



STUDENT-ATHLETE HANDBOOK

What It Means To Be A Hawk!

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WELCOME FROM THE DIRECTOR OF ATHLETICS

Dear Hocking College Student-Athlete,

I am so pleased that you have chosen to pursue your academic and athletic goals at Hocking College. Being a Hawk is a privilege and we hope you take as much pride in our programs as we do. It represents something bigger than ourselves and requires a commitment to being a great teammate, every day.

At Hocking College we strive to live out our core values of integrity, social responsibility, and competitive excellence while providing a world-class experience for all of our student-athletes. These values are an integral part of our culture and how we evaluate our programs.

Our mission is to develop student-athletes to be leaders academically, athletically, and in the community. Our department is committed to providing a first class experience throughout this experience. If we achieve success in those three areas, it will allow us to set the bar high, operate at high level, and maintain a tradition of excellence that was created by all those who came before you.

Accepting the role of being a student-athlete will without a doubt challenge you but will also serve as a rewarding experience. Maintaining the role of student-athlete requires a demonstrated commitment and effort both in the classroom and on the court/field. Balancing your athletic and academic efforts requires attention to details and maximum effort on your part. You are enrolled at a fine institution that can serve to be a change agent in your life if you have the dedication and determination needed to be successful. In order to achieve these goals we will need everyone's complete commitment to excellence. It is important to understand what it means to be a Hawk and what is expected of you when representing our department and Hocking College.

Please review this student-athlete handbook that will help guide you during your time here at Hocking College. If you ever need anything, we as a department are here for you. We look forward to watching each of you compete this year, best of luck and thank you for representing Hocking College well.

Al Matthews,

Director of Athletics

INTRODUCTION

Every student-athlete who participates in intercollegiate athletics becomes a member of a team that represents Hocking College. By doing so, a student-athlete assumes special obligations and responsibilities for meeting the requirements set forth by the National Junior College Athletic Association (NJCAA), Ohio Community College Athletic Conference (OCCAC), USA Archery, United States Collegiate Archery Association (USCA), and Hocking College.

Hocking College recognizes student-athletes as students first, whose priority is completing their degree. To achieve this the Athletic Department expects that each student-athlete will attend all classes and perform all assignments, unless an illness or emergency arises.

As a student-athlete, you are held to a higher standard of excellence. All choices and decisions regarding personal and academic life reside with the student-athlete but are a reflection on the Athletic Department. The Athletic Department strives to provide opportunities for student-athletes to grow and develop to their fullest potential and it is imperative that student-athletes take advantage of those opportunities in order to be successful. Your participation on an athletic team is considered a privilege, not a right. You are expected to demonstrate good sportsmanship, honesty, and integrity at all times and if you fail to do so the Athletic Department reserves the right to place sanctions on poor behavior up to dismissal from your athletic team.

Please read all of the information in this handbook. It has been designed to be a helpful reference guide for all academic and athletic rules of the NJCAA, OCCAC, USA Archery, USCA, and Hocking College. This handbook does not create any contractual relationship between the College and its student-athletes. The College reserves the right to revise this handbook at any time during a student-athlete's time of enrollment.





MISSION STATEMENT

The mission of the Department of Intercollegiate Athletics at Hocking College is to provide opportunities for participation in intercollegiate athletics in an environment that encourages the achievement of athletic excellence and good sportsmanship. We are committed to maintaining a passion for providing the proper balance between participation in athletics and the educational and social life common to all students. Within this environment we seek to:

- ❖ Foster the pursuit of academic excellence
- ❖ Enhance opportunities for intercollegiate athletic competition and the achievement of individual and team championship performance
- ❖ Support and encourage service to others
- ❖ Be a source of pride for the College

The Hocking College Department of Intercollegiate Athletics conducts programs consistent with both the letter and spirit of the policies and regulations set forth by the National Junior College Athletic Association (NJCAA), the Ohio Community College Athletic Conference (OCCAC), the United States of America Archery Program, the United States Collegiate Archery Association and Hocking College. The mission of the Department is, and shall always remain, compatible with the mission of the College.





ATHLETIC DEPARTMENT GOALS

Hocking College Intercollegiate Athletics program goals are as follows:

1. To provide its student-athletes with a positive academic and athletic experience. The primary goal of higher education is to encourage and enhance student-athlete's academic performance which culminates in the attainment of their degree. This is continually promoted through further development of athletic skills, personal, mental and social growth, and career preparation. The student always comes first in "student-athlete" and for that reason the academic responsibilities remain the primary focus.
2. To provide a well-rounded program of NJCAA sports and to be successful in all sports sponsored. The athletics department will strive to be consistently competitive within the OCCAC, USA Archery, USCA and the NJCAA. Success will be obtained by total compliance of all rules and regulations of the Ohio Community College Athletic Conference (OCCAC), United States of America Archery (USA Archery), United States Collegiate Archery Association (USCA) and the National Junior College Athletic Association (NJCAA).
3. To provide equal opportunity for all students and to provide equal opportunities in employment within the athletics staff. The athletics department will be guided by Title IX and the principles of gender equity that insures equal opportunity for all students and to provide equal opportunities in employment within the athletics staff. Diversity of staff will also be guided by the need for all students to have role models which look like them. Hocking College will strive to have an athletics staff which looks similar to its student-athlete population.
4. To provide and maintain facilities which enable success within all programs. Our facilities will be suitable to host not only conference championships, but also allow us to bid for NJCAA regional competitions and national championships in some cases.
5. To always represent and project a positive image of the College. Hocking College athletics will continually have high expectations of conduct for all who represent it. The leadership will model what being a "Class Act" and representing Hocking College with "Class" means. Respect, civility, self-responsibility, accountability, honesty and integrity are values expected of Hocking College administrators, coaches, student-athletes and all who represent the Hocking College Athletics program.
6. The Athletics Department is cognizant that the intercollegiate athletics program endeavors are not ends in themselves but are directed to the benefit of each student-athlete as a total person in particular and to the good of the College as a whole.



Hocking College Statement of Shared Values

STATEMENT OF SHARED VALUES

Hocking College is committed to personal and social development, educational excellence, and civic engagement.

Membership in the campus community is a privilege and requires its members to conduct themselves ethically with integrity and civility. Campus community members enjoy the same rights and freedoms that all U.S. citizens enjoy, including personal responsibility for one's own conduct, behavior and speech.

In a culture of intellectual inquiry and debate, where the search for knowledge and discovery flourish, campus community members are expected to demonstrate civility, abide by norms of decorum, and adhere to the principles of civil discourse. Being civil means being constantly aware of others and weaving restraint, respect and consideration into the very fabric of this awareness.

Higher education has the duty to educate students to be responsible citizens. Hocking College strives to provide a culture of civility and success where all feel safe and free from discrimination, harassment, threats or intimidation.

Hocking College upholds the following values as the foundation for a civil and nurturing environment. Campus community members are expected to adhere to these common values.

ACADEMIC EXCELLENCE

ENGAGE IN OUR OWN LEARNING AND PARTICIPATE FULLY IN THE ACADEMIC COMMUNITY'S PURSUIT OF KNOWLEDGE.

CARING

SHOW CONCERN FOR THE WELFARE OF OTHERS.

CITIZENSHIP

UPHOLD CIVIC VIRTUES AND DUTIES THAT PRESCRIBE HOW WE OUGHT TO BEHAVE IN A SELF-GOVERNING COMMUNITY BY OBEYING LAWS AND POLICIES, VOLUNTEERING IN THE COMMUNITY, AND STAYING INFORMED ON ISSUES.

FAIRNESS

EXPECT EQUALITY, IMPARTIALITY, OPENESS AND DUE PROCESS BY DEMONSTRATING A BALANCED STANDARD OF JUSTICE WITHOUT REFERENCE TO INDIVIDUAL BIAS.

RESPECT

TREAT PEOPLE WITH DIGNITY REGARDLESS OF WHO THEY ARE AND WHAT THEY BELIEVE.

A RESPECTFUL PERSON IS ATTENTIVE, LISTENS WELL, TREATS OTHERS WITH CONSIDERATION AND DOESN'T RESORT TO INTIMIDATION, COERCION, OR VIOLENCE TO PERSUADE THEM.

RESPONSIBILITY

TAKE CHARGE OF OUR CHOICES AND ACTIONS BY SHOWING ACCOUNTABILITY AND NOT SHIFTING BLAME OR TAKING IMPROPER CREDIT. WE WILL PURSUE EXCELLENCE WITH DILIGENCE, PERSISTENCE, AND CONTINUED IMPROVEMENT

TRUSTWORTHINESS

DEMONSTRATED HONESTY IN OUR COMMUNICATION AND CONDUCT WHILE MANAGING OURSELVES WITH INTEGRITY AND RELIABILITY.





THE HOCKING FAMILY CODE

As a HAWK, I will always do WHAT IS RIGHT! I will act ethically, honestly, fairly, and respect the rights and dignity of all people, at all times.

