



**Student-Athlete Handbook**

**Athletics Department**

**2019-20**

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# 1. Introduction

## 1.1 Welcome

Welcome to Athletics at Delaware Technical Community College. This handbook is a resource and guide for Athletics at Delaware Technical Community College and explains related systems, rules, and regulations including those of the National Junior College Athletic Association (NJCAA).

This handbook is not a substitute for Delaware Tech's College Catalog, Student Handbook, or any policies outlined in the NJCAA Handbook. An electronic version of this document is posted on the web at [www.dtcc.edu/athletics](http://www.dtcc.edu/athletics) or can be found on [www.dtcc.edu](http://www.dtcc.edu) under the Campus Life Menu, Athletics.

## 1.2 Statement of Nondiscrimination Policy/Title IX

It is the policy of the College that no person shall, on the basis of race, color, creed, religion, sex, family or marital status, pregnancy, national origin, age, disability, sexual orientation or genetic information be subjected to any discrimination prohibited by the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act, as amended; Americans with Disabilities Act, as amended; Section 504 of the Rehabilitation Act of 1973; Title IX of the Educational Amendments of 1972; the Genetic Information Nondiscrimination Act of 2008; Delaware's anti-discrimination law and other applicable laws, regulations and Executive Orders.

All persons associated with the College are subject to this policy while on property owned or controlled by the College or while acting in an official capacity, including faculty, staff, officers, trustees, volunteers, contractors and vendors. In addition, this policy applies to conduct that occurs off college property or is otherwise unrelated to the person's association with the College if:

1. The conduct was in connection with a college or college-recognized program, activity or event;
2. The conduct is alleged to have created a hostile environment for a member of the College community;
3. The conduct disrupts the normal operations and processes of the College and is offensive to the College's mission;
4. The continued presence of the individual accused of violating this policy poses a moderate or higher threat to any member of the college community; or
5. The nature of the alleged conduct adversely affects the reputation, mission, image or public perception of the College.

This policy applies to recruitment, employment and subsequent placement, training, promotion, compensation, continuation, probation, discharge and other terms and conditions of employment over which the College has jurisdiction as well as to all

educational programs and activities. The College has designated a Civil Rights Coordinator, who serves as the College's Title IX Coordinator and the College's ADA/Section 504 Coordinator, to carry out its commitment to equal opportunity and nondiscrimination. Inquiries or complaints by students or employees regarding the College's nondiscrimination policies may be addressed to: Janis Beach, Civil Rights & Title IX Coordinator, Office of the President, 100 Campus Drive, Dover, DE 19904, (302) 857-1903, [civilrights@dtcc.edu](mailto:civilrights@dtcc.edu)

### **1.3 Vision Statement**

The vision of the athletic program at Delaware Technical Community College is to provide a supportive learning environment that promotes the academic success, integrity, and sportsmanship of student-athletes and fosters a sense of community.

### **1.4 Mission Statement**

The mission of the athletic program at Delaware Technical Community College is to provide an environment for student athletes that develops and promotes academic, social and athletic excellence, by integrating academic success, leadership, citizenship, and sportsmanship strategies. The Athletic Department is committed to and prioritizes providing opportunities for Delawareans to participate in intercollegiate sports.

### **1.5 Goals**

The goals of Delaware Tech's athletic program include:

- To support every student-athlete in completing his/her associate degree.
- To protect the academic integrity of the College.
- To comply with all rules, regulations, and procedures of the College and NJCAA, Region XIX, or other relevant intercollegiate athletic association.
- To direct student athletes along a path that fosters both academic and athletic success.
- To recruit student-athletes throughout the State of Delaware.
- To foster leadership, citizenship, success strategies, and sportsmanship.

### **1.6 Objectives**

The objectives of Delaware Tech's athletic program include:

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

Delaware Technical Community College.

