

Central Alabama Community College



TROJANS

2017-2018

ATHLETIC HANDBOOK

Welcome to Central Alabama Community College (CACC) and to Alexander City, Alabama. We hope that your two years at CACC will create memories that you will cherish for the rest of your life. Central Alabama Community College staff, faculty, administration, and coaches are excited that you have chosen our college to further your student athletic careers, and we assure you that our number one goal is to help you succeed in all of your academic and athletic endeavors.

The Faculty at CACC is second to none in teaching skills. Our well trained staff eagerly desires to assist in guiding you down the path of academic success. The CACC administration is committed to Trojan Athletics and works daily to see that you and your fellow classmates have the opportunity to a bright future. Your coaches, who chose to bring you into the Trojan circle, will do their best to enhance your athletic skills while mentoring you to be upstanding citizens within our Alexander City community.

As a CACC Trojan, you not only represent yourself, family and hometown, but you also represent your coach, your teammates, and our college. The city and citizens of Alexander City are proud of our athletic programs. Whether you are on the field, in the classroom, or in a local grocery store, you are a CACC Trojan and people are monitoring your actions and words. We believe that you are a CACC Trojan quality individual and will be a tremendous representative of CACC.

Everyone is here to enhance your college experience. We hope for your grand success and want to see you reach the stars and achieve your dreams. As a CACC Trojan athlete, you have joined a club of champions. Central Alabama Community College is internationally known for producing winners on the field, course, courts, and classrooms. The secret to success is attitude and effort. The CACC family is committed to a high standard level of success. We vow to work hard for you, and our coaching staff is confident that you will reciprocate and be excellent students, outstanding athletes, and ambassadors of Central Alabama Community College.

“Champions aren't made in the gyms. Champions are made from something they have deep inside them -- a desire, a dream, a vision.”

-Muhammad Ali

What's your vision as a CACC TROJAN???????

CENTRAL ALABAMA COMMUNITY COLLEGE ATHLETICS

Central Alabama Community College is partially funded by the federal government as well as the State of Alabama. The goal of the CACC Athletic Department is to be the best in all of our sports, to compete fairly and abide by all rules and regulations set by our governing bodies, and to assist you in becoming successful students.

At CACC, athletics is managed under a few different organizations. The Athletic Department is a member of the Alabama Community College Conference (ACCC). This organization monitors all schools within the conference to ensure adherence to the rules and regulations of the National Office and hosts region/state championship tournaments. The National Junior College Athletic Association (NJCAA) is the head ruling body. It is the responsibility of the coaches to ensure our athletes and our athletic programs follow the rules and regulations that are determined by these organizations.

Your decision to begin your college athletic career at CACC will hopefully allow for you to prepare to achieve your academic and athletic dreams. As a CACC student athlete, you have two responsibilities. (1) Do your very best in the classroom. (2) Do your very best in practice and competition. All of the CACC coaches are former athletes. As coaches, we are committed to your journey. The CACC instructors and coaches can only help you as much as you help yourself. You will find that if you do your best, good things will happen for you at CACC and beyond.

Your student athlete career at CACC will become a part of your life resume. If you exceed expectations in the classroom and competition, your professional resume will certainly be one that stands out among others. Please remember to communicate with your coaches and instructors; we are in this together to help you achieve your dreams.

Please note that any specific policies regarding athletics that are not covered in this official Handbook may be located in the NJCAA Handbook.

www.njcaa.org

“There may be people that have more talent than you, but there’s no excuse for anyone to work harder than you do.”– Derek Jeter

ATHLETIC DEPARTMENT PHILOSOPHY

1. Ensure that intercollegiate competition is an integral part of the total educational offering under the control of those responsible for the administration of the institution.
2. Encourage the broadest possible student involvement in the competitive program.
3. Maintain high ethical standards through commitment to the principles of self-monitoring and self-reporting.
4. Evaluate the competitive program in terms of the educational purposes of the institution.
5. Engage in competition with other institutions having similar philosophies and policies.

“It's not whether you get knocked down; it's whether you get up.”

— Vince Lombardi

EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT

It is the official policy of the Alabama Community College System and Central Alabama Community College that no person on the basis of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by law be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program, activity, or employment. Furthermore, no qualified individual with a disability shall, on the basis of disability, be subject to discrimination in employment or in connection with any service, program, or activity conducted by the College.

Central Alabama Community College complies with the non-discriminatory regulations under Title VI and Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act, Title IX Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973 (as amended), the Vietnam Era Veterans Readjustment Assistance Act, the Americans with Disabilities Act of 1990 (as amended), the Equal Pay Act, and the Pregnancy Discrimination Act.

Student inquiries concerning reasonable accommodations may be directed to the ADA Coordinator in the Student Services Office. Complaint and grievance procedure forms are available in the Student Services Office. Students who wish to make a complaint regarding discriminatory conduct or retaliation should contact Dr. Sherri Taylor, Title IX Coordinator for student issues.

Employee inquiries concerning reasonable accommodations may be directed to the Tina Shaw, Executive Human Resources Director, in the Human Resources Office. Complaint and grievance procedure forms are available in the Human Resources Office. Employees who wish to make a complaint regarding discriminatory conduct or retaliation should contact Tina Shaw, Title IX Coordinator for employee issues.

Central Alabama Community College is an equal employment/equal educational opportunity institution.

The College prohibits retaliation against any person because they have engaged in a protected activity opposing the College or because they have made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding or hearing alleging discrimination on a basis of any protected classification specified above or retaliation.

Inquiries concerning the application of the above laws and their implementing regulations may be referred to the Compliance Officers listed below or to the Office for Civil Rights.

The Compliance Officers for Central Alabama Community College are:

Student Contact

**Dr. Sherri Taylor Title IX
Coordinator**

**Central Alabama Community College 1675
Cherokee Road**

**Alexander City, AL 35010 256-
215-4273 PHONE**

256-215-4268 FAX

staylor@cacc.edu

Employee Contact

Tina Shaw Title IX Coordinator

**Central Alabama Community College
34091 US Highway 280**

Childersburg, AL 35044

256-378-2010 PHONE

256-378-2097 FAX

tshaw5@cacc.edu

Region Four Office of Civil Rights

**U.S. Department of Health and Human Services Sam
Nunn Atlanta Federal Center Suite**

16770 61 Forsyth, St. S. W.

Atlanta, Georgia 30303-8909

800-368-1019 PHONE

404-562-7881 FAX

800-537-7697 TDD

ELIGIBILITY POLICES/PROCEDURES

General Information

A. Compliance with all NJCAA rules of eligibility is the expressed responsibility of all member colleges.

B. All NJCAA Rules of Eligibility will become effective as of August 1, 2015.

C. A member college must be in good standing with the NJCAA and its Region/Conference to enter a team or an individual in an activity sponsored by the NJCAA. A member college's good standing includes, but is not limited to, institutional attendance at a NJCAA sanctioned compliance workshop once every three years.

D. Student-athletes participating on an intercollegiate level in any one of the certified sports of the NJCAA shall conform to the requirements of the NJCAA Rules of Eligibility, the rules and regulations of the conference/region with which the college is affiliated, and also the rules of the college at which the student-athletes are attending and **participating**.

E. Ineligible student-athletes shall not be allowed to dress for any contest.

F. Student-athletes who falsify any academic and/or athletic participation record shall be ineligible for further competition in an NJCAA member college at any time.

G. Colleges having an intercollegiate athletic program above the two-year level shall not be allowed to participate in any of the certified sports of the NJCAA.

H. The word "term" as used within the Eligibility Rules, refers to quarter, semester or trimester, whichever applies as the official unit of class attendance at a college. Summer sessions shall also be considered as a term of college. Institutions using a modified administrative term, i.e. unit credits, quarter term with semester credits, etc. will be evaluated and an interpretation entered in the Casebook.

I. A student-athlete's grade point average (GPA) will be determined by dividing the earned/passing accumulated quality points by the corresponding earned/passing credit hours at each institution of attendance.

NOTE: Passing and satisfactory grades may be computed as "C" grades.