As a HAWK, I will NOT

- ❖ Lie, cheat, or steal
- ❖ Bully, haze, mistreat, harm, or take advantage of anyone
- ❖ Harass anyone about their race, ethnicity, religion, physical condition, or sexual orientation
- ❖ Take sexual advantage of anyone, by any means or manner (including alcohol, drugs, force, or coercion)
- ❖ Drive under the influence of alcohol or drugs, nor will I get in the vehicle of an impaired driver
- ❖ I will not stand by and allow a fellow HAWK to break the Hocking Family Code

I WILL always protect the HOCKING Family and

- ❖ DO what is RIGHT
- ❖ STOP what is WRONG
- ❖ TEACH fellow Hawks to follow the Hocking Family Code and RESPECT the Hocking Family
- ❖ Responsibly REPORT unethical, dishonest, disrespectful, and/or wrongful behavior

**DOING WHAT IS RIGHT ISN'T ALWAYS EASY,
BUT IT'S ALWAYS RIGHT**

INTEGRITY





STUDENT-ATHLETE CONDUCT AND RESPONSIBILITIES

Student-athletes earn the right to be admitted to the College and its educational programs. To represent the College in intercollegiate competition is a distinct privilege and must be earned by academic dedication and athletic excellence. Therefore, it is understood that the College Code of Conduct is adhered to and held in the highest regard as student-athletes are considered representatives of the College.

HOCKING COLLEGE CODE OF CONDUCT

Violations of written College policy or regulations contained in the Hocking College Catalog or Student Handbook may result in disciplinary action. See the Hocking College Student Code of Conduct at:

[https://cdn2.hubspot.net/hubfs/2446169/Internal%20Docs%20\(Website\)/IT%20Docs/studentCodeOfConduct.pdf](https://cdn2.hubspot.net/hubfs/2446169/Internal%20Docs%20(Website)/IT%20Docs/studentCodeOfConduct.pdf).

Some offenses include but are not limited to:

- ❖ Abuse of self or others
- ❖ Abuse of Student-Conduct Process
- ❖ Academic Dishonesty
- ❖ Acts of Dishonesty
- ❖ Alcohol
- ❖ Arson and Fire Safety
- ❖ Bribery and/or Extortion
- ❖ Health and Safety Hazards
- ❖ Discrimination
- ❖ Disorderly Conduct
- ❖ Drugs
- ❖ Failure to Act to Protect Health and Safety
- ❖ Fiscal Misconduct
- ❖ Firearms/Weapons
- ❖ Group Weapons
- ❖ Harassment
- ❖ Hazing
- ❖ Physical Harm and/or Assault
- ❖ Relational Abuse and/or Violence
- ❖ Sexual Misconduct, Harassment, and/or Violence
- ❖ Stalking
- ❖ Theft
- ❖ Trespassing
- ❖ Unauthorized Entry

ACADEMICS

A student-athlete's major purpose at the College is to earn an academic degree. As a student-athlete you are subject to all NJCAA, Conference, and Hocking College policies and procedures as well as those of the Hocking College Athletic Department. The Student-Athlete Handbook details many of these areas, including information about the various support services. However, this handbook is not intended to be all-inclusive and the student-athlete should contact the Athletic Department with any questions or if further information is needed. You will be held accountable to the Hocking College Student Handbook as well that can be found at [https://cdn2.hubspot.net/hubfs/2446169/Internal%20Docs%20\(Website\)/IT%20Docs/studentCodeOfConduct.pdf](https://cdn2.hubspot.net/hubfs/2446169/Internal%20Docs%20(Website)/IT%20Docs/studentCodeOfConduct.pdf)

The Athletic Department does not view the student-athletes as merely an athlete. Your major purpose is to obtain an academic degree. The Athletic Department has a vested interest in the general welfare, academic and athletic achievement of every student-athlete and provides academic assistance to help support a quality educational experience at the College. The Athletic Department and the coaching staff will work together to assist you and monitor your progress. However, **YOU ARE RESPONSIBLE** for your academics.

The Athletic Department expects every student-athlete to attend all classes and perform all assignments unless sick or traveling or other emergencies arise and conduct himself/herself in ways that are consistent with acceptable classroom performance. When illness or emergencies arise the student-athlete is expected to communicate with the appropriate people, i.e. professors, coaches, athletic trainers, etc. Professors should receive a copy of the team's travel schedule at the beginning of the season.

Student-athletes are strongly encouraged to have a campus academic advisor within their major and to consult with instructors on an individual basis about academic problems or concerns. It is the responsibility of the student-athlete to give full cooperation to college and departmental personnel in all academic matters.

The student-athlete support services of the Athletic Department are in place to provide student-athletes with some of the resources necessary to meet the demands of balancing participation at the highest level of college athletics with a healthy and successful college life. A student-athlete must act as a responsible adult. Therefore, all choices and decisions regarding personal and academic life reside with the student-athlete. Rather than fostering dependence, we work to teach the student-athletes to take care of themselves. We encourage student-athletes to develop self-reliance, a quality that will help them throughout their college career.

ATHLETICS

The student-athlete is subject to the rules established by coaches and the Athletic Department. Please note the following rules:

- ❖ The student-athlete must participate in practice and games, except when declared unfit by the team athletic trainer or doctor, or is in any other way unable to participate through no fault of his/her own.
- ❖ The student-athlete must obey the decisions of the coaches regarding manners and behavior on road trips, including dress policies. The conduct of all team members is the responsibility of the accompanying coaching staff.
- ❖ The Athletic Department must coordinate any requests for student-athlete interviews. A member of the Athletic Department will arrange a time and place for the interview to be conducted. The student-athlete has an important obligation to both his/her teammates and his/her sport not to make critical comments that may be detrimental to Hocking College. It is everyone's responsibility to discuss and solve problems within the organization.

HOCKING COLLEGE EMAIL

Your Hocking College email will be your default email address for all College matters including important notifications from all College administrative offices and the Athletic Department, as well as your instructors. It is vital to check your email account regularly. You may arrange to forward your personal email to your Hocking College email account to avoid the risk of missing critical information.

HAZING

At no time, does the NJCAA, OCCAC, or Hocking College Athletic Department condone or support activities that could be described as a hazing activity. No matter how harmless it may seem, it is not allowed on any level and will result in disciplinary action.

DIVERSITY

The Athletic Department's purpose towards diversity is to foster an environment of respect for gender and ethnic diversity, create a hospitable climate for all members of the intercollegiate athletic community, and assure equitable opportunities for minority student-athletes and personnel while being proactive in recruiting people of diversity.

INTOLERANCE

The College is committed to creating an educational environment free from intolerance that is directed toward individuals or groups; it strives to create and maintain an environment that fosters respect for others. As an educational institution, the College has a mandate to address problems of a society deeply ingrained with bias and prejudice. Toward that end, the College provides educational programs and activities to create an environment in which diversity and understanding of other cultures are valued. Actions motivated by intolerance violate the principles upon which American society is built and serve to destroy the fabric of the society we share. Such actions threaten the reputation of the College and do untold and unjust harm to those who experience this malicious kind of discrimination. Intolerance refers to an attitude, feeling, or belief where an individual shows contempt for other individuals or groups based on characteristics including, but not limited to, age, race, color, religion, sex, national origin, ancestry, disability, veteran status, sexual orientation, or political affiliation.

PERSONAL CONDUCT

As a responsible team member, a Hocking College student-athlete contributes his/her energy and skill to the best of his/her ability and conforms to the self-discipline which membership implies. The student-athlete is subject to the rules established by coaches and the Athletic Department. Please note the following rules (this is not an all-inclusive list):

- ❖ The student-athlete must participate in practice and games, except when declared unfit by the team athletic trainer or doctor, or is in any other way unable to participate through no fault of his/her own. The student-athlete is expected to follow the assigned treatment plan to return to play as soon as possible. It is the decision of the head coach if a student-athlete is allowed to redshirt for non-medical reasons.
- ❖ The student-athlete must obey the decisions of the coaches regarding manners and behavior on road trips, including but not limited to dress code policies. The conduct of all team members is the responsibility of the accompanying coaching staff.

Conduct Policy

If a student-athlete gets into trouble ON or OFF campus the student-athlete is required to notify his/her coach immediately. This includes any citation he/she receives in the residence halls. The coach will notify the Athletic Director.

REMOVAL FROM A TEAM

Participation in collegiate athletics is a privilege rather than a right. A student-athlete may be removed, placed on probation, or disciplined accordingly, at the discretion of the team's coach or athletic administration, for any reason, including, but not limited to, academic, conduct, and performance, as long as the decision is without regard to, age, race, color, religion, sex, national origin, ancestry, disability, veteran status, sexual orientation, or political affiliation, and is compliant with NJCAA and Hocking College policies. If a student-athlete is removed from the team, the Head Coach must notify the Athletic Department within 48 hours of removal.

