

WALLACE COMMUNITY COLLEGE ATHLETIC HANDBOOK

2019-2020



2019-2020 HANDBOOK FOR WCC STUDENT-ATHLETES

WELCOME TO THE WALLACE COMMUNITY COLLEGE ATHLETIC PROGRAM...

As a representative of the College and the WCC Athletic family, you will be in the spotlight and have the opportunity to enjoy the prestige a collegiate **student-athlete** experiences on campus, in the community, and throughout the state. With this recognition comes additional responsibilities and obligations that other students might not have.

Often the action and conduct of one **student-athlete** influences the attitude and thoughts of the general public about all of our **student-athletes**. Consequently, the general impression you as an individual create, on and off the field, is important. It can be good or bad and greatly affect all of your fellow **student-athletes**, our athletic program, and most importantly, Wallace Community College. Remember, you are representing more than yourself at all times; you are representing your teammates, coaches, program, and a wonderful College.

This handbook has been prepared so **student-athletes** at Wallace Community College can become acquainted with the procedures and general regulations established by the College, the Alabama Community College Conference (ACCC), and the National Junior College Athletic Association (NJCAA). **Student-athletes** are expected to become familiar with all policies and procedures outlined in this handbook and abide by each one, understanding penalties will be imposed if a **student-athlete** fails to comply.

Our College personnel are here to help you excel in the classroom first, then on the athletic field. Please let us know what we can do to better serve your needs as you participate as a Wallace Community College **student-athlete**.

Let's have a great year, and Go Gov's!

Mackey Sasser
Wallace Community College Athletic Director

ATHLETIC DEPARTMENT MISSION STATEMENT

The mission of the Wallace Community College Athletic Department is to provide programs that develop character and integrity of **student-athletes** in their academic, athletic, and personal quests for excellence. Our department's mission relates directly to the College's purposes in developing human potential, transmitting knowledge, cultivating responsible citizenship and facilitating life-long learning. The Athletic Department strives to provide adequate physical facilities and resources to promote pride among **student-athletes** and fans. The Department will operate with fiscal responsibility and compliance under the rules, policies and procedures of Wallace Community College, the Alabama Community College Conference (ACCC) and the National Junior College Athletic Association (NJCAA).

The Department is also committed to the following:

- Ensuring that intercollegiate competition is an integral part of the total educational offering under the control of those responsible for the administration of the institution;
- Encouraging the broadest possible student involvement in its competitive programs;
- Maintaining high ethical standards through commitment to the principles of self-monitoring and self-reporting; and
- Evaluating the competitive program in terms of the educational purpose of the College.

ATHLETIC DEPARTMENT GOALS AND OBJECTIVES

GOALS

Wallace Community College is committed to providing quality educational experiences, as well as offering intercollegiate athletic programs designed to foster the personal growth of each student without regard to race, sex, age, income, religion, disability, or occupation. These programs encourage individual and team achievement and strive to enhance the academic success, social development, and physical and emotional well-being of **student-athletes**.

OBJECTIVES

- To encourage and stress the importance of academic success (**student first, athlete second**).
- To integrate physical/emotional development and scholastic achievement.
- To provide opportunities for students to learn and practice leadership and interpersonal skills.
- To identify and recognize an individual's physical ability and academic achievement.

ATHLETIC DEPARTMENT ACTIVITIES AND PROCEDURES

ELIGIBILITY

- Ensure that **student-athletes** maintain a minimum GPA of 1.75 for the first season of play (2.00 minimum GPA every semester thereafter), meet all other NJCAA and ACCC standards, and are enrolled in at least 12 credit hours per semester (Wallace Community College recommends 15 or more credits). All of these minimum standards are required for a **student-athlete** to maintain eligibility with the NJCAA and ACCC.
- Make periodic checks throughout the semester via progress reports (to be completed at least three times a semester) to ensure **student-athletes** are maintaining their grades at or above acceptable levels and are attending classes. Progress reports should be completed by instructors and returned to the head coach. **Failure to return or forging a progress report will result in immediate dismissal from the team, as well as potential disciplinary action from the College.**
- Require students to seek academic assistance if grades fall below required levels, or if they are experiencing difficulties in certain classes. The head coach may choose to remove a **student-athlete** from athletic participation until his/her grades are brought up to an acceptable level.

LEADERSHIP SKILLS

- Promote the development of leadership and management skills by encouraging **student-athletes** to assume leadership roles within the different team sports.
- Involve **student-athletes** in team sports that require them to be cooperative and to develop their interpersonal skills in order to achieve both team and individual success.
- Require teams to participate in community service projects at least once a semester, promoting vital servant-leadership traits necessary for personal and professional success.

RECOGNITION

- Allow **student-athletes** who exhibit the best abilities AND attitudes to receive the greatest amount of playing time in athletic competition.
- Provide recognition and awards to the best **student-athletes** and scholars.
- Distribute material on the athletic ability of **student-athletes** to requesting four-year institutions in order to enhance their opportunities for continuing their education and career after graduating from Wallace Community College.

ORIENTATION

- All **student-athletes** including managers and walk-ons, are required to attend the Department's annual orientation meeting. A written record is kept of those in attendance. The meeting will cover a variety of topics and services specific to **student-athletes**. Those with extenuating circumstances unable to make the meeting, as determined by the sport's head coach, Athletic Director, and the College's athletic administrator, are required to have a make-up meeting with Athletic Director before the fall semester begins.

ATHLETIC EVALUATION PROCEDURES BY INSTITUTION

Wallace Community College will annually evaluate the Athletic Department by utilizing the following evaluation tools:

- Determine the retention rates of **student-athletes**.
- Identify graduation rates of **student-athletes**.
- Determine the number of scholarships awarded to Wallace Community College **student-athletes** by four-year institutions.
- Determine how many **student-athletes** participate in other campus activities/organizations.
- Comparison of GPA of **student-athletes** to GPA of general student population (full-time students).
- Identify **student-athletes** of All-American and/or All-Academic status.
- Annual evaluation of coaches by the College's athletic administrator.
- Program Evaluation taken from student satisfaction surveys, as directly related to athletics.

The College's athletic administrator will use feedback from these mechanisms to recommend changes to the Athletic Department's policies and procedures.

ATHLETIC DEPARTMENT POLICIES AND PROCEDURES

In matters of recruiting, admission, financial aid, and continuing eligibility of **student-athletes** Wallace Community College adheres to the written policies of the National Junior College Athletic Association and the Alabama Community College Conference. These policies/guidelines may be found in the sources listed below (available from Athletic Director or any coach):

RECRUITING

- *NJCAA Handbook and Casebook*
 - Article VI, Sections 3-6

ADMISSION

- *NJCAA Handbook and Casebook*
 - Article V, Section 2

FINANCIAL AID

- *NJCAA Handbook and Casebook*
 - Article VI, Section 1
- **Student-athletes** are encouraged to complete the Free Application for Federal Student Aid (FAFSA) by August 1 to determine whether they will receive Pell Grant funding from the Federal Government. Although not required to do so, **student-athletes** will often use Pell Grant reimbursements to help cover the cost of room/board since the College's scholarship does not cover such expenses.

- Athletic Department personnel are available to assist **student-athletes** while with the federal financial aid process, but this responsibility ultimately falls upon the individual student to complete.

ELIGIBILITY

- *NJCAA Handbook and Casebook*
 - Article V, Sections 1-7

In addition to the policies and procedures found within the aforementioned sources, **student-athletes** on an athletic scholarship must abide by the scholarship guidelines found in the Athletic Scholarship Guidelines Form (*Appendix A*).

INDIVIDUAL RULES

Student-athletes will avoid all situations that will embarrass themselves, their families, or the College. **Student-athletes** represent Wallace Community College both on the sports field and off campus in their personal lives. **Student-athletes** have an interest in the protection and control of the WCC image. Any article of clothing or item with the WCC logo is not to be worn or used at any function or social event that involves the inappropriate use of alcohol or drugs. **Student-athletes** are expected to always act in a manner that supports a positive image of themselves as an athlete and ambassador of WCC. Every **student-athletes** that wears the College's letters represents the institution and is expected to live up to WCC standards.