J. Student-athletes who earn an A, B, C, or D grade in a college level course may only use that course one time for previous term/accumulation eligibility purposes. A repeated class is allowed to be counted towards current term enrollment.

K. REMEDIAL/DEVELOPMENTAL STUDIES

1. Student-athletes who earn an A, B, C, or D grade in a remedial/developmental course may only use that course one time for previous term/accumulation eligibility purposes. A repeated class is allowed to be counted towards current term enrollment.

Furthermore, student-athletes cannot take a remedial/developmental course which is lower than a prerequisite to the one they have successfully passed and have it count toward eligibility.

2. Credit hours in remedial/developmental courses will count toward eligibility for a second season of participation if the student-athlete has successfully exited the course; only one course attempt is calculated.

Summary

- Students receiving an Athletic Scholarship must sign an NJCAA Letter of Intent.

- Students receiving an Athletic Scholarship to Central Alabama Community College will receive the maximum allowable financial aid offered under NJCAA and ACCS regulations which includes tuition, textbooks, and course fees.
- Room and Board for student athletes in the Alabama Community College System is prohibited.

Transferring from a Two-Year College to the University level

You have made a tremendous decision in attending CACC for your first two years of your collegiate athletic career. With the continuing success in the classroom and in athletics at CACC, coaches from all three divisions of the NCAA and NAIA closely monitor our student athletes to fill upcoming rosters within their respective programs. As student athletes at CACC, you have extended your recruiting time period an additional two years. Transferring from a two-year college to the university level is not difficult but you need to stay on top of your “game” to make this transition a smooth one.

- If you are an NCAA Clearinghouse Qualifier, you may transfer to an NCAA or NAIA program after your first year.
- If you are not an NCAA Clearinghouse Qualifier, you must graduate with an Associate’s Degree from CACC before you may transfer and become eligible for athletics with a NCAA Division-I program.
- Contact the University of interest to determine if the credits earned at CACC will be accepted by the University.
- If you have signed a Letter of Intent with a University in your sophomore year, consult with the Compliance Officer from the University before withdrawing from classes at CACC to be assured that you will be eligible for the University athletic program upon transferring.

The three divisions of the NCAA and NAIA are differ in rules, regulations, and transferring obligations. Keep up with all of these rules by visiting the organization website and research the transfer eligibility guidelines. Rules and regulations change annually so it is a good idea to periodically refer to websites and coaches

Understanding Amateurism

- Amateur Status is defined slightly differently in the various sports but the purpose is keenly parallel.
- If you have questions or concerns about your amateur status, be certain to meet with your coach for immediate clarification. Asking a question is much better than becoming ineligible.
- To compete in athletics with an NJCAA Approved Institution, the student-athlete may not have been a professional athlete and may not have broken any amateur status rules.
- Student athletes may NEVER accept money for being a student athlete.
- NJCAA Student Athletes may not be paid to use their photos or likeness to endorse a product or service.
- You may not contract with a professional athletics agent or agency.
- Amateur athletics is basically your individual or team participation for the love of the sport, not for financial gain.

FOR ADDITIONAL INFORMATION ON ELIGIBILITY DETERMINATION AND GUIDELINES, PLEASE REFER TO THE NJCAA WEBSITE, www.njcaa.org

**The ideal attitude is to be physically loose and mentally tight."
- Arthur Ashe**

ATHLETIC DEPARTMENT EXPECTATIONS

POLICIES AND PROCEDURES

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

FERPA states that certain information from student records may be classified as “directory information.” The following information has been declared by Central Alabama Community College as directory information: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, honors, photographs made at college events on or off campus, weight and height of athletic team members, dates of attendance, degrees and awards received, and the most recent school attended by the student. The information will be released to inquiring individuals or agencies unless students sign a Do Not Release Directory Information form in the Office of Enrollment Services. This order will remain in effect for one year from the date of submission and must be updated annually. Photos may be used for publicity and recruitment purposes. Directory information may be denied when it is deemed by the Dean of Students/Associate Dean of Student Services or Records Manager that it is not in the best interest of the student or the College.

According to FERPA guidelines, Central Alabama Community College may release students’ educational records to the following without prior written consent from the student:

1. To school officials within the College who have been determined by the College to have a legitimate educational interest in the records. School officials include counselors and instructors who are involved in counseling students, administrators who assist in counseling and who advise students with other problems, professional staff and clerical staff who directly relate to the administrative task of the College, and College attorneys. A school official has a legitimate educational interest if the official is performing a task that is specified in his/her job description or by a contract agreement, performing a task related to a student’s education, or performing a task related to the discipline of a student. When doubt is raised by the Dean of Students/Associate Dean of Student Services or Records Manager about an individual’s “need to know” or legitimate educational interest in having access to specific information, the issue shall be decided by the President of Central Alabama Community College.
2. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state or federally supported education programs.
3. In connection with a student’s request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to

- enforce the terms and conditions of that aid.
4. To state and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
 5. To organizations conducting certain studies for or on behalf of Central Alabama Community College.
 6. To accrediting organizations to carry out their accrediting functions.
 7. To parents of eligible students who claim the students as dependent for income tax purposes. Determining the dependency, as defined by Section 152 of the Internal Revenue Code, requires a copy of the parents' most recent Federal Income Tax Form.
 8. To appropriate parties in a health or safety emergency, subject to a determination by the President or Deans.
 9. To personnel complying with a judicial order or lawfully issued subpoena, provided that the Office of Records makes a reasonable attempt to notify students in advance of compliance.

NOTE: Central Alabama Community College is not required to notify students if a federal grand jury subpoena, or any other subpoena issued for a law enforcement purpose, orders the College not to disclose the existence or contents of the subpoena.

10. To an alleged victim of any crime of violence (as that term is defined in 18 U.S.C. 16) of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

A complete view of FERPA guidelines is available in the Office of Records and the Student Services Office at each college location.

Annual Notification of FERPA Rights

Central Alabama Community College will give annual notice to current students of their rights under the Act by publishing information in the Catalog.

Privacy Rights of Deceased Students

For twenty-five years following the death of a student, the release of educational record information will not be made unless authorized by the student's parents or the executor/executrix of the deceased student's estate.

Violations of FERPA

A complete copy of the Family Education Rights and Privacy Act of 1974, 20 U.S.C. 1232 g., is available upon request for review in the Office of Student Services on the Alexander City and Childersburg campuses and the Talladega Center. Any complaints or violations of FERPA may be reported to The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920; 205/260-3887; FAX: 202/ 260-9001, website: www2.ed.gov/policy/gen/guide/fpc/index.html, e-mail: ferpa@ed.gov.

To review and obtain a paper copy of the Annual Notification of Rights under FERPA, please contact the Office of Records at (256) 378-2001.

Facsimile Records (FAX)

Central Alabama Community College honors FAX requests, with a copy of the student's driver's license, to send official transcripts to third parties, and Central Alabama will accept FAX transcripts for advising purposes only. **An official transcript is required for any student to receive federal financial aid. A faxed transcript will not be accepted for financial aid purposes.**

Computer Access to Records

Central Alabama Community College has established policies for initially instructing and periodically reminding school officials of FERPA confidentiality requirements before it gives them access to the computer system. These school officials are informed of the criteria Central Alabama uses to determine legitimate educational interest and of their responsibility for assuring that access is not abused.

In addition, Central Alabama Community College will inform parties to whom personally identifiable information is released in any manner that they are not permitted to disclose the information to others without the written consent of the students.

Central Alabama Community College will maintain a record of all requests for and/or disclosure of information from a student's educational records. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student.

Change of Student Directory Information

Any change in student directory information such as but not limited to: change of name, address, emergency contact and/or attendance history must be submitted in writing to the Office of Records located on the Childersburg Campus. All changes of directory information will require legal documentation for the changes.

Students who are transitioning or transgender are not required to obtain identification documents that reflect their gender identity if providing the documents limits or denies the student equal access to an educational program or activity; however, they are required to submit their change in gender identification in writing to the Office of Records to notify the College to refer to the gender to which the student now identifies.

