

**SOUTHERN STATE
COMMUNITY COLLEGE
ATHLETIC
DEPARTMENT**

**CODE OF OPERATIONS
AND HANDBOOK**

Effective 10/2011

INTRODUCTION

This Code of Operations/Handbook will familiarize you with College and athletic department policy. Please refer to it as needed.

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.

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.

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 member of the United States Collegiate Athletic Association (USCAA) and the Ohio Collegiate Athletic Conference (OCAC). The following are varsity sports: Men's Soccer and Basketball; Women's Volleyball, Basketball and Softball. Men's Baseball is a club sport.

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 is also required for employment.

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.

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 September 1 of each year for volleyball and soccer; and by October 1 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. Scholarships are awarded based on financial need, and completion of the FAFSA is required. Scholarship amounts may not exceed \$400 per quarter regardless of how many sports a student-athlete participates in.

BUDGET

In February of each year, the Athletic Director will submit budgets for the athletic department and all sports for approval by the Vice President of Student Services, Business Mgr. and President. All new budgets will go into effect July 1. Each coach should know his or her budget and plan expenditures accordingly. All expenditures must be from budgeted monies and through 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 previous 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 equipment will be purchased.

EQUIPMENT

Each season, the coaches will be issuing equipment, such as uniforms and warm-ups, to players. This equipment should be returned at the conclusion of the season. Any athlete who does not return this equipment to the coach will have his/her scholarship for the year revoked and will be liable for the tuition and fees paid by scholarship. In addition, academic records, such as grade reports and transcripts, will be withheld until the equipment is returned or paid for.

ELIGIBILITY

Coaches should be aware of the 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 his team. Student-athletes should contact the athletic director or coach for any questions regarding eligibility.

Transfer students are required to submit transcripts from previously attended institutions prior to practice and will be ineligible until they are in.

In order for student-athletes to compete in games and official practices, all pertinent forms must be filed with the athletic office. Students who compete on a team must have on file their *physical examination form, emergency contact information with insurance verification, release for participation, and the liability waiver form* 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 quarter hours) during all quarters 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 quarter, the student must have a 1.75 GPA or higher and be on schedule to have passed 24 hours at the end of the 2nd quarter.
4. To satisfy normal progress a student must pass 36 credit hours per academic year.
5. Prior to the second season of participation, students must pass a minimum of 36 quarter hours with a 2.0 GPA or higher.
6. Prior to the third season of participation, students must pass a minimum of 72 quarter hours with a 2.0 GPA or higher.
7. Prior to the fourth season of participation, students must pass a minimum of 108 quarter 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 athletic participation does not exceed four (4) seasons of play.

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. He/she cannot participate in any game or scrimmage. He/she may be permitted to sit with the team at home game, however it is up to the coach.

Students who are suspended from school will not be permitted to participate in intercollegiate athletics. Reinstatement may occur when notification is given to the athletic director and head coach in that sport.

Eligibility Appeal Process

Each student athlete that falls outside of the above procedure can appeal the College's ruling that he/she is ineligible and petition for reinstatement.

Basic requirements for appeal:

1. **The student 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 would align the Athletic Office with the Petition for Readmission, the petition for academic review, and the reinstatement appeals process for financial aid.
3. **Coach of the team must provide a written petition for reinstatement.** The student athlete must receive a recommendation from the coach, in some cases the coach does not want the student to continue with the program for disciplinary reasons or may know more extenuating circumstances in favor of reinstatement.
4. **Student Athlete must be eligible according to USCAA guidelines to play USCAA schools.** The College must ensure that all student athletes adhere to the minimum GPA of 1.75 after their first quarter of attendance to participate in athletics.
5. **Student Athlete must have a GPA of 1.75 or above after the first quarter.** See above point
6. **Student Athlete can only appeal this decision one time.** This makes the student more accountable and aligns the student athletes with the rules in the fresh start policy of the campus.

7. **If the committee approves the appeal the student athlete will serve a two game (day)/two match/one meet suspension to be served after the decision.** This is in effect so that the student athlete understands the severity of the infraction.
8. **The AD will convene a committee of the AD, Vice President of Student Services, and an academic counselor.**
9. **The committee's decision is final.**

Due to the nature of athletics, this appeal must be 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 quarter ends and typically, their season is ongoing. The committee will have the final decision. The committee must include three members (mandatory members include the VP or Director of Student Activities and the AD).

CLUB SPORT ELIGIBILITY

To be eligible to participate in a club sport at SSCC, a student must be registered for a minimum of 3 quarter hours for credit during the quarter or quarters of participation.