### **1.7 Athletic Affiliations**

The NJCAA is the national governing body of two-year college athletics. The College's sports teams that are affiliated with NJCAA include:

- Baseball
- Basketball
- Cross Country
- Golf
- Lacrosse
- Softball
- Volleyball

## **2. Student-Athlete Support**

### **2.1 Orientation**

All student-athletes are required to attend the athletics orientation. Parents are welcome to attend the orientation with their student. Important information will be discussed and appropriate forms will be signed at orientation.

### **2.2 Academic Support**

The College provides a comprehensive tutoring program. Subject-matter specific tutoring may be coordinated through the academic program. Writing Centers and Math Centers are also available. Appointments can be made by calling or visiting the campus academic centers.

### **2.3 Academic Monitoring**

Student-athletes' academic progress is monitored throughout the semester. Progress report forms are sent to each instructor for evaluation periodically during the semester. Progress reports allow instructors to comment on student-athletes' class attendance, participation, and timely and accurate completion of assignments and provide a brief evaluation of student-athletes' overall performance. This feedback is critical in enabling the athletics academic counselor and/or athletic director along with key support staff to monitor academic progress on a semester-by-semester basis, while simultaneously monitoring continued progress towards degree attainment.

The athletics academic counselor and/or athletic director receives and reviews the reports and works closely with the coaching staff to assist those students who are in academic danger. In the event that a problem is discovered, the athletics academic counselor and/or athletic director guides the student in finding intervention strategies, such as tutoring, workshops, or requesting additional help.

Student-athletes who receive unsatisfactory progress reports may be required to sit-out

of practice and/or games until progress has improved. They will work with the athletic academic counselor and/or athletic director to develop and implement an academic plan designed to enhance their academic successes. Students who do not comply with their academic plan will not be permitted to practice and/or participate in any athletic event.

#### **2.4 Change of Schedule**

All schedule changes (course dropping, adding, and withdrawing) must be approved by the athletics academic counselor. While in-season, student-athletes must be enrolled in at least 12 credits at all times to comply with NJCAA eligibility.

### **3. Student-Athlete Eligibility**

#### **3.1 Delaware Tech Eligibility Standards**

Regardless of affiliation, standards for student-athlete participation in intercollegiate sports are determined by the College.

At Delaware Tech, student-athletes are required to meet with the athletics academic counselor and/or athletic director to develop an academic plan. Academic plans may include study hall, tutoring, supplemental instruction, and utilization of other campus resources. Students who do not comply with their academic plan will not be permitted to practice and/or participate in any team-sponsored activity.

Student-athletes electing to take non-Delaware Tech courses to maintain NJCAA eligibility are responsible for working with their program advisor to determine whether the credits will be eligible for transfer to Delaware Tech. In order for a student-athlete to meet Delaware Tech eligibility standards, these credits must be earned at a regionally accredited institution or be accepted as transfer credits to Delaware Tech. These credits are not calculated in the Delaware Tech cumulative GPA.

#### **3.2 NJCAA Regulations**

The College has primary affiliation with the NJCAA although some sports may be affiliated with other intercollegiate athletic associations or sports teams at the club level. As regulations are subject to annual change, student-athletes should refer to the current version of the NJCAA Handbook and Casebook for current regulations.

The College understands that navigation and interpretation of regulations may be complicated. Questions and concerns should be directed to the athletics academic counselor, coach, or athletic director.

### **3.3 Amateur Status**

Amateur athletes are those who engage in sports for the physical, mental, or social benefits they derive from participation and to whom athletics is an avocation and not a source for personal financial remuneration.

Student-athletes should refer to the current version of the NJCAA guidelines on amateur status for current regulations.

Student-athletes who are unsure if they are considered an amateur athlete must notify the athletic director before competition begins in an NJCAA sponsored activity. The student-athlete will not be able to participate in any NJCAA sponsored activities unless the athletic director clears the status of the student-athlete in question.

## **4. Student-Athlete Code of Conduct**

### **4.1 Sanctions for Violations**

Student conduct is governed by the College's Student Rights and Standards of Student Conduct. Student-athletes have the additional obligation to abide by the Student-Athlete Code of Conduct set forth in this handbook and relevant NJCAA rules with respect to conduct and sportsmanship. Violations may result in the following sanctions\*:

- 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

\*These sanctions are in addition to any sanctions that may be imposed due to violation(s) of the Standards of Student Conduct or other College policy.

