

2023-24 STUDENT-ATHLETE HANDBOOK

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OVERVIEW

This manual and the guidelines and procedures within have been developed for the intercollegiate athletic program at Madison College. The manual may be altered to best meet the changing needs of our students, the department, and the College. The manual was designed to ensure understanding and continuity among the coaching and related support staff. Coaches are expected to familiarize themselves with all the information contained in this handbook and follow all Madison College operating procedures and policies. All staff members will strictly adhere to the National Junior College Athletic Association (NJCAA) and NJCAA Region 4 eligibility rules and operating codes. The Madison College Department of Athletics will continually strive to be a leader at regional and national levels. All those involved in the Madison College athletic programs will conduct themselves with class, the highest ethical standards, and with the utmost respect to each other and fellow opponents.

HISTORY

The intercollegiate athletic program at Madison College began in 1965. Since its inception, the department has strived to offer a broad-based intercollegiate athletic program that fosters student involvement, development, retention, and success. The athletic department has evolved throughout the years offering as many as seventeen sports in a single year. Today, Madison College offers quality intercollegiate athletic programs in nine varsity sports.

MISSION

The mission of the athletic department at Madison College is consistent with that of the college; the college endeavors to provide accessible and quality educational opportunities to all students. We are committed to creating and fostering a welcoming and inclusive environment for all and will engage in processes and initiatives that promote diversity, equity, engagement, and inclusion.

The intercollegiate programs are designed for students who have the ability to and interest in competing and achieving at a high level. Some students have neither the interest in making the commitment, nor the ability required to compete at an intercollegiate level. For these students, Madison College offers additional programming and involvement opportunities through our Fitness Center.

PHILOSOPHY

Participation in athletics at Madison College is a privilege to student-athletes, not a right. It is our strong belief that athletics play an integral role in the student-athletes total educational process and experience. At Madison College, the athletic programs provide a means to enhance each student's personal growth and development. Athletics also affords the student-athlete an opportunity to excel in sport and gain exposure to members of the community and representatives from four-year colleges and universities.

Madison College sports are for the participants, and it is they who should receive the benefits from participation. All efforts and energy should be directed towards helping individual student-athletes and teams reach their goals. The entire Athletic Department staff will strive to ensure that participants benefit from a meaningful, positive, and successful athletic experience.

GOAL

Our goal is to provide an extraordinary athletic experience to every student-athlete. We aim to have each team and/or individual compete successfully at the national level.

ADMINISTRATION OF PROGRAMS

Madison College athletic programs are administered under the conditions of the NJCAA Region 4, NJCAA, and Madison College policies. The sports offered and competition played are determined by the following:

1. Adequate funding available
2. Sufficient and sustained student interest
3. Availability of appropriate athletic facilities
4. Sufficient competition available
5. Competent coaching available
6. Adequate time for planning and approval by a governing body
7. Title IX adherence

Student activities fees support all Madison College intercollegiate athletic teams. Appropriations are subject to approval by the Madison College Student Activities Board, the Madison College Student Senate, and the Madison College District Board. Tax dollars are not utilized in support of the operational budgets of Madison College's intercollegiate athletic teams.

ORGANIZATIONAL MEMBERSHIP / AFFILIATIONS

Madison College Intercollegiate Athletics belongs to the following:

Independent Alliance
National Junior College Athletic Association (NJCAA) - Region 4

INDEPENDENT ALLIANCE COLLEGES

Bryant & Stratton College
College of DuPage
Joliet Junior College
Kankakee Community College
Madison College
Milwaukee Area Technical College
Rock Valley College
South Suburban College
Triton College

NJCAA REGION 4 COLLEGES

Black Hawk College-Moline
Bryant & Stratton College
Carl Sandburg College
College of DuPage
College of Lake County
Elgin Community College
Harper College
Truman State College
Highland Community College - Illinois
Illinois Valley Community College
Joliet Junior College
Kankakee Community College
Kennedy-King College
Kishwaukee College
Madison Area Technical College
Malcolm X College
McHenry County College
Milwaukee Area Technical College
Moraine Valley Community College
Morton College
Oakton Community College
Olive-Harvey College
Prairie State College
Richard J. Daley College
Rock Valley College
Sauk Valley Community College
South Suburban College
Triton College
Waubonsee Community College
Wilbur Wright College

ELIGIBILITY

Madison College Athletics is a member of the National Junior College Athletic Association (NJCAA) and NJCAA Region 4. Madison College will strictly adhere to all rules, procedures, and policies of these sanctioned athletic associations.

