of withdrawal.

ANCILLA COLLEGE ATHLETIC DIRECTOR'S SERVICE AWARD

The team with the most service projects for the year will receive a prize(s)/plaque.

MICHIGAN COMMUNITY COLLEGE ATHLETIC ASSOCIATION (MCCAA) ACADEMIC AWARD

- Academic All-Conference - minimum of 36 credit hours and a 3.0-3.19 GPA on a 4.0 scale

- Academic All-MCCAA - minimum of 36 credit hours and a 3.2 or higher GPA on a 4.0 scale

MICHIGAN COMMUNITY COLLEGE ATHLETIC ASSOCIATION (MCCAA) ATHLETIC AWARD

MCCAA All-Conference athletic awards are chosen by a committee of individuals in each sport at the end of each sport's season.

NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION (NJCAA) ACADEMIC AWARD

- Pinnacle Award for Academic Excellence - minimum 4.0 GPA with 45 hours completed

- Exemplary Academic Achievement - minimum 3.6 GPA with 45 hours completed

- Superior Academic Achievement - minimum 3.8 GPA with 45 hours completed

NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION (NJCAA) ACADEMIC AWARD

NJCAA All-Region and All-American athletic awards are chosen by a committee of individuals in each sport at the end of each sport's season.

ATHLETIC ACCIDENT INSURANCE



Ancilla College Athletics will have First Agency from Kalamazoo, Michigan as our Athletic Accident Insurance carrier. The Plan has a \$2500 student-athlete deductible. That means the first \$2500 is the student-athlete's responsibility. If the student-athlete or their parents have primary insurance that plan will pay as much it will cover. Whatever is reasonable and customary for the specific injury is defined in their policy. If you do not have insurance you are still responsible for the first \$2500.

After that, Ancilla's policy will begin coverage. A copy of the policy is available in the Athletic Director's Office in the athletic annex. Accident claims must be filed within 90 days. Our catastrophic policy covers up to \$5,000,000 per occurrence. Dianna Cooper, athletic secretary, will work to help you get your insurance paperwork completed. Any questions please see Dianna.

COLLEGE CLOSINGS



Whenever the President or another member of the Cabinet closes the college, the Athletic Department follows the direction of the President. As a student of the college you should not have any COLLEGE-SPONSORED activity when the college is closed.

If something comes up that you think might be an exception please contact the Athletic Director at 574-952-0616.

COUNSELING



Ancilla College has made arrangements with the Bowen Center to provide each student with two free counseling sessions of approximately one hour per session. Each confidential counseling session will be with a trained counseling professional. The Bowen Center has 7 locations in Indiana with one conveniently located in Plymouth, Indiana which is just five miles from campus. Many student-athletes that live in Plymouth will be even closer. Counseling topics can cover any topic of the student's choosing, including alcohol and drug use, eating disorders, sleep disorders and interpersonal relationships. No topic is off limits in these confidential sessions. Students wishing to continue with a series of on-going sessions after the completion of the two free sessions may do so at their own cost (and may be covered by insurance). Further information on this new service will be presented at the Student-Athlete Orientation in August and in the Office of the Director of Student Development and Athletics.

SOCIAL MEDIA

The Department of Athletics reserves the right to take action against "currently enrolled student-athletes engaged in behavior that violates Ancilla College, Athletics Department, or team rules, including such behavior that occurs in postings on the

internet. This action may include education, counseling, team suspension, termination from the team, and reduction or non-renewal of any athletic scholarships.”

Guidelines for Students

Why? Social media tools have become widely accessible and are often used in classroom (real or virtual) activities. It is important to be aware of how the content you post can affect you and your peers. Additionally, remember that what you post can reach audiences far beyond the classroom for an unlimited length of time. You need to also be mindful that social media usage has some common risks and should be used very carefully.

Do's

Be aware of what you post online. What you contribute leaves a digital footprint for all to see and can be permanent.

Be respectful. Even if you are expressing a difference of opinion, keep it constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.

Be aware that certain “non-verbal” cues (such as tone of voice) get lost when translated online.

Review links before sharing them online to make sure the material is appropriate for the classroom.

Get permission to repost copyrighted material. Although easily accessible, reposting pictures or content that you did not create on the Internet may violate copyright laws.

Don'ts

Don't post questionable photos of yourself or others anywhere on the Internet.