The decision for all sanctions, except dismissal from the team and/or loss of scholarships, shall be made by the coach. If the coach recommends the dismissal of a student-athlete 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 was approved, citing the reasons, and providing the student-athlete with an explanation of the right to appeal. The suspension or 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.

Appeals for any sanction(s) must be submitted in writing to the dean of student affairs within 5 working days of receipt of the decision letter from the athletic director. The written appeal must include a summary of the incident, reason for the appeal, requested resolution and any relevant, supporting documentation. The dean will review the request and decide if an appeal is warranted. The dean will notify the student and athletic director within 10 working days of his/her decision. The dean's decision shall be final.

#### **4.2 Sportsmanship**

Student-athletes are expected to demonstrate good sportsmanship at all times by following the guidelines identified below:

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

When student-athletes attend athletic events, they are expected to demonstrate good sportsmanship. Coaches will instruct student-athletes in positive techniques for communicating with officials, opponents, and the public. Student-athletes will be advised on how to react to aggressive or unsportsmanlike actions of others.

#### **4.3 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

Coaches will communicate more specific expectations concerning behavior, dress, and/or sportsmanship, as appropriate.

#### **4.4 Expectations for Team Travel**

The head coach will review the standards for team conduct when traveling off campus for team-sponsored activities. Specific requirements for dress, individual conduct, curfews, and free time activities will be discussed.

#### **4.5 Alcohol and Drug Use Policy**

The College supports all regulations pertaining to the use, misuse or abuse of drugs and alcohol in accordance with local, state and federal laws; the College's Drug-Free School and Workplace Policy; and NJCAA regulations in connection with all team-sponsored activities.

The consumption, unlawful possession or distribution of illicit drugs or alcohol are prohibited. Penalties for violations are clearly delineated in the College's Drug-Free School and Workplace Policy.

If there is reasonable suspicion that a student-athlete is under the influence of or is abusing alcohol or an illicit drug, the student-athlete may be subject to substance abuse testing.

#### **4.6 Tobacco Policy**

The use of all tobacco and nicotine products by any student-athlete is prohibited during all team-sponsored activities regardless of the location. The consumption, possession, or distribution of tobacco to another player is prohibited. A student-athlete who violates the tobacco policy will be subject to sanction by the College athletic department and NJCAA.

#### **4.7 Sexual Misconduct Policy**

The College is committed to maintaining and strengthening a learning environment of civility and respect, and to providing programs, activities and an educational environment free from all forms of violence. Any act of sexual misconduct is also a form of sex discrimination prohibited by Title IX. The College has a zero tolerance policy for violence and discrimination and is committed to eliminating all forms of sexual misconduct and discrimination from its campuses. Therefore, it is the policy of the College that students and employees of the College are prohibited from committing any and all acts of sexual misconduct.

The College is also committed to fostering a community that promotes prompt reporting of any allegations of sexual misconduct and the timely investigation and fair resolution of any report of sexual misconduct. While the College has the greatest respect for a victim's or survivor's right to privacy and confidentiality, the College must balance those rights against the safety and welfare of the College community. Therefore, it is the policy of the College that any allegation of sexual misconduct will be investigated and adjudicated in accordance with the College's policy, unless otherwise stated therein.

Review the [Sexual Misconduct Policy](#) in its entirety.

#### **4.8 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 Student Rights and Standards of Student Conduct. Hazing will also be considered a violation of the Student-Athlete Code of Conduct, and the student-athlete will be subject to the penalties of that policy including, but not limited to, dismissal from the team.

### **5. Awarding Athletic Scholarships/Grants-in-Aid**

Athletic teams are provided with Delaware Technical Community College grants-in-aid (hereafter referred to as athletic scholarships) in accordance with budget allocations, NJCAA regulations, and/or regulations of other relevant intercollegiate athletic association. Please visit <http://www.njcaa.org/> for NJCAA regulations.