TRANSFER PROCESS

Student-athletes who would like to speak to another institution should first speak to their head coach about the transfer and the coach will notify the Athletic Department. The permission to contact allows the student-athlete to speak to other institutions, however, this is not a release for competition at the next institution. The decision to grant a release will be made after the completion of the final semester that the student-athlete completes. The student-athlete needs to be aware that they are still held accountable for the athletic and academic eligibility while enrolled at Hocking College.

UNETHICAL CONDUCT

Unethical conduct by student-athletes, as well as staff and coaches, shall be subject to disciplinary action as set forth in the NJCAA enforcement procedures. Student-athletes found in violation may be ineligible for further intercollegiate competition. A student-athlete who is determined to have engaged in unethical conduct may be ineligible for intercollegiate competition in all sports. Unethical conduct consists of, but is not limited to:

- ❖ Fraudulence in connection with entrance or placement examinations;
- ❖ Engaging in any athletic competition under an assumed name or with intent otherwise to deceive;
- ❖ Dishonesty in evading or violating NJCAA regulations;
- ❖ Knowingly furnishing the NJCAA or the individual's institution false or misleading information concerning the student's involvement in or knowledge of matters pertaining to a violation of NJCAA regulations.

SEXUAL ASSAULT AND ABUSE

If someone you know is sexually assaulted or abused during their time at Hocking College, know that the College has a full range of supportive resources to assist them in recovery. All campus and community resources and reporting options are available to everyone.

Students who have been assaulted may seek confidential support through the Campus Advocate (740-591-2701) or Counseling Services (740-753-6564). Students are also encouraged to file a

report to Hocking College Police (740-753-6598) and/or the Title IX Coordinator through the online incident reporting form at <https://cm.maxient.com/reportingform.php?HockingCollege>.

Additionally, the College encourages you to report all incidents of involving discrimination on the basis of sex, even those that may not amount to a crime, including sexual misconduct, relationship abuse and violence, stalking, harassment on the basis of gender identity and expression or sexual orientation, and pregnancy discrimination. Reports may also be made online at: <https://cm.maxient.com/reportingform.php?HockingCollege>

RECRUITING EXPECTATIONS

Due to the recent sanctions at the NCAA level, the following conditions need to be reviewed and adhered to by all team members when involved with any unofficial or official campus visits of prospects.

- ❖ The use of sex, alcohol, drugs, gambling and any other illegal activities are strictly prohibited in the recruiting process.
- ❖ Drug use or the association with drug use is strictly prohibited.
- ❖ Underage drinking is strictly prohibited.
- ❖ The use of sex, prostitution, strippers, or attending a gentlemen's club or activities associated thereof, is strictly prohibited during your visit.
- ❖ All types of gambling/gaming activities are strictly prohibited.
- ❖ Curfews for all visiting recruits are determined by the head coach.
- ❖ Private or chartered airplanes cannot be used to transport the recruits to campus. Only commercial air travel at coach-class fares can be used.
- ❖ Standard vehicles must be used to transport the recruit to and from campus.
- ❖ Recruits may only be housed in standard lodging and meals must be similar to those offered on campus.
- ❖ The institution is prohibited from arranging miscellaneous recruiting aids (e.g., personalized jerseys, personalized audio/video scoreboard presentations) and any game-day simulations during the recruit's official visit.
- ❖ You may not publicize a prospect's visit to campus in any way. This includes publicizing his/her visit through social media, i.e. Twitter, Facebook, Instagram, etc. It is not permissible to post pictures of yourself and the recruit until after the recruit has signed a Letter of Intent. This also includes retweeting posts by others who are commenting on a recruit's visit to campus

MEDIA RELATIONS

When dealing with members of the media, whether in a formal interview or in a relaxed setting, remember that everything you say and do is always on the record. Keep in mind that you as the student-athlete have the right to privacy. You do not have to release information, regardless of what you are told by the reporter. It is also important to remember that the media does provide Hocking College with a great deal of positive exposure, and keeping a good relationship with them is critical. Prior to speaking with the media you must contact the Athletic Department and/or the Administrator for your sport. The Athletic Department must coordinate all requests for student-athlete interviews. A member of the Athletic Department staff will arrange a time and place for the interview to be conducted. The student-athlete has an important obligation to both his/her teammates and his/her sport not to make critical comments that may be detrimental to Hocking College. It is everyone's responsibility to discuss and solve problems within the organization.

SOCIAL NETWORKING WEBSITES

In recent years, Facebook, Twitter, Instagram, and other social networking sites have increased in popularity and are used by the majority of students and student-athletes at Hocking College. Student-athletes should remember that they are ambassadors of the College and are always in the public eye. Content posted by student-athletes at other institutions or even by other students on campus may not be acceptable on the profile of a Hocking College student-athlete. Be advised that staff, coaches, university officials, city officials, sheriff's offices, and future employers are checking profiles for inappropriate photos, comments, and activities that violate campus policy, underage drinking, etc. Inappropriate material found by third parties affects the perception of the student, the Athletic Department, and the College. This can be detrimental to a student-athlete's future employment opportunities and the reputation of Hocking College.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:

- ❖ Posting photos, videos, comments or posters showing the personal use of alcohol and tobacco (e.g., holding cups, cans, shot glasses, etc.).
- ❖ Posting photos, videos or comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- ❖ Posting pictures, videos, comments or posters that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
- ❖ Using inappropriate or offensive language in all comments, videos, and other postings. This includes threats of violence and derogatory comments against race and/or gender.

For your own safety, please keep the following in mind as you participate in social networking websites:

- ❖ Consider setting your security settings to private, so that only your friends can view your profile as well as your pictures.
- ❖ You should not post your email, home address, local address, telephone number(s), or other personal information as it could lead to unwanted attention, online predators, stalking, identity theft, etc.
- ❖ Be aware of who you add as friends on social media – many people are looking to take advantage of student-athletes or to seek connection with student-athletes.
- ❖ Consider how the above behaviors can be reflected in all social networking applications.

You should review your team rules, as some coaching staffs may prohibit any type of social media participation. Student-athletes may be subject to disciplinary action, up to and including dismissal from participation, if there is any negative misrepresentation of the College and/or Athletic Department.

TEAM TRAVEL

All student-athletes must remain with their team and coaches when traveling for the purpose of competition. If it becomes necessary for a student-athlete to travel separately at a competition from the rest of the team, the coach must seek prior permission to be granted by the Director of Athletics or his designee. If this is not completed prior to leaving Hocking then permission is automatically denied. A Student-Athlete Travel Release form must be signed by the student-athlete, acknowledging a release of liability of the team, the coaching staff, the Athletic Department and the College. If the student-athlete is under the age of 21, the parents must also give prior approval for travel if the student is not traveling with the parents. The form also requires the coach's signature and the Athletic Director's signature. Permission will be granted on a case-by-case basis, as evaluated by the athletic administration. Otherwise, all student-athletes must travel together as a team. At no time should a student-athlete be traveling or participating in an event while receiving College resources without the supervision of a member of the coaching staff.





ACADEMIC SUPPORT FOR STUDENT-ATHLETES

The Athletic Department's Academic Support Center for Student-Athletes is located in the Athletic Department in John Light Hall. The facility houses all athletic offices, a computer lab, and a spacious study area. The staff Trio and the Access Center will provide support services for student-athletes through academic and career counseling, tutoring, and academic programming. The Athletic Department Staff will assist student-athletes in balancing their academic and athletic demands while serving as a supplement to the major academic advisors housed in each student-athlete's college of enrollment. Every effort is made to meet the student's individual needs. However, as with all support, the student is the key. They must use the resource effectively and fully to maximize the benefit.

ACADEMIC INTEGRITY

Academic integrity is the pursuit of scholarly activity free from fraud and deception and is an educational objective of this institution. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating of information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

FACULTY ROLE

At the beginning of each course, it is the responsibility of the instructor to provide a statement clarifying the application of academic integrity criteria to that course. A student charged with academic dishonesty will be given oral or written notice of the charge by the instructor. If students believe they have been falsely accused, they should seek amends through informal discussions with the instructor, department head, and dean or campus student conduct officer.

CONSEQUENCES FOR ACADEMIC DISHONESTY

In addition to any penalties imposed by individual instructors or the Office of Student Conduct, student-athletes who commit academic dishonesty may be subject to an immediate 10% withholding from competition, including, if necessary, postseason competition and competition the following year. Academic dishonesty includes, and is not limited to, using another person's words and ideas without proper acknowledgement (i.e., plagiarism), submitting someone else's work as your own, cheating on an exam or other course assignment, and providing false information to an instructor.