Don't post anything on the Internet that you would not want your instructors or employers (current or future) to see.

Don't post combative responses to other students' or instructors' comments.

Don't abandon inhibitions that you would have in normal, face to face communication. If you wouldn't say in person, don't say it online.

Don't misrepresent yourself by using anyone else's identity.

MICHIGAN COMMUNITY COLLEGE ATHLETIC ASSOCIATION (MCCAA) CODE OF CONDUCT



A basic principle of NJCAA athletic competition is to develop and fosterspect for fellow participants, coaches, officials and spectators. The following handbook section applies to all athletic events involving NJCAA member institutions. Conferences, Regions and sport rule books may apply rules and regulations that are more restrictive than those found in this section.

- A. Participants will recognize their responsibility for proper conduct before, during, and after every contest.
- B. Coaches and Athletic Directors will recognize and assume responsibility for the behavior of themselves, players, staff, game management personnel and representatives of the respective NJCAA member institution.

Ejections:

- A. Ejection for violent behavior
 - 1. Violent behavior is defined as:
 - a. An act in which physical contact or an attempt to make physical contact occurs with the purpose to do damage, harm, intimidate, incite a fight or otherwise injure a player, coach, referee, spectator, game management personnel or damage property.
 - b. An act in which any bench personnel other than the coaching staff leave the bench area when a fight may break out or has broken out.
 - 2. The following penalties will be assessed if a game official ejects a coach, player, staff member or game management personnel for violent unsportsmanlike behavior:
 - a. Immediate ejection and removal from the venue.
 - b. Mandatory ejection and removal from the venue for any bench personnel other than the head coach who leaves the bench when a fight may break out or has broken out.
 - c. A two contest suspension to be served during the next two regularly scheduled or post season contests. Suspension of a coach or player at the end of a season of play shall carry over to the following season.
 - d. Should the player, coach or team personnel be ejected for violent behavior a second time during the season, that individual shall be prohibited from participating in athletic contests of that institution for the remainder of the academic year including post season play.
 - e. Penalties shall be imposed automatically by the offending institution with suspensions to be in effect for the next two regularly scheduled contests as appearing on the published schedule of the institution at the time of the ejection.

- f. The referee may end the contest.
 - g. Failure to report and/or comply will result in:
 - 1. For the first occurrence, the penalties will double and a letter of reprimand shall be sent to the Director of Athletics and the President of the institution.
 - 2. For the second occurrence, the penalties will double and a sanction of probation shall be given to the offending institution for that sport in that year.
 - 3. Games in which a suspended player(s) participate shall be forfeited.
- B. Ejection for non-violent unsportsmanlike behavior:
- 1. Non-violent unsportsmanlike behavior is defined as profanity, vulgar gestures, trash talking, taunting or abusive language directed at players, coaches, referees, game management personnel and/or spectators. The use of tobacco or alcohol during NJCAA sponsored events is prohibited within this rule.
 - 2. The following penalties will be assessed if a game official ejects a coach, player, staff member, or game management personnel for non-violent unsportsmanlike behavior:
 - a. Immediate ejection and removal from the venue
 - b. A one contest suspension to be served during the next regularly scheduled or post-season contest. Suspension of a coach or player at the end of the season of play shall carry over to the following season.
 - c. Penalties shall be imposed automatically by the offending institution with suspensions to be in effect for the next regularly scheduled contest as appearing on the published schedule of the institution at the time of the ejection.
 - d. Failure to report and/or comply will result in:
 - 1. For the first occurrence penalties will double and a letter of reprimand shall be sent to the Director of Athletics and the President of the institution.
 - 2. For the second occurrence penalties will double and a sanction of probation shall be given to the offending institution for that sport in that year.
 - 3. Games in which a suspended player (s) participates shall be forfeited.
- C. Ejection of the coach: the game shall be terminated and a forfeit declared if the head coach is ejected and there is no assistant coach or other college staff contractually bound to the institution willing to assume responsibility for the team.
- D. Reporting structure
- 1. The Athletic Directors of the member institutions involved in the contest shall notify, in writing, their respective Region Director (or designee) following the ejection/s by noon local time of the first business day following the event.