- **Student-athletes** will DRESS NEATLY and use GOOD PERSONAL HYGIENE at all times.
- **Student-athletes** will be on time and ATTEND all classes.
- **Student-athletes** will take extreme care of all equipment and property that belongs to the College.
- **Student-athletes** will be on TIME for all College and team functions, with all required equipment necessary to compete.
- **Student-athletes** will show RESPECT for coaches, College officials, faculty members, community members, opposing teams, game officials, and fellow players.
- **Student-athletes** will abide by all College, region, and national rules.
- **Student-athletes** will obey all city, county, state, and/or national laws. Failure to do so may result in loss of scholarship and removal from the team.
- Use, possession and/or distribution of narcotics, dangerous drugs, or other controlled substances is prohibited except as expressed by law. **Student-athletes** are subject to unannounced random drug testing for enforcement of this rule. Students found in violation will be subject to disciplinary action, outlined later in this handbook.
- **Student-athletes** found to be in violation of relevant laws pertaining to the use of alcohol will be subject to immediate dismissal from the athletic program. Social media posts and photos from reliable sources may be used to support the Athletic Department's decision.

Wallace Community College is a tobacco-free college. No use of any tobacco product is allowed on campus. Tobacco is defined as all tobacco-derived or containing products, including but not limited to, cigarettes (e.g., clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes and oral tobacco (e.g., spit and spit less, smokeless, chew, snuff) and nasal tobacco. It also includes any product intended to

mimic tobacco products that contains tobacco flavoring or delivers nicotine, to include water vapor emitting products.

To summarize, use of any tobacco products at any meeting, practice, or athletic contest is prohibited by the NJCAA, ACCC, and Wallace Community College. Any College official may report a policy violation to the coach or Athletic Director. Coaches are responsible for ensuring that all **student-athletes**, managers, and officials adhere to this policy. Failure to do so will result in disciplinary action, to be determined by the head coach of the particular sport.

TEAM RULES

The individual rules stated above are the **minimum** rules required by the Athletic Department. Coaches may implement other rules that they feel are necessary for the success of their respective teams. These team rules will be provided to **student-athletes** at the beginning of each academic year, must be signed by the **student-athlete**, and will be kept in his/her file. Violation of any rule, regulation, or law may subject the **student-athlete** to a Disciplinary Hearing and possible suspension/removal from team/loss of scholarship, and/or suspension from the College.

TRAVEL AND TRANSPORTATION

The Athletic Department will provide all transportation necessary for an athletic team. This includes travel to regular season and practice games, invitational tournaments, and regional/national tournaments. It is the responsibility of the head coach to ensure that all players travel with the team and are under his/her supervision. Players will not be allowed to travel with parents/legal guardians to or from an athletic event. Head coaches will use discretion on extenuating circumstances to this rule.

The following travel policies have been developed for passengers on the College bus and are designed to keep the bus clean, to follow good safety practices, and to be respectful to fellow passengers:

- No travel bags are allowed inside the coach portion of the bus. Travel bags should be placed in the storage compartments beneath the bus. Nothing larger than a book bag is to be placed in the overhead compartments.
- After athletic events, no **student-athlete** should board the bus wearing a dirty uniform. Please shower (if available) and change clothes before boarding. If showers are not available, it is the responsibility of each team to take measures to protect the seats. No cleats should be worn inside the bus.
- All drinks must have a twist-on top. No cans or open cups are allowed.
- Gum and candy are not allowed.
- Tobacco products are not allowed.
- All passengers must be seated at all times when the bus is in motion.
- No standing in the seats or draping over armrests/back of seats.
- Earphones must be worn when listening to music.
- When exiting the bus, seats and surrounding areas should be cleaned and refuse placed in the trash bag that will be provided.

The following travel policies have been developed for overnight stays, often required for tournaments and games of long distance:

- Rooming assignments will be made and kept on file by the head coach.
- Tobacco products are not allowed in the hotel room.
- All food and drinks must be disposed of in the hotel room's trash can – if there is an overflow, trash should be placed in outside trash cans on the hotel premises.
- If a **student-athlete** spills a drink or cause a mess, it is his/her responsibility to immediately call hotel staff to assist with clean up.
- If the College incurs any additional financial obligations due to damages, as defined by the hotel management, the College athletic administrator will investigate. If the damages are warranted, ALL players staying in the room in question, unless someone comes forward to accept blame, are subject to the following (at minimum):
 - Responsible for repaying the College for expenses related to damages;
 - Written apology to hotel management and College President;
 - Ten hours of community service to be completed during the semester damages occurred;
 - Three game suspension – can be carried over to next semester; and
 - Meeting with College athletic administrator to determine if further punishment will be levied.

SCHOLARSHIP RENEWAL AND CANCELLATION

The scholarship agreement/letter of intent is signed for a period of one academic year. Renewal of the scholarship is by recommendation of the head coach and approval by the Athletic Director, the College's athletic administrator, and the College President.

Cancellation or modification of grant-in-aid during the period of its effectiveness because of injury or good/bad athletic performance is prohibited. Cancellation of a grant-in-aid is permitted if the **student-athlete**:

1. Voluntarily withdraws from a sport; or
2. Becomes academically ineligible per NJCAA bylaws; or
3. Is dismissed due to inappropriate behavior/conduct detrimental to the team/failure to comply with individual or team rules as stated above.

Other scholarship guidelines can be found in the Wallace Community College Athletic Department Scholarship Guidelines document (*Appendix A*). Please review this document before acknowledging receipt and acceptance of this handbook.

TUTORING

Student Support Services is located in Grimsley Hall on the Wallace Campus in Dothan. **Student-athletes** may contact Jertavia Lyman at 334.556.2620 for more information, as free tutoring is offered to those who meet certain SSS criteria.

TEXTBOOK LOANS

Under the scholarship agreement through the WCC Athletic Department, the **student-athlete** will be issued textbooks from the WCC Bookstore for each semester of enrollment, while under scholarship. These textbooks can be obtained at the WCC Bookstore on or after the first day of each semester, are on loan to the student, and must be properly cared for. It is the responsibility of the **student-athlete** to return all textbooks to the bookstore at the end of the semester. Any losses, damages, or failure to return textbooks to the WCC

Bookstore immediately following the end of each semester will result in denial to register for the subsequent term, restitution (**student-athlete's** responsibility), withholding of transcripts, possible loss of scholarship, and not being granted a transfer release/waiver.

Note: The scholarship covers only class required textbooks, required course handouts and required access codes. It does not cover CDs, software, tools, kits, pens, pencils, notebooks, etc. If a CD and/or software are sold in a bundle with a textbook at the WCC Bookstore, it may be obtained with the athletic scholarship. The scholarship will NOT cover suggested or recommended items.

INSURANCE

Athletic accident insurance is provided by the institution for the benefit of **student-athletes**. This coverage is offered on an "excess" basis only. Under the terms of the policy, this coverage is considered excess to all other valid and collectible medical insurance policies. Most notable is parental insurance coverage under which the **student-athlete** is covered as an eligible dependent. It is required that the head coach have each **student-athlete** complete the insurance questionnaire (*Appendix B*), previous injury/illness form (*Appendix C*) and submit a copy of the **student-athlete's** primary coverage card to the Athletic Director. A **student-athlete** will not be allowed to participate in any athletic functions until these questionnaires and copy of the **student-athlete's** primary coverage card (if applicable) is on file with the Athletic Director. It should be noted that the College's insurance policy covers only those injuries that are a direct result of the sport(s) in which the **student-athlete** participates.

In the event of an injury that the institution's insurance will cover, it is the responsibility of the head coach and Athletic Director to complete all necessary insurance forms so that a proper claim can be made. It is, however, the responsibility of the **student-athlete** and his/her parents to complete all forms required and return to the Athletic Director in a timely manner.

