

Western Nebraska Community College

Intercollegiate Athletics



Student Athlete Handbook

2011-12

Important Phone Numbers

(Note: If dialing from within the WNCC campus, all you need to dial is the last four numbers of the "635" numbers.)

Administrative Services.....	635-6102
Athletics Department.....	635-6151
Bookstore.....	635-6066
Business Office.....	635-6020
Cafeteria (Kitchen).....	635-6179
Career Assessment.....	635-6050
Den (Snack Bar).....	635-6117
Educational Services.....	635-6030
Financial Aid.....	635-6011
Independent Learning Center.....	635-6070
Information/Scottsbluff.....	0 (from inside college 635-3606 from outside college
Library.....	635-6040
Registrar.....	635-6012
Residence Life Buildings	
Pioneer Hall Coordinator Office.....	635-6112
Pioneer Hall Front Desk.....	635-6111
Conestoga Hall Front Desk.....	635-2799
Conestoga Hall Coordinator Office.....	635-2795
Sports Information.....	635-6057 Or 308-631-0459 (cell)
Student Services.....	635-6104
Transcripts.....	635-6012

WNCC Nondiscrimination Notice

Western Nebraska Community College does not discriminate on the basis of race, color, religion, ethnic origin, gender, age, disability, marital status, or military veteran status, as is defined by law, in employment, admission, or operation of its educational programs and activities, as prescribed by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Executive Order 11246, as amended, sections 503 and 5-4 of the Rehabilitation Act of 1974 and 1975, and other federal and state laws and regulations. Inquiries concerning the application of these laws and regulations to the college may be directed to the College's affirmative action officer, Mr. David Groshans, Human Resources Office, Scottsbluff, NE 69361, (308) 635-6105; or the director, Office for Civil Rights, U.S. Department of Education, Washington D.C. 20201.

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Western Nebraska Community College

Student Athlete Handbook

Welcome to WNCC Athletics

Western Nebraska Community College instructors, staff and administration are dedicated to student success. This WNCC student athlete handbook is designed to assist student athletes in their orientation to WNCC's policies and procedures and to help them meet their goals and achieve success while attending WNCC. Additional information concerning educational programs, degree requirements, course descriptions, student personnel policies, financial assistance, support services, etc., can be found in the college catalog, student planner and the student financial assistance handbook.

The WNCC athletic program offers competition in seven intercollegiate sports. The College is a member of the National Junior College Athletic Association and competes in Region IX. The seven sports WNCC offers include men's baseball, basketball, soccer and women's basketball, soccer, softball, and volleyball.

Western Nebraska Community College and the surrounding communities have created a strong tradition of competitive, successful student-athletes. For over 75 years student-athletes have achieved remarkable feats both on the field of play and also in the classroom. The WNCC Athletic Department prides itself on being a progressive, diverse department. The staff believes that success comes from hard work both on the field of play, as well as in the classroom. Our department looks forward to you being a Cougar for the upcoming year.

■ Academic Eligibility

All student-athletes are required by the NJCAA to be enrolled and attending 12 credit hours during the course of the semester. A student-athlete will automatically become ineligible for competition if he/she drops below the required 12 credit hours. To maintain athletic eligibility and WNCC scholarship eligibility, a student-athlete must successfully complete 12 credit hours per semester with a 2.0 Grade Point Average (G.P.A.).

■ Advisors

Following assessment and before registration for classes, students will be required to meet with an assigned advisor to develop a program plan outlining courses needed to complete a career program for job entry or a transfer plan for transferring to a four-year college. General advisors are located on the lower level of the gymnasium. Faculty advisors are located in their respective offices.

■ Amateur Status (NJCAA)

Student-athletes are permitted to:

1. Accept scholarships and educational grants-in-aid in accordance with the bylaws of the NJCAA.
2. Officiate at sports contests provided compensation does not exceed the going rate.

3. Serve as coach or instructor for compensation outside their institution provided they are not paid to coach or teach in the sport they are participating in at the intercollegiate level.
4. Serve as paid supervisor of children's sports programs such as summer camps or recreation department programs. The pay shall not be on a fee-for-lesson basis.