ACADEMIC EXPECTATIONS OF STUDENT-ATHLETES

- ❖ Student-athletes should be familiar with Hocking College policies regarding classes and attendance
- ❖ Students are to know and abide by the policies and procedures of the NJCAA, OCCAC, USA Archery, USCA, Hocking College, and the Hocking College Athletic Department.
- ❖ Students are to fulfill all expectations and requirements of their courses, including those that apply to attendance, participation, submitting assignments on time, and completing quizzes, tests, and final examinations on the scheduled dates.
- ❖ When traveling during the academic calendar, student-athletes should request instructors' policies on attendance and making up missed assignments for all courses in which they are enrolled. Students must take the initiative to talk to the instructor about making up work missed because of an excused absence. Student-athletes must provide their professors with a copy of their travel schedule at the beginning of each semester in the form of an official Athletic Department Travel Letter.
- ❖ Students should seek out the advice or help of the professor about difficulties in a course, preferably during the professor's regular office hours, but if that time is not possible, by appointment with the professor at another time.
- ❖ Students are to report their academic progress during the semester to their team's designated Sport Administrator as well as their coach.
- ❖ Students should consult their College advisor when preparing their course schedules every semester.
- ❖ Students should speak with their Athletic Department Sport Administrator and/or College advisor right away if they are having difficulty in a course.
- ❖ Students should understand that tutoring is never a substitute for class attendance.
- ❖ Students should keep accurate records of their progress toward their degree as well as know their academic department, college, and college graduation requirements by meeting regularly with both their Athletic Department Sports Administrator and their College major advisor.

THE GOAL: GRADUATION

HOW TO PREPARE

Accumulating credits or attending school for a certain period of time does not automatically entitle you to a diploma. You need to make sure that you have satisfied all the College and major requirements that were in effect at the time of your most recent admission. You need to officially apply for graduation online and pay the graduation fee. Applications can be obtained online and should be submitted at the start of the semester in which you intend to graduate.

TALK TO YOUR ADVISOR

It is important to meet with your advisor or a representative from your Academic College regularly to determine your academic standing with regard to graduation requirements. Completing this step could help you avoid unnecessary complications when it's time to graduate from Hocking College.

STUDY TABLES

Study hours each week are calculated Monday through Sunday. Typical study hall hours during the academic year are:

Academic Success Center

Monday-Thursday	7am-10pm
Friday	7am-4pm
Saturday and Sunday	12pm-5pm

Athletic Department

Monday-Friday	9am-5pm
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Individual/Group Tutoring

By appointment only

STUDY TABLES RULES

- ❖ A student-athlete attending study hall may check in or out only for him/herself. All hours must be logged in the Study Table Tracker program by a staff member
- ❖ Come to study table prepared to study for the entire required time. Have required books, notebooks, materials, etc.
- ❖ Proper attire must be worn in study tables.
- ❖ Study tables are not to be used for surfing the Internet, watching Youtube/Hudl/Krossover, or socializing. Credit is only given for time spent studying.

TUTOR SERVICES

Tutoring is not just for students who are struggling in a course; it is for all student-athletes wishing to maximize their performance in a class. The staff at the Access Center and Trio can help you utilize qualified tutors and tutor services from across campus as well as help in arranging a student-athlete an individual or group tutor.



ACADEMIC POLICIES AND PROCEDURES

MISSED CLASS POLICY

Travel Absences - If a class conflict is caused by travel to away games, your professors are usually more than willing to assist you in resolving this conflict when advance notice is given. You will be given a letter from your coach/athletic academic advisor to give to each of your instructors at the beginning of each semester. Your travel schedule will be attached to this letter. The letter will state that you will make up any missed assignments due to team travel and that you will remind your instructor in-person of an approaching travel date. Be sure each of your instructors receives this letter! The letter only excuses you if you are on the actual travel squad for that contest, and only for actual time missed.

University Missed Class Policy Statement - A student is permitted to be absent from class because she or he is participating in an official College recognized activity. "Official absence" is defined as absence(s) from class because the student is representing Hocking College at an official, College-recognized event. At no time should a student-athlete misrepresent themselves to professors by asking for class excuses to attend any other type of event or an event for which they are not on the travel roster. Once this becomes known to the athletic administration, the student-athlete will be immediately suspended from team participation and face further disciplinary actions.

RESPONSIBILITY AND PROCEDURES

Students

Official absence excuses the student only from attending class or other formal instruction during the absence. Students have both the right and the responsibility:

- ❖ To make up any work missed during their official absence;
- ❖ To make up examinations given during their official absence; and
- ❖ To have the same privileges as other students in the class.
- ❖ Students shall make sure the instructor is notified of the official absence in writing.

Otherwise, official absence status can be jeopardized.

Faculty

- ❖ To excuse a student from attending class or other formal instruction during the official absence;
- ❖ To not penalize a student for such absence;
- ❖ To allow a student to make up any work missed during his or her official absence; and,
- ❖ To preserve the same privileges as other students in the class.

Athletic Department

- ❖ To notify instructors, in writing, of official absences or anticipated absences by students in advance of the absence;
- ❖ To deliver the notice to the instructor via the student on official College stationery with dates and approximate departure and return times for official absence.

- ❖ Note that the activity sponsor and the student are jointly responsible for timely delivery of the notice. Failure to deliver the notice in advance can jeopardize the student's official absence request.

Department Heads and Deans

- ❖ Academic department heads and deans are responsible for ensuring that the faculty members are apprised of this policy.
- ❖ Non-adherence to this policy will be reflected in the performance evaluation of administrative personnel responsible for promulgating this policy, or faculty responsible for implementing it, as appropriate

REGISTRATION AND COURSE SCHEDULING

Student-athletes have the privilege of priority registration. This is a benefit, not a right. In order to take advantage of this you must follow the proper protocol. All student-athletes are strongly encouraged to consult the College catalog as well as work closely with their academic advisor in choosing courses. Each student-athlete should meet with their advisor prior to registration for any term. The schedule of available classes is only available online via Hocking College WebAdvisor and the Hocking College website at: <https://www.hocking.edu/course-scheduling-registration>.

SCHEDULING FOR PRACTICE

Confirm your practice and travel schedule with your coaching staff prior to registering for the next semester's courses. Use this information when scheduling courses to avoid conflicts. Student-athletes ARE NOT EXCUSED to miss class to attend regular athletic practice – plan accordingly.

SUMMER SCHOOL

Hocking College offers a variety of courses and sessions during the summer. The Athletic Department is committed to helping students move towards graduation in their degree. Summer sessions can be a valuable way to move toward this goal. There are some limitations on summer school based on a variety of financial aid, eligibility and funding issues. However, every effort will be made by Hocking College to meet the needs of student-athletes during the summer sessions.

TUITION AND OTHER CHARGES

Tuition and other charges must be paid in full in order for the student-athlete registration to be complete.



ACADEMIC ELIGIBILITY REQUIREMENTS

Hocking College monitors the academic progress of student-athletes in accordance with rules and regulations of the NJCAA, OCCAC, USA Archery, USCA, and Hocking College policies. The Registrar maintains the official academic record of each student. The Athletic Department maintains unofficial records of student-athletes and works directly with student-athletes, coaches, the Registrar's Office, and the Faculty regarding academic progress and athletic eligibility.

REGISTRATION

The Hocking College Registrar's Office, in partnership with Hocking College Athletics, helps to ensure compliance with NJCAA rules. What does this mean for you?

Dropping and Adding or Switching Sections:

Given that you are enrolled full time in 12 or more credit hours, you must add a new section before dropping the current section. This procedure must be followed to avoid falling ineligible for not meeting the enrollment requirement of at least 12 credit hours to be eligible to participate in intercollegiate athletics.

You are in Charge of Your Final Schedule

Only YOU can drop and add courses. Your schedule and your fines with related holds will remain – and accrue late fees from the College – until you take care of them. Athletic Personnel are unable to make any changes to your registered courses. All fees, holds, and financial aid information is available to students on WebAdvisor. WebAdvisor accounts should be checked REGULARLY.

FULL-TIME ENROLLMENT

The NJCAA policies mandate that only full-time (12 credits or more during a semester) candidates for an associate's degree shall represent Hocking College in an intercollegiate athletics contest. If a student-athlete drops below full-time status at any time during the semester, he or she immediately becomes ineligible to compete. An exception may be made if you are in your final semester to graduate or for a student-athlete with a diagnosed learning disability. This is done through a NJCAA waiver. Dropping a course should be given very careful consideration. You must consult with both your Sports Administrator and your advisor BEFORE dropping any courses.

GOOD ACADEMIC STANDING

Definition of Good Academic Standing

To remain eligible for athletic competition, a student-athlete must remain in good academic standing. Good academic standing is maintained if the student-athlete meets all NJCAA and Conference academic standards, including grade point average requirements and the passing of at least twelve credit hours during the semester.