NJCAA Rules of Eligibility

All student-athletes must comply with all NJCAA rules of eligibility, must complete, and properly sign all required department forms, and be given formal approval by the Director of Athletics before participating in any regularly scheduled intercollegiate practice, scrimmage, and/or contest.

The official NJCAA rules of eligibility are linked online on the Coaches Forms page. Carefully review and familiarize yourself with these rules and make sure each assistant coach involved in recruiting does so as well.

2023-24 Eligibility Update

This upcoming school year we will accept AP credits (if they are recorded and appear on the college's official transcript) and CLEP credits (up to a maximum of 8 hours) for accumulation of credits

NJCAA Eligibility

Eligibility will be officially prepared by the Eligibility & Compliance Coordinator and the Director of Athletics. Eligibility will be filed via the NJCAA online system before the first date of competition for the student-athletes to be declared eligible to compete. Compilation, preparation, verification, and certification of NJCAA eligibility is a function of the Eligibility & Compliance Coordinator and the Director of Athletics with significant assistance and facilitation from each head coach.

Eligibility Forms

There are several necessary steps/forms the Madison College student-athletes need to complete to practice and compete in intercollegiate athletics at Madison College. The head coach will oversee the accumulation of all required eligibility forms.

Transcripts

All student-athletes must have proof of their high school graduation and/or GED completion on file. Final high school transcripts are required for official eligibility certification. Many students utilize Parchment for this submission process. Additionally, all official academic transcripts from post-secondary institutions attended are required as well.

International Student Equivalency Evaluation paperwork (required for international students)

Resource guide as follows: http://fs.ncaa.org/Docs/eligibility_center/International_Information/International_Guide.pdf

Madison College Athletics Eligibility Form

This is the main eligibility form for the department. This form provides information for eligibility and necessary signoffs for student-athletes.

NJCAA Student-Athlete Registry Form

This is a simple online form required from each student-athlete by the NJCAA in order to process eligibility.

Physical & Insurance Form

The NJCAA requires that a student-athlete undergo a medical evaluation (physical) before each year of participation. The physical is valid for 13 months from the date of administration. Additionally, the college requires information for insurance.

Madison College Athletics Release Form

This form contains signoffs on the following... Student-Athlete Info & Publicity Release, Student-Athlete Code of Conduct Policy, Acceptance of Risks & Release of Liability, Health Insurance Information Release, and Implicit Eligibility & Student-Athlete Obligation Understanding & Release.

Transfer Student-Athletes

In addition to the other required forms, the following forms must be completed and on file from each post-secondary institution previously attended. The following documents must be completed **before any involvement** in any Madison College practice and/or competition:

1. Madison College Athletic Tracer

2. Copies of official college transcripts
3. NJCAA Transfer Waiver, if required

Note: The completion of the athletic tracer process may take significant time. Therefore, it is highly suggested that student-athlete transcripts for new student-athletes be submitted weeks before the beginning of official practice.

It is the responsibility of the student-athlete to ensure that all post-secondary transcripts are on file in the Enrollment Center and the athletic office at Madison College. Head coaches must communicate this requirement to student-athletes and facilitate completion on time.

SEASON INFORMATION

Try-Outs

Each sport will have a designated try-out period, per NJCAA rules, which will not exceed two days in length. If a student-athlete wishes to join the team after the try-out period has passed the coach may allow a one-day try-out.