Student-athletes shall not:

1. Receive money beyond actual expenses for participating in any athletic contest.
2. Give lessons on a fee-for-lesson basis.
3. Be employed to teach physical education or coach any sport for their college.
4. Take any financial assistance, or enter into an agreement of any kind to compete in professional athletics, with the exception of baseball athletes who participate for not more than 30 days in professional baseball.
5. Try out with a professional sports organization while enrolled full-time during any part of the academic year unless the eligibility in that sport has been exhausted.
6. Contract orally or in writing to be represented by an agent.

■ Behavior Expectations

Being a part of WNCC Athletics is a privilege, not a right. It is important that all student – athletes represent WNCC in a positive light at all times. A student-athlete's behavior is judged on campus, off campus, and in the different venues each respective sport travels to during the year. Following is a list of some of the expectations of the student-athletes at WNCC:

1. To give 100% everyday both in the classroom and on the field of play
2. To attend all classes
3. To complete all assignments on your own, to the best of your ability
4. To graduate from WNCC
5. To listen and learn both in the classroom and on the field of play
6. To support other WNCC intercollegiate athletic teams
7. To make responsible decisions everyday

Success is created by hard work. If you choose to make poor decisions while attending WNCC, you will be asked to leave your respective program. If you choose to be successful, our staff will help you be successful.

■ Bills, Payments Due

Payment for courses and housing is required by the first day of class. All WNCC students must either have their bill paid in full by the first day of class, made arrangements with the business office to set-up a net-net payment plan, or have written documentation from the WNCC business office that future financial aid will cover all incurred expenses. All Student-athletes living on campus will be responsible for a \$150 damage deposit that must accompany the housing contract, and a \$15.00 per semester activity fee. Student-athlete scholarships do not cover these two expenses.

■ Cell Phone Use

Cell phones are to be used during a student-athlete's personal time only. Cell phone use in class, practice, games, and during team meals is not permitted. Phones may be collected by members of the coaching staff on road trips. Phones should be turned off during this time. Phones will be returned to students after competition for the day / event is complete.

■ Cheating (Academic Integrity / Plagiarism)

WNCC Athletics complies fully with all institution policies regarding academic integrity. WNCC's Academic Integrity Statement can be found in student services or in the student planner. This policy states that "[a]nyone caught cheating, aiding someone in cheating, or plagiarizing is subject to one or more of the following, at the discretion of the instructor:

1. Receiving an automatic grade of "0" for the assignment in question
2. Receiving an automatic grade of "F" for the course
3. Expulsion from the course
4. Expulsion from WNCC

If there is any question regarding what constitutes cheating or plagiarism please see your respective coach or instructor immediately.

■ NJCAA Code of Conduct

The basic principles of the National Junior College Athletic Association stand for the highest ideals in sportsmanship. One of the primary objectives of competition is to develop and foster respect for fellow participants, coaches, officials and spectators. With this in mind, and since it is fundamental to the continuance of the activities sponsored by the NJCAA that the rights of the majority shall not be jeopardized by the actions of a few, this CODE of CONDUCT has been adopted.

Basic Responsibilities

1. Participants shall recognize their responsibility for proper conduct at any tournament, contest or event sponsored by the NJCAA or its members.
2. Coaches shall recognize and assume responsibility for the actions of themselves and their team members. Each coach who has participants competing in the event shall be responsible for informing each member of the CODE.
3. Should individual, regional, conference or institutional penalties/guidelines require additional sanctions for any of the behaviors listed below, those would take precedence.

Regulations of Conduct

Sportsmanship

Certain standards of behavior are expected of all student athletes and team personnel participating in any NJCAA event. Student athletes are guests at any event, their participation is a privilege, not a right. Sportsmanship and citizenship are modes of conduct that promote and develop respect for fellow participants, coaches, and teammates. Respect should also be reflected in each student athlete's behavior toward officials and spectators. Every individual participating in any NJCAA event must abide by the following:

1. Behavior Rules

Violent Behavior — Acts of violence or flagrant acts during or related to an athletic contest are not permitted. A violent act is one which physical contact or an attempt to make physical contact occurs, the purpose of which is to damage, harm, intimidate, or otherwise injure a person or property.

Penalty for Violent Behavior — Any player, coach or team personnel who is guilty of leaving his/her sideline, bench or position to participate in violent behavior will be considered a responsible party in such behavior and will be subject to the national fight rule governing their

respective sport. Should no such rule exist in the individual sport rulebook, individuals will be subject to the following.