INJURIES

If an injury occurs, the **student-athlete** must notify the head coach so that proper medical referrals can be made. An accident report must be completed and submitted to the Athletic Director; without this report, an insurance claim cannot be filed. This will assist the head coach in making adjustments for participation and in assisting with the rehabilitation of the **student-athlete**.

PHYSICAL EXAMINATIONS

All **student-athletes** participating in any one of the NJCAA-certified sports must have passed a physical examination prior to their competition for each collegiate year in which they compete. It is the head coach's responsibility to see that each **student-athlete** has a valid physical examination form (*Appendix D*) on file in the Athletic Director's office.

UNIFORMS AND EQUIPMENT

It is the responsibility of the head coach to issue and inventory all items of equipment that are necessary for the **student-athlete** to participate properly in the sport. All issued items

remain the property of Wallace Community College. Failure to properly care for or replace lost/damaged items could result in forfeiture of the scholarship.

There are certain items that will be regarded as personal items that the Athletic Department will not furnish. The head coach will list these items and it is the responsibility of the **student-athlete** to obtain these items for his/her own use.

Student-athletes will be financially responsible for uniforms and equipment not returned to the Athletic Department. **Student-athletes** who fail to return College issued equipment will also have a registration and transcript hold placed on their account and thus, not be granted a transfer release/waiver.

ATHLETIC AWARDS

Athletic awards are the responsibility of the head coach. All awards will follow the NJCAA, ACCC, and Athletic Department guidelines.

ATTENDANCE, ABSENCES, AND ACADEMIC PROGRESS MONITORING

Students are **required** to attend all classes for which they are registered. Students should recognize that a mature acceptance of their responsibilities as a **student-athlete** is necessary for reasonable accomplishment in college work; this applies particularly in the area of all absences. **Student-athletes** should make sure they understand and follow each instructor's attendance policy.

Student-athletes will be issued progress reports at least three times a semester. The reports are designed to track academic progress and monitor attendance records. Consequences for unsatisfactory reports will be dealt with on an individual basis, but may include athletic suspension until a report (academic or attendance related) comes back satisfactory.

CLASS SCHEDULES AND DROP/ADD

It is the responsibility of the head coach and athletic advisors to monitor the **student-athlete's** selection of courses. This will ensure that the **student-athlete** is taking courses that will apply to the curriculum he/she has chosen for a degree. The head coach will have each term's class schedule on file in the Athletic Department. It is the **student-athlete's** responsibility to notify the head coach and athletic advisors of any change in the schedule.

Student-athletes are not permitted to drop/add or withdrawal from a course during the term without prior approval from the head coach and the **student-athlete's** athletic advisor.

If a student withdraws from a course or is removed from the course roll because of non-attendance, Wallace Community College will not pay for a repeat of that same course. **Student-athletes** wishing to reenroll in that same course during a later semester will be financially responsible for all tuition, fees, and books associated with that particular class.

ATHLETIC ADVISORS

Prior to registration for each semester, each **student-athlete** must be advised and counseled concerning the curriculum of his/her chosen field of study. A designated advisor works with each team to ensure scheduling conflicts do not occur. Coaches and players must obtain schedules through these team advisors.

EXIT SURVEY

Upon completion of each athletic season, the Athletic Director will administer an exit survey to the **student-athlete**. This survey will be used to evaluate the athletic/academic program. The survey should be a useful tool to make necessary changes in the academic and athletic programs. Survey results will be distributed to the College's athletic administrator.

INSTITUTIONAL POLICIES

The institutional policies found in the *WCC College Catalog and Student Handbook* are the minimum requirements for students attending this College. The Athletic Department recognizes that **student-athletes** require more guidelines to ensure proper function within the system. Therefore, **student-athletes** must adhere to all policies of the institution and the Athletic Department.

APPEAL PROCESS

In the event that a **student-athlete** has an athletically-related grievance, the matter should be resolved by following the athletic chain of command.

1. The **student-athlete** should first notify the head coach and, together with the coach, try to resolve the matter. The complaint should be issued in writing by the **student-athlete** to the head coach no later than two (2) business days (Monday-Friday) following the incident/issue in question.
2. If the complaint cannot be satisfactorily resolved, the coach, the **student-athlete** and the Athletic Director should meet to solve the problem. A request for a meeting with the Athletic Director must be issued by the **student-athlete** no later than two (2) business days (Monday-Friday) following the initial meeting with the head coach.
3. In the event that the complaint cannot be settled to the satisfaction of all parties involved, the **student-athlete** may then appeal to the Director, Student and Campus Services. This appeal must be issued in writing by the **student-athlete** no later than two (2) business days (Monday-Friday) following the meeting with the head coach and Athletic Director.
4. If the Director, Student and Campus Services and the student cannot reach a settlement concerning the matter, the student should then appeal in writing to the Dean, Student Affairs and Sparks Campus no later than two (2) business days following the meeting with the Director, Student and Campus Services.
5. If the Dean and the student cannot reach a settlement, the **student-athlete** last recourse is to appeal to the ADA, Athletic Oversight, and Drug Abuse Committee, in writing and no later than two (2) business days following the meeting with the Dean.
 - a. Appeals not made within the timeline provided will **NOT** be considered.

- b. All written appeals must detail the incident and the reason for the appeal, to include any procedural error made by College personnel.
- c. Each College employee will attach their report to the appeal as well. This will include their justification for their decision and any other pertinent facts that may assist College personnel with their decision.

ATHLETIC DEPARTMENT OVERSIGHT

The individual coach is responsible for the general operation of each sport. The Athletic Director is committed to providing technical and budgetary support to all athletic programs. In an effort to provide quality technical expertise, the College has appointed an Athletic Director who has a number of years' experience. The Athletic Director is available to assist all coaches to ensure compliance with all national and state regulations. In addition, he/she serves as advocate for the coaches and players as needed. The Athletic Director reports to the Director, Student and Campus Services in all matters relating to athletics, who then reports to the Dean, Student Affairs and Sparks Campus. The Dean, Student Affairs and Sparks Campus is responsible to the President of the College for overall athletic operations. However, the ultimate responsibility for the oversight of the athletic programs rests with the President. The College's ADA, Athletic Oversight, and Drug Abuse Committee serves as a review committee for the purpose of ensuring fair and equitable treatment for students and compliance with national, state, conference, and local regulations. In addition, the committee has been established to review policies and procedures relating to athletics and will make recommendations to the President as needed.

ACCC DRUG EDUCATION AND TESTING POLICY

PURPOSE AND MISSION

Wallace Community College, in partnership with the Alabama Community College Conference, believes that random drug testing is appropriate to ensure that the overall purpose and mission of this Policy is accomplished.

The overall mission of this Policy is to promote year-round banned substance free environment at WCC and within the ACCC. With this mission in mind, the following goals have been established. WCC and the ACCC desire to:

1. Protect the health, safety, and welfare of our **student-athletes**;
2. Identify **student-athletes** who may have concerns and/or concerning behavior surrounding the use, abuse, and/or misuse of alcohol, illicit substances, prescribed medications, and nutritional supplements;
3. Uphold the responsibility of Wallace Community College to provide educational programming that will not only inform the student-athletes about issues surrounding the use, abuse, and/or misuse of alcohol, illicit substance, prescribed medication, and nutritional supplements, but also support a positive decision-making process.
4. Promote fair competition in competitive athletics by ensuring and encouraging compliance with applicable rules and regulations regarding drug abuse.

In an effort to ensure the health, welfare, and safety of the **student-athlete**, the intent of this Policy is to prevent substance abuse and dependence by **student-athletes** through the following objectives: prevention and education, testing to provide a timely diagnosis, and professional guidance, treatment, and rehabilitation.

A complete copy of the Alabama Community College Conference Drug Education and Testing Policy is located in *Appendix I* of this Handbook.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. & 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR & 99.31):
 - The disclosure is to other school officials, including teachers, within the agency or institution whom the agency or institution has determined to have legitimate educational interests.
 - The disclosure is, subject to the requirements of § 99.34, to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll.
 - The disclosure is, subject to the requirements of § 99.35, to authorized representatives of: (i) The Comptroller General of the United States; (ii) The Secretary; or (iii) State and local educational authorities.
 - The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:
 - The disclosure is to State and local officials or authorities to whom this information is specifically—
 - The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to:
 - The disclosure is to accrediting organizations to carry out their accrediting functions.