Student-athletes trying out must:

- 1) Be enrolled in a degree credit class at Madison College
- 2) Must have completed a physical within 13 months of the date of tryout

The online try-out form is required for those student-athletes that are trying out for the team. This form is NOT for those student-athletes that were: **1) On the team last year, 2) Signed to an LOI**

****Returning student-athletes or student-athletes signed to an NJCAA Letter of Intent **CANNOT** participate in tryouts.****

Scrimmages

A scrimmage is a contest or athletic contact with individuals outside the institution which is conducted to prepare a team for competition. Scrimmages must be included on the official schedules and designated as a scrimmage on the schedule.

Teams are allowed a set number of dates for scrimmages per NJCAA rule. Please refer to NJCAA Sports Procedures.

Operating Codes

The Region 4 and NJCAA operating codes are published on their respective websites.

Pre-Season Orientations

All student-athletes and coaches are required to attend the designated pre-season student-athlete orientation. Student-athletes and coaches must attend in its entirety. Student-athletes and coaches are expected to be on time.

End-of-Season Meeting

A mandatory end-of-season team meeting must occur within a week following the season end. Again, this end-of-season meeting is required for all student-athletes and coaches. Student-athletes and coaches are expected to be on time.

STUDENT-ATHLETES

Student-Athlete Code of Conduct Policy

It is an honor to participate in the proud tradition of intercollegiate athletics at Madison College. As a student-athlete I know that Madison College expects me to experience personal growth, academic achievement, and athletic success. I appreciate the membership and realize that participation in intercollegiate athletics at Madison College is a privilege, not a right.

The expectations of all Madison College student-athletes are to be positive, respectful, honest, and accountable leaders and role models. Student-athlete conduct not only reflects on the individual it also reflects on their teammates, coaches, the department, and the college. Therefore, all Madison College student-athletes are expected to behave as respectful members of an intercollegiate team and in a manner that is always consistent with the values of Madison College.

The student-Athlete Code of Conduct is as follows:

I agree to conduct myself in accordance with all rules and requirements of the National Junior College Athletic Association (NJCAA), NJCAA Region 4, Madison College, and the rules of my team. I also agree as follows:

1. **College Community:** I will be a responsible and engaged member of the college community. I will strive to represent my team in and outside the classroom and show respect for all members of the college and the broader community. I will lead by example. I will remember that both my own and my team's reputations are at stake when I am participating in intercollegiate competitions, attending classes, and socializing with friends and others both in and outside of Madison College.
2. **Academic Standing:** I will assume full responsibility for my academic progress and achievement. I will make every effort to stay in good academic standing. I will attend all my classes and seek additional academic help if necessary to improve or maintain my academic standing.
3. **Travel as a College Ambassador:** When traveling for competitions as a representative of both Madison College and my team, I will behave responsibly and always portray a positive image of Madison College.
4. **Online:** I will not author, forward, or post vulgar or offensive notes, texts, photographs, or other content that reflect negatively on me, my team, other individuals, or the college, or that conflicts with the spirit or intent of this Code.
5. **Alcohol & Drug Use:** I will not consume alcoholic beverages on team trips or at athletic events. I will not use or distribute banned substances.
6. **Violence:** I will not engage in and will not be tolerant of violent acts, including assaults on persons or property, hate crimes, hazing, stalking, sexual violence, or any other conduct prohibited by law or college policy. If I witness such acts perpetrated by others, I will report them to my coach or another college authority immediately.
7. **Nonconsensual Sexual Contact:** I will not initiate or engage in nonconsensual sexual contact or sexual harassment, and I acknowledge that all forms of harassment and non-consensual sexual contact are prohibited both by law and Madison College rules.
8. **Hazing:** Hazing in connection with membership or participation in college athletic team activities is strictly prohibited. Hazing includes but is not limited to any conduct or method of initiation, admission, or condition of continued membership in any student organization which: 1) endangers the physical or mental health or safety of any student or other person, including extending deprivation of sleep or rest; forced consumption of food, liquor, beverage, or drugs; beating or branding; involuntary confinement or imprisonment; or 2) destroys, vandalizes, or removes public or private property.
9. **Remaining Informed of Expectations and Policies:** I am responsible for my own behavior and for reading, understanding, and abiding by the policies applicable to me, including but not limited to his code of conduct and the Madison College Student Code of Conduct.

