

**BRONX  
COMMUNITY  
COLLEGE  
2021 – 2022  
COACHES HANDBOOK**



# TABLE OF CONTENTS

<b>CHAPTER 1: ABOUT ATHLETICS</b>	<b>3</b>
WELCOME TO BRONX ATHLETICS	3
ATHLETICS MISSION AND VISION	4
ELIGIBILITY	4
STAFF DIRECTORY	6
<b>CHAPTER 2: RESOURCES</b>	<b>7</b>
ACADEMIC SUPPORT FOR STUDENT-ATHLETE	7
ATHLETIC TRAINING	7
ATHLETICS INSURANCE	7
FACULTY ATHLETICS REPRESENTATIVE	9
INJURY REPORTING	9
INTERNSHIPS	9
NJCAA LETTER OF INTENT	9
PERSONAL COUNSELING OFFICE	10
SAAC	10
SPORTS INFORMATION / ATHLETIC COMMUNICATIONS	11
SWIMMING POOL	12
WORK STUDY	12
<b>CHAPTER 3: POLICIES</b>	<b>13</b>
ACADEMIC SUPPORT	13
CLASS ATTENDANCE	13
CONCUSSION	14
CONDUCT AND BEHAVIORAL GUIDELINES	15
DROPPING CLASSES	16
DUAL-SPORT STUDENT-ATHLETES	17

FUNDRAISING	17
HAZING	17
LOCKER ROOM BEHAVIOR RULES	18
PREGNANCY POLICY FOR STUDENT-ATHLETE	19
RECRUITING	19
REMOVAL FROM A TEAM	19
SOCIAL MEDIA	20
SPORTSMANSHIP	20
STUDENT LOCKER POLICY	20
TEAM TRAVEL	22
TRANSGENDER STUDENT-ATHLETE PARTICIPATION	22
TRANSFERRING	22
UNIFORM POLICY	23
<b>APPENDIX</b>	24
ACKNOWLEDGEMENT OF BRONX COMMUNITY COLLEGE COACHES HANDBOOK	24
NJCAA – CERTIFIED LEARNING DISABILITY REQUIREMENTS	25
NJCAA – ELIBILITY AFFIDAVIT	26
NJCAA – PHYSICAL EXAMINATION FORM	28
STUDENT ATHLETE WEEKLY PROGRESS REPORT	32
TRAVEL RELEASE FORM	33

# CHAPTER 1: ABOUT ATHLETICS

## WELCOME TO BRONX ATHLETICS

Dear Staff,

Welcome to Bronx Community College Athletics and thank you for accepting the honor of leading our student-athletes. We take great pride in our Athletics tradition, which includes numerous CUNYAC and NJCAA Region XV Championships and NJCAA All-Americans, to students who have graduated and earned athletic and academic scholarships to further their educations.

Your athletic and academic experiences are our primary interests, and supporting those endeavors is our role as coaches and administrators. In doing so, we are here for your support on and off your field of play, throughout campus and the community. As leaders, we offer this advice for you as you embark on your Broncos career:

- *Work like it's your last day:* Hard work pays off on the court and in the classroom. Others take notice and will appreciate. When your work ethic inspires others, you're becoming a leader.
- *Enjoy the grind:* You'll probably work harder on your field of play, in training, and in the classroom than you ever have before. The bond you create with teammates and coaches can last a lifetime. Appreciate the small victories and learn from the setbacks.
- *Your future starts now:* Anywhere you want to go, you can get there from BCC. With your education, all things are possible. Take advantage of your education and utilize those around you as resources to help get you where you want to be athletically, academically, and in life.

This handbook is a document that can answer many of your questions and guide your student-athlete experience. We hope that yours is the most positive, successful experience as a student and athlete representing our College, our athletic department, and our borough. Please let us know how we can be of use in guiding your student-athlete experience.

Go Broncos!

Ryan McCarthy  
Director of Athletics

Kelly Peloquin  
Associate Director of Athletics

Faith Thompson  
Athletics Coordinator

**Note:** For policies regarding COVID-19 and Bronx Athletics Return to Play plan, [click here](#):

Edited: 12/1/2021

## ATHLETICS MISSION AND VISION

### MISSION STATEMENT

Athletics strives for excellence by offering all student-athletes programs to develop meaningful standards of academic achievement, athletic performance, leadership, community service, and sportsmanship within the college's educational and social environments.

### VISION STATEMENT

Bronx Community College Athletics will provide students with an outlet that will enhance their student experience, provide an on-campus engagement through team and individual opportunities, and reflect the College's core values of respect, integrity, engagement, excellence, and empowerment.

### LEARNING OBJECTIVES

- 1) Students will, through increased integration on campus and investment in one's sport, team, or recreational or fitness activity, enjoy an enriched student experience through an increased on-campus engagement.
- 2) Students will demonstrate sportsmanship and respect for one's sport, team, institution, and opponent.

### BRONX COMMUNITY COLLEGE MISSION STATEMENT

We serve students of diverse backgrounds, preparations and aspirations by providing them with an education that is both broad in scope and rigorous in its standards. We offer students access to academic preparation that provides them with the foundation and tools for success in their educational and professional plans. We instill in them the value of informed and engaged citizenship and service to their communities.

## ELIGIBILITY & COMPLIANCE

Due to the unique academic and athletic situation of every student-athlete, and the complexity of the NJCAA eligibility rules, it is recommended that coaches discuss their students' athletic eligibility with BCC's athletics administrators who oversee compliance. Students are allowed two (2) seasons of competition in any sport at an NJCAA college. The NJCAA does not have an "eligibility clock" as other intercollegiate organizations do, nor does the NJCAA have an age limit.

The foundation for academic eligibility is **full-time enrollment**, which is 12 (or more) credit hours or equated credits. Receiving a **W**, **WU** or **WN** may jeopardize full-time eligibility status. This must be maintained for the semester of a student's sport. In remaining on track to graduation and so a student does not lose eligibility if forced to drop or withdraw from a course, most students are encouraged to enroll in 15 credit hours.

A copy of the NJCAA Academic Eligibility Chart through which student gain eligibility is in the Appendix. Below is a checklist of items necessary for participation in NJCAA sports at BCC:

#### **Eligibility Checklist:**

- 1) *Full-time student in good standing:* All student-athletes must be a full-time matriculated undergraduate student carrying at least 12 degree credits (or equated credits) throughout the entire semester of sport participation. Receiving a W, WU or WN may jeopardize full-time eligibility status. Students must meet the minimum requirements for good academic standing (usually a 2.0) and maintain satisfactory progress toward a degree, as determined by BCC.

- 2) *Medical clearance*: No student-athlete will be allowed to participate in intercollegiate athletic practice or competition until a signed medical clearance form has been received by BCC Athletics following a sports physical. This policy applies to tryouts and both traditional and non-traditional practice sessions, workouts, as well as informal practices such as team open gyms. Physicals will occasionally be conducted on-site in Alumni Gym by a doctor appointed by BCC Athletics. However, students can obtain a sports physical from their own physician or at many walk-in clinics. The [NJCAA Physical Form](#) is suggested but not required. Please contact Athletics if assistance obtaining a physical is needed.
- 3) *High school transcript (or general education diploma)*: Student-athletes must be a graduate of a high school with an academic diploma, general education diploma or a state department of education approved high school equivalency test. If credentials are in a language other than English, it is the student's responsibility to present a translated version of transcripts.
  - 3a) Official transcript from every other college attended: The official transcript from any college at which a student took any coursework is required. If a student attended another CUNY institution, it is unlikely that college's official transcript is on campus. It is the student's responsibility to obtain all official transcripts from any other institution attended from the college's registrar's office.
- 4) *BCC official transcript*: It is required that BCC Athletics has an updated copy of every student's BCC official transcript on file. Students will occasionally be asked to obtain this on their own. Official transcripts can be obtained at the Registrar's office, Colston 513. Official BCC transcripts must show 12 or more credit hours during the semester of play.
- 5) *NJCAA Affidavit*: This document is mandatory and helps BCC Athletics determine if any additional paperwork from BCC or other institutions. It is crucial students be as detailed and forthright as possible in completing this document. [It can be downloaded or printed here.](#)
- 6) *SPARC training*: Beginning in 2018, CUNY required all student leaders, including all student-athletes to complete its new training program called SPARC, an online training module developed to educate students about sexual misconduct, ways to prevent it, and the campus' response to a complaint. The content has been customized to reflect NYS requirements and CUNY policies. No athlete can participate in a game before SPARC has been successfully completed.