ELIGIBILITY REQUIREMENTS

First Year Student-Athletes

To meet the requirements of Hocking College and the NJCAA a first year student-athlete must:

- ❖ Be a high school graduate or must have received a high school equivalency diploma
- ❖ Students must maintain enrollment of at least 12 credit hours or more during the term of athletic participation
- ❖ Prior to the second full time term, a student must have passed a minimum of 12 credit hours with a 1.75 GPA or higher
- ❖ Student-athletes must successfully complete 24 credit hours with a 2.00 or higher Cumulative GPA to be eligible for a second year of competition.

Continuing Student-Athletes

To continue participating in intercollegiate athletics student-athletes must:

- ❖ Successfully completed 24 credit hours with a Cumulative GPA of 2.00 or higher
- ❖ Successfully completed a minimum of 12 credit hours with a Term GPA of 2.00 or higher in the previous term of full-time enrollment.

OR

- ❖ Successfully accumulated earned credit hours equal to 12 multiplied by the number of terms in which the student-athlete was previously enrolled full-time with a Cumulative GPA of 2.00 or higher

OR

- ❖ A first season participant must have earned a minimum of 24 credit hours with a Cumulative GPA 2.00 or higher for the initial term of participation, regardless of previous term or other accumulation requirements

OR

- ❖ A second season participant must have earned a minimum of 36 credit hours (Fall Sport) or 48 credit hours (Spring Sport), with a Cumulative GPA of 2.00 or higher regardless of previous term or other accumulation requirements

UNDERSTANDING NCAA AND NAIA ELIGIBILITY REQUIREMENTS

The academic requirements of the NJCAA are different than those of the NCAA and NAIA. It is possible to compete athletically at Hocking College for two seasons and NOT meet NCAA and/or NAIA transfer requirements for athletic participation. To compete in athletics at a four-year institution student-athletes must meet the academic requirements that have been established for transfer students by the respective governing body, athletic conference and the institution that the student-athlete wishes to transfer to. To determine your eligibility status and academic plan it is important to know whether you were an automatic qualifier, partial qualifier, or non-qualifier based on your high school transcript, standardized testing scores, and if you intend to compete athletically a four-year institution.

Your status will determine which transfer rules apply to you and how many seasons of eligibility you have to compete at the next institution that you attend. If you have not already done so, you will want to apply to the NCAA Clearinghouse and NAIA Eligibility Center to determine your qualifying status. To learn more about the qualifying process visit the NCAA Eligibility Center at <http://www.ncaa.org/student-athletes/future/eligibility-center> and the NAIA Eligibility Center at <https://www.playnaia.org/eligibility-center>.

Note: If you never registered with the NCAA before coming to college you will be classified as a non-qualifier. All students are strongly encouraged to apply to the NCAA Eligibility Center and NAIA Eligibility Center to obtain their qualifying status.

NCAA DIVISION I TRANSFER REQUIREMENTS ELIGIBILITY REQUIREMENTS FOR 2 YEAR COLLEGE TRANSFERS

NCAA DIVISION I TIME CLOCK

If student-athlete wishes to transfer from a two-year institution to a NCAA Division I institution, he/she must complete all seasons of competition within five calendar years from the original date of full-time enrollment at any collegiate institution, including a two-year college. This “five-year clock” does not stop except under special circumstances (i.e. time spent in the armed services or an official missionary trip). This “five-year clock” begins upon initial full-time enrollment and attendance of the first day of class. If you are unsure of this rule, please contact your coach or Sports Administrator BEFORE enrolling as a full-time student.

If you are a Qualifier:

- ❖ Graduate from Hocking College OR
- ❖ Attend Hocking College as a full-time student for a least one semester (excluding summer terms)
- ❖ Average 12 transferable credits for each semester attended (excluding summer terms)
- ❖ Earn a minimum GPA of 2.50 in transferable credits

- ❖ No more than 2 credit hours of Physical Education courses will be used to meet the transfer degree credit and GPA requirements

If you are a Non-Qualifier:

- ❖ Attend Hocking College as a full-time student for at least three semesters (excluding summer terms)
- ❖ Graduate from Hocking College (25% of credits must be completed at the institution awarding the degree)
- ❖ Earn a minimum of 48 transferrable credits that apply toward a degree
- ❖ Transferable credits MUST include 6 credit hours of English, 3 credit hours of Math and 3 credit hours of Science
- ❖ Earn a minimum GPA of 2.50 in transferable credit hours
- ❖ No more than 2 credit hours of Physical Education courses will be used to meet the transfer degree credit and GPA requirements

Note: Students entering a NCAA Division I institution may only earn 18 credit hours of transferable coursework during the summer and only 9 credit hours of transferable credits may be earned during the summer immediately before transferring.

DEGREE PROGRESS RULE

The 40-60-80 Rule for degree progress at a NCAA Division I institution means that you must be making progress towards your bachelor's degree even if you are attending a two-year institution. You will need to meet the following percentage of degree requirements before you become eligible to compete at a NCAA Division I institution.

- ❖ After completing 4/5 full-time terms you must be at 40% degree progress (Approximately 48 earned credit hours)
- ❖ After completing 6/7 full-time terms you must be at 60% degree progress (Approximately 72 earned credit hours)
- ❖ After completing 8/9 full-time terms you must be at 80% degree progress (Approximately 96 earned credit hours)

REDSHIRT

If your "five-year clock" has started but you do not participate in a given season a student-athlete may apply for a redshirt. A redshirt is when a student-athlete does not compete during a season for academic reasons. A medical redshirt is when a student-athlete does not compete or does not compete past a predetermined threshold due to an incapacitating injury. See your coach or Sports Administrator for more information on redshirting.

NCAA DIVISION II TRANSFER REQUIREMENTS ELIGIBILITY REQUIREMENTS FOR 2-YEAR TRANSFERS

NCAA DIVISION II TIME CLOCK

If student-athlete wishes to transfer from a two-year institution to a NCAA Division II institution, he/she must complete four seasons of competition during the first ten full-time terms of enrollment from the initial date of full-time enrollment at any collegiate institution, including a two-year college. This “ten term rule” allows for added flexibility when it comes to utilizing seasons of eligibility. If you are unsure of this rule, please contact your coach or Sports Administrator BEFORE enrolling as a full-time student.

To be eligible to transfer to a NCAA Division II institution as a Qualifier a student-athlete MUST:

- ❖ Successfully complete a minimum of 12 transferable credit hours each semester that he/she is enrolled full-time at Hocking College
- ❖ Earn a minimum of a 2.00 GPA in those transferable credit hours
- ❖ Spend at least one full-time term at Hocking College (excluding summer terms)

To be eligible to transfer to a NCAA Division II institution as a Non-Qualifier a student-athlete MUST:

- ❖ Successfully complete a minimum of two full-time terms at Hocking College AND
- ❖ Graduate from Hocking College earning at minimum 25% of the credit hours needed to graduate from Hocking College

OR

- ❖ Successfully earn a minimum of 12 credit hours of transferable credit each full-time term of enrollment
- ❖ Earn a minimum of a 2.00 GPA in those transferable credit hours

NCAA DIVISION III TRANSFER REQUIREMENTS ELIGIBILITY REQUIREMENTS FOR 2-YEAR TRANSFERS

OPTION #1

Student-athletes interested in transferring to a NCAA Division III institution and has not participated in intercollegiate athletics is automatically eligible

OPTION #2

If a student-athlete has participated in intercollegiate athletics and would be academically eligible to return to Hocking College to participate in another year of intercollegiate athletics then he/she would be eligible to participate at the NCAA Division III level.

NAIA TRANSFER REQUIREMENTS

ELIGIBILITY REQUIREMENTS FOR 2-YEAR TRANSFERS

If student-athlete wishes to transfer from a two-year institution to a NAIA institution, he/she can only compete in four seasons of competition in his/her first 10 full-time semesters, including all seasons and time at a two-year college.

To be eligible to transfer to a NAIA institution a student-athlete must:

- ❖ Register with the NAIA Eligibility Center
- ❖ Must successfully complete 24 credit hours in the last two semesters of enrollment
- ❖ Must successfully accumulate 24 credit hours before entering your second season as a student-athlete or 48 credit hours before entering your third season as a student-athlete
- ❖ Must have a minimum of a 2.00 Cumulative GPA
- ❖ Credit hours earned in the summer term to be used to meet the 24 credit hour rule must be taken between the last 2 full-time terms or after the last 2 full-time terms and cannot be used to replace courses previously passed with a D- or better.





ATHLETIC ELIGIBILITY RULES AND REGULATIONS

Hocking College is responsible for conducting the athletics program, and this includes overall responsibility for the actions of student-athletes. Student-athletes are responsible for learning NJCAA, Conference, and Hocking College rules and regulations. The following information is an overview of some of the major rules concerning eligibility. Every student-athlete should be aware of these rules. You are responsible for all the information contained in this handbook. Because of the complexity of all the rules, this guide does not include all regulations and should not be relied upon exclusively. If you have any questions, please contact your coach and/or the Athletic Department.