2. The Region Directors (or designee) shall keep a record of all ejections in their respective region. The record shall include the name and institution of the person ejected the date of the ejection, the reason for the ejection, and the penalty imposed.
 3. The Region Director or designee shall supply an end of the year report of the ejections occurring in the Region. The report shall include the number of ejections and the penalties assessed by sport. Copies of the end of the year report shall be given to the Region, the Sport Committee, and the Standards and Ethics Committee by June 15 of that academic year.
- E. Appeals
1. Participants in all NJCAA certified sports are subject to the penalties listed for ejections.
 2. There is no appeal of a game (s) suspension resulting from an ejection by a game official.
- F. Personnel and athletes suspended under these NJCAA rules shall not be allowed in the facility/gym/field complex before or during the contest and may not coach or participate before the game, during play, or at half-time. Suspended coaches may travel with the team. Suspended athletes may not travel with the team.

INFORMATION FOR AN NJCAA STUDENT-ATHLETE



The National Junior College Athletic Association (NJCAA) is committed to providing quality athletic opportunities to enhance the entire collegiate learning experience or its students. The Association and its member colleges strive to provide equal opportunities for all concerned student-athletes. The Association is sensitive to the special needs and circumstances of the Community/Junior College student while keeping within the high academic standards of our 510 member institutions.

GENERAL INFORMATION

Q: What sports are sponsored by the NJCAA?

A: The NJCAA provides opportunities for participation, including National Championships, for student-athletes in the following sports:

Fall Baseball, Spring Baseball, Basketball, Bowling, Cross Country, Football, Fall Golf, Spring Golf, Ice Hockey, Indoor Track and Field, Spring Lacrosse, Fall Lacrosse, 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.

Q: Whose rules do I abide by?

A: 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.

Q: How do I determine my initial eligibility?

A: Due to the unique academic and athletic situation of each individual, and the complexity of the NJCAA eligibility rules, it is recommended that each potential student-athlete discuss their athletic eligibility with the athletic personnel at the NJCAA College where they have chosen to attend. Should the athletic staff have any questions in determining an individual's eligibility, the college may contact the NJCAA National Office for assistance.

Q: Must I have graduated from high school?

A: Students must be a high school graduate or must have received a high school equivalency diploma or have been certified as having passed a national test such as the General Education Development Test (GED). Non-high school graduates can establish eligibility by completing one term of college work having passed twelve credits with a 1.75 GPA or higher. This term must be taken after the student's high school class has graduated.

Q: What if I am taking classes at a college while still in high school?

A: If a student is enrolled in twelve or more credits at a college while still enrolled and completing their high school education, they are eligible for athletic participation if they complete a NJCAA High School Waiver Form signed by their high school Principal and the College President. This option is not available to those students whose high school class has already graduated

Q: How many seasons may I participate in a sport?

A: Students are allowed two (2) seasons of competition in any sport at a NJCAA college, if they have not participated at any intercollegiate level during two (2) seasons previously. Playing in one or more regularly scheduled contests prior to post-season competition uses one season of participation in that sport.
Warning: Students who falsify their academic records and /or information about previous athletic participation shall be barred from any further competition in any NJCAA member college at any time.

Q: Do I qualify as an amateur?

A: Amateur players are those who engage in sports for the physical, mental, or social benefits they derive in participation and to whom athletics is a vocation and not a source of personal monetary gains. Be sure of your amateur status by checking the NJCAA amateur rules (Article V, Section 11, NJCAA Handbook) or checking with a NJCAA Athletic Director.

Q: While playing a sport I want to enter an open tournament or play with another team. May I?

A: While the season of any sport is in progress, as determined by the published schedule of the college, students are not allowed to participate in that same sport for any other team except in the following sports: bowling, golf and tennis.

If a student wishes to enter any open competition as a representative of their college, the competition must be listed on the published schedule of the college and the student must meet all NJCAA eligibility requirements.

If a student is not representing a NJCAA college, they may enter open or "exhibition" competition without NJCAA approval. A college shall not, however, furnish the student with any assistance (equipment, transportation, lodging or meals) when participating in such events.

Q: What about All-Star competitions?

A: Student participation in athletic events such as All-Star games must be approved by the NJCAA National Office.

The NJCAA does NOT restrict the number of All-Star games in which a High School student may participate prior to attendance at a NJCAA college.

LETTER OF INTENT/SCHOLARSHIP AGREEMENT

Q: What is the NJCAA Letter of Intent?