*All student-athletes are required to attend weekly meetings with Athletics' Academic Support Coordinator as part of the Broncos Academic Support Experience (BASE). Missing BASE meetings will result in loss of practice and/or competition privileges. More on BASE can be found below.*

For more information on eligibility, here is the NJCAA's [Prospective Student-Athlete Guide](#).

## **STAFF DIRECTORY**

### **ATHLETICS DIRECTORY**

Ryan McCarthy	Director of Athletics	Ryan.McCarthy@bcc.cuny.edu	718-289-5338
Kelly Peloquin	Assoc. Director of Athletics	Kelly.Peloquin@bcc.cuny.edu	718-289-5982
Faith Thompson	Athletics Coordinator	Faith.Thompson@bcc.cuny.edu	718-289-5289
Kennedy Hairston	Sports Information Director		718-289-5338

### **COACHES DIRECTORY**

Dominique Winstead	Head Coach - WBasketball	Dominique.Winstead@bcc.cuny.edu	347-661-8488
Jose Flores	Asst. Coach – WBasketball	Jose.Flores05@bcc.cuny.edu	718-289-5338
Roger Collier	Asst. Coach - WBasketball	Roger.Collier@bcc.cuny.edu	718-289-5338
Orlando Vargas	Head Coach - WVolleyball	Orlando.Vargas@bcc.cuny.edu	646-526-8672
Emma Ortiz	Asst. Coach – WVolleyball	Emma.Ortiz@bcc.cuny.edu	718-289-5338
Adolfo De Jesus	Head Coach - Baseball	Adolfo.Dejesus@bcc.cuny.edu	718-289-5265
Luis Cortorreal	Asst. Coach - Baseball	Luis.Cortorreal@bcc.cuny.edu	718-289-5338
Richard Corsetto	Head Coach - MBasketball	Richard.Corsetto@bcc.cuny.edu	718-289-5338
Rick Swillinger	Asst. Coach – Mbasketball	Eric.Swillinger@bcc.cuny.edu	914-439-0207
Warren Thompson	Asst. Coach - MBasketball	Warren.Thompson@bcc.cuny.edu	718-289-5338
Dan Cinelli	Head Coach – MSoccer	Daniel.Cinelli@bcc.cuny.edu	718-289-5338
Robin Patton	Asst. Coach - MSoccer	Robin.Patton@bcc.cuny.edu	718-289-5338
Marc-Anthony William	Asst. Coach -MSoccer	Marc-Anthony.William @bcc.cuny.edu	718-289-5338

## **CHAPTER 2: RESOURCES**

### **ATHLETIC TRAINING**

BCC Athletics outsources services to certified athletic trainers (ATC) who are responsible for organizing and administering athletic training and sports medicine-related services for all student-athletes. The athletic trainers are requested from an ATC assignor who provides them for the department. Coaches are encouraged to communicate to administrators practice schedules, or any changes in practices schedules, so athletic trainers can be scheduled or removed from schedule.

Athletic trainers place emphasis on prevention, assessment, emergency care, treatment and rehabilitation of athletic injuries and illnesses. The athletic trainers may also provide health and safety education for the athletics department administrators, coaching staff and student-athletes.

Certified athletic trainers are present at every home game and many BCC Athletics practices. A student-athlete may utilize an athletic trainer while the ATC is present at a practice of another sport at the availability of the ATC. At road contests, the host institution is required to have an ATC on duty. BCC teams should travel with a medical kit to all road contests.

### **ATHLETICS INSURANCE**

BCC's sports accident insurance plan is designed to cover all student-athletes in practice and play of team-related activities. The plan will reimburse student-athletes for eligible expenses not payable by their healthcare plan or any other insurance plan providing reimbursement for medical expenses. Therefore, prior to filing a claim against the accident insurance policy, you must first file the claim with your own healthcare plan.

Please observe the following claim filing procedures to facilitate the payment of your claim:

1. Obtain a claim form from the Athletic Department. Only one form is needed for each accident, regardless of the number of expenses incurred for the particular accident.
2. The claim form should be completed and signed by a College/University official. This requests a description of how the accident occurred. Please check to see that a complete description is provided. (For example, "Basketball" is not acceptable; however, "Twisted left ankle while playing basketball" is acceptable.)
3. The claim form should be completed and signed by the student-athlete (if 18 years old or older) or their parent or guardian. This includes the section entitled "Authorization to Release Information."
4. Should it be needed, BCC's Athletics insurance policy information is:  
Bronx Community College Policy #: US1530290  
Group Name: Bronx C.C. Attention Provider:  
POLICY PERIOD: 9/1/21 – 9/1/22  
BMI Benefits, LLC P O Box 511 Matawan, NJ 07747  
Phone: 800-445-3126 Fax: 732-583-9610  
Policy is underwritten by United States Fire Insurance Company

Please remember, this policy is an accident insurance policy applicable only to injuries suffered while representing BCC Athletics. It does not provide reimbursement for illness and it is subject to exclusions and limitations.

## **FACILITIES**

Athletics utilizes its home facilities on campus and shares use with the College's Health, Physical Education, and Recreation (HPER) academic department.

HPER classes occupy the Alumni Gym floor throughout most weekdays, though limited daytime hours before 4:00 p.m. may be available. Coaches should meet with the athletics director prior to the start of every season and throughout the season in determining the most appropriate practice times. Given shared use with HPER and other Athletics teams, not all requested times may be available every week.

The athletics director determines and distributes throughout campus a weekly calendar outlining all Alumni Gym use. Public Safety receives a copy of the calendar and can provide access during scheduled hours if the gym is locked at 718-289-5390/5911. Coaches receive keys for most areas they utilize in Alumni Gym and can obtain keys through the director.

BCC's Physical Plant Staff (PPS) maintains the facility on a daily basis. If the facility or any equipment requires Physical Plant attention, provide details of the request to any of the department's administrators so they may submit a PPS work order. If the need is an emergency, contact Public Safety at 718-289-5390/5911.

While Physical Plant maintains BCC's facilities, though coaches may be expected to perform routine pre-contest sport-specific maintenance. It is advised, when possible, that this is performed before game day. Examples of such may be labeling designated areas on the court with floor tape, painting or chalking the field,

More information about Athletics' facilities is below.

### **Alumni Gym**

Alumni Gym is home to BCC's men's and women's basketball teams and women's volleyball team. The venue also includes two weight rooms on the 5th floor balconies overlooking the basketball/volleyball court. Additionally, there is a cardio room on the 3rd floor accessed through the back entrance of the gym. Outside of Alumni gym back entrance there are two tennis courts.

### **Ohio Field**

Ohio Field is home to our men' soccer and baseball teams. The field features a natural grass surface and 200-meter track around the perimeter.

### **Alumni Gym Swimming Pool**

Alumni Gym house a refurbished competitive five-lane swimming pool. The pool is 25-yards in length and ranges from 4 feet to 11 feet in depth. The venue includes stadium seating overlooking the pool area and access to lower level locker rooms through both the pool deck and lobby. The College pool is currently scheduled for open swim hours, academic classes, and continuing education classes.

## **FACULTY ATHLETICS REPRESENTATIVE**

The Department of Athletics' maintains a Faculty Athletics Representative (FAR). The FAR is committed to the NJCAA Division III philosophy and serves as an advocate for the student-athlete to ensure the student-athletes' well-being and quality experience in an environment of tolerance, respect and inclusion.

The FAR provides oversight in both academics and athletics to ensure integrity and institutional control of the athletics program and can be contacted through the athletics director for support or advocacy in complex circumstances. For more information about the role of the FAR, ask your athletics director.

## **INJURY REPORTING**

It is the responsibility of the student-athlete to report all injuries to the department and/or athletic training staff. Student-athletes who have sustained a sport-related injury, regardless of how minor it is believed to be, or a severe illness during the sport season should be given a follow-up examination by a physician to re-establish medical clearance before resuming participation in their sport. This policy also applies to pregnant student-athletes after delivery or pregnancy termination.

Medical clearance by a physician must be submitted to Athletics in writing on physician's letterhead in order for a student to return from injury. Clearance for individuals to return to activity is solely the responsibility of the student-athlete.

