



Southern State Community College Athletics Code of Operations and Student Athlete Handbook

INTRODUCTION

This Code of Operations/Handbook will familiarize you with College and Athletic Department policy. Please refer to it as needed. All rules of the College should be considered the fundamental guidelines which govern Southern State Community College athletics. These can be found in the College Catalog. The athletic office can be reached at ext. 2697 or 2623.

PHILOSOPHY

Intercollegiate athletics can help students achieve a better understanding of themselves and the world in which they live.

Intercollegiate athletics assist in recruiting new students to the College and in retaining them.

Athletics are co-curricular activities that supplement the overall learning experience of students. While a community college is generally considered a bridge that aids students in becoming prepared for a career or for transfer to a four-year college, the athletic program is just one section of that bridge that will enable students to reach their educational and professional goals.

The athletic programs should be administered to reflect a positive image of the college, coaches, student athletes, and the community.

In order to conduct a quality athletic program, the college will provide equipment, facilities and qualified coaches to direct the programs.

In all situations, the welfare of the student athlete must be paramount.

ORGANIZATIONAL MEMBERSHIP

Southern State Community College is a state member of the Ohio Collegiate Athletic Conference (OCAC), and national member of the United States Collegiate Athletic Association (USCAA). The following are varsity sports: Men's Soccer and Basketball; Women's Volleyball, Basketball and Softball.

ADMISSION AND REGISTRATION

After completing an application for admission to the college, a high school transcript must be submitted. Once the college has both your application and high school transcript on file, you should take the college placement test. This test is used to gauge at what level you should start in math and English. After you have taken the placement test, you will need to meet with an academic adviser to plan your classes. Each subsequent semester you should meet with an academic adviser to plan your academic schedule. For more information, contact the admissions and registration offices at Central Campus at ext. 2607 or 2613.

COACH JOB DESCRIPTIONS

Qualifications – Bachelor’s Degree preferred. Successful experience as a high school or college coach. Reports to Athletic Director. The head coach is to coordinate the total program for his (her) sport. He (she) shall be directly responsible to the athletic director for all coaching duties. Successful completion of the SSCC Sexual Harassment module and passing of a background check are conditions for employment.

Coach Expectations

The following are expectations set forth by the athletic department for all coaches encompassing all sports on and off the field/court of play.

1. Coaches are urged to motivate student athletes without using profanity, degrading, and/or derogatory statements.
2. Coaches must notify the Athletic Department of practice cancelation. Failure to comply can result in loss of future practice time. Accurate attendance of all student-athletes who attend practice should be maintained.
3. Coaches must assist with setup and takedown for home contests, and help provide game day staff.
4. As representatives of Southern State Community College head coaches, assistants, and volunteers should dress professionally to athletic contests, and other events representing the college. Examples of acceptable attire include: button down shirts, collared shirts, pullovers, and polo shirts.
5. Coaches should conduct themselves in a professional manor on the sideline that aligns with the SSCC employee code of conduct.

STUDENT-ATHLETE RECRUITING AND SCHOLARSHIP ALLOCATIONS

As part of each coach’s job description, recruitment of local athletes is central to the team’s success. Each coach is asked to promote channels of communication with local high school coaches and athletes. Since Southern State is a community college, emphasis on recruiting top local athletes should be considered a primary goal. The athletic department should be notified of prospective recruits so that information pertaining to SSCC admission and athletic participation can be sent to the prospective student athletes.

Board of Trustee scholarships are awarded to student athletes desiring to further their education and athletic pursuits at Southern State. Coaches are responsible for submitting names of scholarship recipients by August 15 of each year for volleyball and soccer; and by September 15 for basketball and softball. Athletic scholarships are allotted based on available funding. Funding levels are determined each fiscal year. Additional grants and scholarships may be obtained through the financial aid office. Athletic scholarship amounts may not exceed \$600 per semester regardless of how many sports a student athlete participates in for a maximum of \$1200 per year. Athletic scholarships are not awarded during the summer semester. Student athletes must maintain athletic eligibility and full time status to retain an athletic scholarship.