A: The NJCAA Letter of Intent is used to commit an individual to a specific institution for a period of one year. The form is only valid for NJCAA member colleges and has no jurisdiction over NCAA or NAIA colleges.

Q: What is the NJCAA Scholarship Certification?

A: The NJCAA Scholarship Certification is designed to inform the student-athlete, in writing, how much athletic aid is being provided by the institution. This form binds the school to the student for the amount of aid specified on the form.

Q: What if I sign a NJCAA and a NCAA Letter of Intent?

A: A student is allowed to sign a Letter of Intent with both a NJCAA and a NCAA college without sanction. The student may not, however, sign a NJCAA Letter of Intent with two NJCAA colleges. If a student does sign with two NJCAA colleges, that student will become immediately ineligible to compete in NJCAA competition for the next academic year in any sport.

Q: What kind of grant-in-aid can I receive from NJCAA institutions?

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 tuition, fees, room, board, books and course related material, and transportation costs one time per academic year to and from the college by direct route.

Q: If I am awarded an athletic scholarship and voluntarily do not participate, could I lose my scholarship?

A: Cancellation or modification of an athletic scholarship during the period of its effectiveness is allowed for the following reasons only:

1. If the athlete becomes ineligible for participation in athletics because of academic and/or disciplinary reasons.
2. For misconduct (unrelated to athletic ability) found by the person or body in charge of general discipline at the institution.
3. If the student-athlete voluntarily withdraws from a sport prior to the institution's first competition in that sport.

4. Graduation

Colleges may also include attachments to the NJCAA Letter of Intent which stipulates conditions for the cancellation of an athletic scholarship that are more stringent than those listed above.

Q: One NJCAA school can offer me a full scholarship, and one school can't offer me anything. Why?

A: Each institution belonging to the NJCAA can choose to compete on the Division I, II or III level in designated sports. Division I colleges may offer full athletic scholarships, Division II colleges are limited to awarding tuition, fees and books, and Division III institutions may provide no athletically related financial assistance. However, NJCAA colleges that do not offer athletic aid may choose to participate at the Division I or II level if they so desire.

ELIGIBILITY RULES

Q: Must I be a full-time student during the season?

A: Students must maintain full-time status during the season of the sport(s) in which they have chosen to participate (full-time status being 12 credit hours or more).

Q: What determines my eligibility after my initial full-time enrollment?

A: Eligibility is determined prior to the last official date to register for the term as published in the college catalog. At that time, the student must have:

1. Passed 12 credit hours with a 1.75 GPA in their previous full-time term or;
2. Have a total accumulation of 12 credit hours for each previous full-time term with a 2.00 GPA or higher or;
3. As a first season participant must have passed a minimum accumulation of 24 semester credit hours (36 quarter semester hours) with a 2.00 GPA or higher for the initial term of participation, regardless of previous term or other accumulation requirements.

Q: Are there additional requirements I must meet to participate?

A: A student must also make progress towards graduation. Before participation in a second season in any certified sport(s), a student must have:

1. Obtained at least 24 semester hours or 36 quarter hours with a 2.00 GPA or higher or;
2. Must have passed a minimum accumulation of 36 semester credit hours (54 quarter credit hours) for a fall sport, (63 quarter credit hours for a winter sport), 48 semester credit hours (72 quarter credit hours) for a spring sport, with a 2.0 GPA or higher, regardless of previous term or other accumulation requirements.

Q: I played one year on a club team, how many years of intercollegiate eligibility do I have left?

A: Participation on a designated collegiate club team in a NJCAA certified sport will constitute one (1) season of participation.

Q: I took a semester off to earn money for college, will I be immediately eligible to play once I enroll as a full-time student;

A: 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.

Q: What if I start college and then withdraw?

A: The following withdrawal policy applies to students that are attending any college.

1. 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)
2. 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.

Q: May a part-time student participate?

A: Students who have never been full-time (12 or more credits) at any colleges may become eligible for competition in a sport by meeting the following conditions:

1. The student must attend the same institution at least one academic year as a part-time student before the year they wish to participate and pass at least 12 credit hours with a 1.75 GPA or higher.
2. During each term they are participating, the student must carry at least six credit hours.
3. Before a second season, the student must pass a total of 24 credit hours with a 2.00 GPA or higher.
4. If students ever enroll full time, they immediately forfeit all privileges under this part-time provision.