1. Immediate ejection;
2. A one game suspension to be served during the next scheduled contest during the regular season and/or postseason play. Suspension of student athletes or coaches occurring at the end of the season shall carry over to the next academic year and will be served during the first scheduled contest of that year.
3. Should an individual be ejected for violence a second time during a given season, that individual shall be prohibited from participating in any intercollegiate athletics for the remainder of the year.

Nonviolent Unsportsmanlike Behavior — Nonviolent unsportsmanlike behavior during or related to any NJCAA event is prohibited. This behavior includes profanity, vulgar gestures, trash talk and loud or abusive language directed at players, coaches, contest officials and/or spectators.

Penalty for Nonviolent Unsportsmanlike Behavior — Any player, coach or team personnel guilty of non-violent unsportsmanlike behavior is subject to the national rules governing their sport. Should no such rule exist in the individual sport rule book, individuals will be subject to the following:

1. Immediate ejection;
2. A one game suspension to be served during the next scheduled contest during the regular season and/or postseason play.

Note: Event administrators must report all incidents of unsportsmanlike behavior which result in ejection to their regional director.

Alcohol/Drugs — The use of alcohol/Drugs at any NJCAA sponsored event is prohibited. Any game official having reasonable cause to believe a student-athlete, coach, team official, or other individual participating in an athletic event is using or is sufficiently impaired so as to endanger that individual or other individuals participating in said event by virtue of injury, use of alcohol, or drugs (including but limited to performance enhancing or pain killing drugs) may remove or disqualify said individual from further participation in the sporting event by the following procedure:

Penalty for alcohol/drug use at NJCAA events —

1. The game official shall immediately notify the impaired individual and the impaired individual's coach, team captain or other school representative that the official has reasonable cause to believe that said individual is impaired to the extent of being a danger to the individual and/or to other participants and the specific reasons for such belief.
2. The game official may then declare the impaired individual disqualified from further participation or suspend from participation for such time as the game official believes necessary for the individual to recover from such impairment.
3. In the event the impaired individual objects to the decision of the game official, such decision may be immediately referred to the NJCAA representative, athletic director or their designee in charge of the sporting event, and said representative or other person-in-charge shall make the final determination as to the individual's impairment or lack thereof and the decision of the NJCAA representative, athletic director, or other person-in-charge shall be final and binding with regard to any disqualification, suspension or overruling of the game official.
4. Nothing shall, however, prevent the impaired individual or such individual's school from subsequently requesting review of the game official's decision to the NJCAA executive

committee. Said executive committee may review the decision of the game official and take such appropriate actions as may be justified and fair to all parties.

Tobacco — The use of all tobacco products shall be prohibited in all practices and athletic events conducted under the auspices of the NJCAA and its member institutions. This rule shall apply equally to all student athletes, coaches, authorized team personnel and other individuals participating in an athletic event.

Penalty for use of tobacco products at NJCAA events — The event official shall immediately notify said individual(s) observed using any form of tobacco product or the aforementioned violation and shall enforce an immediate event disqualification and/or additional penalties prescribed by the national rules governing the sport.

Note — A coach serving a game suspension for any reason shall be restricted to the designated spectator areas and is prohibited from any contact, direct or indirect, with his or her team, assistant coaches and/or bench personnel, before, during, and immediately after the game.

Disciplinary Action

A. Violations of the CODE OF CONDUCT for national events need to be referred to the National Office of the NJCAA.

B. The NJCAA Executive Committee shall act as a Board of Appeal. If the decision of the executive committee is challenged, such challenge must be resolved by submission of the issue or issues in question to binding arbitration according to the rules and procedures of the American Arbitration Association and as more fully set out in Article V of the NJCAA bylaws.

C. The NJCAA executive committee's decision does not prevent or assume other disciplinary action by the violators' college or law-enforcement agencies.

D. No other appeal procedures are authorized.

E. All other disciplinary action or problems not involving national events, contests, or tournaments, and not provided for in the NJCAA Handbook and Casebook shall be referred to the appropriate regional director and/or conference administrator for decision.

■ Daily Schedule

Each WNCC athletic team's schedule will be unique. However, the daily time commitment for each sport is relatively similar. Each student-athlete should expect to spend 3-4 hours in class, 2 hours in practice, 1-2 hours in the weight room or conditioning, and 2 hours in study hall each day. Student-athletes are expected to spend extra time outside practice and class working on individual academic and athletic skills.