Requests may be made in person or by mail. Mailed requests must be notarized and sent to:

Central Alabama Community College
Office of
Records 4091
US Hwy 280
Childersburg, AL 35044

Change of Directory Information Forms can be found on the college website or forms may be picked up at the following College locations:

Alexander City Campus: Help Center in the Administration
Building Childersburg Campus: Student Services Office
Building A Talladega Center: Administrative Office

Acceptable legal documentation generally consists of new driver's license, official ID card, Social Security card, certified copy of marriage license, court order, dissolution decree, or current passport.

WITHHOLDING TRANSCRIPTS AND DIPLOMAS

Central Alabama Community College believes that a College degree or certificate has true merit and meaning only if it is granted after a student has demonstrated a level of effort and responsibility indicative of a college graduate. Therefore, Central Alabama Community College policy is that a student earns entitlement to a degree, diploma, or certificate only by successfully completing a prescribed course of study; paying all tuition, fees and other appropriate charges, and fully abiding by the rules, policies and regulations of the college. If a student fails to meet any of these basic requirements for graduation, the College reserves the right to withhold official graduation and awarding of the degree, diploma, or certificate until the student corrects the deficiency and to include a notation on the student's official transcript that the student is ineligible for graduation.

A student who fails to make timely payment of any tuition, fees, or other appropriate charges will not receive official notice of grades for a current academic term and may not re-enroll at the College, except with special permission from the President, until full payment is made. The College may also refuse to issue the official transcript of any student who fails to make timely payment of tuition, fees, or other appropriate charges until full payment is made.

The Dean of Students has the authority to withhold official graduation, diplomas, certificates, and/or release of official transcripts in a manner consistent with the intent of this policy. When the College intends to withhold official graduation from a student; withhold the awarding of a degree, diploma, or a certificate to a student; withhold the

official transcript or declare a student ineligible for further enrollment, the Dean of Students will give written notice to the student. The notice will be delivered via official college email and/or mailed to the student's last-known home address. The notice will state the type of action the College intends to take. A copy of the notice will be sent to the Office of Enrollment Services.

A student who receives notice that any of the above described actions has the right to meet with the Dean of Students or his/her designee and request that the action not be taken. If the student shows that the stated basis for the action is erroneous or if the student satisfies the Dean that the respective problem will be resolved within a time frame acceptable to the Dean, or if the Dean determines for any other appropriate reason that the intended action should be rescinded or modified, the Dean may withdraw or modify the action. The Dean or his/her designee will give written notice to the student and the Office of Enrollment Services of such a decision or modification. The Dean may also base such a decision or modification on conditions that the student meet certain stated requirements and, in such cases, the Dean may re-impose the action if the student does not meet stated conditions.

Institutional Policies

Institutional Policies may be found in the Central Alabama Community College Catalog and Student Handbook. The Athletic Department recognizes that athletes require additional guidelines to insure proper function within the system. Therefore, all students are mandated to adhere to all policies of the institution and the Athletic Department.

Appeals Process

In the event a student athlete has a complaint, the matter should be resolved by following the athletic chain of command.

1-The student athlete should first notify the head coach and attempt to resolve the matter with the coach. If the complaint is not satisfactorily resolved, the student must contact the Athletic Director.

2-The student requests a meeting with the Athletic Director. If the meeting does not resolve the issue to the satisfaction of all parties involved, the Athletic Director will request a meeting with the Dean of Students and the student. If the meeting with the Dean of Students does not resolve the issue to the satisfaction of all parties involved, the student may appeal further per the guidelines below.

Presidential Appeals

If the grievance does not involve a claim of illegal discrimination based on gender, race, or disability, the Grievant will have the right to appeal the decision to the President of Central Alabama Community College, provided that:

1. A notice of appeal is filed with the Dean of Students and the President within fifteen (15)

- calendar days following the Grievant's receipt of the decision and
2. The notice of appeal contains clear and specific objection(s) to the finding(s), conclusion(s) and/or recommendation(s) of the Dean of Students or committee. If the appeal is not filed by the close of business on the fifteenth (15th) day following the Grievant's receipt of the decision, the Grievant's right to appeal to the President will have been waived. If the appeal does not contain clear and specific objections to the hearing report, it will be denied by the President.
 3. President's Review: If an appeal is accepted by the President, the President will have thirty (30) calendar days from his/her receipt of the notice of appeal to review and investigate the allegations contained in the grievance, to review the decision, to hold a hearing (if deemed appropriate by the President) and to produce a report of the President's findings of fact. The President will have the authority to (1) affirm, (2) reverse or (3) affirm in part and reverse in part the findings, conclusions and recommendations arising from the college grievance hearing. The President's report will be served to the Grievant and Respondent(s) by personal service or by certified mail, return receipt requested, at their respective home addresses.

Chancellor Appeals

Students may file consumer/student complaints with the Alabama Community College System by following these procedures:

- a) If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to the Alabama Community College System using the System's official Student Complaint Form, which is contained on the College's website at the following link, <http://www.cacc.edu/wp-content/uploads/2017/02/Complaint-and-Grievance-Procedures.pdf> and is also available online at the ACCS website (www.accs.edu). Students may submit completed complaint forms by printing the form, signing it, and then either (1) scanning it and e-mailing it to complaints@accs.edu or (2) mailing it to: Alabama Community College System Attention: Office of the Vice Chancellor for Instructional and Student Services P.O. Box 302130 Montgomery, AL 36130-2130.
- b) The Vice Chancellor for Instructional and Student Services or an appropriate administrator designated by the Vice Chancellor will investigate the complaint within 30 days of receipt.
- c) The institution which is the subject of complaint has 30 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution.
- d) The Vice Chancellor or designated administrator will adjudicate the matter and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies.

e) If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action. f) The System Office will monitor the institution's compliance to ensure the completion of any required corrective action.

3-Any agreement reached in the appeals process must be documented in writing by the coaching staff and/or Athletic Director and signed by all parties.

Scholarship Renewal and Cancellation

The scholarship agreement is signed for a period of one academic year. Renewal of the scholarship agreement is based upon the discretion of the head coach. The renewal must take place by June 15th of each year.

Cancellation of the scholarship agreement is not permitted during the period that it is effective because of injury or athletic performance. However, cancellation of the scholarship agreement is permitted if the athlete becomes ineligible for participation in athletics because of academic and/or disciplinary reasons or if the athlete becomes ineligible for a serious violation of the Student Code of Conduct that warrants permanent suspension or dismissal from the athletic program.

Transfer Waivers

If a student athlete who has signed a Letter of Intent wishes to transfer mid-year for any reason, a scholarship release may be arranged at the discretion of the coach and Athletic Director. This makes the student athlete recruitable by another NJCAA Institution at the end of the current semester. However, in order to be eligible to compete at another NJCAA institution in the same academic year, an NJCAA Transfer Waiver must also be granted. The Central Alabama Community College Athletic Department does not grant transfer waivers mid-year, unless under extreme extenuating circumstances.

Summer Classes

Student athletes may use the same scholarship benefits to attend the summer semester after their freshman and sophomore years. The students must be on a renewed scholarship and adhere to the rules and regulations set up by the NJCAA, the ACCC, the intuition, and the Athletic Department.

Class Schedules and Drop/Add

It is the responsibility of the head coach to monitor the student athlete's selection of courses to ensure that the student athlete is taking courses that will apply to the curriculum he/she must take for degree completion. The head coach will have each student athlete's schedule on file in the athletic department. A student athlete is required to consult with his/her head coach before adding or dropping a class.

Advising/Counseling

Before registration each semester, the student athlete must arrange a meeting with his/her assigned academic advisor concerning his/her schedule and chosen field of study. The student-athlete will not be authorized to register online without meeting with an advisor.

Exit Survey

Upon completion of the second year of athletic participation, the student athlete will complete an exit survey. This survey will be used to evaluate and make improvements to the athletic programs.

Athletic Awards and Lettering

Athletic Awards and the system of lettering are the responsibility of the head coach. All awards and lettering procedures must follow the NJCAA, ACCC, and Athletic Department guidelines.