I fully understand that failure to conduct myself responsibly, as stated and implied by the conditions in this Madison College Student-Athlete Code of Conduct and through my coaches' team rules that my behavior may result in any of the following measures:

- Reprimand by the Athletic Department

- Imposition of reasonable terms and conditions on continued status as a team member
- Counseling, and/or participation in a program of training
- Community service
- Apology
- Continued suspension
- Dismissal from the team
- Reinstatement
- Other measures are suggested by the student-athlete's coach.

Disciplinary action will be determined by the head coach of that sport. The Director of Athletics and/or Vice President of Student Affairs reserves the right to review any action taken and amend it.

Student-Athlete Appeal Process

The student-athlete reserves the right to file a written appeal to the Director of Athletics within one week of the disciplinary action. The appeal will be reviewed by a group consisting of the Director of Athletics, an athletics staff member, a designated faculty representative, and two team captains of other sports. The appeal review and final decision will be made within fourteen days of receiving the appeal request.

Report Requirement

Student-athletes are required to immediately report any behavior that may be considered in violation of the Student-Athlete Code of Conduct and/or any criminal charges brought against them to the head coach of their sport and/or the Director of Athletics. If a student-athlete fails to report as required and they are found to have been in violation of the Student-Athlete Code of Conduct they may be permanently dismissed from the team.

Madison College's Policy

Madison College has a formal Student Code of Conduct Policy that is articulated in the student handbook and other publications. Violation of the Student-Athlete Code of Conduct may also result in violations of the general Student Code of Conduct Policy and those will be dealt with independently.

Conduct / Standards

We expect our Madison College coaches to establish and uphold the highest standards regarding:

Student-athlete class and study hall attendance	Academic progress and success
Attendance at practice sessions and contests	Classroom conduct
On-the-field conduct and/or behavior - coaches and players	Off-the-field conduct and or behavior
Display of sportsmanship, loyalty, and spirit of cooperation	Training/Team Rules
Dress Code	Respect for all

Student-Athlete Advisory Committee (SAAC)

The Madison College Athletic Department Student-Athlete Advisory Committee will consist of team captains from each intercollegiate sports team, the Director of Athletics, and the SAAC Director. Each head coach will supply the Director of Athletics via the Pre-Season form captains of their respective sport. **Each team is allowed a maximum of three captains.**

The purpose of this committee will be to support all intercollegiate athletic teams and student-athletes, enhance the personal development of student-athletes, and improve the student-athlete experience at Madison College. The group will function in an advisory capacity only. Thus, the SAAC will discuss issues affecting all student-athletes and will develop recommendations, action plans, and outcomes to improve the experience of all Madison College student-athletes.

Email Communication

All athletic department and college-related e-mail communication will be with and through Madison College e-mail accounts. There will be no e-mail communication via personal e-mail accounts - students or staff.

STUDENT-ATHLETE ACADEMICS

Athletic Academic Advisor

We have two Athletic Academic Advisors at Madison College. Each student-athlete is required to meet with their Athletic Academic Advisor (Leo Kalinowski & Jamal Palmer) at least two times per semester depending on the cohort the student-athlete is put into. The meetings will be scheduled near the beginning of each new term and prior to the registration process beginning for subsequent terms. The completion date of these meetings will be documented. If the student-athlete fails to fulfill this obligation the Athletic Academic Advisor will consult with the Director of Athletics and the student-athlete may be suspended from practice and competition. The suspension shall be in place until the meeting occurs.

Athletic Advising

To start the semester, our two student-athlete academic advisors, Leo Kalinowski and Jamal Palmer, will use the following criteria to identify which student-athletes will be placed into a cohort that will provide additional academic support.

Ways to Identify Student-Athletes that will be put into the additional academic support cohort.

