

Student-Athlete Handbook
Delaware Technical &
Community College

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INTRODUCTION

This handbook was developed as a quick reference for DTCC and National Junior College Athletic Association (NJCAA) systems, rules, and regulations.

While there is a lot of valuable information in the following pages, this handbook is not a substitute for the College's Catalog, Student Handbook, or any policies outlined in the NJCAA Handbook. An electronic version of this document is posted on the collegewide homepage under student information.

ATHLETICS STATEMENT OF PHILOSOPHY

The DTCC Athletic Department mission is to provide a comprehensive support program for all student-athletes that promotes academic success, a positive athletic experience, and overall personal growth. The staff is committed to working closely with coaches, faculty, and Student Services to help student-athletes balance the demands of their academic responsibilities and athletic endeavors.

1. The ultimate goal of the Athletic Department is that every student-athlete entering the College continually strives toward the completion of degree requirements and graduation.
2. The Athletic Department operates under the guidance of the Dean of Student Services at the Owens and Stanton/Wilmington Campuses and the Assistant to the Campus Director at the Terry Campus and follows all bylaws and regulations established by the National Junior College Athletic Association (www.njcaa.org) and Region XIX (www.region19.org).
3. The Athletic Department offers equitable opportunities for both men and women and complies with the spirit and intent of Title IX and gender equity guidelines.
4. The Athletic Department promotes and encourages community service and outreach as a valuable endeavor for student-athletes.

ATHLETICS COMMITMENT

Delaware Tech recognizes that student-athletes participating in intercollegiate athletics face tremendous challenges as they strive to excel academically and athletically. Therefore, the College has identified an Athletic Advisor at each campus to aid in developing a strong balance between athletics and academics.

Goals

1. To assist every student-athlete in completion of his or her Associate degree.
2. To protect the academic integrity of the College.
3. To comply with all rules, regulations, and procedures of the College, NJCAA, and Region XIX.
4. To promote the athletic eligibility of every student-athlete.

Objectives

1. To work cooperatively with the College faculty and staff to meet the needs of student-athletes.
2. To track and monitor student-athlete academic progress.
3. To provide a study environment conducive to learning and course assignment completion.
4. To address academic deficiencies and implement support programs that will assist student-athletes in overcoming such deficiencies.
5. To refer student-athletes to appropriate college services, when necessary.

EXPECTATIONS FOR CONDUCT

Sportsmanship

Student-athletes are expected to demonstrate good sportsmanship at all times:

- Do not enter a competition worried about your opponents' performance.
- Enter a competition with the idea of giving your best performance.
- Compete hard, but play fair.
- Treat your fellow players equally and respectfully.
- Do not make excuses or discuss a teammate's shortcomings.
- Emphasize the positive.
- Support your officials and avoid criticizing or blaming losses on their actions.
- Support team efforts by encouraging teamwork and mutual effort.

When you attend other athletic events, remember that you are expected to demonstrate good sportsmanship there as well. Your coach will instruct you in positive techniques for communicating with officials, opponents and the public. You will also be advised on how to react to the aggressive or unsportsmanlike actions of others.

Unsportsmanlike Behaviors

The College will not tolerate any of the following behaviors:

- Physically abusing an official, coach, athlete, opponent or spectator;
- Throwing objects at individuals or spectators or across a field or arena;
- Using obscene or inappropriate language or gestures to officials, opponents, team members or spectators;
- Violating the DTCC Student-Athlete Code of Conduct (Appendix I) or the values and standards associated with the College as communicated by your coaching staff or the Athletic Director.

Your coach may have more specific expectations concerning behavior, dress or sportsmanship. If so, he or she will inform you of these.

Hazing

The College's Policy on Student Rights and Standards of Student Conduct requires all students to abide by State and Federal law. Delaware law makes it a criminal misdemeanor to engage in the practice of hazing which is defined as follows:

“any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher learning. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the admission or initiation into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.”

A student accused of hazing will be dealt with in accordance with the Policy on Student Rights and Standards of Student Conduct. In addition to the sanctions which may be imposed under that policy, hazing will also be considered a violation of the Student Athlete Code of Conduct and the student will be subject to the penalties of that policy including, but not limited to, dismissal from the team.

Team Travel

Your head coach will review the standards for team conduct which you should observe when you travel with your team. Specific requirements for dress, individual conduct, curfews and free time activities will be discussed.

