

Procedure Manual



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Recruiting of Student Athletes: Potential student athletes will be recruited by athletic coaches based on athletic ability, potential to perform academically, and willingness to contribute to the College community in accordance with regulations and guidance established by the National Junior College Athletic Association (NJCAA) and the Florida College System Activities Association (FCSAA). Student athletes must comply with all College policies and procedures regarding admissions, testing and degree requirements.

Letters of Intent and the Awarding of Athletics Scholarships: Letters of Intent are negotiated between the student and the athletic coach but are not considered binding until signed by the College President or designee. The awarding of athletic scholarships will be implemented through the College's financial aid processes and schedules.

Drug Testing for Student Athletes: In consultation with the Vice President for Student Services, the director of Intercollegiate Athletics or his/her designee reserves the right to test student-athletes for the use of proscribed substances or alcohol. Such tests may be administered to all student athletes, administered randomly, or administered to a particular team(s) or individual(s) based on a reasonable suspicion that the student(s) or team(s) is engaging in proscribed use of drugs or excessive consumption of alcohol. The costs associated with drug testing will be incurred by the College.

When a decision is made to drug test a student-athlete or athletic team, the Director of Intercollegiate Athletics will notify the coach in writing. A student-athlete or athletic team, however, will not be given notice prior to testing. Student-athletes must report at the designated time and location to the designated testing facility.

Students who test positive for the proscribed use of drugs or excessive use of alcohol will be ineligible to participate in any part of the Intercollegiate Athletics program, will lose his/her athletics scholarship, and may also be subject to other College disciplinary action, up to and including expulsion from the College.

Eligibility Compliance. All athletic staff and coaches will receive copies of the Florida Community College Activities Association and National Junior Collegiate Athletic Association rules regarding the eligibility of student athletes. Athletic staff and coaches will affirm in writing that they are in receipt of and understand and will comply with all applicable rules regarding the eligibility of student athletes.

Athletic Oversight Committee. An athletic oversight committee will be chaired by the Director of Intercollegiate Athletics. The members of the Committee will be appointed by the Associate Vice President for Student Life & Ombudsperson in consultation with the Vice President for Student Services. The Athletic Oversight Committee shall be a recommending body to assist the athletic department as needed and

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will review aggregate data regarding student participation in intercollegiate athletics and make recommendations regarding diversity in student participation.

Fitness to Participate. In accordance with NJCAA rules, a student athlete must have on file the results of a pre-participation physical examination attesting to the student's fitness to participate in intercollegiate athletics. In instances where there is a substantive change in physical condition, the student will be immediately suspended from participation in athletic activities pending the results of a medical evaluation. Students are required to notify their coach in the event of any change in physical condition or an incidence where emergency medical treatment is sought regardless of whether or not such treatment occurs during College athletic activities. As soon as the coach becomes aware of any substantial change in medical condition or emergency medical treatment, he/she will immediately suspend the student athlete from athletic participation and notify the Director of Intercollegiate Athletics who will initiate an evaluation by a medical doctor.

Coach and Athletic Staff Responsibility Related to Emergency Situations: If an emergency situation (medical, police, fire, etc) occurs during an intercollegiate event (on or off campus), the head coach or athletic personnel in charge at the event shall:

1. Immediately notify appropriate emergency medical or law enforcement personnel and if the incident occurs on campus, notify the appropriate Campus Safety office as well.
2. Notify the Director of Intercollegiate Athletics as soon as possible (ideally immediately after the incident), who will escalate pertinent information about the incident to at least the level of Associate Vice President for Student Life & Ombudsperson. If the incident results in significant injury or death, felony arrest, or may result in other risks or media exposure for the College, the Vice President for Student Services will be notified.
3. Notify the student's emergency contact on file in the athletics office.
4. File an Incident Report with Campus Safety within two business days after the incident.

College staff supervising intercollegiate athletic events are not authorized to speak to members of the media about any incident unless specifically authorized to do so by the Vice President for Student Services, who will consult with appropriate College personnel responsible for media relations.

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