■ Dress Code

Student-athletes are reminded that they are representatives of Western Nebraska Community College. Athletic teams will dress in an acceptable fashion when traveling to and from athletic contests. Proper travel attire will be determined by the head coach of each team. New NJCAA regulations, effective August of 2007, state that members of a team who are not in uniform for competition must be dressed in business casual if they are sitting on the team bench, or standing on the team's sideline.

■ Dropping/ Adding Classes

Student-athletes who have an athletic scholarship may drop and add classes free of charge during the institution's free drop and add period. Student-athletes are responsible for all charges incurred for dropping or adding classes after this period.

■ Drug / Alcohol Policy

The WNCC Athletic Department is an educational department with a zero tolerance for the illegal use of alcohol and drugs. Student-athletes are expected to know the current department sanctions for the use of these illegal substances.

Athletic Alcohol Policy

1st violation – Player is suspended for next upcoming regular season game. Entire team will have extra conditioning that is selected and supervised by the Head Coach. Player will have to complete 10 hours of community service. Parents will be notified about the violation. If infraction occurs during an off season time, players suspension will occur during the upcoming competitive season.

2nd violation – Player is suspended for 1 week from practice and competition. Must go through extra conditioning, sessions with an on campus counselor, and complete the Alcohol 101 program on the internet. Player will have to complete 20 hours of community service. Parents will be notified about the violation. If infraction occurs during an off season time, players suspension will occur during the upcoming competitive season.

3rd violation – Player is suspended for the remainder of the year. Student athlete scholarship is revoked.

Above policies are standard for every WNCC intercollegiate athletic team. Each head coach has the right to add additional stipulations to the above policies. Players will receive a written copy of individual team policies during the first team meeting in the fall of each year. Head coaches **will add** to the above policies when a DUI or violent infraction is included in the alcohol violation.

Athletic Drug Policy

All student-athletes at Western Nebraska Community College are required to adhere to this drug policy. The purpose of this policy is to protect the health and welfare of the student-athletes and to promote a drug free athletic environment. This will be accomplished through education programs, drug testing, and appropriate treatment and response.

Purposes of the Drug Policy

The primary reason for the Drug Policy at WNCC is the well being of the student-athlete. The intention of this program is not to punish but to educate and treat individuals with drug problems. This will reduce health threats to student-athletes and promote the fairness of competition in compliance with NJCAA policies regarding drug abuse.

Education

Western Nebraska Community College will provide educational programs every semester to alert student athletes of the health risks and dangers associated with drug use/abuse. Student-athletes are required to participate in at least one program every semester.

Drug Screening

Administrators of the Drug Screening Program

Western Pathology Center or other certified drug program administrator will perform all drug testing with qualified personnel.

Notification and Consent

All student-athletes will be notified of when and where drug tests will be performed, although tests will be performed randomly. All student-athletes must read and sign a drug testing consent form every year in order to be eligible for NJCAA Division I athletics. Any student not willing to read and sign a consent form will be considered ineligible for participation in WNCC Athletics.

Confidentiality of Test Results

All information and records associated with the WNCC drug testing policy, including test results, will remain confidential and, unless otherwise required by law, will be released only to the following persons:

1. Athletic Director or his/her designee.
2. Vice President of Student Services or his/her designee.

Drugs for Which the Screening will be Conducted

Substances that may be randomly tested for: alcohol, amphetamines, cannabinoids, cocaine, opiates, synthetic opiates and PCP, and other substances, such as but not limited to steroids, barbiturates, and benzodiazepines without advance notice.

Frequency of Screening

Includes Tests by WNCC, NJCAA, and Other Organizations

For testing administered by or on behalf of WNCC, Athletic Director, or his/her designee, will notify students and head coaches of scheduled drug testing dates and times. Student-athletes are subject to the following types of testing:

- New student-athlete testing
- Random testing
- Reasonable suspicion testing
- Post-accident testing
- Return to play testing
- Follow-up testing

Testing may occur throughout the calendar year, including during the summer. Athletic Director, or his/her designee, may also test students based upon just cause or reasonable suspicion so that drug testing may produce evidence of drug use.