Sanctions for Violations

Student-athletes have the additional obligation to abide by the Student-Athlete Code of Conduct set forth in this handbook and NJCAA rules with respect to conduct and sportsmanship. Moreover, your coach may impose the following sanctions for violation of athletic policy:

- Written reprimand
- Restitution in the event of property damage caused by improper conduct
- Suspension from practice
- Suspension from one or more games (cannot play and/or travel with the team)
- Dismissal from the team
- Loss of scholarship

The decision of the coach as to all sanctions except dismissal shall be final. If the coach recommends dismissal from the team, the coach must submit a written complaint within 5 working days to the Athletic Director (with a copy to the student-athlete) detailing the incident(s) which he or she believes warrants a dismissal. The Athletic Director will review the complaint and perform a factual investigation, which shall include a meeting with the student-athlete. The Athletic Director may also attempt to mediate between the parties. The Athletic Director will either authorize or deny the dismissal in writing to the student and the coach within 5 working days of receipt of the complaint. The decision letter will inform the student-athlete and coach if the dismissal has been approved, citing the reasons, and providing the student-athlete with an explanation of the right to appeal. The dismissal will take effect upon the receipt of the letter by the student-athlete, unless the Athletic Director, in his or her sole discretion, waives the effective date pending the possibility of an appeal.

Appeal Process for Dismissal

The student-athlete may submit a written letter of appeal to the Athletic Director within 10 calendar days of the dismissal. The failure of the student-athlete to request an appeal shall result in the dismissal becoming final.

Upon receipt of the appeal letter, the Athletic Director will appoint a Conduct Review Committee to hear the appeal. The Conduct Review Committee shall be comprised of an Athletic Director or Assistant Athletic Director who has not been involved with the case (outside the home campus if necessary), the Athletic Advisor and a representative appointed by the Dean of Student Services. The Committee will consider the appeal at a hearing to be held within 5 working days of the appointment of the committee. The hearing will be scheduled at the convenience of the members of the Conduct Review Committee, and the student-athlete will be notified of the date, time and place. The procedure for conducting the hearing will be the same as for a hearing before a Campus

Judicial Committee as explained in the Student Rights and Standards of Student Conduct Policy. The Committee will render a written decision within 5 working days following the hearing date. The decision of the Committee will be final.

Alcohol, Nicotine, and Drug Use Policy

Delaware Tech believes that self-discipline is the foremost educational benefit derived by the student-athlete from intercollegiate athletic competition. A primary concern at Delaware Tech is that student-athletes are in the best possible health and physical condition. For these reasons, the following policies have been developed.

Student-athletes are expected to abide by local, state, and federal law, and the College's policy with regard to the possession and consumption of alcohol. **While traveling and/or participating in team-sponsored activities, student-athletes are prohibited from consuming alcoholic beverages.**

Student-athletes are expected to abide by NJCAA regulations regarding the use of non-therapeutic drugs or the use of nicotine in any form, while a member of an athletic team.

All coaches are responsible for informing his other teams (prior to the start of each season) of their responsibility to adhere to College policy, and any violations shall result in suspension from the team.

NJCAA POLICIES AND REGULATIONS FOR GRANTS-IN-AID

The NJCAA permits grants-in-aid to be awarded in accordance with the following terms and conditions.

An athletic grant-in-aid may be awarded to any student-athlete in recognition of his/her athletic ability provided the student-athlete is admitted to the institution as a regular student. (A "regular" student is one who takes 12 or more credits. All other students would have to get special permission from the College to take less than 12 credits.) Contact the campus Athletic Director to determine what grant-in-aid is available.

The following practices are prohibited with grant-in-aid:

1. Permitting a student-athlete to receive assistance, in cash or in kind, which is not administered by the institution.
2. Permitting a member of a student-athlete's family to receive assistance, in cash or in kind.
3. Cancellation or modification of a grant-in-aid during the period of its effectiveness because of injury or good or bad athletic performance.

Cancellation of grant-in-aid is permitted:

1. If the student-athlete becomes ineligible for participation in athletics because of academics and/or disciplinary reasons; or
2. For misconduct (unrelated to athletic ability) found by the person or body in charge of general discipline at the institution, after following the same procedures as in other disciplinary matters, to be serious enough to warrant permanent suspension or dismissal from the athletic program; or
3. If the student-athlete voluntarily withdraws from a sport prior to the institution's first competition in that sport; or
4. Graduation: or
5. Permitting student-athletes to engage in employment for which they receive greater compensation, or which they are not required to work as hard as others in similar employment or which is otherwise not legitimate employment.

GENERAL MEDICAL CARE AND POLICIES

Insurance Coverage of Student Athletes

Delaware Tech provides a medical and catastrophic insurance program for its intercollegiate athletes injured in practices or contests. **THIS POLICY, HOWEVER, IS SECONDARY TO, OR IN EXCESS OF, PERSONAL FAMILY MEDICAL INSURANCE COVERAGE.** Bills should not be sent to the Athletic Department **until** family coverage is applied. Therefore, all medical bills must **FIRST** go to the family's medical insurance. Then **ALL** bills (both paid and unpaid) must be submitted to the Athletics Department. In addition, the "Parent Information Form" must be fully completed and returned before any further processing can occur.