Q: Upon returning to college following an extended absence, must I meet the current eligibility requirements?

A: Students who 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 Article V, Section 4.d or 4.e (not Section 4.f) of the NJCAA bylaws. 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.

Q: What are the requirements for transfer students?

A: All transfer students must adhere to the eligibility rules of the NJCAA to be eligible for participation at a member institution. Check Article V, Section 10 of the NJCAA Handbook to make sure you meet all transfer requirements of the NJCAA.

Q: What requirements will I have to meet to transfer from a two-year college to a four-year college?

A: Questions relative to a transfer from a NJCAA college to a four-year program must be addressed by the four-year college and/or their national governing body (i.e. NCAA or NAIA).

Q: Are the rules uniform throughout the entire membership?

A: The various regions of the NJCAA may adopt rules which are more stringent than the national rules, but none that are less stringent. It would be best for you to check the rules that exist within the region in which you are interested in attending. Any member college can assist you with any regional differences, which may exist.

Q: I am a recent high school graduate and coaches have started to recruit me to play. What is allowed?

A: The following is permitted under NJCAA recruitment rules:

1. No institution shall permit an athlete to be solicited to attend by the promise of a gift or inducement other than an athletic grant-in-aid.
2. An institution may pay for one visit to its campus is direct route, for a stay not to exceed two days and two nights. The visit must be completed no less than 10 days prior to the opening day of classes.
3. While recruiting a potential athlete on campus, a college representative may purchase meals for the athlete. The value of the meals may not exceed the amount provided to a college employee while traveling on college business.
4. A college official must authorize all funds utilized for recruitment purposes.

For further clarification of the recruiting rules, see Article VIII, B. If a student-athlete signs a NJCAA Letter of Intent, all NJCAA institutions are obligated to respect that signing and shall cease to recruit that student-athlete. The student-athlete is obligated to notify any recruiter who contacts him/her of the signing.

FORMS



On the following pages you will find forms to complete and return to the Athletic Department.

- Ancilla College Student-Athlete Handbook Form
- Ancilla College Confidentiality Waiver
- Ancilla College Insurance Form
- Ancilla College Athletic Trip Liability Waiver
- Ancilla College Sports Information Photo Identification/Press Release Form
- NJCAA Eligibility Affidavit



ANCILLA COLLEGE ATHLETIC HANDBOOK RECEIPT FORM

I have been issued, read, and understand the Ancilla College Student-Athlete Handbook. I will follow the Ancilla College Athletic Code of Conduct and will adhere to all policies as stated in the Ancilla College Student-Athlete Handbook or shall be subject to the consequences therein.

Student-Athlete Signature

Date

Coach Signature

Date



ANCILLA CONFIDENTIALITY WAIVER

I, (Print Name) _____, hereby authorize Ancilla College to release the information contained in my academic/financial aid records as specified to the third party or parties listed below.

I give permission to Registrar to release secondary transcripts to members of the athletic department as needed for academic nominations, eligibility and compliance.

I understand that this authorization, unless amended or rescinded in writing by me, will remain as stated in this authorization, effective as long as I am an Ancilla student.

INFORMATION TO BE RELEASED

The information for release includes the following:

- Photographs
- Class Attendance Reports
- Early Warning Reports
- Midterm grades
- GPAs
- Final grade reports
- Advising and administrative documentation and financial aid stored electronically in Empower/Express or on paper in the Enrollment Management Office, Registrar or Athletic Office.
- Additional electronic Registrar information including registration, enrollment history, schedule adjustment activity.
- Attendance records or Progress Reports as submitted to the Registrar, Enrollment Management or Athletic Office.