Incoming (First Year) Students - Has an IEP, ACT Score, Placement Test Score, High School GPA, Placed in 2-3 developmental courses (Math Sector, English Sector, Intro to College Writing, College Reading Strategies, Elementary Algebra w/ apps)

Current (Second Year) Student - GPA less than 2.5, 2 or more F's (NCR's count as F's for this purpose) in previous semester

The identified student-athletes placed into the additional academic support cohort will be working with Jamal Palmer while Leo Kalinowski will be working with the other cohort.

Jamal's cohort will be required to meet with him monthly and attend four hours of study hall per week while Leo's cohort will meet with him twice per semester. All meetings will be scheduled by the student-athlete via Navigate. Depending on how a student-athlete does the first semester they may switch advisors to start the next semester.

Study Halls

If a student-athlete is in the academic support cohort, they are required to do at least four hours of study hall per week.

Student-athletes will receive one warning the first time they miss the required four hours, without consequence. After the first warning, consequences will be imposed if the time is missed again.

Student-athletes who are in-season with a scheduled contest the following week and do not complete their required study hall hours will not be allowed to compete in any contests the following week (Monday-Sunday). Student-athletes who are not in-season and do not complete their required study hall hours will not be allowed to participate in any team activities (including practices, open gyms, conditioning, etc.) the following week (Monday-Sunday). Each week, every student-athlete starts fresh. Missed hours do not accumulate or compound week-to-week.

Academic Hold - Add/Drop

Madison College student-athletes will have a class "drop hold" placed on their account in the PeopleSoft system after the first eighteen (18) days of each semester. This has been put in place to help ensure NJCAA eligibility compliance and to help student-athletes make informed decisions. For the hold to be removed the student-athlete must first talk to their coach then fill out the Athletics Drop Enrollment Form found under Student-Athlete Forms on the website. A meeting will be set up with an Athletic Academic Advisor to discuss removing the drop hold. This policy is articulated and signed off on, in the Student-Athlete Information, Understanding, and Release Form.

Academic Reporting Forms

It is required that head coaches monitor academic progress and class attendance (when applicable) throughout the academic year. Student-Athletes must submit the department-provided Student-Athlete Academic Success form (SAAS Form), three times a semester. Here are the form deadline dates for this year...

Fall 2023 Form Due Dates

September 29
October 27
December 1

Spring 2024 Form Due Dates

February 9
March 20
April 18

The SAAS form can be found on the Student-Athlete Forms page of the our Athletic website.

Student-athletes will write in the date that the class begins if they are registered for a block or late start class. In addition, student-athletes will document "class completed" if the course has been completed.

Confidentiality

All athletic staff members are to strictly maintain the confidentiality of all student-athlete-related personal information. This includes but is not limited to:

- Academic records/information
- Eligibility
- Health/injury disclosure
- Physical status
- Family information
- Team-related issues

All Madison College student-athletes must sign a release of information waiver form (included in the Student-Athlete Information, Understanding, and Release Document). However, staff members must be extremely mindful of information shared internally or externally. If a staff member has any questions as to the appropriateness of the information to be released, please refer to the Director of Athletics.

Class Attendance

Athletes will be treated like any other Madison College student. It is the instructor's prerogative to excuse a student-athlete from class even though he or she is representing Madison College in an officially scheduled and sanctioned athletic event. This is per official college policy. Again, excusing someone from class and allowing makeup without penalty is at the instructor's discretion. Student-athletes are responsible for informing their instructors of absences and making arrangements to make up missed work, prior to the absence.

STUDENT-ATHLETE SUPPLEMENTAL HEALTH INSURANCE

The Physical and Insurance Form is a required form completed by the student-athlete prior to participating in athletics at Madison College. Student-athletes are not required to be covered under a health insurance policy to participate in athletics at Madison College. However, it is highly recommended.

Coaches are required to always carry insurance information for all intercollegiate student-athletes. Be mindful that the information contained in the sheets is confidential and shall not be shared with others unless medically necessary.