Class Attendance and Classroom Etiquette

- Student athletes will miss a number of classes due to scheduled collegiate games and tournaments. To assure your success in the classroom, student athletes are expected to attend all classes. To assist you in keeping this commitment, you must have the permission of one of the coaching staff to miss class.
- Be on time. Respect your instructor by being a few minutes early to all classes.
- As a CACC Athlete, you are to be a positive representative of your team. Dress appropriately at all times. Student athletes are to remove hats in the class room and in college offices.
- Be involved in classroom discussions.
- Have assignments completed and turned in early or on time.
- If you miss class for a team competition, inform your instructors of your absence in advance and request time to make up any missed scheduled exam or assignments. Ask if there is any information that you may study while you are away representing CACC.
- Turn off cell phones in the classroom.
- Students who fail to adhere to class attendance and academic expectations are subject to corrective measures facilitated by the head coach of their team.

Social Time

- You will have some free time from schoolwork, practice, and competition. If you find yourself at a party where alcohol and/or illegal drugs are present - leave immediately. Do not indulge in the consumption of alcohol or illegal drugs.
- There are a number of wholesome activities available in the area that are entertaining and fun. Stick with the activities that make you look and feel like an All-American. You know when you're doing the right thing, and when you're doing the wrong thing – make the right decision.

Out of Town Personal Travel

- There will be times when you would like to travel outside of the area. You may want to take a date to a movie, attend a concert, or visit with friends or family. Please contact one of your coaching staff to inform him/her before leaving the city so they may contact you in the event of an emergency.
- Please remember that you are a representative of CACC wherever you are; be a positive member.

Social Media

- Facebook, Twitter, Instagram, etc... are fun and useful tools when used with the right intentions. Never post any negative information about the College, the staff, your team, or teammates. Positive postings, Instagram, and tweets are encouraged!
- For those athletes who are hoping to continue their student athlete careers after CACC, please know that NCAA coaches monitor Facebook and Twitter accounts of recruits.

Academic Involvement

- CACC teams seek to acquire NJCAA Academic Team of the Year status. To achieve this goal, our individual teams must acquire a collective GPA of 3.0 or higher on a 4.0 scale for the year. Being named a NJCAA Academic Student Athlete is something will be on your resume for the rest of your life, and may open many doors for you in the future.
- As an incoming freshman, you must acquire no less than a 1.75 GPA to remain eligible for spring competition and earn a minimum of twelve hours credit. Beyond the first semester, all athletes must maintain a 2.0 accumulative GPA in order to be eligible. Student athletes must maintain no less than 12 hours of academics per semester, and it is recommended that you take sixteen hours per semester. Student athletes must have successfully passed no less than 24 credit hours to be eligible in the second year of college. Please refer to section on “Eligibility” for additional information.
- When registration opens each semester, you should attempt to be the first to register in order to schedule your classes around your team practice.
- Communicate with your instructors. Self-monitor your progress and ask for help when needed. Acquire their suggestions in how you can improve within their respective classes.
- There is an ample amount of academic support on campus. Student Support Services, a federal TRIO program, provides tutoring, academic counseling, and cultural enrichment opportunities for students that are eligible for the program. Contact the Office of Student Services for additional information on these academic support programs.

Academic Progress Reports

- Student athlete progress reports will be disseminated to student athletes a minimum of two times per semester: at the 5th and 10th weeks of the semester. It is the responsibility of the coaching staff to provide the blank reports to the student athletes. It is then the responsibility of the student athlete to give a report to each instructor in each of his/her

assigned classes to complete and return to the student. It is then the student's responsibility to submit the completed form to the team head coach.

- It is up to the discretion of the coaching staff to increase study hall hours, mandate tutorial services, or provide additional guidelines and/or support to student athletes who are experiencing academic difficulty.

Study Halls

- Excellence in academics is a critical piece in the success of the CACC student-athlete. Your success on the court, classroom, or field may only be achieved if you are a success in the classroom. Becoming accustomed to college life is new to incoming freshmen. All freshmen will be required to attend study hall for a minimum of two hours each week in their first full-time semester. Students who acquire a 3.0 GPA in their freshman first semester, may not be required to attend study hall in the following spring semester. Returning sophomores with a cumulative GPA of 3.0 or higher may be exempt from mandatory study hall the following semester. Sophomores whose cumulative GPA was below a 3.0 will be required to attend at least two hours of study hall each week.
- As a CACC student-athlete attending study hall, you may choose your own fixed study hall hours. For example: If you do not have a class between 9:15 and 10:50 on Mondays and Tuesdays, you may choose that time for your scheduled study hall hours. Student athletes will be required to attend study hall each day that they have chosen. Study hall hours may be served in the CACC Library or designated location chosen by the team's head coach. There will be common spot checks to assure your attendance. If a student athlete cannot attend a scheduled study hall, he/she must alert their coach of the reason. The student athlete's respective coach will decide whether the reason for absence is acceptable. Student athletes that are on an overnight trip due to a college athletic competition will be required to study in a common area while on the trip that will be monitored by their coaches.
- During study hall, you are to work on your academics. There is no room for any loud conversation or horseplay. You may not review social media or watch movies on your cell phone. Cell phones should be muted or turned off. Take full advantage of this time to benefit your academics; it will pay tremendous dividends. Being disruptive or absent from scheduled study hall times will not be acceptable and will result in consequences for those student athletes. Consequences for violation of the study hall policy may include, but are not limited to: additional running, sitting out one or more athletic contests, temporary suspension from team activities, permanent suspension, and loss of scholarship.
- On the 5th and 10th week of each semester coaches will send out "Progress Reports" for all athletes. If any athlete has less than a "C" average in any subject, study hall hours will be increased by one hour per subject. This action will include those who were exempt from study hall.
- This policy is meant to establish minimum requirements for CACC athletes. Additional hours may be assigned at the discretion of the coaching staff.

Textbooks

- Under the Athletic Scholarship Agreement, student athletes may check out textbooks for use through the College Library. The books must be returned to Central Alabama Community College in good condition by the last day of exams of the semester. In the event the student athlete should lose, damage beyond normal wear, or fail to return the books, he/she must pay the total selling price of any or all of the textbooks as priced by the CACC Bookstore. If the books are not returned and not paid for, the student's academic transcript records will be held, and the student will not be able to register for future classes at Central Alabama Community College.

Facilities/Equipment

- As a student athlete, you are expected to respect and help to maintain athletic facilities. You must immediately report anything you see or hear that may cause problems for our facilities. You are also required to be responsible for any equipment that is issued to you or that you use. You will be required to replace and purchase any equipment that is abused, damaged or destroyed. Be responsible and appreciative to where you practice and play, and take exceptional care of your equipment.
- Always leave your practice and playing area looking better than you found it. Always dispose of trash and debris in trash containers. Never leave food or drinks behind. The entire team is responsible for the appearance of CACC facilities.
- Use of the gymnasium in the HEA Building is limited to supervised athletic activity only. No student should be using the facilities without the permission and supervision of his/her coach.

Uniforms/Equipment

- It is the responsibility of the Head Coach to issue and inventory all items of equipment that are necessary for the student athlete's participation in the sport. All issued items are the property of Central Alabama Community College. Loss or damage to the issued items will be charged to the student athlete. Failure to properly care for or replace lost or damaged items could result in the forfeiture of the scholarship agreement. A hold will be placed on an athlete's grades/transcript until such time that uniforms and/or equipment discrepancies are rectified.

Medical/Health

- At some point, within the two years you are attending CACC, you may experience an illness or injury. You have health insurance, and if you become sick, you may seek care at one of the local physician's office. You may also seek care at the local Emergency Room if you have an injury or need immediate medical attention after regular physician office hours. Be proactive. If you are not feeling well, seek medical attention before physicians' offices close. When you realize that you are not feeling well and need to see a doctor, do not delay. Early intervention and treatment expedites the healing process and

lowers the risk of the illness being transmitted to others. Always notify your coaches and the athletic trainer of any illness. You are expected to self-quarantine and not expose others to contagious illnesses and follow all physician and athletic trainer directives regarding medical conditions.