- The disclosure is to parents of a dependent student., as defined in section 152 of the Internal Revenue Code of 1954. [Note: The above section should read “the Internal Revenue Code of 1986.”]
- The disclosure is to comply with a judicial order or lawfully issued subpoena.
 - (ii) The educational agency or institution may disclose information under paragraph (a)(9)(i) of this section only if the agency or institution makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with—
 - A Federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or
 - (B) Any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.
 - (iii) If the educational agency or institution initiates legal action against a parent or student and has complied with paragraph (a)(9)(ii) of this section, it may disclose the student’s education records that are relevant to the action to the court without a court order or subpoena.
- The disclosure is in connection with a health or safety emergency, under the conditions described in [§ 99.36](#).
- The disclosure is to an alleged victim of any crime of violence, as that term is defined in Section 16 of title 18, United States Code, of the results of any disciplinary proceeding conducted by an institution of postsecondary education against the alleged perpetrator of that crime with respect to that crime.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202)260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339

Or you may contact us at the following address:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC

It is the official policy of the Alabama Department of Postsecondary Education and Wallace Community College that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be

denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

In order to gain eligibility with the Wallace Community College Athletic Department and to remain in compliance with FERPA, all student-athletes must sign and return a Release of Information Form (*Appendix E*).

DOCUMENTS REQUIRED FOR PARTICIPATION

The following documents are **required** to be provided to the Athletic Director **PRIOR** to any athletic participation:

- Acknowledgment of Athletic Handbook (*Appendix H*)
- Acknowledgment and Consent to be Drug Tested Form (*Appendix J*)
- Athletic Scholarship Guidelines (scholarship athletes only)
- Completed Emergency Contact and Insurance Information
- Copy of completed physical (completed by physician)
- Copy of current insurance card
- Initial Drug Screen (must be paid by student)
- NJCAA Eligibility Affidavit (freshman and transfers) (*Appendix F*)
- NJCAA Transfer Waiver and Tracking Form (if applicable)
- Previous Illness/Injury Form
- Signed Consent to Participate Form (*Appendix G*)
- Signed Release of Information Form

All applicable documents listed above must be completed to be the best of student-athlete's knowledge, signed by the student-athlete and parent/legal guardian (if applicable), and on file in the Athletic Department's offices in order to be in compliance with the NJCAA. No exceptions will be made to this rule.

APPENDIX A
WALLACE COMMUNITY COLLEGE
ATHLETIC SCHOLARSHIP GUIDELINES 2019-2020

1. The number of Athletic Scholarships to be awarded by the Athletic Department at Wallace Community College will be the number allowed by the NJCAA each year not to exceed the set allocation by the Alabama Community College System Board of Trustees.
2. The terms of the scholarship are as follows:
 - a. Scholarship will include tuition and fees only (no stipends or payments from the College for room/board will be provided).
 - i. Books will be loaned to the **student-athlete** at the beginning of each semester.
 - b. Scholarship is void if student quits team, becomes academically ineligible per NJCAA bylaws, or is dismissed from team due to inappropriate behavior/conduct detrimental to the team/failure to comply with individual or team rules.
 - i. **Any student-athlete who is removed from athletic scholarship for the aforementioned reasons will be required to reimburse the College tuition and fees for the semester in which he/she was dismissed.**
 - c. Student will be financially responsible for books, uniforms, and equipment not returned.
3. The maximum number of credit hours that shall be provided by the scholarship to any **student-athletes** shall be limited to the required number of credit hours as per the WCCD course catalog for the course of study in which the student is initially enrolled, typically 64 credits. With approval, the following options may be available to the student:
 - a. Up to 12 additional hours in the course of study, as described in College Catalog under which the **student-athlete** initially enrolls; and hours to cover developmental courses; and
 - b. Up to 4 additional hours for required HPR courses associated with the sport in which the **student-athlete** is awarded a scholarship; and
 - c. Up to 12 additional hours in the event of a change in major or course of study; and
 - d. Additional hours when granted NJCAA hardship status.
4. Athletic scholarships may not be given for any term in which the student does not meet NJCAA eligibility requirements without written approval. A **student-athlete** who fails to meet the criteria of his/her scholarship will not receive a probationary status – that is, the scholarship will be terminated. The continuation of aid will be evaluated on a case-by-case basis by the Athletic Director and head coach. The Athletic Director will send written notification of the decision as to whether or not the scholarship will be terminated to the **student-athlete**, head coach and Director, Financial Aid. If written approval is granted, the additional hours for the non-eligible term will be those in 3a above.
5. **Student-athletes** should be removed from scholarship using the NJCAA Release Agreement. The Financial Aid Office will remove the scholarship upon receipt of the

Release Agreement. The Financial Aid Office must receive the NJCAA Release Form before a scholarship can be re-awarded for the next term.

6. Managers will be required to meet the same credit hour and GPA requirements to keep their Athletic Scholarship as required by the NJCAA for athletic eligibility.
7. Athletic Scholarships will begin on August 1, the official start date of the Letter of Intent (NJCAA on-line form). A new **student-athlete** will not be allowed to take summer classes on Athletic Scholarship preceding the August 1 start date of his/her Letter of Intent (LOI) unless the coach has an available scholarship for the current year as verified by the issuance of an NJCAA LOI. In that case, these **student-athletes** would sign a LOI for the current year scholarship for summer classes only and another LOI for the scholarship to begin on August 1. Additional scholarship hours will not be granted for this purpose; however, the **student-athlete** may use his/her 12 "additional hours" as described in No. 3 above for this purpose.
8. **Student-athletes** who have not graduated from an accredited high school or obtained a GED as described in the NJCAA eligibility bylaws may take 12 hours and earn a 1.75 GPA at WCCD to establish eligibility. Additional scholarship hours will not be granted for this purpose; however, the **student-athlete** may use his/her 12 "additional hours" as described in No. 3 above for this purpose. Sport programs must have available scholarships for the current year as verified by the issuance of an NJCAA LOI.
9. Bookstore vouchers will not be issued until eligibility for the term is confirmed and books from the previous semester have been returned to the WCC Bookstore. Books are due when finals are complete.
10. **Student-athletes** are responsible for applying their scholarship to their account. If a student has multiple scholarships or financial aid, he/she should contact the Business Office to be sure all scholarships are applied correctly.
11. **Student-athletes** must be full-time to be on scholarship during the Spring and Fall semester. If a student drops below full-time status, he/she will be ineligible and will be responsible for paying for their tuition. Exceptions may be made on an individual basis as determined by the head coach, Athletic Director, and College's athletic administrator.

APPENDIX B
WALLACE COMMUNITY COLLEGE
EMERGENCY CONTACT AND INSURANCE INFORMATION FORM

Name _____
Date of Birth _____ Sport(s) _____
Student Number _____ Academic Year _____
Parent/Guardian Name _____
Address _____
Cell # _____ Home # _____ Work # _____
Insurance Policy Holder Name & DOB _____
Relationship to **student-athlete** _____
Address _____
Home # _____ Work # _____
Insurance Company Name _____
Insurance Co. Address _____
Group # _____ I.D.# _____
Effective Date of Policy _____ Expiration Date _____
Primary Physician _____ Office # _____
Policy Limit _____ Policy Deductible _____
Policy Co-Pay _____
Does policy cover athletically-related injuries? _____

I authorize any Health Care Provider, Insurance Company, Person, or Organization to release information regarding medical, dental, mental, alcohol or drug abuse history, or treatment to the Plan Administrator, or their employees and authorized agents for the purpose of validating and determining benefits payable. I further authorize release of this information to WCC Athletic Department staff.