If an injury that requires immediate or may require future consultation, the ATC on site should document the injury. If an ATC is not present, coaches and/or BCC Public Safety should document the injury. Documentation of injury, no matter how minor an injury, may prevent future medical bills incurred by the student.

## **INTERNSHIPS**

An internship with Bronx Community College Athletics offers the opportunity to learn many aspects of intercollegiate athletics administration.

Interns obtain knowledge in a wide array of areas across the athletics landscape but may specialize later based on academic major, interests, or skill set. Interns will gain experience by working in areas such as game management, equipment management, website maintenance, stat keeping, video editing, marketing and promotions, event planning, recreation and intramurals, and more.

Interns' hours and times largely depend on availability and how many credits the internship will be worth, if applicable. Athletics attempts to remain flexible and work around interns' class and work schedules. Interns should expect both daytime work along with some nights and weekends at home games.

## **NJCAA LETTER OF INTENT**

A national letter of intent, commonly referred to as a NLI or LOI, is a binding agreement a potential student-athlete signs with an institution committing to play for that institution in the season ahead.

It is recommended that students who verbally commit to play for coaches at BCC are asked to sign a LOI in ensuring they do not later commit to another NJCAA institution. Students already enrolled in BCC and returning to a team may be signed to a LOI. A recruit does NOT need to have applied to a college before signing. A person not enrolled at a college may sign at any time.

Student-athletes may only sign with one NJCAA institution. If one signs with multiple institutions, he/she is ineligible from competing. If a recruit signs at an NJCAA institution, he/she may also sign at an NCAA institution.

LOI's may be signed in person, by mail, or electronically. Because they must then be signed by BCC's athletics director and president, a recruit signing and returning electronically is often easiest if he/she cannot make it to campus.

Before an LOI may be generated, coaches must provide the athlete:

- 1) Full name of recruit (LOI invalid if spelled incorrectly)
- 2) Recruit date of birth (under 18 must have LOI's sign by a parent or legal guardian)
- 3) Recruit high school
- 4) Email or mailing address

Please be certain a student has committed to enrolling at BCC before an LOI is generated. All sports have a limit on the numbers of LOI that can be generated and signed per year. If a recruit wishes, a signing day can be arranged at BCC. After signing, a recruit's commitment to BCC can be publicized online and on social media if photos, statistics, names of high school any club/AAU teams, and other pertinent information is provided to the SID.

For more information on the LOI process, ask your director or [click here](#).

## **PERSONAL COUNSELING OFFICE**

The [Office of Personal Counseling](#) assists students with emotional, developmental or psychological concerns that may be interfering with their personal, academic and athletic success. It offers free counseling services for students with issues such as sports psychology and athletic performance, depression, anxiety, or concentration issues in Loew Hall 430.

Its services are confidential and help students find healthy ways to cope with college and life stressors in order to enhance their personal growth and support their academic and athletic focus. All students are treated with respect and are seen as individuals with unique strengths. Personal Counseling is also a liaison to the community, linking appropriate students to more intensive and longer-term services as needed.

Note that in most circumstances, students cannot be required to attend counseling. For more information, [click here](#), email [Personal.Counseling@bcc.cuny.edu](mailto:Personal.Counseling@bcc.cuny.edu), or call 718-289-5223.

## **SAAC**

Athletics formed SAAC (Student-Athlete Advisory Committee) for the purpose of student-athlete representation and integration in the department, throughout campus, and beyond. SAAC is the voice and representation of the student-athlete. It is a club comprised of four officers and several team representatives, and all **teams are required to have at least two team representatives**, who may be officers or non-officers. To receive club funding and receive its own budget, SAAC must have student officers in place.

SAAC meets frequently throughout the year, with meetings open to all student-athletes and non-athletes. Collaborations with other clubs on campus, raising school spirit and awareness for Athletics, community service opportunities, and student-athlete issues are just some of the topics discussed by SAAC.

Information from the [NCAA about SAAC](#) is below:

**Mission:**

A Committee comprised of student-athletes to enhance the over athlete experience by promoting opportunity, embodying leadership, and protecting student-athlete welfare and fostering a positive student-athlete image.

**Functions:**

- Generate a student-athlete voice
- Solicit student-athlete response to proposed NJCAA legislation
- Recommend potential legislation or amendments
- Review, react, and comment on legislation, activities, and subjects of interests
- Actively participate in administrative process of athletics projects
- Promote a positive student-athlete image

## **SPORTS INFORMATION & ATHLETIC COMMUNICATIONS**

The Sport Information Department (SID) at Bronx Community College connects the Athletic Department with fans, news and social media, the community, and other various public entities. Cooperation from coaches, student-athletes and other athletic department personnel is essential in disseminating information accurately and efficiently.

The SID is responsible for keeping and compiling team statistics, submitting stats to CUNYAC, Region XV, and the NJCAA between 12-24 hours following the completion of a contest. At the end of every week and season, stats are used nominate student-athletes for CUNYAC and NJCAA weekly and annual awards.

On days of home contests, the SID will compile all statistics electronically for all varsity sports, unless coaches are otherwise told in advance to do so. For most road contests, coaches for all varsity sports are expected to keep accurate statistics and report those to the SID within 4-6 hours after the completion of a contest so stats are submitted to governing bodies and websites and social media are updated. Connect with the SID in advance in determining the preferred method of submitting hand-kept stats after games.

The SID holds final authority on all in-game statistical decisions. For away games being scored in-game by an opposing SID, that individual holds final authority on all scoring decisions. BCC coaches must use neutrality when compiling stats by hand during games. Coaches should have a designated member(s) of their staff who assist with this function. Contact the SID prior to and during your season in preparing for games during which coaches must keep stats.

Coaches are expected to communicate all roster and number changes to the SID immediately, unless extreme circumstances prevent that from happening. The SID must then relay these to opponents and update web rosters.

The SID is responsible for all areas of the department's athletics website, BronxBroncos.com. Duties include, but are not limited to: Putting statistics on the website, updating final scores, posting photo galleries, writing post game/match articles, posting feature stories, updating the staff directory, promoting social media accounts, updating schedules, archives, writing and editing biographies and rosters, and keeping all department information current.

While coaches' sports are in-season, the SID is someone with whom coaches will frequently be in contact. During and beyond seasons, coaches are encouraged to work with the SID in generating publicity for student-athletes and sport programs.

## **SWIMMING POOL**

If coaches have interest in using the College's pool for training, email [kelly.peloquin@bcc.cuny.edu](mailto:kelly.peloquin@bcc.cuny.edu). For [pool hours](#) and [pool locker room policies and rules](#) visit [the pool homepage](#). Team workouts must include a lifeguard staffed by the College and may not interfere with classes or open swim.

Bronx Community College has completed a refurbishment of its competitive swimming pool, which is a 5-lane, 38x75-foot pool that ranges from four to eleven feet in depth. The venue includes stadium seating overlooking the pool area and access to the lower level locker rooms through the pool deck and lobby. Locker rooms are accessed through the Alumni Gym back lobby, and bathers enter the pool through the showers. Seating is accessed through the building's front entrance.

## **WORK STUDY**

The Athletic Department hires federal work-study students throughout the academic year as Athletics & Recreation Assistants. A FWS Athletics & Recreation Assistant is the primary entry-level part-time position, which reports directly to the Director of Athletics or a designated representative. The primary objective of the position is to provide support for the areas within the Athletics and Recreation areas and operations of the Department. Roles include office assistant, pre-, post-, and in-game management, fitness center and weight room attendant, and other duties throughout the department and Alumni Gym.

Students interested in the position should ensure eligibility with the Financial Aid office in Colston Hall, Room 500, and apply through the federal work-study portal on the college's website. Employment is open to student-athletes and non-athletics alike and can cater to athletes' in-season sport and academic demands.

## **CHAPTER 3: POLICIES**

### **ACADEMIC SUPPORT FOR STUDENT-ATHLETE**

#### **BASE: Broncos Academic Support Experience**

The chief role of our Broncos Academic Support Experience (BASE) academic support coordinator is to facilitate student-athlete academic progress toward graduation. Our coordinator ensures progress beyond eligibility for participation, instead leading and inspiring student-athletes to their highest academic achievement.

The academic support coordinator meets 1-2 times weekly in Loew Hall 309 or virtually with student-athletes in ensuring quality, consistent progress and as an outlet to additional academic support services on campus. As a link between professors and the academic coordinator, all student-athletes are to submit weekly progress reports detailing students' academic progress, participation, and attendance. These are to be submitted to the academic coordinator weekly.