- Emergency room visits can be very expensive, and insurance will not always pay if you do not have a true emergency medical condition. Take your insurance card and driver's license for identification purposes, as well as means to pay for your healthcare deductible. You will be asked to provide your social security number and your medical history. It is important that you report any known allergies, especially to medications, as well as any prescriptions that you are taking and any chronic medical conditions.
- If you are ill and cannot attend class, contact your instructors to inform them of your situation. You should be able to acquire some information on what to study during your illness so that you will not fall far behind on your class work. Make sure you talk to your instructor about how you can make up any missed assignments.
- If you become injured while participating in CACC sports, your health insurance is your primary means of paying for any and all medical costs. CACC insurance will be filed to assist with the remaining obligations.
- It is recommended that you locate a local physician to treat you for possible illnesses in advance so that you will not have difficulty locating one when needed.
- Any student athlete who has been declared unfit for athletic participation by a licensed physician or certified athletic trainer must receive written clearance from the physician before resuming athletic participation. A copy of the documentation will be maintained the player's personal file by each respective head coach and in the office of the Athletic Director.

Insurance

- CACC provides athletic accident insurance for student athletes. This coverage is provided on an "excess" basis only. Under the terms of the policy, coverage is considered excess to all other valid and collectible medical insurance policies. This insurance policy may only be applied to injuries and sicknesses that are a direct result of the sport in which the student athlete participates. Student athletes are required to complete the insurance questionnaire form and submit a copy of the student athlete's primary coverage card. This information will be contained in the student athlete's official file in the office of the Athletic Director.
- In the event of injury or sickness that the institution insurance will cover, it is the responsibility of the head coach to provide all necessary insurance forms so that a proper claim can be made. It is the responsibility of the student athlete and his/her parents to file the claim.

Physical Examinations

- All student athletes participating in NJCAA certified sports must pass a physical examination before their competition for each collegiate year in which they compete. It is

the responsibility of the head coach to ensure that each student athlete has a valid physical examination form on file in the office of the Athletic Director.

Concussion Protocol – courtesy of RMC

1. All athletes will participate in pre-season Baseline testing of both SAC TRAC Concussion test and BESS evaluation. Baseline scores will be entered into Sportsware injury tracking software by Athletic Training staff.
2. When injury occurs: If CERTIFIED ATHLETIC TRAINER is PRESENT: He/She will evaluate and implement Emergency Action plan as necessary including but not limited to- removing the athlete from competition and referring to the Emergency department for CT scan if indicated. IF CERTIFIED ATHLETIC TRAINER is NOT PRESENT: The athlete should be removed from sporting event if concussion is suspected. Referral should be made to Emergency department for evaluation. Athletic Training staff must be notified of injury.
3. Certified Athletic Trainer will administer SAC TRAC and BESS test within 24 hours of injury. PCSS will also be documented.
4. Symptoms will be monitored until the athlete is asymptomatic for 24 hours and SAC TRAC test has returned to ± 1 point. Exercise Stages may begin at this point. Athlete must remain asymptomatic while completing current stage in order to progress to the next stage.
5. STAGE 1: Walking or Riding Stationary bike for 20-30 minutes.
6. STAGE 2: Jogging (40-60% max HR) 20-30 minutes. Sit-ups X 25, Push-ups X 20, Lunge walks X 20.
7. STAGE 3: Running (60-80% max HR) for total of 20-30 minutes. Sit-ups X 50, Push-ups X 30, Lunge walks X 30. 15 minutes of sport specific individual drills- NON CONTACT- Football must wear helmet. Athletic Training staff will have specific allowable drills for each sport.
8. STAGE 4: Participate in **non-contact** practice drills- including 10-20 min of jogging warm-up, 45-60 minutes of drills. Burpees X 15.
9. RETURN to TEAM PHYSICIAN for CLEARANCE.
10. STAGE 5: Full Contact practice
11. STAGE 6: Resume full participation in competition.

Appearance/Dress Code

- CACC has a dress code that is outlined in the Student Handbook. As a CACC student athlete, you are required to dress appropriately at all times. In addition, the Athletic Department has specific requirements of athletes. Earrings are not allowed during practice or games or scrimmages. At no times, should underwear be able to be seen outside of clothing. “Sagging pants” are not allowed. T-shirts that promote alcohol or drug use or another team other than CACC are not be worn at practices or at games. T-shirts worn by athletes must not contain any negativity towards any individuals or groups or be offensive in anyway. Athletes are required to dress professional casual when traveling to and from games. Individual head coaches may have a specific dress code and appearance requirements for their teams. It is up to the individual team coaches to discuss their directives with their team members. Please put your best foot forward when in public. Remember, you are representing the College in all you say and do. Community members do not hesitate to contact the college administration and coaches to report good news and bad news about our student athletes, and it’s important to represent CACC to the supporting community in a positive way.

Behavior Expectations

- As a CACC athlete, you are expected to show respect for all authority figures, including but not limited to coaches, college faculty and staff members, opposing teams, game officials, community members, and your teammates and peers. You are expected to greet authority figures when you see them and exhibit good sportsmanship and manners at all times. Any behavior contrary to the above described behaviors will be considered insubordination and subject you to disciplinary consequences up to removal from the team and possible charges for violations of the Student Code of Conduct.

Punctuality

- You are expected to be on time for all college and team functions/events. “Being on time” means that you will arrive a minimum of “ten minutes” early.
- Failure to report to events/functions may result in disciplinary action.

Residence

- The rental properties used by most CACC student athletes are owned and managed by private companies or individuals. CACC does not have a property-management division. However, in the hopes of our student athletes being good citizens of the community, we request that student athletes follow all expectations of the property owner. The College coaching staff and administration does not look favorably upon student athletes who cause problems in the community.

Curfew

- The Head Coach of the team has the authority to impose a curfew upon team members. Curfews are decided upon by the Head Coach and contingent upon the behavior and maturity level displayed by the team members.

Travel/Transportation

- Travel to athletics competitions is provided by the Athletic Department. This transportation includes travel to regular season and practice games, state, and invitational tournaments. Student athletes are required to travel with the athletic team under the direct and immediate supervision of the coaching staff or an adult individual authorized by the Head Coach to supervise the team. It is the responsibility of the Head Coach to insure that all players travel with the team under the supervision of the coaching staff or authorized individual. A student athlete may travel directly, without interruption, between his/her home and a scheduled game, competition, or practice session, in a vehicle which is operated by a properly licensed driver. The student must provide the appropriate waivers to the head coach if he/she does not travel with the team. Please see the respective team head coach for additional information.

Drug Education/Alcohol Awareness

- An annual comprehensive drug education and alcohol awareness program will be provided to all student athletes. Information will be provided to all student athletes as well as an opportunity to ask questions and discuss the Drug Testing Policy and Procedures. Student athletes will complete a pre and post assessment, which will be contained in the student athlete's official file in the office of the Athletic Director.

Alcohol Policy

- A student athlete charged with a DUI (Driving under the Influence) will receive an immediate temporary suspension from practice and/or competition. It is the responsibility of the athlete to immediately contact his/her head coach to report that he/she received a DUI. The Athletic Director will immediately initiate an investigation. If the student was charged, the temporary suspension will remain until the student is found not guilty of the charges. If the student is found guilty or pleads guilty to the DUI charge, he/she will be suspended indefinitely and will forfeit his/her athletic scholarship.
- A student athlete charged with public intoxication, underage consumption or minor possession of alcohol at a minimum will be suspended from competition until the following conditions are met.
 - Attend and complete an 8-hour Alcohol and Drug Education program, and provide documentation of successful completion of the program.
 - Perform 20 hours of community service, approved and monitored by the Athletic Director.
 - Submit letters of apology to his/her teammates, coaches, Athletic Director, and Dean of Students.

- A student athlete charged with a second offense of public intoxication, underage consumption or minor possession of alcohol will forfeit his/her athletic scholarship and be suspended from athletic completion until the following conditions are met.
 - Attend and complete a 12-hour Alcohol and Drug Education program, and provide documentation of successful completion of the program.
 - Perform 40 hours of community service, approved and monitored by the Athletic Director.
 - Submit letters of apology to his/her teammates, coaches, Athletic Director, and Dean of Students.