Parent/Guardian Signature Date

Student-athlete Signature Date

To ensure eligibility for participation, this form must be completed and returned immediately. Please keep a copy for your records.
Return To: Mackey Sasser, Athletic Director, 1141 Wallace Drive, Dothan, AL 36303

APPENDIX C

**WALLACE COMMUNITY COLLEGE
PREVIOUS INJURY/ILLNESS RELEASE FORM**

Student-athlete's Name _____

Sport _____

If there has been an injury or any medical condition that prevented, limited, or altered your participation in, or preparation of athletic activity, within the last 12 months, you must be medically released by the treating physician before being allowed to participate in Wallace Community College Athletic activities.

Treating Physician

Office Phone #

Address

City, State

Zip

List the injury/condition that prevented, limited, or altered the **student-athlete** named above from participation or preparation for athletic activity

Injury/Condition

Comments

Date first seen and/or treated

On the basis of my treatment, and/or evaluation, I have found no reason which makes it medically inadvisable for the **student-athlete** to fully and completely participate in any intercollegiate activities and release this **student-athlete** for intercollegiate participation.

Physician Name

Date

Physician Signature



345 Healthwest Drive
Dothan, AL 36303
(334) 836-4523

1811 E. Main Street, Ste. 3
Dothan, AL 36301
(334) 828-7300

MEDICAL SCREENING EXAMINATION FORM

DATE _____ School or Organization _____

Name _____
Last First Middle

Address _____
Street

City State Zip

Parents e-mail address _____

Phone (_____) _____ S.S. # _____

Parents Work Phone (_____) _____

Date of Birth _____ Age _____ Sex _____

Name of Family Physician _____

CONSENT FOR SCREENING: The undersigned agrees to submit to a medical screening examination for athlete participation. I understand that this is a screening examination designed to identify common conditions or infirmities that would limit or prevent participation in athletic activities. This examination is not intended to be comprehensive and may not detect some types of latent or hidden medical conditions.

This is to certify that I have read and understand the above information and have given my permission and consent to the screening for athletic participation.

I hereby state that, to the best of my knowledge, the answers I have given on the medical examination are true and correct.

Student Athlete's Signature

Date

Parent's Signature

Date

**Disclosure of Protected Health Information
And Consent for Treatment**

I hereby authorize the athletic trainers, sports medicine staff and other health care personnel working with _____ School to release information regarding the student-athlete's protected health information and related information regarding any injury or illness during the student-athlete's training for and participation in athletics at that school. I further understand that it is at my request to comply with the requirements of his/her school official in connection with participation in interscholastic sports. This protected health information may concern the student-athlete's medical status, medical condition, injuries, prognosis, diagnosis, athletic participation status, and related personally identifiable health information. This protected health information may be released to other health care providers, hospital and/or medical clinics and laboratories, athletic coaches, medical insurance coordinators, athletic and /or school administrators, chaplains and/or clergy members, officials of the Alabama High School Athletic Association and the Alabama Independent School Association.

I, _____ parent or guardian, of _____ (student's name) understand that as a parent/legal guardian give authorization/consent for the disclosure of the student-athlete's protected health information while participating as an interscholastic athlete at _____ School. I understand that my protected health information is protected by the federal regulations under either the Health Information Portability and Accountability Act (HIPAA) or the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment) and may not be disclosed without either parental/legal guardian authorization under HIPAA or consent under the Buckley Amendment. I the parent/legal guardian understand that once information is disclosed per authorization or consent, the information is subject to re-disclosure and may no longer be protected by HIPAA and/or the Buckley Amendment. I, the parent/legal guardian, understand that I may revoke this authorization/consent at any time by notifying in writing to the school's athletic director, but if I do, it will not have any effect on the actions the school officials took in reliance on this authorization/consent prior to receiving the revocation. I further have been given a copy of the Privacy Notice, which explains my rights under the HIPAA Act. This authorization/consent expires one year from the date it is signed.

I hereby authorize the athletic trainer and sports medicine staff at _____ School, to administer treatment and first aid pertaining to school sporting activities as necessary, to _____ (student's name).

REQUIRED SIGNATURE FOR PARTICIPATION FOR INTERSCHOLASTIC SPORTS

Print Athlete's Name

Signature of Parent/Legal Guardian

Date

ALABAMA HIGH SCHOOL ATHLETIC ASSOCIATION

Preparticipation Physical Evaluation Form
Revised 2018

Revised 2018

History

Name _____ Sex _____ Age _____ Date _____
 Address _____ Date of birth _____
 School _____ Grade _____ Phone _____
 Sport _____

Explain "Yes" answers below:	Yes	No
1. Has a doctor ever restricted/denied your participation in sports?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you ever been hospitalized or spent a night in a hospital? Have ever had surgery?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have any ongoing medical conditions (like Diabetes or Asthma)?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you presently taking any medications or pills (prescription or over-the-counter)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you have any allergies (medicine, pollens, foods, bees or other stinging insects)?	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you ever passed out during or after exercise? Have you ever been dizzy during or after exercise? Have you ever had chest pain or discomfort in your chest during or after exercise? Do you tire more quickly than your friends during exercise? Have you ever had high blood pressure? Have you ever been told that you have a heart murmur, high cholesterol, or heart infection? Have you ever had racing of your heart or skipped heartbeats? Has anyone in your family died of heart problems or a sudden death before age 50? Does anyone in your family have a heart condition? Has a doctor ever ordered a test on your heart (EKG, echocardiogram)?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you have any skin problems (itching, rashes, staph, MRSA, acne)?	<input type="checkbox"/>	<input type="checkbox"/>
8. Have you ever had a head injury or concussion? Have you ever been knocked out or unconscious? Have you ever had a seizure? Have you ever had a stinger, burner, pinched nerve, or loss of feeling or weakness in your arms or legs?	<input type="checkbox"/>	<input type="checkbox"/>
9. Have you ever had heat or muscle cramps? Have you ever been dizzy or passed out in the heat?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you have trouble breathing or do you cough during or after activity? Do you take any medications for asthma (for instance, inhalers)?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you use any special equipment (pads, braces, neck rolls, mouth guard, eye guards, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
12. Have you had any problems with your eyes or vision? Do you wear glasses or contacts or protective eye wear?	<input type="checkbox"/>	<input type="checkbox"/>
13. Have you had any other medical problems (infectious mononucleosis, diabetes, infectious diseases, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
14. Have you had a medical problem or injury since your last evaluation?	<input type="checkbox"/>	<input type="checkbox"/>
15. Have you ever been told you have sickle cell trait? Has anyone in your family had sickle cell disease or sickle cell trait?	<input type="checkbox"/>	<input type="checkbox"/>
16. Have you ever sprained/strained, dislocated, fractured, broken or had repeated swelling or other injuries of any bones or joints? <input type="checkbox"/> Head <input type="checkbox"/> Back <input type="checkbox"/> Shoulder <input type="checkbox"/> Forearm <input type="checkbox"/> Hand <input type="checkbox"/> Hip <input type="checkbox"/> Knee <input type="checkbox"/> Ankle <input type="checkbox"/> Neck <input type="checkbox"/> Chest <input type="checkbox"/> Elbow <input type="checkbox"/> Wrist <input type="checkbox"/> Finger <input type="checkbox"/> Thigh <input type="checkbox"/> Shin <input type="checkbox"/> Foot	<input type="checkbox"/>	<input type="checkbox"/>
17. When was your first menstrual period? _____ When was your last menstrual period? _____ What was the longest time between your periods last year? _____		
Explain "Yes" answers: _____ _____ _____		

I hereby state that, to the best of my knowledge, my answers to the above questions are correct.