1. A student will be eligible to participate for a maximum of four (4) seasons of play in any particular sport.
2. A professional athlete is not eligible to participate in the club sports program.
3. If a student transfers from another college or university to Southern State, he or she may participate in club sports only to the extent that his or her athletic participation at both schools does not exceed four (4) seasons of play in a particular sport.
4. A student must maintain an accumulative grade point average of at least 2.0 GPA.
5. A student must complete 18 credit hours to be eligible for the second season of play.
6. A student must complete 36 hours to be eligible for the third season of play.
7. A student must complete 54 hours to be eligible for the fourth season of play.

ATHLETIC EQUIPMENT

Coaches are responsible for inventory of the equipment for their sport. 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. By

February of each year, the head coach of each sport should meet with the athletic director to discuss equipment needs for the upcoming season.

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 will receive meal per diems. In overnight trips, meal money is to be dispersed to athletes on a daily basis. Athletes are required to sign a receipt prior to receiving any advance money. Arrangements for travel per diem advances from the business office will require the Athletic Director's assistance. Coaches should return all receipts or left over per diem money to the Athletic Director.

Coaches will work with the athletic director in planning overnight trips. The itinerary should consist of: telephone number of hotels or motels; travel rosters and room assignments; destination; approximate travel times; competition times; arrival and departure times; and all other necessary information. Itineraries should be submitted to the AD at least 2 days prior to departure.

Those traveling with the teams, other than official college party, must be authorized by the athletic director.

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 Ohio drivers' license.) Student-athletes may NOT drive the vans without prior approval of the athletic director.

1. The coach or athletic director will make reservations for the vans.
2. All college vehicles have insurance identification cards (in glove box).
3. Drivers are to be instructed to drive carefully and within the speed limits. Any citations for traffic violations are to be paid by the driver.
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 van key envelopes on the Central Campus or make other arrangements with the AD.
7. Upon return, vans 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 and need signed in & out. Receipts are required for every charge and need turned in at the end of the journey.
10. Coaches are to make sure that a returned van has at least a half tank of gas and that the vans are clean of all trash.

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.

COACH AND STAFF RESPONSIBILITIES

The coach should make sure that each athlete is accounted for before departing. Only currently eligible student athletes and staff are permitted to travel with the team.

CODE OF CONDUCT

Athletes participating on intercollegiate teams at Southern State represent the institution and collegiate athletics in general. It is expected that all team representatives must display sportsmanlike conduct on and off the playing area at all times. 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.

PHYSICAL ABUSE – An athlete involved in any form of physical abuse, such as fighting, will be reviewed by the coach and if necessary the Athletic Director for possible suspension. Penalties, such as suspensions may be levied by the institution or the conference if deemed appropriate. An athlete, if only protecting him/herself in the course of a physical altercation will not be subject to any sanctions. 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 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 he or she holds.

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 student-athletes
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 team 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 a coach becomes aware, from any source, of any instance in which the statement of rules has been breached. In cases where an athlete disputes the facts presented by the coach, an appeal may be made to a committee comprised of the athletic director, the head athletic trainer and one team representative to be elected by all teammates. The decision of the Appeals Committee will be final.

1. **First Violation:** After confirmation of the first violation, the student-athlete shall meet with the coach and athletic director and then discuss the violation with team members at a team meeting. The student 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 athlete shall also be referred to the Student Counseling Office.
3. **Third Violation:** After confirmation of the third violation, the athlete shall be suspended for the remainder of the academic year. The student-athlete shall also be referred to the Student Counseling Office.
4. Consequences shall be cumulative across seasons, beginning with and throughout the student-athlete's participation on a Southern State athletic team.

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. At all road contests, the host school will provide 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 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. An 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.

INJURY CARE

Minor injury cases will be provided by the coach. Follow up care will be provided by HDH Athletic Training Services or by the student athletes own physician.

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

Any accidents/injuries that occur during games and practices must be reported to the coach and/or athletic director as soon as possible.

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. See Forms Section at the back of handbook.

EMERGENCY CONTACT INFORMATION

Each athlete will be asked to fill out an emergency contact information sheet at the beginning of every new season (August 1). This form will be used by the coaching staff to contact family members as needed. See Forms Section.

STUDENT FORMS/RECORD MANAGEMENT

As previously stated, all student-athletes have been given several forms to complete by the start of the season. The required forms are: *Health/Physical Record (to be completed by a physician)*, *Emergency Contact Information and Release for Participation in Athletics*. 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 office area.

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 athlete is expected to practice, if officially allowed by USCAA, on any day that the current sport she or he is 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 Nov 1. Men & Women basketball practice may begin Oct 1.

AWARDS AND BANQUETS

At the conclusion of each sport's season, the 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 office representative 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 home and away contests. After road trips, results may be left in writing or on voice mail or fax. You may leave the info 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 College public relations office.