Scholarship Regulations

Acceptance of an athletic scholarship implies acceptance of all Southern State rules and guidelines found in the student code of conduct, and athletic department code of conduct. Failure to meet these standards of conduct can result in termination of athletic scholarships at the discretion of the Athletic Director, VP of Student Affairs and Enrollment Management, or College President.

In addition, athletic-scholarship dollars must be reimbursed by the student-athlete if he/she voluntarily chooses not to participate in the sport, drops out of school before completing a term, or chooses not to maintain full-time status and therefore becomes ineligible. (Reimbursement is only required in the event the student athlete chooses not to participate in the sport or does not make a good-faith effort to pass his/her classes and therefore becomes ineligible.) Inability to participate in a sport due to injury is not grounds for scholarship termination during the school year. Exceptions must be approved by the Athletic Director.

FINANCIAL AID

In addition to athletic scholarships, other types of financial aid are available to Southern State student athletes. Pell Grants may be obtained by completing the Free Application for Federal Student Aid (FAFSA) form which is available in the financial aid office. Also, academic scholarships are available to all students. Students must apply for academic scholarships by March 15. For more information, contact the financial aid office at Central Campus at ext. 2610.

BUDGET

Each year, the Athletic Director will submit budgets for the athletic department and all sports for approval by the Vice President of Student Affairs and Enrollment Management, the Vice President of Business and Finance, and the President. All new budgets will go into effect July 1. Each coach should have an understanding of his or her budget, and plan expenditures accordingly. All expenditures must be from budgeted monies and follow normal college purchasing and accounting procedures. All purchases must also be approved by the Athletic Director and invoices must be turned into the AD's office upon receipt.

PURCHASES

No coach shall order or purchase equipment without prior authorization from the Athletic Director. Should any equipment, services, or supplies be ordered without authorization, payment for the purchase in question will be solely borne by the individual who made the order. Purchase orders and quotes are required before an invoice can be processed.

EQUIPMENT

Each season, coaches will issue equipment such as uniforms and warm-ups to student athletes. Coaches are responsible for an updated inventory throughout the season. At the end of the season, the head coach must collect all uniforms and other equipment, and return it to the athletic director's office for storage. Coaches should keep in mind that only a small portion of the budget each year can be allocated to equipment, and that all athletic equipment should be monitored closely. At the end of the season the head coach of each sport should meet with the athletic director to discuss equipment needs for the upcoming season.

Student athletes are responsible for the care of all athletic equipment issued to them. All equipment is the property of the Southern State Athletic Department and must be returned unless noted otherwise by the coach or athletic director. Any student athletes who do not return this equipment to the coach will have a hold placed on their student account in the amount of the athletic scholarship received, and they will not be permitted to register for future semesters until the equipment is returned or paid for. In addition, academic records such as grade reports and transcripts will be withheld.

ELIGIBILITY

Coaches should be aware of SSCC athletic eligibility requirements, and be able to explain these rules to their student athletes. Copies of the eligibility information will be given to each coach to

distribute to each student athlete on their team. Student athletes should contact the athletic director for any questions regarding eligibility.

Transfer student athletes are required to submit transcripts from previously attended institutions prior to practice, and will be ineligible until they are in. All transfer student athletes must satisfy USCAA transfer eligibility guidelines.

In order for student athletes to compete in games and official practices, all pertinent forms must be filed with the athletic office. Student athletes who compete on a team must have their *physical examination form, emergency contact information, insurance verification, release for participation, liability waiver form, and field trip form* on file by the beginning of the season of play.

In order to participate in intercollegiate athletics at SSCC, students must be high school graduates, have received a high school equivalency diploma, or have passed a national test such as the General Education Development Test.