Signature of athlete _____ Date _____

Signature of parent/guardian _____

DUPLICATE AS NEEDED

Preparticipation Physical Evaluation

Rule 1, Sec. 14 — In order for a student to be eligible for interscholastic athletics, there must be on file in the Superintendent's or Principal's office a current physician's statement certifying that the student has passed a physical exam, and that in the opinion of the examining physician (M.D. or D.O.) the student is fully able to participate in interscholastic athletics (Grade s 7-12). The AHSAA Physicians Certificate (Form 5 Rev. 2018) must be used. **A physical exam will satisfy the requirement for one calendar year through the end of the month from the date of the exam. For example, a physical given on May 5, 2018, will satisfy the requirement through May 31, 2019.**

Student's name _____

Physical Examination

Revised 2018

LIMITED	Height _____ Weight _____ BP ____ / ____ Pulse _____		
	Vision R 20 / ____ L 20 / ____ Corrected: Y N		
		Normal	Abnormal Findings
	Cardiovascular		
	Pulses		
	Heart		
	Lungs		
	Skin		
	E.N.T.		
	Abdominal		
	Genitalia (males)		
	Musculoskeletal		
	Neck		
	Shoulder		
	Elbow		
	Wrist		
	Hand		
	Back		
	Knee		
	Ankle		
Foot			
Other			

Clearance:

A. Cleared

B. Cleared after completing evaluation/rehabilitation for: _____

C. Not cleared for: Collision Contact Noncontact _____ Strenuous _____ Moderately strenuous _____ Nonstrenuous

Due to: _____

Recommendation: _____

Name of physician _____ Date _____

Address _____ Phone _____

Signature of physician _____, M.D. or D.O.

(Form must be signed and dated by the attending physician.)



CONSENT FOR BASELINE CONCUSSION TESTING and RELEASE OF INFORMATION

I give my permission for (Name of Child) _____

(Child's Date of Birth) _____

(Child's School Name) _____

To take part in baseline concussion IMPACT testing (Immediate Post-Concussion Assessment and Cognitive Testing) administered by Encore Rehabilitation at his/her school.

I understand that my child may need a post concussion test in the event that he/she sustains a concussion and may need to have more than one to be administered in order to achieve baselines status.

I understand that this is an online test and that data will be stored at IMPACT Applications Inc., in Pittsburgh, PA. I give my permission to Encore Rehabilitation to access data on my child through IMPACT Applications in order to provide proper medical care.

Encore Rehabilitation may release the IMPACT (Immediate Post-concussion Assessment and Cognitive Testing) results to my child's primary care physician, neurologist, or other treating physician, as indicated below.

I understand that general information about the test data may be provided to my child's guidance counselor and teachers, for the purposes of providing temporary academic modification, if necessary.

Name of Parent or Guardian: _____

Signature of Parent or Guardian: _____

Date: _____

PLEASE PRINT THE FOLLOWING INFORMATION:

Name of Child's Doctor: _____

Name of Practice or Group: _____

Phone Number: _____

Student's Home Address: _____
(Street) (City) (State) (Zip Code)

Parent or guardian numbers (please indicate preferred contact number and time if necessary)

_____ (Home) _____ (Work)

_____ (Cell)

APPENDIX E

**WALLACE COMMUNITY COLLEGE-DOTHAN
RELEASE OF INFORMATION FORM**

In compliance with the Family Education Rights and Privacy Act (FERPA), the policy of Wallace Community College is to refuse to grant third party access to student records without the written consent of the individual student. Any consent given must include the specific records to be released or reviewed and the names of the individuals to whom the information may be released. If you wish to grant permission for your records to be reviewed, please complete the form below.

Student Name _____ Student # _____

I request the following records be released when appropriate:

_____ All of my student records, including athletic information, transcripts, grade appeals, financial aid records, disciplinary records, etc.

To whom may student files be released?

<u>Name and Address</u>	<u>Relationship</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Student Signature

Date



NJCAA Eligibility Affidavit



SPORT: _____ Date: _____

Fill in all applicable information on this form to assist in determining eligibility for the NJCAA.

Name: _____ Birth Date: ___/___/___ Social Security #: ___-___-___
 (First, Middle, Last)

College Address: _____
 Street Address City, State, Zip Code

Phone Number(s): _____ Email Address: _____

Personal Information:

Home Address: _____
 Street Address City, State, Zip Code

Phone Number: _____ Parents' Names: _____

Are you a United States Citizen or a Permanent Resident*? Yes _____ No _____ (*Holder of a Green Card or F1 VISA)

Are you on another type of VISA? Yes _____ No _____ If so, what type? _____

High School Information:

High School(s) Attended: _____ City, State & Country: _____

Graduated?: Yes* _____ No _____ High School Graduation Date (month/year): ___/___

Check here if you have earned a *GED: _____ GED: Date Earned (month/year): ___/___

*** Enclose a COPY of your High School Diploma or GED Certificate**

Additional Information:

1. Did you take any college credit classes while in high school? Yes* _____ No _____
 * If yes, from what college(s)? _____

*** If yes, please furnish transcript(s) from each college.**

2. Have you ever signed a Letter of Intent form with any institution? Yes _____ No _____
 If yes, specify the College: _____ Date (day/month/year): ___/___/___

3. Have you ever participated in a sport in a country other than the United States? Yes _____ No _____
 If yes, describe the situation and complete the following: _____

Sport(s)? _____ Country: _____ Dates: _____

4. Have you ever been red-shirted for a season? Yes _____ No _____
 If yes, list when, where, and describe the situation. _____

(Please continue on to the next page.)

(Page 2 - NJCAA Eligibility Affidavit Continued)

5. Have you ever participated in practices/tryouts/exhibitions/scrimmages/games for an intercollegiate team other than this college? Yes _____ No _____ If yes, name the school, date, sport, and describe the situation. _____

6. Have you ever played on a club team at a college or university? Yes _____ No _____ If yes, name the school, sport and the dates. _____

7. Have you ever received money beyond expenses for participating in any athletic event? Yes _____ No _____ If yes, describe the situation. _____

List ALL Colleges Attended Full-Time and/or Part-Time after High School

All transcripts from all previous institutions must be included.

College: _____ Dates: _____ Full-time or Part-time? (circle one)

College: _____ Dates: _____ Full-time or Part-time? (circle one)

College: _____ Dates: _____ Full-time or Part-time? (circle one)

College: _____ Dates: _____ Full-time or Part-time? (circle one)

Additional Explanations:

NOTE: If you attended college part-time or were not attending at all for any periods of time following high school graduation, please document your employment and military history during those times. If you were unemployed at any time, please list those dates as well. The NJCAA requires that we account for any time not enrolled full-time. Please use the space below. Please record months and years when referring to dates. _____

I understand that information falsified or omitted can make me ineligible for ALL future college competition in compliance with the National Junior College Athletic Association Eligibility Rules.

Student-Athlete Signature: _____ Date: _____

Coach Signature: _____ Date: _____



.....5DD9B8=L ; ! =bhYfVc`Y[]UhY`5h`Yh]Vg`
.....7cbgYbh'hc`DUfh]VdUH`Zcf`Gh`XYbh`5h`YhYg`

I give my permission and understand that the athletic trainer, coaching staff, team physician, administrators, or other school officials can use their own judgment in applying first aid until medical help becomes available, or to secure medical aid and ambulance service in case parents cannot be reached. I voluntarily accept their service on my behalf and grant permission for them to perform their necessary duties as described above.

Name _____ Birth date _____ Student # _____
Father: Day Phone _____ Mother: Day Phone _____
Evening Phone _____ Evening Phone _____
Email _____ Email _____
Medications currently taking: _____
Known allergies (including medications): _____
Medical conditions (diabetes, epilepsy, etc.): _____

Do you wear contact lenses/glasses? yes no

Any other medically related condition that may affect emergency care?

I _____ wish to participate in _____
at Wallace Community College, Dothan, Alabama.

I am aware that the very nature of athletic participation carries with it an inherent risk of injury. I understand that the dangers and risks of participating in athletics, whether in competition or preparing to compete, include, but are not limited to, death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular skeletal system, and serious injury or impairment to other aspects of my body and general health and well being. In addition, I am aware that participation in intercollegiate athletics will involve traveling with the team, and that such traveling may expose me to the risks of a motor vehicle accident, as well as other conditions that result from traveling.

I also accept the responsibility in taking personal measures to help prevent injury to myself or other athletes by notifying the coaching staff, athletic trainer, administrators or other WCC personnel of conditions that I am aware of that may predispose me or other athletes to an increased risk of injury resulting from athletic participation.