*(If personal family medical insurance does not cover the student-athlete, the Explanation of Benefits or Denial from the primary insurance company **MUST** be sent to the Athletics Department secretary before the College medical insurance will be applied as primary coverage for eligible items within the limits of the policy).*

To be eligible for College medical coverage, student-athletes must arrange all surgery, treatment, therapy and care in accordance with requirements of their primary insurance coverage.

When family primary coverage is HMO, PPO, or a provider outside of the United States, all medical care must be arranged so that full coverage applies. This may include returning to the home state or country for care.

Any costs not covered by insurance become the responsibility of the student-athlete and/or his/her parent(s)/guardian(s).

Medical Expenses Not Covered by DTCC Athletics

The Athletics Department medical insurance coverage will **not** apply to the situations indicated below. Therefore, student-athletes and/or their parents or legal guardians will be fully responsible for all medical expenses relating to them.

1. Any tests or consultations needed to gain approval for participation.
2. Any athletic injuries incurred outside the dates of the primary competitive or designated off-season periods/activities for the given program, as approved by the Athletic Director.
3. All injuries or illnesses that are recurrences of old injuries, which were sustained before participation in the intercollegiate sports.
4. Costs of esthetics, allergies, braces or eyewear.
5. All non-intercollegiate activities (including, but not limited to intramural/club sports, recreational activities and individual training/conditioning activities outside the approved primary competitive and designated off-season periods.)

6. Expenses incurred after completion of eligibility, for athletic injuries received during participation, if the student-athlete elects not to participate in an exit physical.
7. Medical costs related to seeing a physician **without** referral by the Athletics Secretary.
8. Medical expenses beyond the limitations of, or not covered by the Athletics insurance policy.
9. Expenses for athletic injuries incurred after completion of eligibility.

Note: This list is not deemed to be all-inclusive but represents the most common exclusions to the Athletics Department Medical Coverage. Please direct any questions to the Athletic Department.

Medical Certification

All student-athletes are required to complete a physical examination at their private physician before they can attend practice sessions or compete in any athletic event at the College. **Any tests or consultations needed to gain approval for participation are the responsibility of the student/parent.**

Upon completion of the physical examination, you must give the Athletic Secretary the completed physical form to receive a "certification for participation" form. This form is official documentation confirming you have passed your physical and are cleared to practice and compete in any athletic event. Once you receive this form, you are required to give it to your head coach. No coach will permit an athlete to practice, no equipment will be issued, nor will the College provide any insurance or medical coverage if this procedure is not followed.

This procedure must be followed annually. If you participate in more than one sport, or change sports during an academic year, a "recertification examination" must be completed at the beginning of the sport's respective season. To complete the recertification process, an appointment should be scheduled with your private physician.

If for any reason an athlete is not approved for athletic participation or practice by their physician, it will be annotated on the physical form. ***NOTE: IF AN ATHLETE ELECTS NOT TO RECEIVE A PHYSICAL, THEY WILL NOT BE ALLOWED TO PRACTICE AND/OR PARTICIPATE IN ANY ATHLETIC EVENT OR RECEIVE ANY ATHLETIC EQUIPMENT.**

Medical Care

Any certified intercollegiate athletic participant who sustains an injury or becomes ill during approved participation periods must report the injury immediately to the Athletic Director to activate coverage. Please note that the injury/illness must have been incurred in a practice/contest period that was approved by the Athletic Director according to NJCAA regulations, to be eligible for insurance coverage.

Prior to seeking emergency medical assistance, contact the Athletic Director or Athletics Secretary to complete an accident report and obtain the required medical forms to be taken with you to the hospital.

For any questions regarding medical insurance coverage, call the Athletics Secretary.

PUBLIC RELATIONS OFFICE

The Public Relations Office is the publicity and media relations office for the College.

The goals are to effectively communicate to the news media and other interested groups information about our athletic program. The office produces media guides, game-day programs, schedule cards, and news releases as part of its activities. It is also responsible for responding to news media inquiries and arranging all media interviews.

The following media guidelines should help you in dealing with the news media--- a process that is important to you educationally and professionally, to your team and its perception by the public, and to the College. If you have any questions concerning these guidelines, please feel free to visit the Athletic Department.

DO NOT AGREE TO ANY INTERVIEWS UNLESS IT HAS BEEN ARRANGED BY THE PUBLIC RELATIONS OFFICE OR YOUR HEAD COACH.

You have a responsibility to Delaware Tech, your coaches and teammates, as well as yourself to conduct yourself in a mature and responsible manner if you have been asked to interact with the media. You are public figures and role models by virtue of your participation in the College's athletic program. What you do is of interest to the College's fans and people in your home region who are interested in intercollegiate athletics. Remember that the public's perception of you, your team, and the College is developed by the impressions made during the interview process, the resulting stories, and your behavior.

Dealing with the news media can be a learning experience. You can develop communication skills that are not only helpful in your intercollegiate career, but also to your future professional and business careers.