In addition to meeting in monitoring academic progress, roles of the coordinator include:

- Time management, personal planning and study skills
  - \* How to best handle the dual role of student and athlete
- Connecting student-athletes with tutoring or counseling services throughout campus
  - \* Math Lab, The Writing Center, Learning Commons, Single Stop, career services & more
- Tracking and documenting development through weekly progress reports
  - \* Attendance, academic progress and results, and helpful advice from professors
- Communicate progress to Athletics Director and head coach
  - \* Keeps administration and coaching staff abreast of student-athlete development
- Liaison for Athletics for advising services
  - \* Create an appropriate class schedule that minimizes conflicts with sports and personal priorities
- Creating attainable educational goals
  - \* Devise pathway to academic success and graduation
- Providing academic support in area of expertise
- Maintaining and accessing student records
- Assisting in NJCAA eligibility process

### **CLASS ATTENDANCE**

Attendance and participation in classes are significant components of the learning process and play a major role in determining academic achievement and course grades. Therefore, students are strongly encouraged to attend and participate in all class sessions of all courses in which they are registered.

Through feedback on Athletics' progress report forms, faculty members monitor class participation in order to facilitate and support student-athletes' academic progress. Course syllabi will specify an instructor's or department's specific absence and lateness policies and the corresponding academic consequences.

As a result, games are the only course absences for student-athletes that are justified by their athletic participation. If there is a conflict between a class and a scheduled game, an excuse letter may be issued that day and class only. It will still be the student athlete's responsibility to make up any missed work immediately.

Class excuse letters will be provided by the Athletic Department, and letters are only written in advance of game dates, never on the date of games. Student-athletes are required to obtain and

deliver excuse letters to their professors in the days and weeks prior to games in order to devise a plan to make up work missed and content covered in class.

## **CONCUSSION POLICY**

Concussion can have serious long-term effects on an individual. The long-term effects of a concussion can possibly be minimized with proper management. The following concussion management protocol will be used for BCC student-athletes suspected of sustaining a concussion.

BCC Athletics employs certified athletic trainers (ATC) who are responsible for organizing and administering athletic training and sports medicine related services for all student-athletes. Athletic trainers will place emphasis on prevention, assessment, emergency care, treatment and rehabilitation of athletic injuries and illnesses. The athletic trainers may also provide health and safety education for the athletics department administrators, coaching staff and student-athletes.

Certified athletic trainers are present at every home game and many practices. A student-athlete may utilize an athletic trainer while the ATC is present at a practice of another sport at the availability of the ATC. At road contests, the host institution is required to have an ATC on duty. BCC teams should travel with a medical kit to all road contests.

### **What is a Concussion?**

According to the Centers for Disease Control and Prevention, a concussion is a “type of traumatic brain injury caused by a bump, blow or jolt to the head that can change the way the brain normally works.” Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth. Even what seems to be a minor bump or blow can be serious. It is also important that many sport-related concussions do not result in the loss of consciousness and all suspected head injuries should be taken seriously.

A concussion is characterized by the rapid onset of cognitive impairment that is self-limited and spontaneously resolves. The acute symptoms are felt to reflect a functional disturbance in cognitive function rather than structural abnormalities, which is why MRIs and CT scans are most often normal. However, these tests have their role in assessing and evaluating the athlete when there is a concern for associated injuries such as a skull fracture, intracranial bleeding and seizures or when the symptoms of the athlete persist or deteriorate.

### **Signs and Symptoms of a Concussion**

Since you can't see a concussion, the following are some of the symptoms that might appear after sustaining a head injury. Some symptoms may appear immediately following the head injury while others may take hours or days after the injury occurred to appear. Symptoms include:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Amnesia                           | <input type="checkbox"/> Confusion                   | <input type="checkbox"/> Nausea                        |
| <input type="checkbox"/> Headache                          | <input type="checkbox"/> Loss of consciousness       | <input type="checkbox"/> Balance problems              |
| <input type="checkbox"/> Dizziness                         | <input type="checkbox"/> Blurred or double vision    | <input type="checkbox"/> Sensitivity to light or noise |
| <input type="checkbox"/> Feeling sluggish, groggy or foggy | <input type="checkbox"/> Feeling unusually irritable | <input type="checkbox"/> Concentration problems        |
| <input type="checkbox"/> Memory problems                   | <input type="checkbox"/> Slowed reaction time        |  |

Exercise or activities that involve a lot of concentration, such as studying, texting, driving, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse.

## **Concussion Management Protocol**

1) Concussion management begins before an injury has occurred with baseline cognitive testing (Impact, SCAT5, etc.). All student-athletes involved in the following sports will be baseline tested prior to the start of their career: Men's Soccer; Men's and Women's Basketball  
In addition, any student-athlete who sustained a concussion will be re-tested for a baseline the following academic year.

2) During baseline testing, each athlete will be presented with information about concussions and will sign a student-athlete statement acknowledging that: a. They have read and understand the information b. They accept the responsibility for reporting their injuries and illnesses to the medical staff, including signs and symptoms of concussions. c. They accept the responsibility of sharing concerns of a teammate if they suspect their teammate may have a concussion.

3) NO ATHLETE SUSPECTED OF HAVING A CONCUSSION IS PERMITTED TO RETURN TO PLAY THE SAME DAY, AND NO ATHLETE IS PERMITTED TO RETURN TO PLAY WHILE SYMPTOMATIC FOLLOWING A CONCUSSION. THE ATC ON SITE HOLDS FINAL AUTHORITY ON ALL SUCH DECISIONS.

4) Assessment of Concussions:

- a. Time of injury: clinical evaluation and symptom checklist
- b. 1-3 hours post injury: symptom checklist; referral if necessary. If no immediate referral, athlete will be provided after-care instructions
- c. Next day: follow up clinical evaluation and determine when athlete will undergo testing (Impact, SCAT5, etc.) and scores will be compared with baseline.
- d. Follow up evaluations will take place every day and the athlete will continue to take post-injury tests every 48 hours until results return to baseline levels.
- e. Once post-injury tests return to baseline AND the athlete becomes asymptomatic the athlete will begin a 5-step graduated exertional return to play protocol (below).

5) 5-Step Return to Play Protocol

- a. The following steps are NOT performed on the same day. If signs and symptoms re-occur during a stage, the athlete will not re-start progression until asymptomatic and will re-start at the stage in which the symptoms returned.
- b. Step 1: 20 minute stationary bike ride (10-14 MPH)
- c. Step 2: Interval bike ride: 30 sec sprint/ 30 sec recovery (18-20 MPH/10-14 MPH) x 10; and bodyweight circuit: Squats/Push Ups/Situps x 20 sec x 3
- d. Step 3: 60 yd shuttle run x 10 (40 sec rest); and plyometric workout: 10 yd bounding/10 medicine ball throws/10 vertical jumps x 3
- e. Step 4: Limited non-contact practice and monitoring for symptoms
- f. Step 5: Return to full contact practice while monitoring for symptoms

6) No athlete can return to full activity or competitions until they are asymptomatic in limited, controlled, and full-contact activities, and cleared by a physician and/or Athletic Trainer

Concussions and all injuries suffered at away games should be reported to the director immediately. All student-athletes should have obtained a baseline concussion score using the Sway Medical app. During the time of a head injury, that score should be reported to the athletic trainer on site.

## **CONDUCT AND BEHAVIORAL GUIDELINES**

### **Conduct Expectations for Coaches**

Coaches are leaders within the department and campus and are authority figures to student-athletes. They are expected to exhibit ethical and appropriate conduct at all times.

Examples of behavior prohibited by a coach or athletic employee are:

- Fraternizing with and/or dating a student-athlete
- Providing alcohol or drugs to a student-athlete (including prescription drugs)

- Consumption of alcohol with, or in proximity to, student-athletes
- Transporting student-athletes in your personal vehicle.

Consumption of alcohol with, or in proximity to, student-athletes should be avoided at all times, even off-campus. Coaches should be prudent in their judgment and actions, always mindful that no matter where they are, they represent their program, Athletics, and the College.

#### Sport Conduct Expectations for Coaches

Head and assistant coaches and team staff and administrators are held to high standards based on their roles as leaders and College representatives. Coaches expected to display ethical and respectful conduct at all times, particularly in regard to, but not limited to, fellow staff members, student-athletes and the student body, opposing institutions' coaches, administrators, and students, CUNYAC and Region XV staffs, and game officials. These standards follow coaches and administrators beyond campus and extend to opposing campuses, meetings, recruiting outings, and beyond.