Drug Testing

- The Alabama Community College System Office has adopted a policy and guidelines for the drug testing of student athletes. In accordance with this policy, CACC has instituted a program for drug testing and a drug awareness program for student athletes.
- This policy has been developed to “prevent illegal drug usage, to alert student athletes to serious physical, mental, and emotional harm caused by drug abuse, and to maintain an athletic environment consistent with the high standards of the colleges and with the overall development and education of their student athletes.”
- Central Alabama Community College is committed to promoting a drug-free environment and safeguarding the integrity of CACC athletic programs and athletes.
- In order for you to participate in intercollegiate athletics at CACC, you must submit to drug testing within the policy and guidelines of the program. A copy of the drug testing policy and guidelines will be provided to you. You will be required to sign a consent form and if you are under the age of 18, your parents will be required to sign. You may not participate in CACC athletics until this form is signed.
- An initial drug test is required to determine eligibility of all student athletes. The cost of this initial drug test will be the responsibility of the student-athlete.
- Each year, before competition may begin, all NJCAA student athletes must be drug tested. Before you submit to the drug screen, you should inform the staff at the testing facility of any and all prescription medication that you have been or are presently taking. Some of ingredients in prescription drugs could possibly give a positive reading and cause you to be ineligible from competition.
Drug testing will be done on both regular and random basis, both announced and unannounced. Drug testing is performed by an external provider that is certified to provide testing that provides quality control and confidentiality. Drug test results will be maintained in a confidential manner. No test results will be released to any individual that has not been authorized by you to receive the results. The costs of any random drug tests will be the responsibility of CACC.
- In the event of a confirmed positive drug test, the following will take place.
 - 1-The student athlete will be suspended from athletic participation for a minimum of a two-week period.
 - 2-The student athlete must participate in a substance abuse program approved by the Dean of Students while on suspension. Any cost associated with the program is the

responsibility of the student athlete. Documentation of successful completion of the substance abuse program is required.

3-The student athlete will not be allowed to return to athletic participation without successfully passing a drug test. The cost of this test will be the responsibility of the student-athlete.

4-The student will be subject to follow-up testing for up to twelve months. A second positive test will precipitate permanent suspension from all athletic competition and the loss of any athletic scholarship.

5-Refusal to be tested and failure to appear for a test will be treated as a positive test result.

Please refer to the policy in the Appendix for additional information. For information on resources for drug/alcohol counseling, please contact the Head Coach of the team or the Athletic Director.

Team Rules

- The individual rules stated above are minimum rules that are required by the Central Alabama Community College Athletic Department. Coaches may implement additional guidelines and procedures to provide discipline and support to the team and team members. These guidelines must be approved in writing by the Athletic Director and Dean of Students.

**"Slump? I ain't in no slump. I just ain't hittin."
- Yogi Berra**

STATE OF ALABAMA COMMUNITY COLLEGE SYSTEM DRUG TESTING FOR STUDENT ATHLETES POLICY

GUIDELINES FOR POLICY

806.02: DRUG TESTING OF STUDENT ATHLETES

1. Persons to be tested

Any student who desires to participate in intercollegiate athletics at any institution of the Alabama Community College System will be required to submit to appropriate drug testing as determined by the Chancellor.

2. Types of tests to be performed

A. An initial drug test will be required prior to eligibility determination for any scholarship and/or participation in intercollegiate athletics, and all student athletes will be required each year to complete a mandatory drug test before each school year begins. A student will be required to authorize a drug test result to be provided to the Athletic Director, head coach, or other designated representative. The student's specimen must have been collected and tested within the two-week period prior to eligibility determination and prior to the beginning of each year thereafter. The institution will not be responsible for the initial testing of the student although an institution may elect to pay for the initial screening with external funds.

B. After the initial drug test has been provided, further testing of the student athlete will be conducted throughout the year at regular and random intervals, both announced and unannounced, utilizing an on-site testing device. All testing following the initial test will be controlled by and the responsibility of an assigned member college employee who is both disassociated with athletics and who is at least at the Dean level a dean level college employee. The individual who conducts all random drug testing must be an employee of a recognized provider who is certified to do drug testing and not an employee of a member college. The on-site testing device shall be used only for subsequent testing and not for the initial test coordinated by the student. The Athletic Director, head coach, or other designated representative may request a test at any time. Random individual and/or random team testing will be done at least four times per year. Each college will test at least ten percent of its total athletes at each random testing, and this testing can be conducted outside of the student athlete's particular competitive season. For random testing, all student athletes will be included in a pool of names from which they may be selected by a computerized method of random selection. This selection shall be done by each institution by utilizing random number selection computer software. Each institution shall be responsible for maintaining an updated listing of student athletes to provide an accurate random selection pool (June 2008).

3. Drugs to be tested

The following panel of five (5) drugs shall be tested. Additional drugs may be added to the panel on the recommendation of the Athletic Director and with the approval of the president.

- A. Amphetamines
- B. Cocaine
- C. THC
- D. Opiates
- E. PCP

4. Consent to drug testing

A. Each student athlete is required to sign a statement certifying that he or she has received a copy of the drug testing policy and guidelines and consents to provide urine specimen(s) for the purpose of analysis. If the student athlete is under eighteen (18) years of age, the student athlete's parent or legal guardian must sign the drug testing consent form in addition to the student athlete. The Athletic Director, head coach, or other designated representative shall maintain the original of the signed consent form and may provide a copy of the consent form to the student athlete upon request.

B. Student athletes have the right to refuse to consent to drug testing under this program; however, student athletes who decline participation in the program will not be permitted to participate in intercollegiate athletics.

C. Student athletes may be excused from drug testing only under the most extreme circumstances (e.g., illness, family emergency). The student athlete is responsible for providing written verification for such absences. Approval of a verifiable absence is the responsibility of the Athletic Director, head coach, or other designated representative.

5. Specimen collection

A copy of the guidelines must be provided to each collection site person, prior to the collection of the specimen, to ensure that all specimens are collected and tested within these requirements. A specimen collection should not be initiated until the collection site has been made aware of the requirements of this program. Collection site personnel should contact the Athletic Director, head coach, or other designated representative to obtain a copy of these guidelines before any specimen collection is performed.

A. The collection site person shall be a licensed medical professional or technician who has been trained for collection in accordance with chain of custody and control procedures – not a coach, Athletic Director, or any other employee (June 2008).

B. Specimen collection procedures shall provide for the designated collection site to be secured in accordance with chain of custody and control procedures. Security during collection may be maintained by effective restriction of access to the collection materials and specimens.

C. When the student athlete arrives at the collection site, the collection site person shall ensure that the student athlete is positively identified as the individual selected for testing. This identification can be done through the presentation of photo identification or by an authorized institution representative. If the student athlete's identity cannot be established, the collection site person shall not proceed with the collection until such identification can be made.

D. The student shall remove any unnecessary outer garments such as a coat or jacket. The collection site person shall ensure that all personal belongings such as bags, backpacks, purses, etc. remain with the outer garments. Through a visual check, the collection site person will make an effort to ensure that no concealed containers are on the student athlete's person.

E. The student athlete may provide his/her specimen in the privacy of a stall or otherwise partitioned area that allows for individual privacy, unless there is reason to believe that a

particular individual may alter or substitute the specimen to be provided. If direct observation is required, the collection site person or designated representative shall review and concur in advance with any decision by a collection site person to obtain a specimen under direct observation by a same gender collection site person.

F. If the student athlete is unable to provide a specimen during the collection process, the individual may leave the collection site and return at a later time to begin the process again. The designated representative should be notified by the collection site person that the student athlete was not able to provide a specimen at that time. The Athletic Director, Head Coach, or other designated representative is responsible for ensuring that the student athlete returns to the collection site within the same day or, if not possible, no later than the following day.