ACADEMIC ELIGIBILITY

Refer to previous section in this Handbook labeled Academic Eligibility Requirements.

AGENTS

A student-athlete will be ineligible for participation in intercollegiate athletics if he/she ever agrees (orally or in writing) to be represented by an agent for the purpose of marketing your athletic ability or reputation in your particular sport. Further, any agency contract not specifically limited in writing to a sport or particular sports shall be deemed applicable to all sports, and you shall be ineligible to participate in any sport. If an agent contacts you or any family member or friend it is mandatory you notify your coach and the Athletic Department.

Representation for Future Negotiations

A student-athlete shall be deemed ineligible if he/she enters in a verbal or written agreement with an agent for representation in future professional sports negotiations that are to take place after you have completed your eligibility.

Benefits from Prospective Agents

A student-athlete shall be deemed ineligible if you (relatives or friends) accept transportation or other benefits from any person who represents any individual in the marketing of his/her athletics ability. The receipt of such expenses constitutes compensation based on athletics skill and is an extra benefit not available to the student body in general; or an agent, even if the agent has indicated that he or she has no interest in representing the student-athlete in the marketing of his/her athletics ability or reputation and does not represent individuals in the student-athlete's sport.

Contact by Agents

The following procedure should be followed if you or your relatives are contacted by an agent or their representative, face-to-face, by telephone or written correspondence.

- ❖ Advise the agent that you and your family will not have any contact with the agents until your eligibility is exhausted
- ❖ Request that agents send all correspondence directly to the Athletic Department and submit all written correspondence from agents to the Athletic Department
- ❖ Report all agent contact to the Athletic Department
- ❖ Advise the agent that you will schedule interviews when your eligibility is exhausted
- ❖ Thank them for their interest

COUNTABLE ATHLETICALLY RELATED ACTIVITIES (CARA)

What are the daily and weekly time limitations on countable athletically related activities?

Student-athletes may not participate in countable athletically related activities for more than:

- ❖ In Season: Four hours per day; 20 hours per week
- ❖ Off Season: (during the academic year) Eight hours per week

The daily and weekly hour limitations DO NOT apply to the following time periods:

- ❖ During preseason practice prior to the first day of classes or the first scheduled contest, whichever is earlier
- ❖ During an institution's term-time official vacation period (e.g., Thanksgiving, spring break), as listed in the institution's official calendar, and during the academic year between terms when classes are not in session

Are student-athletes required to have a day off from countable athletically related activities?

During the academic year, student-athletes shall not engage in any countable athletically related activities on one day per week during the playing season and two days per week outside the playing season. The required day(s) off may occur on any day of the week and may change from week to week. A “week” is defined as any seven consecutive days, determined at the institution’s discretion. Team captains will sign-off on the CARA hours for the team once a week.

Additionally, the Athletic Department will choose individuals at random to audit the CARA hours for a week.

COMMON ACTIVITIES THAT COUNT AND DO NOT COUNT AGAINST DAILY AND WEEKLY TIME LIMITS

Countable Athletically Related Activities	Non-countable Athletically Related Activities
Practices (must not exceed 4 hours in 1 day)	Compliance meetings
Meetings with coaches (Initiated or Required by the Coaching Staff)	Meetings with coaches initiated by the student-athlete (as long as no countable activities occur).
Competitions (All competitions count as 3 hours, no matter the length of time and no other countable activities may occur after the competition)	Drug/Alcohol educational meetings or other educational speakers put on by the Athletic Department
Field/Court activities	Study Hall/Tutoring or Academic Meetings
Field/Court activities called by any member of the team and confined to members of the team	Voluntary weight training not conducted by the coach or staff member
Required weight training/conditioning	Voluntary sports activities (initiated by student-athletes, no attendance taken, no coach present)
Required participation in camps/clinics	Traveling to and from competition (as long as not countable activities occur)
Discussion or review of game film	Training Room activities (treatment, rehab, taping, medical exams)
Fundraising activities or public relations/promotional activities and community service projects	Post season or Awards banquets
Individual workouts with a coach	Recruiting activities

COUNTABLE ATHLETICALLY RELATED ACTIVITIES IN THE OFF SEASON

What is the difference between in-season and out-of-season?

Outside the playing season (during the academic year), student-athletes are limited to no more than eight (8) hours per week of certain countable athletically related activities. Student-athletes may be involved in any non-countable athletically related activity during the off-season period (e.g., workouts using the safety exception, voluntary workouts, other non-countable activities permitted during the in season period).

- ❖ **In-Season (20 Hours)** - Time between the team's first officially recognized practice session and the last practice session of competition, whichever occurs later. Sports other than football and basketball may have their seasons separated into two distinct segments: championship segment and non-championship segment. During the in-season period (i.e., championship and non-championship segments), a student-athlete may participate in a maximum of 20 hours per week of countable athletically related activities.

- ❖ Off Season (Eight Hours) - The remaining days during the academic year not included in the in season period. A student-athlete may participate in a maximum of eight hours per week of countable athletically related activities and may not participate in any countable athletically related activities on two days per week during the off season period. In sports other than football, participation in up to two hours of required skill instruction is permissible. In football, skill-instruction activities are limited to review of game film.

EMPLOYMENT

The NJCAA permits a student-athlete to earn legitimate on or off campus employment at any time. Prior to beginning employment, go to the Athletic Department to fill out the paperwork. In order to protect your eligibility, you must receive approval from the Athletic Department and your coach prior to any period of employment. If you already have a job, you need to see the Athletic Department to complete the employment form immediately.

- ❖ The student-athlete's compensation does not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame, or personal following that he or she has obtained because of athletics ability;
- ❖ The student-athlete is to be compensated only for work actually performed; and
- ❖ The student-athlete is to be compensated at a rate commensurate with the going rate in that locality for similar services

EXTRA BENEFITS

An extra benefit is any special gift or arrangement made by Athletic Staff Members, representatives of our athletics interests (boosters), a sports agent, or a commercial enterprise (e.g., athletic equipment suppliers) to provide you and/or your relatives or friends with a benefit not expressly authorized by the NJCAA and generally available to the general student body. You are required to inform the Athletic Department if you are offered any extra benefits. Examples of Extra Benefits include, but are not limited to:

- ❖ A special discount, payment arrangement, or credit on purchases or services
- ❖ A loan of money, signing, or co-signing a note to arrange a loan in any amount
- ❖ A guarantee of bond
- ❖ The use of an automobile or other methods of transportation
- ❖ The purchase of a meal or service at a commercial establishment
- ❖ Transportation to or from a summer job
- ❖ A benefit connected with off-campus housing (i.e., television sets or stereo equipment, specialized recreational facilities, free or reduced rent)
- ❖ Selling or providing complimentary tickets for any item of value
- ❖ Providing holiday or birthday gifts
- ❖ Use of a phone or credit card to make long distance phone calls

FEE FOR LESSON

If you are teaching lessons, there are several important rules to take note of. You may not ever use a Hocking College facility to teach a lesson. You also may not use your name, image, or likeness to advertise for fee-for-lessons. You may only advertise by word of mouth.

Additionally, you may only be paid the going rate in the area for similar instruction. The Athletic Department strongly encourages you to keep a log of all lessons taught and have the person pay by check so you can prove the amount you were paid. Finally, you must fill out an employment form in the Athletic Department for this type of work.

OCCASIONAL MEALS

A student-athlete or the entire team in a sport may receive an occasional meal in the locale of the institution on infrequent and special occasions from an institutional staff member. An institutional staff member may provide reasonable local transportation to you to attend such meals. Also, you may receive an occasional meal at the home of a representative of athletics interests (boosters, including parents of student-athletes) on infrequent and special occasion under the following conditions:

- ❖ The meal must be provided in an individual's home (as opposed to a restaurant) and may be catered; and a representative of the institution's athletics interests may provide reasonable local transportation to you to attend the meal function only if the meal is at the home of a representative.
- ❖ You must notify your coaching staff of the meal so that it may be appropriately recorded with the Athletic Department in a timely manner, prior to the date and time of the meal.

OUTSIDE COMPETITION

Outside competition is any athletics competition against any other athletics team (including an alumni team) that does not represent the intercollegiate athletics program of Hocking College. A student-athlete who participates during the academic year as a member of any outside team in any non-collegiate, amateur competition becomes ineligible for intercollegiate competition. Basketball student-athletes may not participate in any organized basketball competition while representing Hocking College.

NJCAA BEGINNING OF THE YEAR FORMS

At the beginning of each academic year, all student-athletes are required to complete several forms and return them to the Athletic Department. The student-athlete will not be eligible for competition until the forms have been completed.

VOLUNTARY ACTIVITIES

What is a “voluntary” activity?

To be considered a “voluntary” activity, all the following conditions must be met:

- ❖ The student-athlete must not be required to report back to a coach or other Athletic Department staff member (i.e. strength coach, athletic trainer, manager) any information related to the activity. In addition, non-coaching Athletic Department staff members who observe the activity (e.g., strength coach, athletic trainer, manager) may not report back to the student-athlete's coach any information related to the activity

NOTE: Coaches may not observe voluntary activities.