Be positive whenever possible when talking about your teammates, coaches, team and opposing players/teams. Praise your teammates. Every great running back needs a good offensive line. Every high scorer needs teammates who pass the ball. Avoid negatives as they breed discontent and trouble. Be humble winners and gracious losers.

NJCAA ELIGIBILITY REGULATIONS

The NJCAA has developed rules and regulations for all intercollegiate athletic teams and athletes. The intent of these regulations is to ensure that college athletics remain amateur competition and that student-athletes do not sacrifice education for athletics. We have summarized the regulations which you should keep in mind at all times.

Requirements for Athletic Eligibility

The following rules shall be used to determine a student-athlete's eligibility for athletic competition in any one of the certified sports of the NJCAA. **THIS ENTIRE SECTION MUST BE READ BEFORE A STUDENT-ATHLETE'S ELIGIBILITY STATUS CAN BE DETERMINED.**

- A.** Student-athletes must be making satisfactory progress within an approved college program or course as listed in the college catalog.
- B.** Student-athletes must be enrolled in full-time status using any combination of sessions within a term, and in classes that begin before the end of the sport season in which the student-athletes choose to participate, within 15 calendar days from the beginning of the term.

Student-athletes that do not conform to this rule will be ineligible for the remainder of the term.

- C.** Student-athletes must maintain enrollment in 12 or more credit hours of college work as listed in the college catalog during each term of athletic participation. Student-athletes that drop below 12 hours are ineligible until full-time status is regained within that term.

SEMESTER ELIGIBILITY

- D.** Prior to the 15th calendar day from the beginning date of the term for the second full-time semester, as published in the college catalog, a student-athlete must have passed 12 semester hours with a 1.75 GPA or higher.
- E.** Prior to the 15th calendar day from the beginning date of the term for the third full-time semester, and all subsequent semesters thereafter, as published in the college catalog, a student-athlete must satisfy one of the following four requirements to be eligible for the upcoming term.

- Pass a minimum of 12 semester hours with a 2.00 GPA or higher during the previous semester of full-time enrollment,

OR

- Pass an accumulation of semester hours equal to 12 multiplied by the number of semesters in which the student-athlete was previously enrolled full-time with a GPA of 2.00 or higher,

OR

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

(NOTE: This only establishes eligibility for the initial term, not subsequent terms.),

OR

- A first *or* second season participant must have passed a minimum accumulation of 36 credit hours for a fall sport, 48 credit hours for a spring sport, with a 2.00 GPA or higher, regardless of previous term or other accumulation requirement.

F. Prior to a second season of participation in an NJCAA certified sport, student-athletes must pass a minimum accumulation of 24 semester hours with a 2.00 GPA or higher. **(This is in addition to satisfying 4.D or 4.E.)**

G. Student-athletes must be enrolled full-time (12 or more credits) at the college where they have chosen to participate when the regular season schedule of a sport begins. Student-athletes not enrolled during the term when the season begins remain ineligible throughout the season schedule unless they enroll on the first possible enrollment date following:

- Their release from Active Armed Services of the United States with a discharge other than dishonorable.
- Their return from a religious mission.
- Their graduation from a high school or receipt of an equivalency diploma.
- Their transfer from an NJCAA member college which has dropped a sport after the school year begins.

Student-athletes that satisfy one of the four exceptions become eligible after the previous term has ended upon registration as a full-time student-athlete for the new term. (Student-athletes must be added to the eligibility form before participating.)

A student-athlete attending a multi-campus college may, if at the campus of his/her enrollment a sport is not offered, participate in that sport at any campus within the system that offers said sport.

H. In the following sports, student-athletes are not required to be enrolled during the fall term to be eligible to participate in the sport during the spring season unless the records are carried over into the spring season: Baseball, Bowling, Golf, Lacrosse, Softball, and Tennis. If the fall records are carried over into the spring season, all student-athletes must be enrolled full-time (twelve or more credits hours) during the fall term when the schedule begins.

I. PART-TIME RULE: Student-athletes who have never been full-time at any college may become eligible for a season of participation in a sport by meeting the following conditions:

1. The student-athletes attend the same institution at least one academic year as part-time student prior to the year of his/her participation passing at least twelve (12) credit hours with an overall grade point average of 1.75 or better during that year.

2. During each term of participation, the student-athletes must carry at least six (6) credit hours in the same institution.

3. Prior to a second season of participation in any sport, the student-athletes must pass a total of twenty-four (24) credit hours with a 2.00 GPA or higher.

4. If in any term the student-athletes enroll full-time, they forfeit the privileges under this provision of the part-time eligibility rule.

5. Student-athletes who withdraw completely or to less than six (6) credit hours become immediately ineligible.

6. Institutions who apply for this provision of the rules, must submit a transcript to establish the eligibility of the student-athletes.

J. NJCAA POLICY – CERTIFIED DISABLED STUDENT-ATHLETE

A NJCAA student-athlete may be granted relief from Article V Section 4.C, 4.D, and 4.E of the NJCAA bylaws in the instance where the following guidelines are followed. All of the required information listed below must be submitted to the NJCAA National Office prior to any participation in an NJCAA certified sport.