G. Once the specimen has been collected, the student athlete and the collection site person shall keep the specimen in view at all times prior to its being sealed and labeled. The collection site person and the student athlete will complete the necessary information on the custody and control form. The student athlete will sign the custody and control form certifying that the specimen identified as having been collected from him or her is in fact the specimen he or she provided. The specimen and the chain of custody and control form shall then be sealed in a plastic bag and labeled in the presence of the student athlete. The student athlete's participation in the specimen collection process is complete (June 2008).

6. On site testing to be used

A. Regular and random testing by the institution shall be performed by utilizing an on site testing device. The collection site person performing the test shall check the specimen containers to ensure that the seals have not been broken and that all identifying numbers of the specimen containers match the information on the chain of custody and control form.

B. Using only the primary specimen, the individual performing the test shall transfer the urine onto the testing device. A negative test result shall be recorded on the chain of custody and control form and in a test results log book. The log book shall contain the student athlete's identification number, date of test, and test result. The testing device that was used shall be maintained with the completed chain of custody and control form for each student athlete. Positive test results shall be recorded on the chain of custody and control form and in the test results log book. A positive test shall require that the specimen be sent to a certified laboratory for confirmatory testing. The split sample which has not been tested shall be the specimen sent to the laboratory.

7. Drug testing laboratory

Laboratories certified by the Substance Abuse and Mental Health Services Administration, U.S. Department of Health and Human Services (HHS), must be used to perform confirmatory urine drug testing analysis. These laboratories have met the minimum criteria established in the Mandatory Guidelines for Federal Workplace Drug Testing Programs.

8. Medical review of positive drug test results

A. All specimens identified as positive on the initial test shall be confirmed by the testing laboratory.

B. A Medical Review Officer (MRO), who shall be a licensed physician with knowledge of substance abuse disorders, shall review and interpret positive test results obtained from the testing laboratory. The MRO shall:

1. Examine alternate medical explanations for any positive test results. This action may include conducting a medical interview and review of the student athlete's medical history, or review of any other relevant biomedical factors.

2. Review all medical records made available by the tested student athlete when a confirmed positive test could have resulted from legally prescribed medication.

Prior to making a final decision on the results of the confirmed positive test, the MRO shall give the student athlete an opportunity to discuss the result. The MRO shall contact the student athlete directly to discuss the results of the test or if unsuccessful in contacting the student athlete directly, the MRO shall contact the (June 2008) designated representative who shall have the student athlete contact the MRO as soon as possible.

9. Reporting of drug test results

A. Reporting of drug test results shall be made to the Athletic Director, head coach or other designated representative. Test results will not be released to any individual who has not been authorized to receive such results.

B. A written notification of the test results shall be provided to the Athletic Director, head coach, or other designated representative. The test result shall not be received from any student or any person who is not a designated representative of the service provider. Students shall not be allowed to hand deliver any test results to representatives. Drug test results can be received by U.S. mail, if sent directly from the service provider. The envelope should be marked "CONFIDENTIAL" and should not be opened by any person not authorized by the institution to receive such results.

C. Any institution of the Alabama Community College System may refuse to accept any test result that does not meet the requirements of the policy and guidelines.

D. When drug test results are received by the Athletic Director, head coach, or other designated representative, these records shall be maintained in a confidential manner in a secured file with limited access. Individual records shall not be released to any person, other than the student athlete, without first obtaining a specific written authorization from the student athlete.

E. Any positive drug test results are to be communicated by the Athletic Director, head coach, or other designated representative within three business days to the college President.

10. Penalties for a confirmed positive drug test or refusal to be tested

A. First Positive Test:

1. Student athlete will be temporarily suspended from athletic competition for a minimum two-week period.

2. Student athlete will be required to participate and successfully complete a substance abuse program before the student athlete will be permitted to return to participation in the athletic program.

a. The Athletic Director, head coach, or other designated representative will assign and/or refer the student athlete to a substance abuse program. The length of the substance abuse program will be determined by the program counselor. The student athlete must inform the designated representative of (June 2008) athletics regarding the expected completion date of the substance abuse program and whether or not the student athlete successfully completes the program. The student athlete will be responsible for any costs associated with the counseling and treatment in the substance abuse program. Any referrals to any substance abuse program shall be confidential.

b. A refusal and/or failure to successfully complete the assigned substance abuse program will require immediate suspension from the athletic program, as well as notification to the ACCC and parents/guardian of the student athlete of the positive drug test result and suspension.

c. If a student athlete does not successfully complete the assigned substance abuse program within two (2) weeks, permanent suspension from athletic competition and forfeiture of any athletic scholarship will be required.

3. Student athlete must receive a negative follow-up drug test before the student athlete will be permitted to return to participation in the athletic program. A failure to receive a negative follow-up drug test within a reasonable time will require immediate and permanent suspension from the athletic program, as well as notification to the ACCC and parents/guardian of the student athlete of the positive drug test result.

4. Student athletes who are suspended for a positive drug test and successfully complete a substance abuse program will be required to submit to follow-up drug testing for up to twelve (12) months while in the athletic program.

B. Second Positive Test:

1. Permanent suspension from athletic competition and forfeiture of any athletic scholarship.

2. Notification of the permanent suspension to the student athlete's parent/guardian as a result of the second positive test result.

3. Notification of the permanent suspension to the ACCC by the member college President as a result of second positive drug test result.

C. Prohibition from Enrolling at Other Member College

Students who are suspended, whether temporarily or permanently, from a member college for failing to comply with the drug policy will be prohibited from enrolling at any other member college until such student is in compliance with the drug policy. (June 2008)

D. Refusal to Be Tested

A student athlete who refuses to be tested for drugs, after initially consenting to be tested, shall be considered to have made a decision not to participate in the athletic program. A refusal to cooperate in testing will result in suspension from the athletic program and forfeiture of any athletic scholarship. The designated representative shall be notified of any refusal to be tested.

E. Failure to Appear

A student athlete who fails to appear for drug testing will be given an opportunity to explain the failure to appear. If the student athlete agrees to be tested, another collection will be scheduled. If the student athlete fails to appear for the second time, the failure to appear shall be treated as if a positive test result had occurred. The designated representative shall be notified of any failure to appear.

F. Interference with the Collection Process

The student athlete designated to provide a specimen shall not be interfered with in any manner, by any person, other than those properly and specifically authorized by collection site personnel in order that the collection process shall be conducted within these guidelines. Any other student or student athlete who interferes or in any way attempts to alter the results of the designated student athlete's specimen shall be subject to discipline, including suspension from the institution, suspension from the athletic program, and forfeiture of any athletic scholarship. Any student athlete designated to provide a specimen, who voluntarily participates in this interference, shall be subject to discipline, including suspension from the institution, suspension from the athletic program, and forfeiture of any athletic scholarship.

11. Education program

A drug use and abuse education program shall be provided to all student athletes at the beginning of the fall term and at other times as deemed necessary by the Athletic Director, head coach or other designated representative. Attendance is mandatory for all student athletes. An attendance roster shall be maintained for each session of this program and shall include the signatures of each student athlete and the date of attendance. This program should include, at a minimum, the following:

- A. Discussion of drug testing policy for student athletes; and
- B. Presentation by a qualified substance abuse counselor or an individual with relative qualifications for such presentations; and
- C. Distribution of education materials concerning the use and abuse of illegal drugs. (June 2008)

12. Publication of Policy

The institution shall include the Drug Testing of Student Athletes policy in the student handbook and other appropriate institution publications, to ensure adequate notice and distribution.

COMMUNITY RESOURCES FOR DRUG/ALCOHOL INFORMATION/TREATMENT

Bradford Center

<http://bradfordhealth.com/locations>

401 S 9th St, Opelika, AL 36801
(334) 749-3445

Caradale Substance Abuse Programs

1721 Old Birmingham Hwy
Sylacauga, Alabama 35150
Phone: (256) 249-2395
Fax: (256) 245-9548

David Stevens, LCSW, PIP, Clinical Director
dstevens@crmhc.org

National 24-Hour Toll-Free Hotline

(Referrals for mental health and substance abuse issues)
1-800-662-HELP (4357)
www.samhsa.gov

National Institute on Drug Abuse Information and Referral Line

1-800-662-HELP (M-F, 8:30 a.m. – 4:30 p.m.)