1. To be eligible to participate in the intercollegiate athletic program, a student must be a full-time student (at least 12 semester hours) during all terms of participation.
2. Students must be making satisfactory progress within an approved college program or course listed in the College catalog.
3. Prior to the second full-time semester as a student athlete, the student must have a 1.75 GPA or higher and be on schedule to have passed 24 semester hours at the end of the second semester.
4. To satisfy normal progress, a student must pass 24 semester hours per academic year. To be eligible for future seasons, 24 semester credit hours must have been passed during the previous two semesters. Summer term is not included, but can be used to satisfy normal progress.
5. Prior to the second season of participation, students must have passed a minimum of 24 semester hours with a 2.0 GPA or higher.
6. Prior to the third season of participation, students must have passed a minimum of 48 semester hours with a 2.0 GPA or higher.
7. Prior to the fourth season of participation, students must have passed a minimum of 72 semester hours with a 2.0 GPA or higher.
8. A student will be eligible to participate for a maximum of four (4) seasons of play in any particular sport.
9. A professional athlete is not eligible to participate in the athletic program.
10. If a student transfers from another college or university to Southern State, he or she may participate in a sport only to the extent that the combined athletic participation does not exceed four (4) seasons of play.
11. Student athletes must also satisfy all USCAA eligibility requirements.

No coach shall knowingly use an ineligible player. Under no circumstances should a coach contact a faculty member about a student athlete's grade. All contact regarding athletic eligibility will be done through the athletic director.

An ineligible player may practice with the team as designated by the coach. They cannot participate in any games. They may be permitted to sit with the team at home games in professional attire; however, the decision is up to the coach. They may not travel with the team.

Students who are suspended from school will not be permitted to participate in intercollegiate athletics. Reinstatement into intercollegiate athletics may occur once a student is reinstated into school. However, the athletic director and head coach in that sport will review each case before reinstatement.

Eligibility Appeal Process

Each student athlete that falls outside of the above procedure can appeal the College's ruling that they are ineligible, and petition for reinstatement. The appeal process and petition for reinstatement will be overseen by an appeal committee. The AD will convene a committee of the AD, Vice President of Student Affairs and Enrollment Management or Director of Student Activities, and an academic counselor.

Basic requirements for appeal:

1. **The student athlete must meet the academic standards of performance.** This will align our students with the academic standards of progress established by the College.
2. **The student athlete must provide a written petition for reinstatement.** The written petition for athletic reinstatement should align with the athletic department rules and guidelines. The petition should state the circumstances for ineligibility, and the rationale for reinstatement.
3. **The coach of the sport must provide a written petition for reinstatement.** The student athlete must receive a recommendation from the coach. It is at the coach's discretion on what the content of the petition for reinstatement includes.
4. **A student athlete must be eligible according to USCAA guidelines.** The College must ensure that all student athletes adhere to USCAA minimum GPA requirements to participate in athletics.
5. **A student athlete can only appeal this decision one time.** This makes the student athlete more accountable, and aligns the student athlete with the rules in the fresh start policy of the college.
6. **If the committee approves the appeal the student athlete will serve a suspension agreed upon by the committee.** This is in effect so that the student athlete understands the severity of the infraction. The committee's decision is final.

Due to the nature of athletics, this appeal must be submitted in writing within one week of the student athlete being deemed ineligible by the College. The students will not know if they are ineligible until the semester ends and typically, their season is ongoing. The committee must include three members (mandatory members include the Vice President of Student Affairs and Enrollment Management or Director of Student Activities and the AD).

STUDENT ATHLETE RESPONSIBILITIES: ACADEMIC

A student athlete's responsibilities to the college rest in and out of the classroom. However, without taking care of academic requirements it is impossible to participate in intercollegiate athletics. Please keep in mind that as a student athlete you represent the athletic department whenever you walk into a classroom. Poor behavior or performance can damage the reputation of SSCC student athletes in the future. Good performance and a positive attitude can help. The reputation of SSCC Athletics is in your hands.

Take advantage of the student success resources the college offers. If there is an academic problem in a class, tutoring is available at no charge through Tutoring Services. Tutoring may be requested by contacting the Tutoring Services Office at ext. 2880. Academic, career, and mental health

counseling is also offered to students free of charge. However, individual departmental guidelines will apply for student athletes missing scheduled appointments.