Having understood the risks of athletic participation and particularly the risk inherent in _____
I voluntarily assume and accept these risks as they have been explained above.

Student's signature _____ Date _____

Parent's signature _____ Date _____

WALLACE COMMUNITY COLLEGE ATHLETICS
1141 WALLACE DRIVE
DOTHAN, AL 36303
(334) 556-2416

APPENDIX H

**WALLACE COMMUNITY COLLEGE
ATHLETIC DEPARTMENT**

Acknowledgment of the 2019-2020 Athletic Handbook:

I acknowledge receipt of a copy of the Athletic Handbook.

I understand the rules and realize that I am subject to disciplinary measures should I violate them.

I do agree to participate and conduct myself in accordance with the rules of the Wallace Community College Athletic Department and any other specific rules of the College or the coaches.

Student-athlete name

Student Number

Student-athlete signature

Sport

Date

APPENDIX I



ALABAMA COMMUNITY COLLEGE CONFERENCE

Drug Education and Testing Policy

INTRODUCTION

POLICY OVERVIEW

The following Drug Education and Testing Policy (Policy) has been adopted by the Alabama Community College Conference (ACCC) Board of Members. The ACCC reserves the right to make changes to this Policy as needed, with the approval of the ACCC's Board of Members. This policy is intended as a minimum ACCC policy and each institution has the right to enhance it via a local College policy and procedure.

PURPOSE AND MISSION

The ACCC believes that random drug testing is appropriate to ensure that the overall purpose and mission of this Policy is accomplished.

The overall mission of this Policy is to promote year-round banned substance free environment in the ACCC. With this mission in mind, the following goals have been established. The ACCC desires to:

5. Protect the health, safety, and welfare of our student-athletes;
6. Identify student-athletes who may have concerns and/or concerning behavior surrounding the use, abuse, and/or misuse of alcohol, illicit substances, prescribed medications, and nutritional supplements;
7. Uphold the responsibility of the ACCC member colleges to provide educational programming that will not only inform the student-athletes about issues surrounding the use, abuse, and/or misuse of alcohol, illicit substance, prescribed medication, and nutritional supplements, but also support a positive decision-making process.
8. Promote fair competition in competitive athletics by ensuring and encouraging compliance with applicable rules and regulations regarding drug abuse.

In an effort to ensure the health, welfare, and safety of the student-athlete, the intent of this Policy is to prevent substance abuse and dependence by student-athletes through the

following objectives: prevention and education, testing to provide a timely diagnosis, and professional guidance, treatment, and rehabilitation.

PREVENTION AND EDUCATION

Participants who are educated about substance use in sport are more likely to make informed and intelligent decisions about usage. As part of the education component of this Policy, each ACCC member college will:

1. Provide an annual explanation of this Policy to student-athletes, prospective student-athletes, and those associated with athletic teams;
2. Disseminate information regarding alcohol and other drugs, their use and abuse, and effects of such use and abuse to all student-athletes and those associated with athletic teams;
3. Utilize health education programs to educate student-athletes who are cited for an alcohol incident or who test positive for drugs;
4. Conduct a drug and alcohol education program for student-athletes at least twice a year; and
5. Provide student-athletes and potential student-athletes with resources that will enhance their education of drug and alcohol use and abuse, such as:
 - a. NCAA website - www.ncaa.org/health-safety; or the
 - b. Dietary Supplement Resource Exchange Center website - www.drugfreesport.com

These educational programs will be designed to:

1. Review athletic department, institutional, conference and national governing body policies related to alcohol, tobacco and other drugs;
2. Inform those associated with intercollegiate athletics how to recognize the warning signs and side effects of specific drugs;
3. Educate the student-athlete and other appropriate personnel about the associated problems of drug and alcohol abuse, and how such use may adversely affect the student-athlete and his/her team and teammates;
4. Encourage discussion about the use of drugs, dietary supplements, performance enhancing drugs and consumption of alcohol;
5. Identify rehabilitation programs as well as referral centers; and
6. Distribute educational materials to participants, including a list of banned substances and how drug usage may affect athletic performance.

Failure by a student-athlete to attend these educational sessions shall be considered as a decision not to comply with this Policy and will result in the immediate suspension from all Athletic Department activities, conditioning, practices, and competitions.

TESTING TO PROVIDE A TIMELY DIAGNOSIS

CONSENT TO PARTICIPATE

As a condition of participation in intercollegiate athletics in the ACCC, each student-athlete will be required to sign a consent form (*Appendix J*) agreeing to undergo drug testing and authorizing release of test results to the Athletic Director, Head Coach, College President, and ACCC Commissioner in accordance with this Policy. Failure to consent to or, in the case of consenting student-athlete, to comply with all requirements of this Policy will result in athlete being ineligible for participation in sport.

Student-athletes that are under the age of majority in Alabama (18) will be required to have parental or guardian consent to participate in this Policy. Failure of the parent to sign the consent form will result in the student-athlete being ruled ineligible for participation in sport.

PROHIBITED DRUGS/SUBSTANCES

The drug testing process may include analysis of, but not limited to, the NCAA list of banned drug classes. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example on the NCAA list of banned-drug classes. For an ongoing updated list of the banned-drug list view the NCAA's website at www.ncaa.org.

Prohibited substances that ACCC schools will screen any sport for include, but are not limited to, marijuana, PCP, opiates, MDMA (Ecstasy), amphetamines, and cocaine. All student-athletes are required to keep their respective athletic director aware of any prescribed drugs and dietary supplements that he or she may be taking.

TYPES OF DRUG TESTING PROCEDURES

The ACCC Drug Education and Testing Policy testing component shall consist of two (2) types of drug testing.

Any attempt to circumvent or tamper with drug testing collection process will result in the test being considered a positive test.

1. UNANNOUNCED RANDOM TESTING

All student-athletes who have signed the ACCC drug testing consent form (*Appendix J*) are subject to unannounced random testing. Testing of the student-athlete will be conducted throughout the year at unannounced random intervals, utilizing an on-site testing device. Individuals conducting drug testing must be certified by a licensed drug testing distributor or lab.

Random individual and/or random team testing will be done at least twice a semester (fall and spring). Each college will test at least ten percent of its total student-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. Each

institution shall be responsible for maintaining an updated listing of student-athletes to provide an accurate random selection pool.

The unannounced random drug testing will be conducted on a zero to 24 hour notification basis, meaning that the student-athlete may be provided with zero to no more than 24 hours' notice of pending drug screen. Once notified, they are required to report for drug testing at the assigned time and place. Failure to report at the assigned time and follow appropriate procedures will result in the sanctions outlined below for a positive test.

2. FOLLOW-UP TESTING

A student-athlete who has returned to participation in intercollegiate sports following a confirmed positive drug test under this policy will be subject to a follow-up test. Any and all costs associated with the assessment and any subsequent treatment or counseling resulting from a positive screen will be the responsibility of the student-athlete. Testing will be unannounced and will be required at a frequency determined by the Athletic Director or his/her designee.

NOTIFICATION AND REPORTING FOR COLLECTIONS

The student-athlete will be notified of and scheduled for testing by the by the Athletic Director. Failure to report at the designated time without justification and/or failure to follow appropriate procedures will result in the sanctions outlined below for a positive test. Student-athletes shall provide picture identification when entering the drug testing station.

SPECIMEN COLLECTION PROCEDURES

All specimens will be collected following the ACCC's Specimen Collection Procedures, which can be found below:

A copy of these 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 these procedures. Collection site personnel should contact the Athletic Director, head coach, or other designated college representative to obtain a copy of these guidelines before any specimen collection is performed.

1. 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 College employee who is a non-licensed medical professional.
2. 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.
3. 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.

4. If providing a urine sample, 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.
5. 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.

Any attempt to circumvent or tamper with the drug testing collection process will result in the test being considered a positive test. The student-athlete that tries to circumvent or tamper with the drug testing collection process will still be required to provide a sample within their three hour time frame.