I grant access to my academic, attendance, and progress reports, as well as all of my college records (including transcripts from other schools) to the NJCAA, the MCCA, and the people in the following positions at Ancilla College: Athletic Trainer Kim Richey, Academic-Athletic Coordinator Lana Singleton and Tom Robbins, Athletic Secretary MaryAnn Rush, Director of Athletics Gene Reese, Athletic Compliance Officer/Sports Information Director Scott Reese, and the coach for each specific sport.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Signature: _____ Date: _____



ANCILLA COLLEGE ATHLETIC INSURANCE FORM

STUDENT INFORMATION

Name: _____ Date: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Local Address: _____

City: _____ State: _____ Zip: _____

Social Security # (SSN): _____ Birthdate: _____

Cell Phone: _____ Home Phone: _____

PARENT/GUARDIAN INFORMATION

Father: _____

Father's SSN: _____ Father's Birthdate: _____

Father's Cell Phone: _____ Father's Home Phone: _____

Father's Employer: _____ Father's Work Phone: _____

Mother: _____

Mother's SSN: _____ Mother's Birthdate: _____

Mother's Cell Phone: _____ Mother's Home Phone: _____

Mother's Employer: _____ Mother's Work Phone: _____

INSURANCE INFORMATION

Does claimant have health insurance coverage available as a dependent? Yes No

Name of Person Insured: _____

Address of Person Insured: _____

City: _____ State: _____ Zip: _____

Birthdate of Person Insured: _____

SSN of Person Insured: _____

Insurance Company: _____

Address of Insurance Company: _____

City: _____ State: _____ Zip: _____

Phone of Insurance Company: _____

Policy#: _____ Group #: _____

Emergency Contact: _____ Phone: _____

List all allergies:

List all medications currently being taken:

Bill To: _____

I hereby verify that all of the above information is complete and correct. I also understand that if above information changes, it is my responsibility to provide the new information to the Ancilla College Athletic Department.

Furthermore, I understand that I'm responsible for first \$2500.00 of all medical and dental expenses incurred, whether through my primary insurance company or out of pocket before Ancilla College Athletic insurance will take effect.

Signature of Student/Parent: Date:

Please attach to this form a copy (front and back) of the student's insurance card.



ANCILLA COLLEGE ATHLETIC TRIP LIABILITY WAIVER

I acknowledge that there are risks associated with making any trip and that these risks include, but are not limited to; accidents while a passenger in or on a vehicle or while a pedestrian, illnesses related to food, weather, or other causes, and actions of other people. I hereby assume all the risks of participating on this trip.

In consideration of my application and permitting me to participate on this trip, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors and assigns to:

- A. Waive, release, and discharge from any and all liability for my death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter accrue to me, including as to my traveling to and from all destinations associated with this trip, the following entities or persons:
 - 1. Ancilla College Athletics and its employees.
 - 2. The College, its elected and appointed officials, employees, students, and volunteers working in behalf of the College.
- B. Indemnify and hold harmless the entities or persons mentioned in the above paragraph "A" from any and all liabilities or claims made by other individuals or entities as a result of or relating to my attendance at or participation in this trip.
- C. I will not be allowed to drive my personal vehicle to any college sponsored event. The athletic department will provide my transportation.
- D. I will be allowed to travel only with my parents to or from a contest if the coach can verify and allows the situation.

I hereby certify that I have read this document and understand and agree to the terms and content.

Student Signature

Date

Student Name (Print)

Parent/Guardian Signature
(Required if student is under 18)

Date

Parent/Guardian Name (Print)

I am over 18 _____

I am under 18 _____
(please initial)



ANCILLA COLLEGE SPORTS INFORMATION PHOTO IDENTIFICATION/PRESS RELEASE FORM

PHOTO IDENTIFICATION

Please list all of people in the picture, from left to right. Next to each name, please list their relationship to the student-athlete (e.g. High School Coach, Mother, Father, Grandparent, etc.):

Row 1: _____

Relationship: _____

Row 2: _____

Relationship: _____

NEWSPAPERS

Please list all newspapers you would like this photo and other sports information to be sent to:

Student-Athlete's Name: _____ Position(s): _____

Height/Weight: _____ High School: _____

Expected Major: _____

Parents Name(s): _____

Coaches Name(s): _____

Home Phone: *(Optional. (Sometimes used for interviews))* _____

Varsity Letters in this sport: _____ Total Varsity Letters: _____

List all of the awards received:
(Athletic, Academic, Extra Curricular - from HS, Conference, State, Summer Leagues., etc.):

What made Ancilla College the right choice for you?

Comments: *(please note by whom the comments were made)*

Please attach a copy of all High School stats along with any stats from other leagues.



NJCAA/Ancilla College Eligibility Affidavit

SPORT: _____ Date: _____

Fill in all applicable information on this form to assist in determining eligibility for the NJCAA.