Note: Coaches and athletes should be aware that, for those who are covered by an HMO/PPO policy; if medical attention is given by someone other than who is prescribed in the HMO/PPO, neither our school insurance nor the HMO/PPO may cover the costs. Coaches need to know what insurance each of their athletes has.

Medical Insurance is purchased by Madison College to cover medical expenses up to a maximum of \$25,000 for injuries sustained while participating in intercollegiate sports. The insurance is written on an excess basis. That is, benefits are secondary or supplementary to other insurance coverage the athlete may have, through a group, an employer, or as a dependent under his/her parent's or guardian's insurance. The district currently carries a catastrophic insurance policy for all intercollegiate athletes. The policy covers athletes during practice, competition, travel, and to and from the competition.

All medical bills must be sent directly to the athlete's home address. Medical bills must be submitted to the athlete's primary insurance company first. Any bills that are not covered by the athlete's primary insurance should be forwarded immediately to the Athletic Office. If a student-athlete does not have health insurance and is injured in an official Madison College sports practice or event, the claims will be submitted to the athletic department's insurance provider. It will be necessary for our provider to verify that the student-athlete has no health insurance.

Student-athletes must coordinate any care, treatment, or rehabilitation program with the Madison College Athletic Trainer. If a student-athlete does not first consult with the Madison College Athletic Trainer in advance and solicits care and/or treatment from a medical provider individually, the student-athlete WILL forfeit their ability to be reimbursed for any medical

expenses incurred. It is the coaches' responsibility to remind student-athletes of this policy when a student-athlete sustains an injury.

Under no circumstances shall a coach, staff member, manager, or student-athlete assume Madison College will cover any or all medical expenses that are incurred because of official collegiate athletic participation. Specific procedures must be followed and absolutely no guarantees can or will be made.

ATHLETIC TRAINING & INJURY INFORMATION

Athletic Injury - In case of an emergency dial 911 (9-911 from any Madison College phone)

- All injuries, no matter how slight, must be reported immediately to the coach in charge. Proper first aid should be administered. Those student-athletes needing further medical attention must be advised to see a physician, be taken to an urgent care center, or be referred to our trainer at the earliest possible time. Coaches must be aware of the student-athletes insurance status and pertinent information.
- Madison College Incident Report Form (available on the Coaches Forms page of the website) **must be fully completed by the Head Coach and submitted to the Athletic office within 24 hours of all injuries.** If the injury occurs in an intercollegiate game or contest, the Madison College athletic trainer, if present, will complete the accident/injury form. If the trainer is not present for any reason, or if the injury occurs during a **practice or on a road trip the head coach must fully complete the accident/injury form.** The original report will be kept on file in the Athletic Office for future reference and pending insurance claims.
- The Madison College athletic trainer must be advised of all injuries to student-athletes. Please communicate effectively and promptly.

Athletic Training Services

Madison College Athletics purchases the services of a certified Athletic Trainer from UW Health Sports Medicine Athletic Training Outreach Program on an annual basis. The athletic trainer will be on-site three hours per day, Monday through Friday during the preseason and regular academic school days. Dates and times will vary based on personal, professional, and school practice/event schedules. Hours will be communicated with all coaches before the beginning of fall practice each year and weekly hours will be posted on the athletic training room door (A1060C).

A licensed athletic trainer (LAT) will be present on campus grounds for all HOME intercollegiate athletic events, games, or contests. This does NOT include scrimmages, intrasquad meets/games, or practice events that occur outside of the normal daily scheduled hours. If multiple events are held at home, please respect that the athletic trainer cannot be at all events at the same time. Please have your cell phone available to contact the athletic trainer in the event of an urgent need or emergency.

Please notify athletic staff and the athletic trainer of ANY schedule changes as soon as they are determined.