An athlete that leaves the testing room without providing a testable sample will automatically receive a positive test result.

REPORTING RESULTS

All results will be made available to the Athletic Director. The Athletic Director will then notify the Head Coach. The student-athlete may present evidence of any mitigating circumstances that he/she feels may be important to the outcome of the drug test prior to imposition of any intervention or required treatment or counseling program consistent with the appeals process described within the document.

If the laboratory reports a specimen as substituted, manipulated or adulterated, the student-athlete will be deemed to have refused to submit to testing and treated as if the test were positive for a banned substance.

Any confirmed positive drug test results are to be communicated by the Athletic Director within 24 hours to the College President and ACCC Commissioner.

Individual records shall not be released to any other person, other than the student-athlete, without first obtaining a specific written authorization from the student-athlete (*Appendix J*)

MEDICAL REVIEW OF POSITIVE TEST RESULTS

All specimens identified as positive on the initial test shall be confirmed by the testing laboratory. 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 will 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 designated representative who shall have the student-athlete contact the MRO as soon as possible.

SANCTIONS

A student-athlete who is found to have used of a prohibited substance will be sanctioned according to this Policy.

Member colleges may have rules and sanctions that are more stringent than those outlined in this Policy. These rules, when applied, shall be recognized and supported. However, at no time, shall a team policy, rule, or sanction minimize the requirements and sanctions of this Policy.

FIRST OFFENSE

1. The Athletic Director will report the confirmed positive drug test finding(s) to the ACCC Commissioner and College President.
2. The Athletic Director or his/her designee will schedule a confidential meeting with the student-athlete and the head coach.
3. The Athletic Director or his/her designee may notify the student-athlete's parent(s) or legal guardian(s) by telephone and in writing.
4. The student-athlete will be suspended from 25% of the maximum number of NJCAA-allowable dates/games (number of dates/games will round up). The suspension will be enforced during the current regular and/or postseason season or the subsequent regular season (if the confirmed positive test occurs during the offseason). If the confirmed positive test occurs at such a time that the 25% suspension is not completed by the end of the season in which the test occurred, the suspension from competition will be carried over to the regular season of the next academic year.
5. The student-athlete will be required to attend an alcohol/drug assessment course scheduled by the Athletic Director or his/her designee. This course will be scheduled for the student-athlete once a positive test is confirmed. This class will be at the expense of the student-athlete. This course must be completed before student-athlete will be allowed to return to competition.
6. The student-athlete will not be allowed to participate in practices and team workouts for a minimum of two weeks AND will only be allowed to return to practice/team workouts after an alcohol/drug assessment course has been completed.

7. A student-athlete must receive a negative follow-up drug test before he/she will be permitted to return to participation in the athletic program. A student-athlete is financially responsible for this follow-up test.
8. Student-athletes who are suspended for a confirmed positive drug test and successfully complete a substance abuse program will be required to submit to follow-up drug testing for the duration of his/her time while in the athletic program.

SECOND OFFENSE

1. The Athletic Director or his/her designee will report the confirmed positive drug test finding(s) to the ACCC Commissioner and College President.
2. The Athletic Director or his/her designee will schedule a confidential meeting with the student-athlete and head coach to review the confirmed positive drug test results.
3. The Athletic Director or his/her designee will notify the student-athlete's parent(s) or legal guardian(s) by telephone and in writing.
4. The student-athlete will be immediately dismissed from their respective athletic team and will forfeit their athletic scholarship.

PROHIBITION FROM ENROLLING AT OTHER MEMBER COLLEGE

Students who are permanently suspended from an ACCC member college for failing to comply with this Policy will be prohibited from competing at any other ACCC member college until such student is in compliance with the drug policy.

MEDICAL EXCEPTIONS

The ACCC recognizes that some banned substances are used for legitimate medical purposes. Accordingly, the ACCC allows exception to be made for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug. In order to be considered for a medical exception, the student-athlete must present this request to the Athletic Director prior to or at the time of any drug tests.

APPEAL PROCESS

Student-athletes who test positive for a banned substance by the laboratory retained by the college may, within 72 hours following receipt of notice of the laboratory finding, contest the findings. The student-athlete must write (letter, email, etc.) his/her contest with the initial test.

Upon the student-athlete's request for additional testing of the sample, the Athletic Director or his/her designee will formally request the laboratory retained by the college to perform testing on specimen B. The student-athlete may choose to be present at the opening of specimen B at the laboratory. If the student-athlete does not wish to be present at the opening of specimen B, but desires to be represented, arrangements will be made for a surrogate to attend the opening of specimen B. The surrogate will not be involved with any other aspect of the analysis of the specimen. The student-athlete or his/her surrogate will attest to the sample number and the integrity of the security seal prior to the laboratory

opening of specimen B. Specimen B findings will be final, and no further appeals may be made.

ALCOHOL POSSESSION/USE AND DRUG POSSESSION POLICY

Student-athletes are required to conduct themselves in accordance with member policies, in addition to federal, state and local laws. To the latter, possession or consumption of alcoholic beverages by individuals under the age of 21 is a violation of state liquor laws (Minor in Possession/MIP). Additionally, possession or use of illegal drugs is a violation of state law. As such, a student-athlete who is caught on or off campus with any type of alcohol violation (i.e., MIP, DUI/OWI, supplying a minor) or in possession of drugs/drug paraphernalia will be suspended for 10% of the maximum number of NJCAA-allowable dates/games (number of dates/games will round up). The suspension will be enforced during the current regular and/or postseason season or the subsequent regular season (if the confirmed positive test occurs during the offseason).

ENFORCEMENT OF ACCC DRUG EDUCATION AND TESTING POLICY

The following protocol will be utilized to ensure institutions comply with the ACCC Drug Education and Testing Policy:

NOTIFICATION OF CONFIRMED POSITIVE DRUG TEST RESULTS

The ACCC must be notified of all confirmed positive drug test results within 24 hours of member institutions being notified of such results. Colleges failing to notify the ACCC of confirmed positive drug tests will be fined \$500 on the first occurrence, and will be ruled ineligible for postseason play in all sports on the second occurrence.

RANDOM AUDITS BY ACCC OFFICIALS

The ACCC will randomly audit 25% of the teams during the athletic year. At the time of the audit, member institutions will have 48 hours to deliver all drug test results to the ACCC Commissioner for review. Institutions will be deemed in non-compliance if:

1. Drug test results are not submitted within the 48 hour timeframe; or
2. After review of materials submitted, teams are found to not be in compliance with the ACCC's Drug Education and Testing Policy.

SANCTION FOR NON-COMPLIANCE

Schools not in compliance with the ACCC's Drug Education and Testing Policy will be fined \$500 on the first occurrence and will be ruled ineligible for postseason play in all sports on the second occurrence.

If member institutions have teams that do not qualify in the current year for postseason play, those teams will be ineligible the following year.

APPENDIX J

ALABAMA COMMUNITY COLLEGE CONFERENCE

CONSENT TO DRUG TESTING

&

ACKNOWLEDGEMENT OF STUDENT-ATHLETE DRUG TESTING POLICY

I certify that I have received a copy of the Alabama Community College Conference Drug Education and Testing Policy for student-athletes, and I have read and understand the requirements of the policy and guidelines in order to participate in intercollegiate athletics, including parental notification requirements.

I understand that to participate in intercollegiate athletics (including athletic managers), I will be required to submit to mandatory drug testing. I agree to submit to specimen collections for purposes of analysis for drug use. I further agree and consent to the disclosure of the records and test results relating to this analysis to be released to ACCC Commissioner, the College’s Athletic Director, Head Coach, and college President in order that my eligibility to participate in the athletic program can be determined.

My signature below further authorizes my institution to notify my parents and/or guardians of the results of my drug test, any sanctions that may or may not be placed on me in relation to the Drug Education and Testing Policy, or other issues relating to the Drug Education and Testing Policy.

Date

Witnessed: Coach/Athletic Director

Student-athlete’s Signature

Student-athlete’s Printed Name

Parent/Legal Guardian Signature

(if under 18 years of age)