Parents' Resource Institute for Drug Education (PRIDE)

1-800-241-9746 (M-F, 8:30 a.m. – 5:00 p.m.)

National Council on Alcoholism and Drug Dependency, Inc.

1-800-622-2255

Online Alcohol and Drug Courses that have been approved by CACC:

<https://www.alcoholdrugclass.com/Alcohol-Awareness-Class/Alabama-Auburn.aspx>

REQUIRED FORMS

ACKNOWLEDGEMENT OF STUDENT ATHLETE DRUG TEST POLICY

I certify that I have received a copy of The Alabama College System Drug Testing Policy and Guide for student athletes and I have read and understand the requirements of the policy and guidelines in order to participate in intercollegiate athletics.

DATE

STUDENT ATHLETE'S NAME (PRINT)

STUDENT ATHLETE'S SIGNATURE

**PARENT OR LEGAL GUARDIAN'S SIGNATURE
(FOR STUDENT ATHLETES UNDER AGE OF 18)**

CENTRAL ALABAMA COMMUNITY COLLEGE ATHLETIC DEPARTMENT

Academic Progress Report

Term _____

Student athletes are required to attend all classes unless they are ill or representing CACC in a sports event. Your assistance in completing this report will assist tremendously in assuring the academic success of our student athletes. It is the responsibility of the student athlete to give this form to you for completion and return it to the head coach of his/her team. Please feel free to contact the Athletic Director or coaches if you need assistance with any of our student athletes. Please note the student have signed a FERPA release, which is on file in the Athletic Department. Thank you for your assistance and support of CACC athletics.

Student Athlete's Name: _____

Team: _____

Subject	Instructor's Signature	Present Day Grade	Dates Absent	Instructor's Comments

**CENTRAL ALABAMA COMMUNITY COLLEGE
STUDENT ATHLETE
SCHOLARSHIP TEXTBOOK AGREEMENT**

I, _____ (Student Athlete's Name), have received the following textbooks under my Athletic Scholarship Agreement and agree to return them to Central Alabama Community College in good condition by the last day of exams of this upcoming Semester.

(Semester)

(Year)

In the event I should lose, damage beyond normal wear, or fail to return these books, I fully agree to pay the total selling price of any or all of the textbooks as priced by the CACC Bookstore. Furthermore, I understand that in the case that I do not return all of these books and do not pay for them, my academic transcript records will be held, and I will not be able to register for future classes at Central Alabama Community College.

Scholarship Books Received

Name of Textbook	Course	Instructor	OUT	IN	Student's Initials

I have read the CACC Textbook Scholarship Agreement terms and conditions and agree to abide by the terms and conditions as stated in this document.

Student Athlete/Date

CACC Representative/Date

IMPORTANT CONTACTS

Name	Phone Number
Central Alabama Community College Alexander City Campus Main Phone Number Childersburg Main Phone Number Talladega Main Phone Number	256-234-6346 256-234-6346 256-480-2068
Russell Medical Center	256-329-7100
Head Coach Larry Thomas – Baseball	256-215-4297 lthomas29@cacc.edu
Assistant Coach Austin Bembnowski – Baseball	
Coach Dave Jennings – Golf	256-215-4242
Head Coach Greg Shivers – Softball	256-215-4324
Assistant Coach Steve Lewis – Softball	slewis@cacc.edu
Coach Wes Coleman -Women’s Tennis	ccoleman4@cacc.edu
Office of Enrollment Services – A/C Campus	256-215-4255
Financial Aid Office A/C Campus Childersburg Campus Talladega Center	256-215-4267 256-378-2008 or 2009
Security A/C Campus Childersburg Campus Talladega Center	256-215-4360 334-321-1725 334-321-1644
Bookstore A/C Campus Childersburg Campus	256-215-4315 256-378-2007
Library A/C Campus Childersburg Campus	256-215-4290 256-378-2004
Office of Student Services A/C Campus Childersburg Campus Talladega Center	256-215-4275 256-378-2004 256-378-5070
Athletic Director – Kathleen Thompson Alexander City Campus	256-215-4332 kthompson@cacc.edu
Dean of Students – Dr. Sherri Taylor Alexander City Campus	256-215-4273 staylor@cacc.edu
Dean of Instruction – Dr. Carry DeAtley Alexander City Campus	256-215-4311 cdeatley@cacc.edu
Associate Dean of Student Services-Glenda Bland Alexander City Campus	256-378-2004 gbland@cacc.edu
Administrative Coordinator-LaResea Embry Talladega Center	256-480-5090

**CENTRAL ALABAMA COMMUNITY COLLEGE STUDENT ATHLETE
FERPA RELEASE**

The Family Educational Rights and Privacy Act of 1974 (FERPA), governs the release of records maintained by Central Alabama Community College (CACC).

These records include but are not limited to student records and account information as well as information about my participation in CACC athletics requested by guardians, spouses, or other third parties. Central Alabama Community College may not disclose information from a student's educational record without a student's written consent.

Student athletes who want to allow CACC to release information to individuals about their athletic participation and want to allow coaches and the staff of the Athletic Department to receive information about the academic performance of the student athletes must complete this release form declaring permission for the Athletic Department coaches and staff to disclose athletic participation information and to receive academic performance information.

Authorizing the release of information to a third party listed below is done at the risk of the student, and CACC and the Athletic Department coaches and staff are not responsible for the security of the information after it is released.

By signing below, I acknowledge this form will remain in effect as long as I am enrolled at CACC as a student athlete, and I understand I must submit a written request to the Athletic Director to cancel this authorization.

Please check and initial the boxes below indicating the information that you wish to be released to the third party listed below.

- I give Central Alabama Community College Financial Aid Office and Business Office permission to release information regarding the processing and delivery of my financial aid and scholarships and financial/billing records to the CACC Athletic Department.
- I give Central Alabama Community College Office of Records permission to release information about my educational record to the CACC Athletic Department.
- I give Central Alabama Community College Office of Enrollment Services permission to release information about my educational record to the CACC Athletic Department.
- I give Central Alabama Office of Instruction and faculty and staff permission to release information about my educational record and academic performance to the CACC Athletic Department.
- I give the Central Alabama Athletic Director permission to release information about my academic and athletic participation to the NJCAA, ACCC, and any other athletic associations for the purposes of earning athletic and/or academic awards.
- I give the Central Alabama Athletic Director permission to release information about my academic and athletic participation to other colleges and universities if requested for the purpose of transferring.

- I give the Central Alabama coaches and staff permission to release information about my athletic participation to the individuals and parties listed below.
- I give Central Alabama Office of Student Services permission to release information about my educational record to the CACC Athletic Department.

**CENTRAL ALABAMA COMMUNITY COLLEGE STUDENT ATHLETE
FERPA RELEASE (Page 2 of 2)**

Name of third party/organization/ individual that information may be released to:

Name of Third Party	Relationship to Student

Signed: _____ Date: _____ Student ID#: _____

Witness: _____ Date: _____

Certification of Receipt and Understanding of CACC Student Athlete Handbook**Student Athlete's Name (printed):** _____**Team:** _____

I certify that I have received a copy and understand the contents of the 2016-2017 CACC Student Athlete Handbook and agree to follow the rules and regulations stated throughout the Handbook. I agree to be a good ambassador to my sport, the College, and community while I attend Central Alabama Community College. Furthermore, I agree to exert my best efforts in the classroom and on the field as a student athlete of Central Alabama Community College.

Student Athlete's Signature: _____**Date:** _____**Head Coach Signature:** _____**Date:** _____

**Central Alabama Community College
Athletic Department
Student Athlete Checklist**

Student Name:

Date:

	Signed Letter of Intent (if applicable)
	Eligibility Affidavit
	Physical Form
	Medical Insurance Information Form
	Copy of Insurance Card
	Signed Consent to Drug Testing/Acknowledgement Form
	Signed FERPA Release
	Signed Textbook Agreement
	Signed Acknowledgement of Student Athlete Handbook