Specimen Collection

For Tests Conducted on Behalf of WNCC

Western Pathology Consultants or other certified drug program administrator under contract with the college will supervise the collection, screening, and analysis of a urine or saliva sample from the student-athlete; **this may be an observed collection.**

Each urine and/or saliva sample will be analyzed for the presence of banned substances and is the property of WNCC. Any time a student receives a positive result, the student will be subject to the consequences outlined below. The student will be responsible for obtaining

necessary signatures on a routing form provided by the Athletic Director or his/her designee to demonstrate that required meetings have occurred.

Designated Counseling Programs

WNCC encourages students to seek assistance for problem drug and alcohol use. All student athletes testing positive will be required to attend counseling and drug assessment at the direction of the Athletic Director or his/her designee.

Sanctions and Appeals

First Positive Test

If a student-athlete receives a positive test result for any banned substance or if a missed test is treated as a first positive, the following consequences will occur:

1. The student-athlete will be declared ineligible for one (1) week of practice and/or competition to commence on the day after report of test results.
2. The student-athlete will be subject to repeated unannounced drug testing to be conducted at any time under the direction of the Athletic Director or his/her designee.
3. Athletic Director or his/her designee will meet with the student to discuss the test results, to discuss the potential consequences of drug use on health and performance, and to provide information about on-campus and off-campus resources for drug counseling.

Second Positive Test

If a student receives a second positive test result for any banned substance (the substance does not need to be the same substance that resulted in any earlier positive test), or if a missed test is treated as a second positive, the following consequences will occur:

1. The student-athlete will be declared ineligible for the remainder of the regular season and post-season competition.
2. The student-athlete shall also remain ineligible until he/she retests negative.
3. Athletic Director or his/her designee will meet with the student to discuss the test results, to discuss the potential consequences of drug use on health and performance, and to provide information about on-campus and off-campus resources for drug counseling.
4. The student-athlete will be subject to repeated unannounced drug testing to be conducted at any time under supervision of the Athletic Director or his/her designee.

C. Third Positive Test

If a student-athlete receives a third positive test for any banned substance (the substance does not need to be the same substance that resulted in any earlier positive test), or if a missed test is treated as a third positive, the following consequences will occur:

1. The student-athlete will be permanently suspended from the team.

Missing a Test

If a student-athlete fails to report for a drug test after being notified of the test, he or she will be required to provide a specimen to a designated facility at a time designated by WNCC and the student-athlete will be required to pay for the test. Except in extraordinary circumstance, the

rescheduled time will be within 24 hours of the scheduled test. **The missed test will be considered a positive test until proven otherwise.**

The student-athlete will not be permitted to play, practice, and attend team meetings, use WNCC facilities, or attend non-public WNCC activities until a missed test has been retaken as required by this policy.

Failure to provide a specimen at the rescheduled test will be treated as (and subject to the consequences of) a positive test.

If the student-athlete is tested at the rescheduled test and the test is negative, it will not be considered a positive test. The student-athlete will be required to pay for the full cost of the rescheduled sample collection. The student-athlete is responsible for getting to the rescheduled test at the designated place and time. The head coach will be notified by the Athletic Director or his/her designee of the missed test, the consequences for missing the test, and the student-athlete's obligation to seek the rescheduled test.

Student-athletes are required to complete their academic responsibilities (e.g., classroom or field experiences) and may be allowed to reschedule a drug test due to a documented academic conflict. The rescheduled test must occur within 24 hours of the scheduled test. To be allowed to reschedule within 24 hours, the student-athlete must inform the Athletic Director or his/her designee of an academic conflict at the time of the notification of the testing procedure. Student-athletes will be required to document each academic conflict to avoid an unexcused absence. WNCC staff has the discretion to decide whether the absence will be excused and to verify the academic conflict prior to the student-athlete missing the test.

Access to Information about Test Results

The Athletic Director and the Dean of Student Services, or his/her designees, will be informed of test results and missed tests that are treated as positive tests. Other college employees may be informed of test results to the extent necessary for the implementation of this policy.

Appeals Process

A student-athlete may appeal the finding of a positive result, violation of this policy, or the sanction imposed for either a positive test or violation of this policy. To appeal, the student athlete must provide written evidence of material procedural error, evidence that refutes the positive finding or violation, or evidence that the sanction is unreasonable. The student-athlete must submit the written appeal to the Dean of Student Services within seven days after the student is notified of the decision to be appealed. If the student does not appeal within seven days, the result, finding, or sanction cannot later be reviewed. The decision of Athletic Director to suspend a student-athlete from play or practice on medical grounds is not a sanction (and cannot be appealed) under this policy. The Dean of Student Services will review the appeal and evidence de novo on the record, and will make a written decision to the student and Athletic Director within ten (10) school days. This decision will be final.