Communication in the Classroom

Student athletes should get to know their instructors. Instructors can provide valuable assistance if academic difficulties occur in a specific class. Student athletes should immediately communicate to their coach or the athletic director if they are having difficulties in the classroom. All student athletes are responsible for providing their instructors with a copy of their athletic game schedule. Upon receipt have instructors sign off on receiving the schedule, and please return the signed copy to the athletic department.

Student athletes are students first. As such, an athletic activity, whether it is a game or a practice, is NOT sufficient grounds for an unexcused absence. With the help of the athletic director and/or an academic advisor, classes should be scheduled so they do not conflict with practices and games.

If a game/class conflict occurs permission must be granted from an instructor to miss the class. At this time have instructors sign off permitting the absence from class. If permission is not granted, class attendance will be required. If permission is granted to miss class due to an athletic activity all missed assignments must be completed. Forgery of game/class conflict documents is a violation of the SSCC Student Code of Conduct and may result in disciplinary action up to and including expulsion from Southern State Community College.

Student Athlete Meetings and Progress Checks

Each student athlete shall meet with the athletic director at least three times per semester. These meetings shall occur during the first two weeks of class, during midterms, and during the last two weeks of class. Meetings may occur in person, through e-mail, and via telephone. It is up to the student athlete to schedule a makeup meeting if unable to attend. Failure to comply may result in game suspension.

To align with the student success and retention efforts of the college, the athletic department works with the instructors to monitor student athlete's progress. During the 4th and 12th weeks of the semester the athletic director sends an academic and attendance progress check to instructors. This information provides the athletic director with the necessary information to recommend tutoring, or an intervention a student athlete needs to get on track academically.

Midterms and Study Tables

Midterm grades and attendance are reported by instructors to the registrar's office. This information is used to notify students who are at risk of failing a course due to academic or attendance reasons. Student athletes that appear on this list will be required to attend weekly study tables in the athletic office, or at a location designated by the athletic director. **Study table hours will be one hour a week per class that appears on the midterm report. Failure to attend a study table hour will be met with the repercussions determined by the athletic director and head coach of a student athlete's sport. (Revised 11/6/13)** Once satisfactory progress has been established by the student athlete, and verified by the appropriate instructor a student athlete will be dismissed from study tables.

STUDENT ATHLETE RESPONSIBILITIES: ATTENDANCE

Class attendance is mandatory. Student athletes are students first. As such, an athletic activity, whether it is a game or a practice, is NOT sufficient grounds for an unexcused

absence. Student athletes will be required to provide daily attendance sheets for instructors to sign for attendance verification. ~~These forms will be reviewed weekly, and/or before athletic contests.~~ **Student athletes will receive one sheet per week, and have each instructor verify attendance each day. The logs will be due every Friday by 5pm. If the college is closed on a Friday the sheets will be due the following business day. If a student athlete fails to submit a sheet by the due date they will be considered absent for all courses that week. (Revised 11/6/13)** Forgery of attendance documents is a violation of the SSCC Student Code of Conduct and may result in disciplinary action up to and including expulsion from Southern State Community College.

Unexcused class absences are unacceptable, and not condoned by the athletic department. Absences are subject to an instructor's discretion. There are repercussions for unexcused absences, and they are as follows:

1. First offense – warning from the athletic director
2. Second offense – meeting with the athletic director and head coach
3. Third offense – team practice punishment (to be determined by the head coach)
4. Fourth offense – study table session (at a location designated by the athletic director)
5. Fifth offense – 1 game suspension
6. Sixth offense – 2 game suspension and team practice punishment (to be determined by the head coach)
7. Seventh offense – 3 game suspension
8. Eighth offense – Indefinite athletic participation suspension until satisfactory attendance has been verified (subject to the appropriate instructors)
9. Ninth offense – dismissal from current athletic participation, forfeiture of athletic scholarship, and one year expulsion from participation in all Southern State Community College athletics

These offenses are cumulative, and not per course. Failure to abide by the appropriate offense may result in permanent termination from Southern State Community College athletic participation. Accumulation of offenses may result in loss of scholarship dollars before the ninth offense, and will be reviewed on a case by case basis. The athletic director reserves the right to amend a student athlete's punishment on a case by case basis. Examples of case exceptions include but are not limited to: an emergency within the immediate family, serious or contagious illness, or extreme weather.