1. A written copy of the institution's policies and curriculum guidelines applicable to all disabled student-athletes.

2. Written documentation from an appropriate institutional academic authority (e.g., registrar) that the institution has defined the student-athlete's full-time enrollment to be less than twelve (12) credit hours to compensate for the student-athlete's disability.

3. Written documentation that describes the application of the institution's policies to the student-athlete in question and documentation that indicates that institutional

support and accommodation, though significant, is insufficient to address the academic needs of disabled student-athletes.

4. Full and complete documentation of the student-athlete's disability, including:

- Written and signed diagnosis of the disability, including the results of specific measures or tests, which formed the basis of the diagnosis.
- A copy of the student-athlete's individual education plan (IEP), if applicable.
- Name, position and signature of the qualified individual issuing the diagnosis. This individual's professional credentials and relationship to the applicant's institution's athletics department must be provided. (**NOTE:** Normally, an athletic department staff member will not be accepted.)
- A current diagnosis of the disability must be within the last three (3) years. If specific circumstances of the case indicate that this requirement is unnecessary, a prior diagnosis may be acceptable.
- The committee reserves the right to request a second opinion or diagnosis. The cost of this diagnosis shall be borne by the institution.

5. A summary of support services and other accommodations provided by the applicant institution designed to assist the disabled student-athlete. This summary normally would be expected to include accommodations provided by the institution with respect to the student-athlete's athletics responsibilities, as well as the academic and other support services provided and any institutional accommodations related to adjustments of minimum academic performance requirements.

6. All waiver requests must be signed by any two of the following: The Athletic Director, College President (Chief Executive Officer) or Designated Representative.

STUDENT ATHLETE REQUIRED FORMS

Each year that a student competes in intercollegiate athletics, he/she must provide, complete and/or sign the following forms to be eligible: (Please check to make sure you have done so.)

- Physical Form (Different forms for each year – obtained from the Athletic Department)
- NJCAA Eligibility Affidavit (Provided by the Athletic Department)
- Code of Conduct Form (Provided by the Athletic Department)
- Release/Authorization Form (Provided by the Athletic Department)
- Athletic Trainer Waiver (Provided by the Athletic Department)

- High School Transcript or GED Certificate (Athlete must supply)
- College Transcripts (if applicable – Athlete must supply)
- Copy of 1-20 Form/Letter of Admission (for non-United States Citizen student-athletes) – Athlete must supply
- Permanent Residency Documentation (or Green Card holders) – Athlete must supply
- NJCAA Eligibility Form (Provided by the Athletic Department - Signature Required)
- Academic Athletic Progress Report Form (Provided by the Athletic Department)

TRANSFER CREDITS

The Dean of Instruction must approve transfer credits, including summer school credits earned at other institutions, in advance, if they are to be used for eligibility purposes and faculty advisor if they are to be used for graduation requirements.

AMATEUR STATUS OF STUDENT-ATHLETES

Amateur athletes are those who engage in sports for the physical, mental or social benefits they derive in participation and to whom athletics is an avocation and not a source for personal financial remuneration. Whenever the amateur status of a student-athlete is questionable and before competition begins in an activity sponsored by the NJCAA, it is the responsibility of an administrative officer of the college where the student-athlete is enrolled to clear the status of the student-athlete in question. In determining amateur status of student-athletes, the following guidelines have been established.

A. Student-Athletes are Permitted To:

1. Accept scholarships and educational grants-in-aid from their institution in accordance with the provisions of Article VIII of the bylaws of the NJCAA.
2. Officiate sport contests, providing the compensation received does not exceed the going rate for such employment.

3. Serve as coaches or instructors for compensation in a physical education class outside of their institution provided the employment is not arranged by the student-athlete's institution or a representative of its athletics interests.

4. Serve as paid supervisors of children's sports programs, such as counselors in a summer camp, or in a recreation department program. Their duties may include teaching techniques or skills in their sport, provided that any instruction is a part of the overall terms of employment (teaching and coaching shall not exceed more than half of their employed time) and not on a fee-for-lesson basis.

5. Participate in professional baseball for no more than ninety (90) days at a level no higher than Class A. If this can be confirmed by the National Association of Professional Baseball Leagues, the student-athlete shall be eligible to compete in baseball at an NJCAA member college. Any participation beyond the first ninety (90) days shall cause a student-athlete to be ineligible in the sport of baseball.

6. Participate in women's softball if the women were involved in the Professional Softball Association and have been reinstated by the appropriate amateur governing body.

7. Have their names or pictures appear in books, other publications, or films without jeopardizing their amateur status, but only under the following conditions:

- Appearance in such publications or films is for the purpose of demonstrating athletic skill, analysis of a sports event, or instruction in sports.
- There is no indication that the student-athlete expressly or implicitly endorses a commercial product or services.
- The student-athlete is not paid.
- The student-athlete has signed a release statement detailing the conditions under which his or her name or image may be used and has filed a copy of that statement with the institution he/she attends.