■ Enrollment

Students may enroll in their initial classes bases on their ACT or SAT scores. If a student does not have ACT or SAT scores, he /she will be required to complete an assessment exam before meeting with an advisor to develop a program plan. This information is used to help place students in the appropriate classes. After meeting with an advisor, and having a registration form signed, students may register for classes at scheduled times in Student Services. **Payment for**

courses is required by the first day of class. Students who receive financial aid must check with the Student Financial Aid Office to determine if all requirements have been met. Students cannot be certified for eligibility if they owe money to the college. Student-athletes must be enrolled and attending at least 12 credit hours each semester. A maximum of 2 classes (8 hours) may be taken on-line each semester. Additional on-line hours must be approved by the Vice-President of Student Services.

■ Financial Aid

Other Financial Assistance

To defray other educational costs, all student-athletes are required to apply for additional funding through the Financial Aid Office, including the FASFA. Applying for federal aid takes time, and students should apply early, preferably by March 1. Begin by completing the federal financial aid application, which may be obtained from the Financial Aid in Student Services, from high school counselors, or on-line. Additional forms may be requested by the Financial Aid Office. Students should submit accurate information and maintain communication with their financial aid advisor to ensure the financial aid is available before classes begin. Submitting local phone numbers and addresses makes this easier.

Athletic Scholarship – There are certain eligibility requirements that must be met for a student-athlete to maintain his/her athletic scholarship. Student-athletes must maintain a 2.0 cumulative 2.0 grade point average and be enrolled and attending at least 12 credit hours each semester. The scholarship will be revoked if the student-athlete fails to meet these requirements. If a student-athlete chooses to fail a class, his/her scholarship will not cover the expense of re-taking the class.

Change in Class Registration – Student-athletes who have an athletic scholarship may drop and add classes free of charge during the institution's free drop and add period. Student-athletes are responsible for all charges incurred for dropping or adding classes after this period.

Grants — Grants are awards that do not have to be paid back. The most prominent of the grant money is the Pell Grant.

College Work Study Program — This program provides part-time jobs to assist the student in meeting educational expenses. Pay rates vary according to the job. Because this is earned money, no money is paid back. Studies show that students working up to 20 hours a week display a higher academic success rate than students who do not work.

Upon receiving all requested documents, the Financial Aid Office will assemble the student-athlete's financial aid package and send a notification of financial assistance to the student-athlete. The notification assumes the student athlete wishes to accept all of the aid indicated. If the student athlete wishes to reject all or part of the aid awards, the notification must be returned to the Student Financial Aid Office. Please remember this money is to be used for educational purposes. Any amount due the school (tuition, fees or books) will be subtracted from any awarded monies.

Loans — Student loans must be paid back. Typically, the student begins repayment once the student either drops below half time or is no longer enrolled. This is a great opportunity for student athletes to establish their own credit rating. Please note that if these loans are not paid

back, serious consequences will occur, including poor credit rating, denial of future financial aid, garnishment of wages, lawsuits and more.

For additional information, contact the Financial Aid Office in Student Services.

■ How to be a successful student

Student-athletes must remain in good academic standing with the institution to keep their scholarship. Federal regulations require students to maintain a cumulative 2.0 G.P.A. to continue receiving monetary aid. Student-athletes who fall below a 2.0 G.P.A. will be placed on financial aid probation. Student-athletes must complete the full appeal process with both the Financial Aid office and the Athletic Director. Failure to increase the low G.P.A., or complete the appeal process will result in the suspension of the athletic scholarship. If a student-athlete is placed on academic suspension at the end of a semester, his/her scholarship will be revoked for the upcoming semester, regardless of the findings of the Appeal Committee. If a student-athlete loses his or her scholarship for academic or disciplinary reasons, the head coach must notify the student-athlete both in person and in writing.