If a coach is ejected from a game, per NJCAA policy, he/she is required to miss the next scheduled game. This extends to post-season games and overlaps seasons. In upholding standards, Athletics, the College, CUNYAC, and Region XV have the ability to add to required sanctions if a coach's behavior is deemed egregious or has become a pattern.

#### College-Wide Regulations and CUNY Sanctions for Students

It is important coaches are aware of conduct expectations and sanctions for student-athletes, who are bound by the guidelines and expectations set forth in this document, the Student-Athlete Handbook, as well as all CUNY policies, including but not limited to the following:

- Article XV of the CUNY Board of Trustees Bylaws
- The BCC Student Code of Conduct and/or Henderson Rules
- The BCC Student Handbook
- The Policy Against Sexual Harassment
- The CUNY Policy on Drugs and Alcohol
- The CUNY Revised Tobacco Policy
- The CUNY Drug/Alcohol Use Amnesty Policy
- The CUNY Policy on Academic Integrity
- The BCC Academic Policies and Procedures Manual
- The CUNY Policy on Acceptable Use of Computer Resources
- The Student Club and Organization Handbook

For student policies, forms, & guides: <http://www.bcc.cuny.edu/student-life/policies-forms-guides/>.

## **DROPPING CLASSES**

Must remain in 12+ CR, S-A ask administration to remove hold, etc.)

Student-athletes are required to register for a minimum of 12 credits every semester and must maintain a term GPA (grade point average) of 2.00 (1.75 for first-semester freshmen) on a 4.00 scale to maintain membership on a varsity team. Student-athletes are encouraged to register for 15 credits every semester.

Within each term, every student-athlete will have a hold placed on his or her CUNYFirst account to ensure full-time status for each athlete. This prevents students from dropping courses on their own and falling below 12 credits.

If a student wishes to drop, swap, or withdraw from a course, the student must communicate with either the athletic academic coordinator or the athletics director to inform them of their decision

and reason for removal of the athletic hold. The hold will then be re-administered after the student's course action is taken.

## **DUAL-SPORT STUDENT-ATHLETES**

Student-athletes may participate in multiple sports in a single academic year as allowed by NJCAA eligibility legislation and as is advisable while allowing satisfactory academic progress.

A student-athlete may not practice or participate in competition with multiple teams concurrently, which includes optional or non-traditional practices. In ensuring sufficient time for physical and mental rest and recovery and academic focus, the student-athlete must allow two (2) days after completion of the prior team's season before joining another team.

A student-athlete who departs a team prior to its season ending to join another team must first submit a student-athlete end-of-season questionnaire. He or she must allow two (2) days before joining another team and may not return to the team he or she departed.

## **FUNDRAISING**

In increasing team equipment, travel budgets, and other budgets, and providing a greater student-athlete experience, teams may fundraise through methods approved by the College.

If a coach or student-athlete has specific ideas for a fundraiser, he or she should send information about the fundraiser to the director and schedule a time to discuss it, as other departments on campus will have to approve the initiative. No fundraiser that includes student-athletes or coaches handling cash or checks is permitted, and all exchange of funds must be handled electronically by a College-approved method. Funds must transfer to the College electronically and into accounts created by the College outside of Athletics.

If an alumnus or individual wishes to make a cash, equipment, or other donation to Athletics or to a specific sport program, donations of any size are welcome. These must also be accounted for by the College prior to accepting and receiving. If a cash donation is made to a specific program these may carry over annually and do not expire at the end of a school or calendar year.

Monetary gifts to Athletics can be made securely in any amount at any time [online here](#).

## **HAZING**

Hazing is strictly prohibited and will not be tolerated under any circumstances.

Hazing is defined as any act committed against someone that is humiliating, intimidating, or demeaning, or endangers the health and safety of the person.

At BCC we strive to maintain a positive and inclusive environment therefore hazing is unpermitted. Hazing at BCC falls under the [CUNY Policy of Reporting Alleged Misconduct](#). Please also report any incidences or suspected incidences of hazing to the director immediately or to BCC Campus Safety at 718-289-5911 or in person on Loew Hall 4<sup>th</sup> Floor.

The following actions are among those constituting hazing:

- Requiring new team members to perform duties not assigned to returning members
- Yelling or screaming in a harassing manner
- Assignment of meaningless or impossible tasks
- Sleep deprivation
- Restriction of communication

- Interrogating, demeaning, or intimidating actions
- Assigning pranks
- Pushing, shoving, tackling, or any other physical contact
- Forced partial or total nudity
- Forced consumptions of food, beverage, or alcohol
- Branding, cutting, or labeling

## **LOCKER ROOM BEHAVIOR RULES**

These facilities were designed to provide students, staff/faculty, visiting and home teams with safe, clean, comfortable locker room facilities. Everyone is asked to uphold the principles of respect and responsibility at all times.

Please read and abide by the rules as outlined below.

### **GUIDELINES:**

- Food, beverages and glass items are prohibited.
- No loud noise or music playing.
- No loitering, horseplay and lounging.
- Snapping of towels at other individuals is prohibited.
- Cell phone, video recording and camera usage is strictly prohibited.
- BCC is not responsible for lost, stolen or damaged items left in the locker rooms.
- All personal belongings **MUST** be stored in lockers; student must provide their own padlocks.
- All lockers **MUST** be cleared out at the close of each day.
- Please place your garbage in the trashcans.
- No pounding, kicking, punching or inflicting damage on lockers or any other equipment, benches or facilities in the locker room.
- Children cannot be left unattended.

### **GENDER IDENTITY**

Students, staff/faculty are welcome to use the locker room that corresponds with their gender identity. BCC will **NOT** require identification or otherwise ask someone to “prove” gender in order to access locker rooms.

Feel free to contact any of our Athletics or Health, Physical Education and Recreation staff with accommodation requests.

### **REPORTING**

BCC prohibits all types of physical, sexual and emotional abuse, sexual violence/misconduct, gender-based harassment, bullying, threats, harassment and hazing, as described in the BCC Student Handbook and/or Athletics Handbook.

To report complaints regarding misconduct, please call any number listed below.

- |                                       |              |
|---------------------------------------|--------------|
| • Chief Diversity Officer             | 718-289-5154 |
| • Office of Public Safety             | 718-289-5390 |
| • Vice President for Student Success  | 718-289-5864 |
| • Vice President for Academic Affairs | 718-289-5139 |

## **PREGNANCY POLICY FOR STUDENT-ATHLETE**

Bronx Community College athletic program has instituted a student-athlete pregnancy policy for the protection of the student-athlete and her developing child.

As soon as you learn that you are pregnant, you should inform your coach, our Director of Athletics, and/or Athletic Trainer, as well as, your personal physician, family or others who are important to you.

The American College of Obstetrics and Gynecology (ACOG) has recommended that following a thorough clinical evaluation, healthy pregnant women should be encouraged to engage in a regular, moderate intensity, physical activity. The safety to participate in each sport must be dictated by the movements and physical demands required to compete in that sport.

The American College of Sports Medicine discourages heavy weight lifting or similar activities that require heavy straining. High intensity exercise required for competitions in nearly all sports may increase fetal risk. Medical experts recommend that women avoid participating in competitive contact sports after the 14<sup>th</sup> week of pregnancy.

Week 14 is cited by the NCAA as the optimal date to cease athletics participation. For more resources, please consult the [NCAA Pregnant & Parenting Student-Athlete Resources and Model Policies](#).

After pregnancy is confirmed, student-athletes will only be permitted to participate athletically if you present a written consent letter from your OB/GYN doctor detailing the magnitude and extent of the allowable participation.

All medical expenses that are a result of pregnancy are the responsibility of the student-athlete.

Bronx Community College will provide counseling and referrals for all student-athletes who become pregnant

## **RECRUITING**

Student-athletes may be asked to host prospective student-athletes (“recruits”) during their campus visits. Note that alumni are boosters is not permissible for a recruit to have contact with a representative of athletics interest (booster) off campus. It is not permissible for current BCC student-athletes should not attempt to recruit students who are enrolled at and/or competing at another college.