B. Student-Athletes Shall Not:

1. Receive money or other forms of remuneration beyond actual expenses for participating in any athletic contest or programs with the exception of bowling and golf. (Refer to the bowling and golf sections of the NJCAA Handbook.)

2. Give lessons on a fee-for-lesson basis.

3. Be employed to teach any class or in any coaching capacity for their college during the academic year in which he/she is a participant.

4. Be employed or receive compensation for teaching or coaching sports skills or techniques, if the employment is arranged by the student-athlete's institution or a representative of its athletics interests.

5. Take any financial assistance, or enter into an agreement of any kind, to compete in professional athletics, with the exception of the student-athlete who participates in professional baseball for not more than ninety (90) days as provided in Section 11.A.5. Student-athletes who violate this provision shall be ineligible for participation in the sport. This includes declaring for professional draft.

6. Try out with a professional sports organization while enrolled full-time during any part of the academic year unless they have exhausted their eligibility in that sport. (This includes any time from the beginning of the fall term through the completion of the spring term, including any intervening period.) Part-time student-athletes who are not participating under the provisions of Section 4.I. may try out provided they do not receive any form of compensation other than actual expenses from the professional organization.

7. Contract in writing to be represented by an agent in the marketing of athletic ability or reputation in a sport.

8. Participate in the Major Junior A Hockey League sponsored by the Canadian Amateur Hockey Association (CAHA).

9. Participate in the A League of Professional Soccer.

10. Participate in the Superliga of the Brazilian Confederation of Volleyball (CBV).

11. Student-athletes shall not compete professionally or contract to compete professionally in a sport regardless of its format.

GUIDELINES FOR BECOMING A SCHOLAR/ATHLETE

DURING THE FIRST WEEK OF EVERY COURSE, make an appointment to meet with the instructor of that course, and:

- Introduce yourself, identify yourself as an athlete (name your sport and indicate whether it will be in-season during any part of that particular semester), indicate your resolve to do well in the classroom as well as {on the court or field}, and request to meet with the instructor at the beginning of the semester so that you can get off on the right foot. If the sport is in-season, give your instructor a copy of the schedule and invite her/him to attend home events.

- State whether any travel will be involved during that particular semester for games or meets in which you will represent Delaware Tech; if "yes," ask the instructor what he or she would consider the most satisfactory procedure for keeping up with any class that must be missed, e.g., which of the following he/she considers preferable:
 - meeting with the instructor prior to departure to get outline, etc., of what is to be covered;
 - meeting with the instructor afterwards to get clarifications before quizzes/tests;
 - having a regular study partner with whom to be in touch regarding any missed class discussion; or
 - any combination of the above three procedures.

- Bring the semester schedule for any in-season sport, noting travel dates/times and the instructor's schedule for tests and quizzes during the semester. Compare 1) with 2), and ask, [in case of any conflicts between 1) and 2)], if the instructor prefers that a quiz or test be taken prior to the travel or after the return.

- **BE SURE THAT YOU KNOW THE INSTRUCTOR'S OFFICE HOURS.** Faculty members have regular office hours each week, and students who use them give evidence of their seriousness of purpose. **YOU CAN GET THE BEST QUALITY TUTORING AVAILABLE FOR A COURSE FROM THE INSTRUCTOR IN THAT COURSE!** Also ask if the department has tutors who are available at specific times or on a regular basis (e.g., majors, members of departmental clubs or honor societies, etc.)

Prior to MID-TERM TEST PERIOD, i.e., about 6-7 weeks into most courses:

- a) ask instructor how he or she thinks you are progressing; and
- b) ask her or his recommendations for how you might get more from the course.

AFTER YOUR MID-TERM TEST (or FIRST TEST) HAS BEEN RETURNED,

- a) ask the instructor if he or she thinks your performance on the test indicated that you need to change your way of studying or preparing for a test;
- b) ask for recommendations as to how you might prepare better for future tests.

ABOUT 2-3 WEEKS BEFORE THE FINAL EXAM,

- a) ask the instructor how he or she thinks you are progressing; and
- b) ask for recommendations as to how you might prepare best for the final exam.

Working hard from the beginning - in the classroom as well as on the court or field - can pay off quite handsomely after your Delaware Tech experience is long past. Start planning now to achieve your best in both academic and athletic arenas so that whatever career you choose, you will be able to realize your loftiest goals.

Following these guidelines will help you succeed both academically and athletically.

ORIENTATION

Because adjusting to a new environment may be a bit perplexing, all student-athletes are required to attend the Athletics Orientation. Returning and new students are required to attend the session. Parents are welcome to attend the orientation session. At that time, important information will be discussed and appropriate forms will be signed.