1. Attend class regularly and on time. If you miss a session, you are obligated to let the instructor(s) know why and your reasons should be legitimate and reasonable. Get all the assignments you may have missed and find out what material was specifically covered in class.
2. It is your responsibility to inform your instructor you will be missing class due to an athletic event. Instructors are not required to make provisions for any make-up tests or assignments if you do not make contact before missing classes.
3. Participate in class. Speak up in class. Ask questions, and most of all, pay attention.
4. Visit your instructor or advisor. See your instructor before or after class about grades, comments made on a paper, or upcoming tests. Your advisor can help you if you should encounter any personal or academic problems.
5. Turn in assignments on time. Make sure your assignments look neat and sharp. Take the time to produce a final product that looks good and shows a caring attitude and pride in your work.
6. Earn extra credit if offered. Demonstrate that you care about your grades and are willing to work to improve them. Do optional work assignments that many students pass up. Extra-credit assignments and projects can mean the difference between a C and a B. Instructors are not obligated to assign extra work, but if they offer, take advantage of that situation.

■ Insurance Coverage

1. The WNCC athlete insurance policy will cover only injuries incurred during participation in official varsity games and practices.
2. The WNCC athletic insurance police provides secondary coverage. This means that the athlete's personal insurance policy (or the parents' personal insurance) must be filed at the time of a visit to a physician or hospital. Once the personal insurance has stopped paying, WNCC's insurance policy may pay the remainder of the costs.
3. The WNCC athletic insurance information form and physical form must be filled out completely and turned in before the athlete will be allowed to practice or play.
4. To expedite compensation for bills, student athletes must complete necessary forms, etc., and return them to the head athletic trainer.
5. No doctor's visit or surgery because of athletic injuries will be compensated by the WNCC insurance policy unless the athlete informs the head athletic trainer before the visit.
6. Student-athletes with organic illnesses not associated with athletic competition may request a referral to a physician from the head athletic trainer; however, any visits to a doctor or subsequent treatment for this matter will not be compensated by WNCC.

■ Letter of Intent

A National Letter of Intent (LOI) is a binding agreement between WNCC and the student-athlete who has signed the LOI. Student-athletes who have signed a LOI for WNCC are not permitted to sign a second LOI or contact another NJCAA institution during the term of their contract. National LOI's are binding from August 1 of each year through July 31 of the following year. Student-athletes may be released from their LOI due to discipline or loss of Eligibility.

■ Media Relations

Student-athletes will be required to engage in a variety of community projects throughout the course of the year. Student-athletes are required to speak and dress in an appropriate manner during all community events. Student-athletes will be photographed, and interviewed by members of the press. All student-athletes will act in a positive manner towards these individuals.

■ NJCAA Bylaws

The National Junior College Athletic Association has specific rules that govern Junior College athletes, coaches and institutions. You may obtain a copy of the updated bylaws from your respective coach, or the athletic secretary.

■ On-Line Social Networks (My Space, Facebook, etc...)

Many higher education institutions are creating policies for student-athletes who participate in on-line social networks. While you attend school at WNCC, you may participate in these networks. However, you may not have any pictures of yourself or others in WNCC apparel on these pages when acting in a derogatory manner. You may also not have WNCC photos on the pages if there are additional derogatory photos on the page that do not involve WNCC students or staff. Negative comments on your pages about any WNCC students or staff will not be tolerated. If a WNCC employee finds you in violation of this policy, you will be subject to disciplinary actions.

■ Parent Involvement

The WNCC Athletic Department has specific protocols in place to ensure that any questions or concerns from student athletes are addressed. During fall orientation meetings, student athletes are advised to see their respective head coach with any issues or concerns. If an issue cannot be resolved through the head coach, student athletes may then meet with the Assistant Athletic Director or me. The Athletic Department will not entertain anonymous phone calls, or emails, parent phone calls, or parent visits unless the student athlete has followed department protocol. This policy helps ensure that every situation is dealt with in a uniform manner.

■ Re-taking Classes

All tuition scholarships cover the cost of classes up to 18 credit hours. If a student-athlete chooses to fail a class, or receives an unacceptable grade and wishes to re-take the class, his/her scholarship will not cover the expense of re-taking the class. Student-athletes will be responsible for the full of cost of every class that is repeated.

■ Theft

The WNCC athletic Department strives to make our institution your home away from home. The department staff expects each student-athlete to treat all WNCC students, staff, other employees and community members with respect. The taking of materials that are not your own is not permissible. Acts of theft will not be tolerated and each instance will be dealt with accordingly and may involve the resources of our local law enforcement.