#### **5.1 Athletic Scholarships**

Delaware Tech athletic scholarships are awarded by the head coach in consultation with the campus athletic director and approval by the dean of student affairs upon careful consideration of the following criteria. Athletic scholarships are not reimbursement for services performed but rather are provided to help student-athletes with their

educational expenses. Athletic scholarships are awarded in accordance with the rubric for awarding Delaware Tech student-athlete scholarships (see athletic director for details).

An athletic scholarship:

- May be awarded for the entire academic year in which the eligible student-athlete participates in the sport.
- Is restricted to the following educational expenses: tuition, fees, and books not covered by the Student Excellence Equals Degree (SEED) scholarship and other scholarships.
- Can be awarded to a SEED student for fees and books only (will not include tuition).
- Can be awarded to in-state and out-of-state student-athletes with preference to in-state students.

## **5.2 Eligibility for Athletic Scholarships**

To be considered for a Delaware Tech Athletic Scholarship, all student-athletes must:

- Complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov).
- Complete the Delaware Tech Scholarship Application (available on MyDTCC, Resources, Student Success Toolbox).
- Complete all financial aid requirements (as requested by the Financial Aid Office).
- Be a high school graduate or have received a high school equivalency.
- Be enrolled as a full-time student (12 credit hours or more).
- Maintain a minimum 2.5 cumulative grade point average (GPA) at Delaware Tech.
- Be eligible for athletic competition under the rules of the NJCAA or other relevant intercollegiate athletic association.
- Submit official college transcripts from all previously attended colleges and universities.
- Have an incoming cumulative GPA of 2.5 from their most recently attended institution if they are transfer students.
- Comply with credit completion requirements of NJCAA or other relevant intercollegiate athletic association.

Delaware Technical Community College athletic scholarships will be awarded by the head coach in consultation with the campus athletic director and approval by the dean of student affairs upon careful consideration of the following criteria.

- High school or transfer GPA
- Expected Family Contribution and/or financial need (as identified by the FAFSA)
- Level of skill
- Team needs

Delaware Tech athletic scholarships do not cover room, board, and/or other living expenses.

### 5.3 Maintaining an Athletic Scholarship

Athletic scholarships are up to one-year awards. They may be renewed for a second-year for returning student-athletes who meet the scholarship eligibility requirements.

Athletic scholarships may be canceled or reduced during the period of the award if student-athletes:

- Render themselves ineligible for athletic competition.
- Fall below full-time enrollment status of 12 credits (“U” and “W” grades in a course do not count toward full-time credit status). A hold will be placed on all student-athlete accounts requiring that all student-athletes must see the athletics academic counselor before dropping classes. Student-athletes who fall below the status of 12 credits due to withdrawing from class(es), will owe the athletic scholarship to the College.
- Misrepresent information on College and/or NJCAA documents.
- Engage in serious misconduct that brings substantial disciplinary penalty.
- Demonstrate an inability to reach reasonable performance goals or exhibit problems of motivation or incompatibility with the coaching staff or teammates.

In each case where a scholarship is canceled or reduced, the student-athletes will be required to reimburse the College for all scholarship monies.

## 6. General Medical Care and Policies

### 6.1 Medical Certification

All student-athletes are required to complete a physical examination with 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.**

Upon completion of the physical form, the student-athlete must give the administrative assistant for athletics a completed physical form. This form is official documentation confirming the student-athlete has passed his/her physical and is cleared to practice and compete in any athletic event. If for any reason a student-athlete is not approved for athletic participation or practice by his/her physician, it will be annotated on the physical form. 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 a student-athlete participates in more than one sport or changes 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 the student-athlete's private physician.