POLICIES AND PROCEDURES

Academic Monitoring

Student-athletes are monitored for academic progress throughout the semester. Progress report forms are sent to each instructor for evaluation three times during the semester. The Athletic Advisor receives and assesses the reports and works closely with the coaching staff to assist those students that are in academic danger. In the event that a problem is discovered, the Athletic Advisor guides the student in finding the proper method of academic success, such as free tutoring, workshops, or requesting additional help.

These reports allow instructors to comment on student-athletes' class attendance and participation, their timely and accurate completion of assignments, and make a brief evaluation of the student-athletes' overall performance. This feedback is critical in enabling the Athletic Advisor along with key support staff to monitor academic progress on a semester-by-semester basis, while simultaneously monitoring continued progress towards degree attainment. Student-athletes who receive unsatisfactory progress reports will be required to sit-out of practice or games, and participate in various workshops and seminars designed to enhance their academic successes.

Academic Support

Tutors are available throughout the semester in all academic areas, free of charge. The College provides a comprehensive tutoring program offering most subjects on a daily basis. There are also Writing Centers and Math Labs available. Appointments can be made by calling the campus tutoring/learning center.

Student-athletes may be required to participate in study hours as determined by the Athletic Advisor. If a student does not complete the recommended number of study hours per week then the head coach will be notified. At that time, the student will be

required to meet with the Athletic Advisor and the Athletic Director prior to returning to practice.

If it is determined that a student has not made the necessary changes in academic performance and attitude he/ she will not be allowed to practice or participate in games until sanctioned by the Athletic Advisor.

The Athletic Advisor will not permit a student athlete to practice or play in games if a student does not show up or schedule progress report meetings.

The Athletic Advisor will also schedule additional study hours on a case by case basis for each athlete. No student will be allowed to practice or play in games without an official notification from the Athletic Advisor.

Change of Schedule (Drop/Add)

All add/drop courses must be approved by the Athletic Advisor. Students may add/drop courses without penalty during the first two weeks of each semester. Student-athletes must be enrolled in at least 12 credits to comply with NJCAA eligibility.

For courses you drop during the third and fourth weeks of each semester, you will receive a "W" on your transcript. After the fourth week of the semester, you may drop courses only for extraordinary circumstances (poor performance alone is not acceptable cause), and the drop must be approved by the Athletic Director or the Athletic Advisor.

ATHLETIC SCHOLARSHIP/GRANT-IN-AID

Athletic teams are provided with a specific number of athletic scholarships in accordance with budgetary restrictions and NJCAA regulations. These scholarships are awarded by the College upon the recommendation of the Head Coach and the approval of the Athletic Director. Athletic scholarships are not reimbursement for services performed, but rather are provided to help student-athletes with their educational expenses. An athletic scholarship is restricted to the following educational expenses: tuition and fees. In order to be considered for athletic scholarships, all athletes must complete the Financial Aid application process (FAFSA).

An athletic scholarship is financial aid that consists of only tuition and fees. It **DOES NOT** cover room and board or textbooks.

Once an athletic scholarship is awarded, the College is committed to fulfilling its financial obligation to you until your eligibility is exhausted (two years). However, please remember that athletic scholarships are one-year, renewable awards. ***Athletic scholarships may be canceled or reduced during the period of the award if you:***

1. Render yourself ineligible for athletic competition;

2. Misrepresent information on your application, Letter of Intent or Financial Aid Agreement;
3. Engage in serious misconduct that brings substantial disciplinary penalty;
4. Voluntarily withdraw from your sport for personal reasons;
5. Demonstrate an inability to reach reasonable performance goals, exhibit problems of motivation or incompatibility with the coaching staff or teammates;
6. Receive a “U” grade in a course.

Non-Renewal of Athletic Scholarships

1. The Head Coach will meet with the student-athlete at the first sign of non-compliance of team rules to clearly delineate the responsibilities of the student-athlete to correct the reasons given by the coach as substandard. The Head Coach will contact the Athletic Director and/or Asst. Athletic Director of this occurrence.
2. If the student-athlete does not correct the behavior, the Head Coach will notify the Athletic Director of intent to recommend a student-athlete for non-renewal of athletic scholarship and present supporting documentation. (It is the Athletic Department policy and philosophy to continue athletic scholarships unless a severe case would warrant recommendation of non-renewal. This CANNOT be due to an athletic performance reason and must follow NJCAA Bylaws).
3. If approved, the Head Coach must have met face to face with the student-athlete to discuss the possibility of non-renewal of athletic scholarship.
4. If, after a period of time, the student-athlete has not corrected the problem(s) as pointed out by the Head Coach in the face-to-face meeting, a formal written recommendation is submitted to the Athletic Director and/or Asst. Athletic Director.
5. The Athletic Department notifies the Director of Financial Aid of the recommendation for non-renewal of athletics grant in aid for the student-athlete.
6. The student-athlete is notified of the non-renewal of athletic scholarship, including the reason, by letter from the Athletic Director and given the opportunity for a hearing. All appeal requests must be filed with the Athletic Director within 15 days of the date on the letter.
7. If the student-athlete does request a hearing within the prescribed time frame, a hearing will be scheduled with the Appeals Committee.