■ Training Room Rules

1. The training room is not a lounge area. Athletes should come in for treatment and rehabilitation and then make room for other athletes.
2. Profanity or vulgar language will not be used in the training room.
3. No towels will be removed from the training room.
4. Athletes reporting for treatments must wear shorts and T-shirts.
5. Athletes reporting for injury evaluation or treatments should arrive at the training room at least 30 minutes before the start of practice.
6. All athletes will be expected to report for treatment and rehabilitation of their injuries at the same time agreed upon by the athlete and the trainer.
7. No taping will be done without the athlete first performing a reconditioning program assigned by the trainer or physician.
8. No taping will be done later than 10 minutes before practice time. The only exception will be for athletes with late classes who have notified the head athletic trainer in advance.
9. No athlete will add or delete steps from the prescribed rehabilitation program.
10. No athlete will return to practice or competition before release from the physician or head athletic trainer.

■ Transfer Rules (NJCAA)

General rules that apply to any transfer student

1. Transfer students are those who have attended any college beyond the first 15 calendar days of a term or have participated in an athletic contest, and at a later date enrolls and attends classes at another college.
2. Students may not participate in the same sport during the same academic year at two different colleges. Fall participants in the sports of softball, baseball and tennis shall not prevent students from competing in the same sports during the spring season or the same academic year after having transferred from another college and satisfied all the transfer provisions of the eligibility rules. One exception is if a student has transferred from a school that has dropped his or her particular 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 15 calendar days of a term and subsequently transfer before or within the first 15 calendar days of the term must serve probation before they are eligible to participate in athletics.
4. Students who are serving probation shall not dress for any contests.
5. Whenever students are required to serve probation, they must be enrolled in 12 credit hours at the institution where they are participating.
6. To be eligible in a sport that spans two terms, transfer students must be enrolled in 12 or more credit hours during the term when the season of that sport begins. The students must also be enrolled at the college where they have chosen to participate.

Transfers from another NJCAA Institution

There are various rules and regulations regarding students who transfer from another NJCAA member institution. These rules and regulations are listed in the NJCAA handbook and casebook. If you fall under this category, check with the athletic director concerning these rules.

Transfers from Senior College/Non-NJCAA Institution

Same as above.

■ Travel

All student-athletes are required to travel to and from an athletic contest with their respective team. Emergency situations that may arise will be handled on an individual basis by the Athletic Director and the Vice President of Student Services. Head coaches may request payment for individual student-athlete transportation costs **one time per academic year to and from the institution in accordance with NJCAA regulations**. These requests must be approved by the Athletic Director and Dean of Students before final travel arrangements are made. Coaches are not allowed to secure transportation for their respective athletes over Christmas and spring breaks if transportation was provided to the athlete in the fall, and plans have been made for transportation through the Athletic Department at the end of the spring term.

Athletic Drug-Statement

Western Nebraska Community College has a comprehensive drug screening program for our student-athletes. **Board Policy 500.4050.96** states that student-athletes in the college athletic programs will be subject to mandatory testing. The purpose of this policy is to provide education for the student-athletes, prevention of drug abuse among athletes, to aid in the rehabilitation of athletes who may have a possible drug problem, and to help maintain a positive athletic image.

Each student-athlete is subject to be tested a minimum of two times within the school year. Any student-athlete who refuses to be tested will be considered drug positive and will face appropriate consequences. All names are chosen at random, and results will be confidential. Student-athletes who test positive for banned substances will be subject to the disciplinary actions outlined in the board policy.

As a student-athlete of Western Nebraska Community College I understand that the institution has the right to screen all athletes for drug use, regardless of their scholarship status. By signing this document I also understand that I can be randomly tested for drugs throughout the academic year, and if I am caught in possession, manufacturing, distributing, or under the influence of a controlled substance I am subject to disciplinary action by the college.

Student-athlete name (Please Print)

Date

I, _____, have received a copy of this handbook, and have read the information it contains and understand all its meanings. Any questions that I may have had, I went to either the athletic director or my coach to further explain the rules that govern junior college athletes. I, also understand that by going against the rules in the booklet I am subject to penalties handed down by either the athletic director, my coach, administrators of the college, or the NJCAA.

Athlete signature

Date

Parent signature and date