## **REMOVAL FROM A TEAM**

A student-athlete may be removed or suspended from a team or disciplined at the discretion of the team’s coach or athletic administration for any reason, including but not limited to: academic performance, conduct, and performance, as long as the decision is without regard to age, race, color, religion, national origin, sex, sexual orientation, gender identity, disability, veteran status or any other status protected under applicable federal, state or local law and is compliant with BCC policies.

*If a student-athlete is not showing up for any team related activities, including practices, team meetings, games, or academic support meetings, or is not responding to the coaching staff, the head coach should may notify the Athletics administration and the student of the student's removal.* If a student-athlete is removed from the team, **the head coach must notify the athletic director within 24 hours of removal** and assist in collecting any and all department uniforms and equipment.

Coaches may be asked to document in why a student was removed from a team. Depending on when it was distributed, students may be charged for or asked to return team apparel and equipment and must return all game uniforms in full immediately.

## **SOCIAL MEDIA**

Bronx Athletics has an active social media presence as a way of engaging our audience, spreading information quickly, building the athletics brand, and expanding our community on and beyond campus. Both the department and the NJCAA maintain policies regarding staff social media use.

The NJCAA legislation requires coaches and staff ***“click don’t type,”*** meaning they may “like” or “retweet,” but cannot comment in any way on a prospective student-athlete’s content. According to the NJCAA’s policy, *“college staff may retweet (or equivalent) a prospective student-athlete’s social media post but they may not comment or type any sort of message along with the post.”*

Staff cannot comment on a prospective student-athlete until the recruit’s Letter of Intent (LOI) at BCC is complete. Should a recruit sign an NJCAA Letter of Intent at BCC, staff may comment on his/her content. Please ask the athletic director if you have any questions.

All team content is released from our department @BronxAthletics accounts. Individual teams do not and may not have their own social media accounts. However, coaches may provide the Sports Information Director ideas, information, or content for release on department accounts. Coaches are encouraged to host their own professional accounts independent from BCC and @BronxAthletics accounts.

In addition to the sports information director (SID), assisting with social media content creation is a department graphic designer. Informational, promotional, student award, and pre- and post-contest graphics will be posted on social media accounts.

The department’s official social media pages are:

Facebook - Bronx CC Athletics - <https://www.facebook.com/BronxCommunityCollegeAthletics/>

Instagram - @BronxAthletics - <https://www.instagram.com/bronxathletics>

Twitter - Bronx CC Athletics - <https://twitter.com/BronxAthletics>

Youtube - Bronx Athletics - <https://www.youtube.com/channel/UCz6WNalrS4OdhKd7QOzUbAA>

## **SPORTSMANSHIP**

Bronx Community College Athletic programs and teams aim to demonstrate good sportsmanship. By fostering a healthy competitive environment, the athletes are able to play fair and respect the other team’s effort. Whether it be on the field or court, student-athletes are expected to demonstrate positive support towards and respect for teammates, opponents, fans, and coaches and challenge one another to grow as student-athletes. It is imperative that all athletes are respectful to one another, coaches, officials, and parents.

Student-athletes are expected to understand that their behavior reflects on the team, coaches, and on Bronx Community College. Maintaining a positive example throughout campus and outside of BCC is important and expected of all sports teams as well as programs.

## **STUDENT LOCKER POLICY**

Bronx Community College (BCC) provides lockers free of charge to enrolled students, staff/faculty on a daily first-come, first-serve basis. Lockers are available for students, staff/faculty who need to store items while utilizing gym and recreation facilities or participating in activities on campus that require temporary storage of clothing and items.

## **GUIDELINES**

1. Lockers cannot be used for any illegal or impermissible purpose. They shall not be used to store items which cause, or can reasonably be foreseen to cause, interference with school purposes or educational functions, damage to the locker or facility, or which are forbidden by local, state, federal law or BCC policies. This includes, but is not limited to, drugs and related paraphernalia (other than over-the-counter medication or that for which a student, staff/faculty has a current prescription), weapons, any flammable substance or explosive device, any pungent or noxious acid or chemical, or food product past its expiration. Students shall take reasonable care that their locker contents not negatively impact the contents of any other locker (i.e. spilled liquids).
2. Do not affix any stickers, signs, or other adhesive-applied materials to the interior or exterior of any locker at any time, for any purpose.
3. Access to lockers is limited to the building hours and is restricted when the building is closed, including college holidays.
4. The College is not responsible for the loss of any items stored in the lockers. Do not store valuables, including money, checks, credit and debit cards, jewelry, or electronics.

## **LOCKING A LOCKER**

1. Students, staff/faculty can occupy any non-team locker on a daily basis that is available by placing a lock on the locker.
2. Students, staff/faculty must provide their own padlocks. It is strongly recommended students, staff/faculty chose a sturdy lock in order to reduce the risk of theft. Do not share your locker key or combination with others.
3. Only standard combination or keyed padlocks designed for day-to-day use are permitted.

## **LIABILITY**

Students, staff/faculty use on-campus lockers at their own risk, and are responsible for the security of their contents. BCC reserves the right to open any locker with or without notice to the locker's occupant and with or without the occupant being present, to search and remove its contents or inspect its condition. If BCC enters any locker, it shall inventory and secure the contents with the Department of Public Safety to ensure items are protected from loss and/or theft. BCC may, in its discretion, share the results of a locker search/inspection with police authorities or other external bodies.

Following is a partial, but not exhaustive, list of examples of when BCC may exercise its discretion:

- § Concern that the locker contains illegal or harmful contents
- § At the request of or in cooperation with police authorities
- § To investigate purposes suspected or alleged criminal, illegal, or inappropriate activities
- § Risk to the physical facilities or persons
- § Use of a locker without authorization
- § Physical damage to or defacing of the locker, or a contiguous locker
- § Odors indicating spoiled food or pungent chemicals

## **END OF SEMESTER REMOVAL**

At the end of every semester (May, August, and December), all lockers will have their locks and contents removed. Any locker not emptied by the last day of the semester, as per the academic college calendar, will have its lock cut and all contents removed. Contents will be inventoried and stored for thirty (30) days in the Office of Public Safety. After thirty (30) days, all contents will be discarded.

## **TEAM TRAVEL**

Students are expected to travel with their team to and from all contests and off-campus practices and events. When students cannot travel with the team, they must complete a travel release form, available in the athletic office and located in the Athletics AG 401 office. This is to be completed by the student-athlete and signed by his/her head coach and the Director of Athletics 48 hours prior to team travel. It is up to the student-athlete to submit this in a timely fashion.

As stated on the travel release form, CUNY, Bronx Community College, and Athletics are not responsible for any activity, injury, or incident while students are traveling independently of the team. While traveling, students are expected to conduct themselves responsibly and within the context of State, Institutional, Departmental and team regulations. Understanding that members of traveling parties are representing BCC and BCC Athletics, failure to abide by rules, laws and policies may result in disciplinary actions.

During overnight trips, hotel rooming assignments should consist of undergraduate students of the same gender. Student-athletes should make every effort to travel with his/or her team during all team travel.

*Our Alumni Gym Locker Room policy is enclosed in the Appendix.*

## **TRANSGENDER STUDENT-ATHLETE PARTICIPATION**

BCC Athletics is an inclusive community welcome to the participation of transgender student-athletes. The following policies clarify participation of transgender student-athletes undergoing hormonal treatment for gender transition:

- A transgender male (FTM) student-athlete who has received a medical exception for treatment with testosterone for diagnosed Gender Identity Disorder or gender dysphoria and/or Transsexualism, for purposes of NJCAA competition may compete on a men's team, but is no longer eligible to compete on a women's team without changing that team status to a mixed team.
- A transgender female (MTF) student-athlete being treated with testosterone suppression medication for Gender Identity Disorder or gender dysphoria and/or Transsexualism, for the purposes of NJCAA competition may continue to compete on a men's team but may not compete on a women's team until completing one calendar year of testosterone suppression treatment.

Any transgender student-athlete who is not taking hormone treatment related to gender transition may participate in sex-separated sports activities in accordance with his or her assigned birth gender.

- A transgender male (FTM) student-athlete who is not taking testosterone related to gender transition may participate on a men's or women's team.
- A transgender female (MTF) transgender student-athlete who is not taking hormone treatments related to gender transition may not compete on a women's team.