Personal Information:

Name: _____ Birth Date: __/__/____

ID Number: _____
(First, Middle, Last)

Student's College Address: _____

_____ Street Address City, State, Zip Code

Phone Number(s) at College: _____

Email Address: _____

Other Information:

Parent's Home Address: _____

_____ Street Address City, State, Zip Code

Phone Number: _____

Parents' Names: _____

High School Information:

LIST ALL HIGH SCHOOLS ATTENDED

School: _____ Dates: _____ Graduate? YES
NO (circle one)

School: _____ Dates: _____ Graduate? YES
NO (circle one)

School: _____ Dates: _____ Graduate? YES
NO (circle one)

High School Graduation Date (month/year): ____/____ (If you are a high school graduate, go to the Foreign Born Students section)

Were you home schooled? Yes _____ No _____ Did you graduate? Yes _____ No _____ Date (month/year): ____/____/____
(If "Yes" to first two questions, go to the Foreign Born Students section)

Check here if you have earned a *GED: _____ GED: Date Earned (month/year): ____/____/____

Foreign Born Students:

Were you born in the United States? Yes _____ No _____

Have you ever been a citizen in any country other than the United States? Yes _____ No _____
(If "Yes" to first two questions, go to Additional Information)

Are you a United States Citizen or a Permanent Resident*? Yes _____ No _____ (*Holder of a Green Card or USA Passport)

Do you have an I-20 Form on file at this college? Yes _____ No _____ (If "Yes" skip to Additional Information)

Do you have another type of VISA? Yes _____ No _____ If so, what type?

List ALL Colleges Attended Full-Time and/or Part-Time after High School

Ancilla must have a copy of your transcripts from each college on file in the Registrar's Office.

College: _____ Dates: _____ Full-time or Part-time? (Circle one)

College: _____ Dates: _____ Full-time or Part-time? (Circle one)

College: _____ Dates: _____ Full-time or Part-time? (Circle one)

College: _____ Dates: _____ Full-time or Part-time? (Circle one)

Additional Explanations for delays or breaks in enrollment:

NOTE: If you attended college part-time or were not attending college for any period of time following high school graduation, please document your employment (Location, Supervisor, City, State, Phone #) and military history during those times in the space below. If you were unemployed at any time, please list those dates below. The NJCAA requires that you account for any time not enrolled full-time. Please use the back of this sheet if you need more space to record ALL details. Please record months and years when referring to dates.

Additional Information:

1. Did you take any college credit classes while in high school? Yes* _____ No _____
* *If yes, from what college(s)?*

*** If yes, the transcript(s) from each college must be on file in the Registrar's Office.**

2. Have you ever signed a Letter of Intent with another institution? Yes _____ No _____

If yes, specify the College: _____
Date (day/month/year): ____/____/____

3. Have you ever participated in a sport in a country other than the United States?
a. Yes _____ No _____

Sport(s)? _____ *Country:* _____
Dates: _____

If yes, describe the situation:

4. Have you ever been **red-shirted** for a season at another institution? Yes _____ No _____

*If yes, list the **dates** of that season, name of college, and describe the situation.*

5. Have you ever participated in practices, scrimmages, and/or games for an intercollegiate team other than this college? Yes _____ No _____ *If yes, name the school, date, sport, and describe the situation.* _____

6. Have you ever played on a club team at a college or university? Yes _____ No _____ *If yes, name the school, sport and dates.*

7. Do you currently play on any other sport teams (i.e. USAV, city recreational leagues, indoor soccer, AAU, etc.)

Yes _____ No _____. *If yes, please provide the name of team, location, and dates of participation.*

Have you ever received money beyond expenses for participating in any athletic event?
Yes _____ No _____

Did anyone on your team receive money beyond expenses for participating in any athletic event? Yes _____ No _____

If yes, describe the situation below and the **NJCAA Amateurism Questionnaire** should be completed and included with the eligibility file.

9. Have you ever contracted to be represented by an agent? Yes _____ No _____

10. If you have a need for special accommodations (through an IEP), please notify the athletic department immediately. Paperwork needs to be filed with the NJCAA to request a lightened workload, if approved by the Ancilla College Center for Student Achievement.

I understand that information falsified or omitted can make me ineligible for ALL future college competition in compliance with the National Junior College Athletic Association Eligibility Rules.

Student-Athlete Signature: _____

Date: _____

Coach Signature: _____

Date: _____