The primary functions of the LAT are:

- On-site injury evaluation. Injury evaluations will take place in the AT Room on a first-come-first-served basis. Student-athletes will receive written instructions and you will be notified in writing or personally of the athlete's injury status as well as relevant participation restrictions and guidelines. In the event of a medical emergency outside of the Truax building, the LAT will come to your facility as soon as possible. In the event of a medical emergency dial 911, do not wait for the LAT to arrive.
- Injury treatment and rehabilitation. Rehabilitation programs will be provided to the student-athlete. Student-athletes will be expected to carry out all rehab instructions on their own. Supervised 1-on-1 rehabilitation will occur as time and space allow.
- Practice / game preparations. Taping, bracing, and padding will be provided on an as-needed basis. Specialty bracing and or taping supplies may require costs that must be first approved by athletic administration OR may require purchase on the part of the student-athlete. Treatment priority will be given to student-athletes prepping for events/road trips and those who are attending practice after their treatment.
 - Injury evaluations, 1-1 rehab sessions, and other special needs will be handled after athletes eligible to compete, practice or travel have been dismissed.

- Facilitation of injury referral. Occasionally student-athletes will be referred to the Campus clinic or the sports medicine provider of their choice. While appointments will be facilitated, there may be a significant wait before an athlete can be seen by a sports medicine or specialty provider. Please be patient in this regard.
- Collaboration with physicians regarding return to play. Physician orders will not be overwritten by the AT.
- Collaboration between coaches, student-athletes, and family members to ensure clear, consistent communication among all stakeholders. This is vitally imperative to ensure athlete health, well-being, and successful performance. This must always be respected.
- Student-athlete physical/personal training and conditioning. This is the job of individual sport or strength and conditioning professionals. The athletic trainer will consult and offer opinions and viewpoints regarding conditioning and injury prevention principles but will not solely provide program design, implementation, progression, or tracking of student-athlete conditioning sessions.

Training Room

The athletic training room facilities and staff are available to individuals participating in the Madison College Athletic Program. **Student-athletes in the training room must be supervised.**

- A LAT, coach, or responsible team manager should be always present with the student-athletes. The training room is not a place to "hang out".
- Students or teammates waiting for another to receive athletic training services should remain outside in the hallway or wait in another location.
- Student-athletes may receive simple supplies such as ice, band-aids, etc. on their own.
- Keep the room clean and orderly! Put things back where you found them when finished!
- Do not store team equipment or personal items in the athletic training room
- Close the ice machine door and DO NOT LEAVE THE SCOOP INSIDE THE ICE MACHINE!
- Be sure the door closes fully when leaving the athletic training room.

ATHLETIC TRAVEL

Student-athletes, coaches, and support personnel are officially representing Madison College from the time a team leaves for a road trip until they return to the college. It is expected that all individuals associated with the team conduct themselves in a proper manner. The head coach is responsible for the proper conduct of the entire traveling party. In addition, the use of tobacco (smokeless and other), alcohol, or any other illicit drugs is strictly prohibited.

In the case of any inappropriate conduct involving anyone in the traveling party or associated with the team, the head coach must notify the Director of Athletics immediately via phone and must file a written report via e-mail with the Director of Athletics within 12 hours of the occurrence. Offenders/violators will be immediately and indefinitely suspended from the team and the Code of Conduct Policy will be enforced.

Travel Party

The travel party may consist of:

- Only Madison College employees (paid and/or volunteer)
- Official team managers
- Eligible student-athletes.

All "team" expenses will be paid for by the head coach. All in the travel party must be officially designated and cleared on the sport roster form.

When traveling as part of an official athletic event of purpose, the meal allowance is as follows: \$10 breakfast, \$10 lunch, and \$10 dinner. (If on an overnight trip where continental breakfast is provided, no meal money will be provided for breakfast.) Per diem is determined by department policy and will be consistent for all sports; \$10.00 per trip to cover one meal. Coaches shall individually distribute appropriate meal money to student-athletes. The Meal Allowance Form must be individually signed by each student-athlete verifying that meal money was received. The signatures must be legible.