## **TRANSFERRING**

Students are encouraged to discuss any plans to leave Bronx Community College with their coaches and/or the Director of Athletics. A number of factors are at play when considering transferring, including but not limited to a student's fit academically or athletically, cost, and acceptance of credits. Throughout the transfer process, for different student-athletes and types of institutions, there are different requirements necessary before a student can play for another

institution. For this reason, student-athletes considering to transfer prior to graduation are encouraged to discuss their intentions with their head coach and/or Director of Athletics. Coaches and the director are also in place to assist in finding the best athletic and academic fit for a student-athlete after graduation or his/her eligibility is exhausted.

## **UNIFORM POLICY**

BCC Athletics is proud to provide student-athletes with top-of-the-line uniforms, gear, and apparel. The student-athlete's uniform contract determines which pieces must be returned after participation ceases and which are to be kept. Uniforms and related equipment that are to be returned must be returned within 5 academic calendar days from the last competition. A "hold" will also be placed in the student-athletes records until he or she returns all their athletic gear and equipment. Coaches will arrange a final meeting within 5 days of last competition, during which uniforms and equipment must be returned. Note that if a student-athlete leaves his or her team before the end of the season, all uniforms, apparel, bags, and equipment are to be returned immediately.

## **APPENDIX**

### **ACKNOWLEDGEMENT OF BRONX COMMUNITY COLLEGE COACHES HANDBOOK**

I hereby acknowledge that I have read, understand, and agree to comply with the policies and uphold the standards contained in this document. Failure to do so may result in documentation of misconduct or removal from staff.

Coach's Name (Print) \_\_\_\_\_ Date: \_\_\_\_\_

Coach's Name (Sign) \_\_\_\_\_ Date: \_\_\_\_\_

# NJCAA – CERTIFIED LEARNING DISABILITY REQUIREMENTS

## NJCAA POLICY – CERTIFIED LEARNING DISABLED STUDENT-ATHLETE Article V, Section 2.E.1

Name of Student-Athlete: \_\_\_\_\_ First Season or Second Season? (Circle One)

Name of College: \_\_\_\_\_ Region: \_\_\_\_\_ Sport(s): \_\_\_\_\_

**Article V, Section 2.E.1:** *An NJCAA student-athlete may be granted relief from Article V, Section 2.D.2 and 2.D.3 of the NJCAA bylaws in the instance where the following guidelines are followed. All of the required information listed below must be submitted to the NJCAA National Office prior to any participation in an NJCAA certified sport.*

**The following materials must be included with this form to support your request and this list may also be found in the NJCAA Handbook in Article V, Section 2.E.1:**

1. A written copy of the institution's policies and curriculum guidelines applicable to all disabled students.
2. Completed NJCAA Certified Learning Disabled Student-Athlete request form.
3. Written documentation from an appropriate institutional academic authority (e.g., registrar) that the institution has defined the student-athlete's full-time enrollment to be less than 12 credit hours to compensate for the student-athlete's disability.
4. Student-athlete's current class schedule.
5. Written documentation that describes the application of the institution's policies to the student-athlete in question and documentation that indicates that institutional support and accommodation, though significant, is insufficient to address the academic needs of disabled student-athletes.
6. Full and complete documentation of the student-athlete's disability, including:
  - a. Written and signed diagnosis of the disability, including the results of specific measures or tests, which formed the basis of the diagnosis.
  - b. A copy of the student-athlete's individual education plan (IEP), if applicable.
  - c. Name, position and signature of the qualified individual issuing the diagnosis. This individual's professional credentials and relationship to the applicant's institution's athletics department must be provided. (**NOTE:** Normally, an athletic department staff member will not be accepted.)
  - d. A current diagnosis of the disability must be within the last three years. If specific circumstances of the case indicate that this requirement is unnecessary, a prior diagnosis may be acceptable.
7. A summary of support services and other accommodations provided by the applicant institution designed to assist the disabled student-athlete. Expected to include:
  - a. Accommodations provided by the institution with respect to the student-athlete's athletics responsibilities.
  - b. Academic and other support services provided, AND
  - c. Any institutional accommodations related to adjustments of minimum academic performance requirements.
8. All required information must be submitted to the NJCAA National Office prior to any participation by the student-athlete in an NJCAA certified sport, and waiver requests must be signed by any two of the following: the Director of Athletics, College President (Chief Executive Officer) or NJCAA Designated Representative.
9. The NJCAA reserves the right to request a second opinion or diagnosis, the cost of which shall be borne by the requesting member institution.

**I hereby certify that the above information is accurate. It is understood that if this hardship is granted it will only affect the student-athlete's eligibility at an NJCAA member college and is not subject to be honored by another athletic organization.**

\_\_\_\_\_  
Student-Athlete Signature Date

\_\_\_\_\_  
Athletic Director Signature Date

\_\_\_\_\_  
College President (CEO)/Designated Representative Signature Date  
(Please circle one)

**This completed form and supplemental information are to be sent to:  
NJCAA Office of Eligibility, 8801 JM Keynes Drive, Suite 450, Charlotte, NC 28262  
A duplicate copy must be submitted to your Regional Director.**

# NJCAA – ELIBILITY AFFIDAVIT



## NJCAA Eligibility Affidavit

SPORT: \_\_\_\_\_ Date: \_\_\_\_\_

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

### Personal Information:

Name: \_\_\_\_\_ Birth Date: \_\_\_/\_\_\_/\_\_\_ ID Number: \_\_\_\_\_  
(First, Middle, Last)

Student's College Address: \_\_\_\_\_  
Street Address City, State, Zip Code

Phone Number(s) at College: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Other Information:

Parent's Home Address: \_\_\_\_\_  
Street Address City, State, Zip Code

Phone Number: \_\_\_\_\_ Parents' Names: \_\_\_\_\_

### Foreign Born Students:

Do you have an I-20 Form on file at this college? Yes \_\_\_ No \_\_\_

### High School Information:

Name of High School(s) you have attended: \_\_\_\_\_

City, State & Country: \_\_\_\_\_

Did you graduate? Yes\* \_\_\_ No \_\_\_ High School Graduation Date (month/date/year): \_\_\_/\_\_\_/\_\_\_

Were you home schooled? Yes \_\_\_ No \_\_\_ Did you graduate? Yes\* \_\_\_ No \_\_\_

Check here if you have earned a \*GED or state department of education approved high school equivalency test  
Yes \_\_\_ No \_\_\_ If yes, enter the date earned (month/date/year): \_\_\_/\_\_\_/\_\_\_

\* Enclose a COPY of your High School Transcript, and GED Certificate or state department of education approved high school equivalency test (if applicable).

### Additional Information:

1. Did you take any college credit classes while in high school? Yes\* \_\_\_ No \_\_\_  
\* If yes, from what college(s)? \_\_\_\_\_  
\* If yes, those transcript(s) from each college must be on file at this 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 \_\_\_  
Sport(s)? \_\_\_\_\_ Country: \_\_\_\_\_ Dates: \_\_\_\_\_  
If yes, describe the situation: \_\_\_\_\_

4. Have you ever been red-shirted for a season? Yes \_\_\_ No \_\_\_  
If yes, list the dates of that season, name of college, and describe the situation. \_\_\_\_\_

5. Have you ever participated in practices, scrimmages, and/or 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 dates.* \_\_\_\_\_  
 \_\_\_\_\_
7. Do you currently play on any other sport teams (i.e. USAV, city recreational leagues, indoor soccer, AAU, etc.) Yes \_\_\_\_\_ No \_\_\_\_\_. *If yes, please provide the name of team, location, and dates of participation.*  
 \_\_\_\_\_
8. Have you ever received money beyond expenses for participating in any athletic event? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Did anyone on your team receive money beyond expenses for participating in any athletic event? Yes \_\_\_\_\_ No \_\_\_\_\_  
*If yes, describe the situation below and the NJCAA Amateurism Questionnaire should be completed and included with the eligibility file.* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**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 college for any period of time following high school graduation, please document your employment and military history during those times in the space below. If you were unemployed at any time, please list those dates below. The NJCAA requires that you 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: \_\_\_\_\_

# NJCAA – PHYSICAL EXAMINATION FORM

## ■ PREPARTICIPATION PHYSICAL EVALUATION PHYSICAL EXAMINATION FORM

Name \_\_\_\_\_ Date of birth \_\_\_\_\_

### PHYSICIAN REMINDERS

- Consider additional questions on more sensitive issues
  - Do you feel stressed out or under a lot of pressure?
  - Do you ever feel sad, hopeless, depressed, or anxious?
  - Do you feel safe at your home or residence?
  - Have you ever tried cigarettes, chewing tobacco, snuff, or dip?
  - During the past 30 days, did you use chewing tobacco, snuff, or dip?
  - Do you drink alcohol or use any other drugs?
  - Have you ever taken anabolic steroids or used any other performance supplement?
  - Have you ever taken any supplements to help you gain or lose weight or improve your performance?
  - Do you wear a seat belt, use a helmet, and use condoms?
- Consider reviewing questions on cardiovascular symptoms (questions 5–14).