As a member of a Southern State Athletic Team, you must attend every practice and athletic contest in your sport. Exceptions to this rule are class conflicts, an emergency within the immediate family, serious or contagious illness, and extreme weather. Your head coach must approve any exceptions of this rule.

TEAM TRAVEL

Prior to each road trip, the head coach must submit a list of all participants to the athletic department. When traveling to an away contest student athletes and coaches will receive meal per diems. Student athletes are required to print and sign a receipt prior to receiving any advance money. Student athletes and coaches are permitted to pick up only their own per diem. Student athletes and coaches are not permitted to sign for another person's per diem. Arrangements for travel per diem advances from the business office will require the Athletic Director's assistance. At the conclusion of an athletic event/trip, coaches must promptly return to the athletic director ALL

receipts (including hotel receipts) as well as any remaining per diem funds. Failure to return receipts can result in loss of overnight privileges.

Coaches will work with the athletic director in planning overnight trips. Coaches should provide an itinerary that consists of: hotel recommendations, telephone number of hotels or motels, travel rosters and room assignments, destination, arrival and departure times, and all other necessary information. Those traveling with the teams, other than official college party, must be authorized by the athletic director. The actions of non-official college party representatives are the responsibility of the head coach.

The behavior of student athletes and coaches must comply with the Southern State Community College Athletic Handbook, and all other Southern State Community College policies while traveling as an athletic team. The conduct of student athletes is the responsibility of the coaching staff accompanying the team.

TRANSPORTATION GUIDELINES

Southern State athletic teams will travel using a college leased 15 passenger van or bus. Only coaches/college employees are permitted to drive these vehicles. (All drivers must have a valid drivers' license, pass the college background and MVR check, and complete the college bus training if using the bus.) Student athletes may NOT drive the school vehicles.

1. The athletic director will make reservations for the vehicles.
2. All college vehicles have insurance identification cards (in glove box or key packet).
3. Drivers are instructed to drive carefully and within the speed limits. Any citations for traffic violations are to be paid by the driver, and that driver will have suspended driving privileges.
4. If a driver is needed for a road trip, arrangements may be made through the athletic office.
5. No driver shall drive longer than 10 hours in a day. The vehicle should stop every 3 hours.
6. Coaches should pick up keys on the Central Campus, or make other arrangements with the AD.
7. Upon return, vehicles should be parked in the Central Campus parking lot.
8. Prior arrangements should be made for the return of the keys, charge cards and receipts.
9. Gasoline credit cards are available for each road trip. Receipts are required for every charge and must be turned in at the end of the journey.
10. Coaches are to make sure that a returned vehicle has at least a quarter tank of gas and that the vehicles are clean of all trash. Failure to return the vehicles in the proper order can result in the loss of driving privileges, and use of the college vehicles. Fees for rental vehicles will be deducted from team accounts.
11. In the case of a mechanical failure or accident, contact the athletic director, at 937-393-3431, ext 2697. All other minor mechanical problems should be reported upon returning to the College.

The coach should make sure that each student athlete is accounted for before and after departure. Only currently eligible student athletes and staff are permitted to travel with the team. Student athletes are not permitted to drive to games or ride with parents without prior knowledge, and consent from the head coach and the athletic director.