**\*NOTE: IF AN ATHLETE DOES NOT HAVE A CURRENT PHYSICAL ON FILE WITH THE COLLEGE, HE/SHE WILL NOT BE ALLOWED TO PRACTICE AND/OR PARTICIPATE IN ANY ATHLETIC EVENT OR RECEIVE ANY ATHLETIC EQUIPMENT.**

## **6.2 Medical and Catastrophic Insurance Coverage for Intercollegiate Athletes**

Delaware Tech provides medical and catastrophic insurance coverage for its intercollegiate athletes injured in practices or contests. **THIS POLICY, HOWEVER, IS SECONDARY TO, OR IN EXCESS OF, PERSONAL FAMILY MEDICAL INSURANCE COVERAGE AND WILL NOT BE APPLICABLE UNLESS ALL PERSONAL FAMILY MEDICAL INSURANCE COVERAGE HAS BEEN EXHAUSTED.** All medical bills resulting from injuries incurred by student athletes during College approved practices or College sponsored contests must first be submitted to the athlete's personal family healthcare insurance provider. After the family medical insurance coverage has been exhausted, the athlete must submit **ALL** medical bills related to the injury or injuries, both paid and unpaid, 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 family medical insurance company MUST be sent to the administrative assistant for athletics before the College medical insurance will be applied as primary coverage for eligible items within the limits of the policy).*

To be eligible for the College's medical and catastrophic insurance 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).

## **6.3 Medical Expenses Not Covered by Delaware Tech Medical and Catastrophic Insurance for Intercollegiate Athletes**

The following medical expenses and/or injuries shall not be covered by the College's Medical and Catastrophic Insurance. Therefore, student-athletes and/or their parents or legal guardians shall be solely responsible for all costs related 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 Delaware Tech intercollegiate sports.
4. Costs of esthetics, allergy treatments, braces or eyewear.
5. All injuries incurred during 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 Administrative Assistant.
8. Medical expenses beyond the limitations of, or not covered by the College's Medical and Catastrophic Insurance for Intercollegiate Athletes.
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 Delaware Tech Medical and Catastrophic Insurance for Intercollegiate Athletes. Please direct any questions to the Athletic Department.

#### **6.4 Medical Care**

Any student athlete who sustains an injury or becomes ill during approved participation periods must report the injury immediately to the head coach who will notify the athletic director to activate coverage. The student shall submit to the Athletic Department documentation from his or her physician confirming the injury no later than 15 days from the date of injury. To be eligible for insurance coverage, the injury/illness must have been incurred in a practice/contest period that was approved by the athletic director.

Upon receiving emergency medical assistance, the student-athlete must contact the athletic director or administrative assistant for athletics to complete an accident report and obtain the required medical forms.

For any questions regarding medical insurance coverage, call the administrative assistant for athletics.

## 7. Media and Public Relations

Delaware Tech's Communication and Planning Division is responsible for all media and public relations for the College.

***STUDENT-ATHLETES ARE NOT TO AGREE TO ANY INTERVIEWS UNLESS THEY HAVE BEEN ARRANGED BY THE MARKETING/PUBLIC RELATIONS OFFICE.***

The following media guidelines are designed to help student-athletes interact appropriately with the news media. If student-athletes have any questions concerning these guidelines, they are to visit the Athletic Department or director of communication and planning.

- Dealing with the news media can be a learning experience.
- Student-athletes have a responsibility to Delaware Tech, their coaches, and their teammates, to conduct themselves in a mature and responsible manner if asked to interact with the media.
- Be positive whenever possible when talking about team, teammates, coaches, and opposing players/teams.

## 8. Student-Athlete Required Forms

Student-athletes competing in intercollegiate athletics must submit the following completed and signed forms annually to be eligible to participate:

- High School Transcript or GED Certificate/high school equivalency certificate – athlete must supply at the time of application to the College
- Other College Transcripts, if applicable – athlete must supply
- Copy of Driver's License – athlete must supply
- Copy of Medical Insurance Card – athlete must supply
- Medical Card Form – provided by the Athletic Department
- Physical Form (current form for each year and sport) – provided by 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
- Copy of 1-20 Form/Letter of Admission (for international student-athletes) – athlete must supply
- Permanent Residency Documentation (for Green Card holders) – athlete must supply
- NJCAA Eligibility Form – provided by the Athletic Department
- Academic Athletic Progress Report Form – provided by the Athletic Department
- Other forms as required by the athletic director, athletics academic counselor and coach(es)