For information on additional financial assistance available to you, including Pell Grants, you are encouraged to discuss any related questions you may have with a Financial Aid Officer.

Housing

Since Delaware Tech is a commuter college, it does not provide housing to its student population.

APPENDIX I
DELAWARE TECHNICAL & COMMUNITY COLLEGE
STUDENT-ATHLETE CODE OF CONDUCT

The Athletic Department wants you to have a fulfilling and successful academic and athletic experience at Delaware Tech. We also want all student-athletes to understand the College's expectations for your behavior both when you are competing and in other contexts. Delaware Tech student-athletes are in the spotlight and their behaviors reflect upon the College.

It is essential that sound moral and ethical judgment in personal conduct be demonstrated, so that credit is brought to the College and the team. A positive image should be created and a favorable impression made on fellow students, faculty/staff, the College, and local community. It must be understood that inappropriate behavior before, during, or after contests; at the hotel or in public while representing the college will not be tolerated and may result in disciplinary action; loss of an athletic Grant-in-Aid; and, removal from the team.

The Athletic Department has established a standard of behaviors and conduct for all student-athletes participating in intercollegiate athletic programs at Delaware Tech. These standards emphasize the importance and significance of sportsmanship, appropriate conduct, and the responsibilities that each student-athlete must accept when representing Delaware Tech on an intercollegiate athletic team. These standards are in addition to College policy.

- 1. A student-athlete is expected, in both attitude and behavior, to make a positive contribution to the team. Profanity and any other form of negative or inappropriate behavior are not tolerated.*
- 2. Team success depends upon each student-athlete's ability and willingness to communicate and work as a member of the team. Student-athletes must demonstrate an attitude of respect for teammates, staff, and coaches at all times.*
- 3. The student-athlete is expected to abide by the spirit and letter of the rules of the sport during practice and competition, and to treat teammates, opponents, coaches, officials, and spectators with respect and courtesy.*
- 4. It is important for the student-athlete to maintain a proper level of physical conditioning. The conditioning needed to perform well includes good cardiovascular fitness, sound muscular strength and flexibility, and appropriate body composition. The student-athlete must communicate all injuries and illnesses to the head coach.*
- 5. The use of tobacco products is unacceptable, and use of illegal drugs, including marijuana, is prohibited at all times. Alcohol consumption is prohibited for anyone under age 21. This includes travel to and from an event, home games, team gatherings before or after games, and any time the team is together in an official capacity. **PERIOD NO EXCEPTIONS!!***
- 6. Academic diligence is essential. Missed classes and study hall absences, except for team travel or illness excused by the head coach, are not tolerated. Tardiness also is unacceptable.*

The student-athlete is expected to take care of his or her academic responsibilities. Lack of responsibility could result in loss of privilege to travel with the team. Cheating and other forms of academic dishonesty are unacceptable. Changing majors and/or class schedules is not permitted without receiving prior approval from the Academic Advisor for Athletes and head coach.

7. Attendance and punctuality at practice, weight and strength training sessions, and team meetings, and administrative meetings are required.

8. Student-athletes must wear appropriate attire for travel when representing Delaware Tech.

9. Student-athletes must meet established team curfews for preseason, traditional, and nontraditional seasons and other special times.

10. Prior approval is required from the head coach and the athletic director for the student-athlete to participate in an outside athletic event (e.g., competition) or to participate in any outside event in which the student-athlete represents the team or sport (e.g., appearance, media activity, etc.).

11. Team members may not participate in any form of hazing or initiation. Any activity of this nature is strictly prohibited and allegations will be thoroughly investigated. If it is found the policy was breached, involved student-athlete(s) may be suspended from the team for a specified time. The College has a policy regarding hazing and the Dean of Students will be notified if it is determined that hazing has occurred.

I understand that failure to conduct myself responsibly, as stated and implied by the conditions in this document may result in my dismissal from association with the intercollegiate athletics program at the Delaware Tech. I will represent Delaware Tech and conduct myself in a manner that reflects my personal commitment and the moral and ethical values becoming of a Delaware Tech student-athlete.

It is the Athletic Department's intention to achieve a level of behavior that reflects positively on the College. This requires a commitment from each student-athlete. The Code of Conduct is in addition to any specific team policies or regulations established by the head coach of each sport and in addition to College policies.

I certify that, to the best of my knowledge, I am eligible for athletics participation, under the rules and regulations of the Delaware Tech, affiliated conferences and the NJCAA and understand that I will not practice or compete until I have signed the *Student-Athlete Code of Conduct*.

Student-Athlete:

(Print Name) _____ Sport(s) _____

(Signature) _____ Date _____