EXAMINATION		
Height	Weight	<input type="checkbox"/> Male <input type="checkbox"/> Female
BP	Pulse	Vision R 20/ <input type="checkbox"/> L 20/ <input type="checkbox"/> Corrected <input type="checkbox"/> Y <input type="checkbox"/> N
MEDICAL	NORMAL	ABNORMAL FINDINGS
Appearance • Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, arm span > height, hyperlaxity, myopia, MVP, aortic insufficiency)		
Eyes/ears/nose/throat • Pupils equal • Hearing		
Lymph nodes		
Heart <sup>a</sup> • Murmurs (auscultation standing, supine, +/- Valsalva) • Location of point of maximal impulse (PMI)		
Pulses • Simultaneous femoral and radial pulses		
Legs		
Abdomen		
Genitourinary (male only) <sup>b</sup>		
Skin • HSV lesions suggestive of MRSA, linea corporis		
Neurologic <sup>c</sup>		
MUSCULOSKELETAL		
Neck		
Back		
Shoulder/arm		
Elbow/forearm		
Wrist/hand/fingers		
Hip/thigh		
Knee		
Leg/ankle		
Foot/toes		
Functional • Duck-walk, single leg hop		

<sup>a</sup>Consider ECG, echocardiogram, and referral to cardiology for abnormal cardiac history or exam.  
<sup>b</sup>Consider GU exam if in private setting. Having third party present is recommended.  
<sup>c</sup>Consider cognitive evaluation or baseline neuropsychiatric testing if a history of significant concussion.

- Cleared for all sports without restriction
- Cleared for all sports without restriction with recommendations for further evaluation or treatment for \_\_\_\_\_
- Not cleared
- Pending further evaluation
- For any sports
- For certain sports \_\_\_\_\_
- Reason: \_\_\_\_\_
- Recommendations: \_\_\_\_\_

I have examined the above-named student and completed the preparticipation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).

Name of physician (print/type) \_\_\_\_\_ Date \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Signature of physician \_\_\_\_\_ MD or DO \_\_\_\_\_

©2010 American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine. Permission is granted to reprint for noncommercial, educational purposes with acknowledgment.  
 4-2011-0410



## ■ PREPARTICIPATION PHYSICAL EVALUATION CLEARANCE FORM

Name \_\_\_\_\_ Sex  M  F Age \_\_\_\_\_ Date of birth \_\_\_\_\_

Cleared for all sports without restriction

Cleared for all sports without restriction with recommendations for further evaluation or treatment for \_\_\_\_\_

Not cleared

Pending further evaluation

For any sports

For certain sports \_\_\_\_\_

Reason \_\_\_\_\_

Recommendations \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I have examined the above-named student and completed the preparticipation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).**

Name of physician (print/type) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Signature of physician \_\_\_\_\_, MD or DO

### EMERGENCY INFORMATION

Allergies \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other information \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

©2010 American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine. Permission is granted to reprint for noncommercial, educational purposes with acknowledgment.

## ■ PREPARTICIPATION PHYSICAL EVALUATION THE ATHLETE WITH SPECIAL NEEDS: SUPPLEMENTAL HISTORY FORM

Date of Exam \_\_\_\_\_  
 Name \_\_\_\_\_ Date of birth \_\_\_\_\_  
 Sex \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_ Sport(s) \_\_\_\_\_

1. Type of disability		
2. Date of disability		
3. Classification (if available)		
4. Cause of disability (birth, disease, accident/trauma, other)		
5. List the sports you are interested in playing		
	<b>Yes</b>	<b>No</b>
6. Do you regularly use a brace, assistive device, or prosthesis?		
7. Do you use any special brace or assistive device for sports?		
8. Do you have any rashes, pressure sores, or any other skin problems?		
9. Do you have a hearing loss? Do you use a hearing aid?		
10. Do you have a visual impairment?		
11. Do you use any special devices for bowel or bladder function?		
12. Do you have burning or discomfort when urinating?		
13. Have you had autonomic dysreflexia?		
14. Have you ever been diagnosed with a heat-related (hyperthermia) or cold-related (hypothermia) illness?		
15. Do you have muscle spasticity?		
16. Do you have frequent seizures that cannot be controlled by medication?		

**Explain "yes" answers here**

---

---

---

---

---

---

---

---

**Please indicate if you have ever had any of the following.**

	<b>Yes</b>	<b>No</b>
Atlantoaxial instability		
X-ray evaluation for atlantoaxial instability		
Dislocated joints (more than one)		
Easy bleeding		
Enlarged spleen		
Hepatitis		
Osteopenia or osteoporosis		
Difficulty controlling bowel		
Difficulty controlling bladder		
Numbness or tingling in arms or hands		
Numbness or tingling in legs or feet		
Weakness in arms or hands		
Weakness in legs or feet		
Recent change in coordination		
Recent change in ability to walk		
Spina bifida		
Latex allergy		

**Explain "yes" answers here**

---

---

---

---

---

---

---

---

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

Signature of athlete \_\_\_\_\_ Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

©2010 American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine. Permission is granted to reprint for noncommercial, educational purposes with acknowledgment.

# STUDENT ATHLETE WEEKLY PROGRESS REPORT

**Bronx CC Athletics Student-Athlete Weekly Progress Report**

Name \_\_\_\_\_

Sport \_\_\_\_\_

Week of Monday, \_\_\_\_\_


**Students:** Hand this report to all professors following your last class every week and return it to the Athletics office in Alumni Gym 401 every Friday.

*Dear professor,*

*We appreciate you taking time on a weekly basis to provide brief feedback on the progress of our student-athletes. This progress report is a valued resource in monitoring the academic progress of our students.*

*Please do not hesitate to contact me with questions regarding this report or our students. Thanks again, and Go Broncos!*

*Best regards,*  
**Ryan McCarthy**  
 Director of Athletics  
 718-289-5338



Course Name	Instructor	Attendance for Week			Work Completed		Estimated Grade							Comments <i>Instructor suggestions for improved success</i>	Instructor signature <i>Please sign</i>
		Perfect	Fair	Poor	Yes	No	A	B	C	D	F	TBD			
					Yes	No									
					Yes	No									
					Yes	No									
					Yes	No									
					Yes	No									
					Yes	No									

# TRAVEL RELEASE FORM

## BRONX COMMUNITY COLLEGE STUDENT-ATHLETE TRAVEL RELEASE FORM

*To be completed and submitted to Athletics office 48 hours prior to team departure.*

Student-Athlete Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Sport: \_\_\_\_\_

Travel Date: \_\_\_\_\_ Destination: \_\_\_\_\_

(Circle one): I WILL / WILL NOT be traveling **TO** this destination with my team.

(Circle one): I WILL / WILL NOT be traveling **FROM** this destination with my team.

My alternate form of travel is: \_\_\_\_\_.

As a student-athlete at Bronx Community College, I, the undersigned, \_\_\_\_\_ have requested permission not to travel with the team as indicated during its upcoming trip. I understand team travel is considered official College business, during which time I am under the supervision of a College staff member, and that when I travel separately from the team, I assume the risks associated with traveling to/from this activity separately.

These risks include, but are not limited to, physical or psychological injury, pain, suffering, illness, disability (including paralysis), economic or emotional loss, and/or death. In consideration for being allowed to travel separately from the team in this activity, on behalf of myself and my next of kin, heirs and representatives, I release from all liability and promise not to sue the City University of New York, Bronx Community College, or its employees, officers, directors, volunteers and agents (collectively "University") from any and all claims, including claims of the University's negligence, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because of my decision to travel separately from the team.

Furthermore, I agree to hold the University harmless from any and all claims, including attorney's fees or damage to my personal property that may occur as a result of my separate travel from the team. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance

Student-Athlete Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature (if under 18): \_\_\_\_\_ Date: \_\_\_\_\_

Head Coach Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Athletics Signature: \_\_\_\_\_ Date: \_\_\_\_\_