CODE OF CONDUCT

Student athletes participating on intercollegiate teams at Southern State represent the institution and collegiate athletics in general. Student athletes fall under both the Southern State Community College and Athletic Department Codes of Conduct. As a public figure, student athletes are required to conduct themselves in a manner that reflects positively on themselves, and the college. It is expected that all team representatives display sportsmanlike conduct on and off the playing area at all times. Conduct unbecoming to normal standards reflects on all SSCC athletic programs, students, and staff. This is to include, but not be limited to, showing respect and courtesy for players, coaches, officials, fans, as well as the personnel and property of the other institutions. At no time will verbal or physical abuse of either persons or property be condoned. Southern State Community College recognizes two (2) types of unsportsmanlike behavior for all sports sponsored by the College, these being;

1. Excessive verbal or other non-contact abuse: Designated by the reigning official for the particular contest/sport.
2. Physical altercation: Defined as any physical contact not associated with the normal playing of any athletic contest.

Offenses in either of these situations will be dealt with in the following manner by the institution:

VERBAL or NON-CONTACT ABUSE – Coaches are responsible for the curtailing of any recognizable verbal or other non-contact abuse. Further investigation of the claim will be addressed by the athletic director.

PHYSICAL ABUSE – A student athlete involved in any form of physical abuse, such as fighting, will be reviewed by the coach and the Athletic Director for suspension. Additional penalties may be levied by the institution or the conference if deemed appropriate. Student athletes are representatives of Southern State, and the provocation of physical abuse will not be tolerated.

SUBSTANCE ABUSE

The use of illegal drugs by any student athlete, coach, team official, or any other individual participating in an athletic event is prohibited. Any individual found through drug screening or otherwise, to be using, selling or involved with illegal drugs at any time during his or her participation with Southern State Athletics, will be dismissed from whatever position they hold. Furthermore felony convictions or arrests for public intoxication or DUI will also result in athletic dismissal.

ALCOHOL AND TOBACCO USE

Southern State's policy on Alcohol and Tobacco use is designed to meet the following objectives:

1. Protect the health and safety of students
2. Promote fair competition
3. Help students make responsible decisions about the use of alcohol, tobacco and other drugs
4. Help students who desire to resist pressure to use any substances
5. Promote a sense of order and discipline
6. Promote unity
7. Help students who may be in need of health or counseling services

All student athletes shall adhere to all college policies with regard to alcohol and tobacco. In addition, during the season of competition and when representing the college or team, a student athlete shall not use, regardless of quantity, be in possession of, or distribute, (a) any beverage

containing alcohol or (b) form of tobacco. A violation is deemed to have occurred if the athletic department becomes aware, from any source, of any instance in which the statement of rules has been breached. In cases where a student athlete disputes the facts presented by the athletic department, an appeal may be made to a committee comprised of the athletic director, the head coach, and one team representative to be elected by all teammates. The decision of the Appeal Committee will be final.

1. **First Violation:** After confirmation of the first violation, the student athlete shall meet with the head coach and athletic director, and then discuss the violation with team members at a team meeting. The student athlete will be referred to the Student Counseling Office if a violation of college policy is involved.
2. **Second Violation:** After confirmation of the second violation, the student athlete shall lose eligibility for two playing dates. The athlete shall continue to practice with the team and be in attendance at any games, but shall not dress for the game. The student athlete shall also be referred to the Student Counseling Office.
3. **Third Violation:** After confirmation of the third violation, the student athlete shall be suspended from athletic participation for a calendar year. The student athlete shall also be referred to the Student Counseling Office.

ATHLETIC TRAINING

Southern State has contracted with Highland District Hospital for athletic training and sports medicine purposes. A certified athletic trainer will be on duty at each SSCC home contest. All road contests are subject to the host school for providing an athletic trainer. In the event of an injury, the sports medicine staff is in charge of the situation. If an injury occurs in practice that warrants treatment or examination, the injured student is encouraged to visit HDH or the Sports Medicine Clinic.

MEDICAL SERVICES

Health Appraisal/Physical Examination:

1. All student athletes are required to undergo a physical examination and be medically cleared for specific activity prior to participating in any organized practice or contest.
2. A student athlete's physical examination is valid for one calendar year.
3. Physical exams may consist of: medical history, blood pressure, pulse, height, weight, urinalysis (abnormal protein and sugar levels only), orthopedic evaluation and vision screen. More in-depth testing will be at the discretion of the physician.