- ❖ The activity must be initiated and requested solely by the student-athlete. Neither the institution nor any Athletic Department staff member may require the student-athlete to participate in the activity at any time
- ❖ The student-athlete's attendance and participation in the activity (or lack thereof) may not be recorded for the purposes of reporting such information to coaching staff members or other student-athletes
- ❖ The student-athlete may not be subjected to penalty if he or she elects not to participate in the activity. In addition, neither the institution nor any Athletic Department staff member may provide recognition or incentives (i.e. awards) to a student-athlete based on his or her attendance or performance in the activity





SPORTS MEDICINE AND WELLNESS

PRE-PARTICIPATION PHYSICALS

All student-athletes must have completed a pre-participation physical exam and received clearance by a Hocking College Sports Medicine Team before the student-athlete can practice, compete, or engage in any athletically related activities. The pre-participation physical exams must be obtained prior to the student-athletes' arrival each year. If a returning student-athlete does not attend the designated physical date, the sports medicine staff will not be responsible to schedule an alternative date. Any costs for a physical will be the responsibility of the student-athlete.

MEDICAL CARE AND TREATMENT

The Hocking College Sports Medicine Department will provide medical treatment for all injuries related to practice, competition or conditioning. It is the responsibility of each student-athlete to promptly report any injuries to their designated Certified Athletic Trainer. The Athletic Trainer will then evaluate the condition and make the necessary treatment recommendations, including referrals to a physician if necessary. It is NOT policy for student-athletes, coaches, or parents to make physician appointments for the student-athlete without the supervising Athletic Trainers knowledge or approval. If medical attention for an athletically related injury is sought without the knowledge or approval of the supervising Athletic Trainer, the student-athlete will be responsible for all medical expenses incurred.

It is understood that emergencies and medical appointments not related to athletics do not require prior approval from the supervising Athletic Trainer. However, notification of the medical care must be provided to the supervising Athletic Trainer as soon as possible. Non-athletic medical costs will not be covered by the Hocking College Athletic Department. It is also understood that medical clearance to participate as a Hocking College student-athlete must come from the College's Sports Medicine Team and not an outside practitioner.

It is the responsibility of the student-athlete to follow the Hocking Certified Athletic Trainer's instructions for treatment and rehabilitation. Student-athletes who do not follow such instructions may not practice or compete. If an injury occurs that is not athletically related or occurs during a vacation period, the student-athlete should contact their team's assigned Athletic Trainer as soon as possible in order for proper treatment and rehabilitation plans to be determined.

It is the responsibility of the student-athlete to follow all athletic training room rules of conduct. Each athletic team will be educated regarding the rules of conduct. The Hocking College Sports Medicine Staff reserves the right to refuse athletic training room services to those student-athletes who chronically choose not to follow the athletic training room rules – excluding emergency services.

INJURY TREATMENT

Hocking College maintains a well-trained staff of professionally certified and licensed Athletic Trainers. When a student-athlete needs to see a health care provider for an athletically related injury, a referral will be made by the athletic training staff. Because the College is responsible for approved and documented athletically related medical treatment, all student-athletes must be referred to the proper provider by the Hocking College Athletic Training Staff. Unapproved self-referral will result in a student-athlete becoming responsible for all costs associated with the provider visit, including any diagnostic tests ordered. Also, all costs associated with second opinions are the responsibility of the student-athlete unless requested by the Hocking College Athletic Training Staff.

CONCUSSION SAFETY PROTOCOL

Hocking College Athletics, along with the NJCAA, have created a concussion safety protocol, which sets guidelines to be used as part of a comprehensive concussion management program for student-athletes. The time frame between steps in this protocol may be extended depending on the ability of the student-athlete to perform the required actions satisfactorily and without a return of symptoms.

INSURANCE COVERAGE

Primary insurance in collegiate athletics is an extremely important aspect of a student-athlete's medical care. While competing in athletics produces many accomplishments and rewards, unfortunately there are risks associated with participation. To address this, Hocking College's Department of Athletics has established the following policy to help protect you, the student-athlete, from the high cost of medical care should you become injured while enrolled as a student-athlete at Hocking College. Student-athletes are required to maintain primary insurance coverage throughout their career as a Hocking student-athlete. This coverage will act as the **PRIMARY** insurance coverage for all medical expenses both non-athletic and athletically related. If at any time this coverage lapses, the student-athlete will become responsible for all medical expenses incurred during the lapse in coverage and will be withheld from all team sponsored activities until proof of active primary insurance coverage is provided.



APPENDIX



CONCUSSION MANAGEMENT POLICY

A concussion is a brain injury that is caused by a blow to the head and/or body that may result in improper brain function. Concussive symptoms may range greatly from individual to individual and can manifest itself differently in each instance. Concussions are recognized as a very serious condition that if managed improperly, can lead to catastrophic consequences, including death. The Hocking College Sports Medicine Staff recognizes the potential severity that this injury poses to a student-athlete's health and well-being and utilizes a comprehensive approach in the management of each suspected instance. This policy was created with the understanding that each concussion and student-athlete must be treated as a unique case. Individualizing concussion management, considering each student-athlete's complete medical history, and close physician involvement are critical to the care and overall safety of our student-athletes. The purpose of this policy is to review the signs and symptoms associated with concussions, the management, and return to play protocol that guides the decision making of the Sports Medicine Staff. We also realize that a concussion may be sustained outside of sports participation, therefore, the acute management of the student-athlete in that situation may occur outside the scope of this document. However, the return to play decision will still be guided by the Sports Medicine Staff and will be guided by this policy.

SIGNS AND SYMPTOMS OF A CONCUSSION

Head injuries are common in athletics with most individuals recovering fully in a relatively brief amount of time. It is not uncommon for student-athlete who has sustained a head injury to have a headache for a period of time. It is also common to not experience any symptoms from a head injury immediately following the blow. These symptoms may take several hours to present and may change and worsen in the hours following the initial blow. If any of the following symptoms are experienced after a suspected head injury, medical attention should be sought immediately:

- ❖ Loss of consciousness
(no matter the duration)
- ❖ Confusion
- ❖ Post-traumatic amnesia
- ❖ Retrograde amnesia
- ❖ Headache
(persistent or increasing in severity)
- ❖ Nausea
- ❖ Vomiting
- ❖ Ringing in the ears
- ❖ Convulsions
- ❖ Weakness of facial muscles, arms, or legs
- ❖ Loss of appetite
- ❖ Dizziness
- ❖ Unsteadiness
- ❖ Visual disturbances
(difficulty focusing or blurry vision)
- ❖ Sensitivity to light
- ❖ Sensitivity to noise
- ❖ Abnormal drowsiness/sleepiness
- ❖ Delayed verbal or motor response
- ❖ Vacant stare

Exercise or activities requiring concentration may cause symptoms to appear or worsen, thus increasing the time one needs to recover.

REPORTING A CONCUSSION

Anyone suspecting a student-athlete has sustained a concussion, or notices a student-athlete suffering from any of the symptoms above, must report their concerns directly to the Sports Medicine Staff.

ACUTE MANAGEMENT OF A CONCUSSION

Any student-athlete that is suspected to be suffering from symptoms of a concussion shall be removed from all athletic participation until a thorough evaluation can be conducted by the appropriate Sport Medicine Staff. Following the evaluation from the Sport Medicine Staff, decisions will be made whether the student-athlete should be transported to the local hospital for emergency care and/or further diagnostic testing. Once a concussion is diagnosed by a physician, and any emergent care issues are addressed, an ImPACT Test will be administered by the Sports Medicine Staff. Any athlete that is diagnosed with a concussion by a physician or athletic trainer shall not return to participation for the remainder of that day. This is to ensure that the athlete does not negatively influence the nature of the injury by further exerting themselves.

POST-ACUTE CONCUSSION MANAGEMENT

Follow-up Physician care will be determined on an individual basis directed by the Sports Medicine Staff. ImPACT and SCAT3 testing will be performed as determined by the Sports Medicine Staff based on the individual and their symptoms.

Once a student-athlete has been asymptomatic for at least 24 hours and the ImPACT and SCAT3 scores have returned to baseline, a gradual return-to-play protocol shall be implemented, unless otherwise directed by a physician.

RETURN TO PLAY PROTOCOL

- ❖ No activity- Complete physical and cognitive rest
- ❖ Light aerobic activity- walking, swimming, or stationary bike; no weight training
- ❖ Sport-specific activity- running drills, no head impact activities
- ❖ Non-contact drills- progression to more complex training activities, may begin light weight training
- ❖ Full contact practice- following medical clearance, student-athlete may participate in normal training activities
- ❖ Return to play- can return to normal game play
- ❖ Clearance

This protocol is a stepwise progression. The student-athlete can and should continue to proceed to the next level if asymptomatic at the previous level. Each step will take 24 hours unless

otherwise directed by the team physician. If any post-concussive symptoms occur during the stepwise progression, the student-athlete will return to the previous asymptomatic level and attempt the progression again after a 24 hour rest period.

FACTORS IN CONCUSSION MANAGEMENT

The Sports Medicine Staff recognizes that there are several factors that influence the management of a concussive event. These factors include, but are not limited to:

- ❖ Student-athlete's previous medical history
- ❖ Symptoms
- ❖ Age
- ❖ Current medications
- ❖ Sport

If it is determined by the Sports Medicine Staff that the student-athlete should follow an adapted concussion management protocol, it is in an effort to ensure the safety of the student-athlete during their recovery from a concussive event. At any point throughout the recovery of a student-athlete, a neurologist, or other specialist specifically trained in concussion management may be consulted as determined by the Team Physician. The entire management process from initial evaluation, until eventual return to full participation, including any diagnostic testing, shall be documented in the student-athlete's medical file.





HOCKING COLLEGE DRUG TESTING POLICY

PURPOSE

Hocking College is concerned for the health and welfare of its student-athletes and it recognizes substance abuse dependency may interfere with a student-athlete's health, academic achievement, individual athletic performance and a team's success. It is the intent of the Hocking College Athletic Department to educate and inform student-athletes of the effects of substance abuse and dependency, thereby enabling student-athletes to make responsible decisions and allowing Hocking College to maintain the integrity of collegiate competition.

POLICY

The National Junior College Athletic Association (NJCAA), in accordance with the National College Athletic Association (NCAA) Drug Testing Policy, encourages member institutions to conduct drug testing for the purposes of the well being of the student-athlete. Each student-athlete must consent to being tested for illegal drugs before participating in any athletic competition. Removing the student-athlete from competition is not the primary objective of Hocking College's policy. Rather, the purpose is to deter the use of drugs, counsel, educate, and help those student-athletes who may test positive. Violation of this policy will result in the student-athlete being subject to sanctions further outlined in this policy. In addition, the student-athlete may be subject to disciplinary action under the judicial process described in the Student Code of Conduct.

DRUGS DEFINED

Drugs for which student-athletes will be tested:

- A. Required- Tests will be conducted for marijuana, cocaine, opiates, methamphetamines, and amphetamines.
- B. Optional- Hocking College reserves the right to test for any other drugs banned by the NCAA and/or the NJCAA.

Student-athletes are cautioned to consult the list of NCAA banned substances and drug classes at:

<http://www.ncaa.org/2015-16-ncaa-banned-drugs>

This list should be used as a reference whenever student-athletes are buying any over-the-counter nonprescription drug. Many common cold medicines and medications for allergy treatments contain small amounts of banned substances (i.e. Co-Tylenol, Sudafed, Contac, etc.) that may produce a positive test result.

The student-athlete should also inform his/her private physician of the NCAA banned substance and drug classes list prior to receiving any prescription. In either case, the athlete will be asked to declare prior to departmental drug testing, any type of drug being used, even if the drug is not listed on the NCAA banned substance and drug class list.

DRUG TESTING PROCEDURES

All student-athletes will be given an overview of the policy during mandatory sport orientations and instructed to view the policy on the Hocking College Athletics website. All athletes are required to sign the ‘Consent to Drug Testing and Authorization for Release of Test Results Form’ prior to initial participation in any athletic competition each year.

All Hocking College will be subject to random testing for illegal drugs. This random testing will take place during the fall and spring terms of the academic year. The frequency and timing of these tests are intentionally randomized.

In addition to random testing, student-athletes who display behavior and/or physical signs and symptoms which lead to a “reasonable suspicion” of drug use may also be required to test at any time in the year. Reasonable suspicion shall be based on the totality of the circumstances, including without limitation: strained relationships with other student-athletes or other student complaints; irritability and/or temper tantrums; sporadic performance and/or attendance; periods of poor judgement or confusion; excessive absences or tardiness. Voluntary disclosure of substance abuse issues prior to testing will be handled on a case-by-case basis.

TESTING METHOD

Hocking College student-athletes will be notified of selection for testing by his/her Head Coach or the Athletic Department. The Hocking College Athletic Department and Addiction Studies Staff will collect and analyze urine samples for the purpose of testing for illegal drugs. Failure to report for specimen collection and/or refusal to provide a sample will be considered a positive test result and the student-athlete will be subject to policy sanctions (listed on page 3). Testing samples will be coded to maintain anonymity and test results will be shared only with appropriate personnel, including the Director of Student Conduct, Athletic Director(s), and Coaching Staff. Test results will not be shared with law enforcement unless otherwise required by law.

PROCEDURES FOR POSITIVE TEST RESULTS

1. All samples will be collected by the appropriate Hocking College Athletic Department Staff. Collection of the urine sample will be observed by the staff member of the appropriate gender to ensure sample validity.
2. All positive tests will be sent to a lab for verification at the cost of the student-athlete.
3. Student-athletes will be notified of a positive test result by the Athletic Department Staff.
4. Student-athletes will meet with the Athletic Department Staff to review test results and discuss all ramifications associated with a positive test.
5. Student-athletes found responsible for violating this policy will be subject to the sanctions described in the section, "Sanctions".

SANCTIONS

Sanctions may be imposed upon any student-athlete found to have violated this policy. All student-athletes found in violation of this policy will be subject to additional drug testing with the frequency and timing to be determined by the Director of Athletics and the Head Coach.

Sanctions will be determined by the Athletic Director and the Head Coach and may include one or more of the following:

1. Suspension from games or matches (described under 'Suspension from Competition and Dismissal')
2. Community service- including community service related to drug education
3. Discretionary sanctions- including but not limited to, educational programming, substance abuse or mental health assessment, counseling, and/or other treatments deemed necessary
4. Dismissal from the team

SUSPENSION FROM COMPETITION AND DISMISSAL

Student-athletes who violate this policy while in their competitive seasons will be suspended from competition as outlined below. In addition, the student-athlete will be subject to suspension from any or all program related activities (i.e. practices, scrimmages, weight room, study tables, etc.). Student-athletes who violate this policy while out of season will be subject to sanctions listed above excluding suspension from competition.

The length of the suspension must meet the minimum suspension periods described as follows and will be determined by the Athletic Director and Head Coach. However, a student-athlete may be suspended for a longer period of time or may be dismissed from the team as a result of one or more offenses.

BASELINE TESTING

All student-athletes will be tested at the beginning of the season to establish a baseline of data. A positive test on this initial baseline test will not result in sanctions as the use of illegal drugs will have occurred prior to the student-athlete being enrolled at Hocking College. All student-athletes who tested positive in the baseline test will be tested again in 4 weeks. If positive again, the sample will be kept for one week and the student-athlete will be tested a third time at the end of that week. Both samples will then be sent to the lab for verification and comparison. If the student-athlete does not show signs of decreased amounts of banned substances, then testing and sanctions will continue.

FIRST OFFENSE

All Sports- MANDATORY enrollment in ADDC 2240 Choices I

Honesty and trust are highly regarded characteristics in the athletic department. If a student-athlete confesses prior to a drug test that they will test positive or self-reports that they have taken a banned substance, then education will be the only sanction.

However, if the student-athlete denies that they have taken a banned substance and then tests positive, they will receive a minimum one (1) game suspension in addition to the educational requirement.

SECOND OFFENSE

All Sports- MANDATORY enrollment in ADDC 2241 Choices II and game suspensions as follows:

SPORT	Minimum Suspension
Football	3 games
Volleyball	5 matches
Men's Basketball	6 games
Women's Basketball	6 games
Archery	1 National Level Tournament
Cheer	6 games

THIRD OFFENSE

All Sports- Dismissal from the team

Note- violations of the Hocking College Athletic Department Drug Policy will also result in violations of the Hocking College Code of Conduct and Residential hall Policies. Please see those documents here:

<http://www.hocking.edu/communitystandards/code/codeone>

APPEALS

The sanctions imposed as a result of a violation of this policy may be appealed by the student-athlete to the Director of Student Conduct or designee within five (5) business days of the decision. Such appeals will be in writing and will be delivered by email from their Hocking College email account to the Director of Student Conduct or his or her designee. The Director of Student Conduct or his or her designee will determine if the sanctions imposed will be stayed pending the outcome of the appellate decision.

Appeals should be sent to:

Dane Bennett, Director of Student Conduct- bennett@hocking.edu

An appeal will be limited to a review of the written record and supporting documents for one or more of the following purposes:

- a. To determine whether the case was handled in conformity with prescribed procedures. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
- b. To determine whether the sanction(s) imposed were appropriate for the violation in which the student-athlete was found to have committed. Director of Student Conduct may affirm, reverse, or modify the decision regarding the sanctions imposed.