PHYSICALS

You are expected to get a physical after July 1, but before the first official practice or conditioning date of your sport. If you are not able to get a physical, contact the athletic director and arrangements will be made. First official practices dates are: August 1 (Men's soccer and Women's volleyball), October 1 (Men's and Women's basketball), and January 1 (Women's softball).

INJURY CARE

In the instance of an emergency injury or illness, which requires emergency transport, the head coach or sports trainer will assume the care of the injured student athlete. Coaching personnel should be familiar with CPR and general first-aid techniques. A Southern State representative should accompany the student athlete to hospital. The athlete's family should be contacted.

Any accidents/injuries that occur during games and practices must be reported to the head coach and/or athletic director as soon as possible. Follow up care will be provided by HDH Athletic Training Services, or by the student athletes own physician.

MEDICAL INSURANCE

Southern State Community College does not carry any medical insurance on student athletes to cover injury expenses. All student athletes must have their own medical coverage in order to participate in intercollegiate athletics at SSCC. Proof of insurance will be required from all student athletes.

MOUTHPIECES AND FACE GUARDS

Use of mouthpieces and face guards are an inexpensive, easily applied method of preventing potentially permanent dental damage, facial scarring, and reduce the chances of a concussion. It is strongly suggested for coaching staff to promote the use of mouthpieces and face guards. For any students participating in athletics and currently wearing any sort of dental appliance, mouthpieces or face guards are MANDATORY.

WAIVER OF LIABILITY

Each student athlete will be required to sign a waiver of liability, *Release for Participation in Athletics*, prior to taking part in their first team practice.

EMERGENCY CONTACT INFORMATION

Each student athlete will be required to fill out an emergency contact information sheet at the beginning of every new season. This form will be used by the coaching staff to contact family members as needed.

STUDENT FORMS/RECORD MANAGEMENT

As previously stated, all student athletes are required to complete several forms by the start of the season. The required forms are: *physical examination form, emergency contact information, insurance verification, release for participation, liability waiver form, and field trip form*. Any student athlete who does not complete and turn in all forms will not be permitted to compete in intercollegiate athletics at Southern State. All medical records and files will be considered property of Southern State Community College. These records will be kept in the athletic department office. Athletic forms are available online, or by request from the athletic department.

LETTER OF INTENT

This form is given to student athletes participating in intercollegiate athletics at Southern State, but is not required for participation. Once this form has been signed all guidelines listed must be followed. If the athletic director signs an official release agreement, a student athlete will be permitted to transfer to another institution for intercollegiate athletic participation. There are other circumstances that may make the letter of intent non-binding. For more information, contact the athletic director.

GAME CONTRACTS AND OFFICIALS

Contracts for officials, games, meets, etc., are the responsibility of the Athletic Director and must be signed by him/her. Payments to officials will be handled through the AD and Business Offices.

SEASON END DATE

The final game or event scheduled for any intercollegiate team will terminate that particular squad's season. No practice, official or unofficial, will be held after the last contest in any sport other than the final event in sports having regional and national supported eliminations. Elimination from the tournament would end that particular season.

MULTI-SPORT PARTICIPATION

A multi-sport student athlete is expected to practice, if officially allowed by USCAA, on any day that the current sport they are participating does NOT practice or play a game.

The purpose of this policy is to allow student athletes to start participation in other sports which are about to begin, or which may already be underway. EX: Men's soccer and Women's volleyball seasons end in early November. Men & Women's basketball practice begins October 1.

AWARDS AND BANQUETS

At the conclusion of each sport's season, the head coach may, but is not required to, have a banquet and awards ceremony. The athletic director should be notified of any awards given to student athletes.

PUBLICITY

An athletic or college administrator will be at all home contests. All coaches are encouraged to notify the athletic director of game results within 24 hours of completion of all away contests. After road trips, results may be left in writing or on voice mail or fax. Information may be left on the AD's voicemail at 800.628.7722 x 2697. The fax number is 937.393.2710. Any feature stories or current news to be publicized should be processed through the athletics office unless otherwise approved.