Travel to & from Events

Student-athletes participating in intercollegiate athletic events must travel to and from the contest with the team in the school provided transportation. The use of private cars by coaches and/or athletes is prohibited. Any exceptions must be routed through the head coach and approved by the Director of Athletics, or designee, in advance of the trip. If the situation

requires, a student-athlete may ride to and/or from an event with their parent or official guardian at the parent/guardians' request. The request must be made directly to the coach, in person, or in writing to the Director of Athletics prior to the date of travel. Requests via telephone will not be permitted.

FACILITIES & EQUIPMENT

A student-athlete will not be issued equipment for practice or games unless he/she has met the NJCAA eligibility rules and has completed and returned all required forms to the Athletic Office. **Possible Exception:** If the student-athlete has all required documentation on file with the Athletic Office, but is fulfilling an NJCAA probationary period requirement, he/she may be allowed to practice and be issued equipment per prior approval by the head coach and the Director of Athletics.

All equipment will be issued by the head coach and specifically recorded on an appropriate ***Madison College Equipment Issue Card***. The student-athlete and head coach must both initial the card upon issue and return of equipment. Equipment issue cards are to be completed by head coaches for all athletes and retained by the head coach.

Athletes are responsible for all equipment issued to them. Any lost or stolen equipment must be paid for in full. Failure to return or pay for any and all equipment will result in Madison College grades, transcripts, and records being placed on athletic "hold". This will result in the student not being allowed to register for classes the following semester.

All practice and game equipment will be checked in at the scheduled end-of-the-season meeting and checked off on the Equipment Issue Card. Athletic equipment may not be loaned out for out-of-season practice as it is against NJCAA rules. Athletic equipment is for use in organized practice and game competition. It should not be worn as personal clothing.

Fitness and Recreation Facilities

Use of the facilities is available to all registered degree students who show a current & valid Madison College OneCard. Athletes and coaches using the entire facility should be reminded that use of the facility is a privilege and not a special right to athletes and coaches. Athletes and coaches must have a valid OneCard to enter. Classes and other scheduled activities take precedence over individual usage. A member of the coaching staff must be present during team workouts. Team workouts may also be scheduled under the direct supervision of Mallory Dixon, performance coach.

Student-athletes must follow the weight room rules: no dropping weights, put plates/dumbbells back in proper place when the workout is complete, cleaning upholstery, respect the needs of other users during workouts, etc. Misconduct in the facility will result in suspension of the privilege.

Varsity Locker Rooms

Lockers are for eligible student-athletes only and varsity locker room access will be via your OneCard. If there is sufficient locker space, practice-only players may have access to a locker. When a student is not officially listed on the sport roster, the head coach is responsible for communicating with, and removing that individual from the locker room. Madison College will not be responsible for lost or stolen goods. Therefore, student-athletes should be instructed to take special precaution when securing their valuables. Out-of-season teams may be limited to locker space based on availability.

Goodman Sports Complex

Rules & Policies

NO Weapons / Firearms / Bikes / Skateboards / Smoking / Tobacco / Carry-Ins / Alcohol / Gum / Seeds / Shells / Pets

Only official team members are allowed on the turf

DIVERSITY, EQUITY, & INCLUSION

We, Madison College Athletics, pledge to carry out Madison College's commitment to diversity, equity, community engagement, and inclusion. We believe that understanding and respecting all cultural perspectives, experiences, beliefs, and values within our athletic department and college, is paramount for creating an environment where we can individually and collectively thrive. We are devoted to inspiring change, educating our community, and advocating for all people. We are Madison College Athletics.

The Athletic Department's process to promote diversity, equity, community engagement, and inclusion starts with our DEI plan. Four primary statements were identified and developed by the Madison College Athletics Equity Change Team (AECT), the Student-Athlete Advisory Committee (SAAC), and department staff. These statements aim to foster an inclusive and equitable culture and environment for all members of the Madison College Athletic community across all dimensions of diversity, including but not limited to race, national origin, gender expression, age, religion, sexual orientation, and ability. The specific initiatives for each statement can be found in the full document on our Athletics website under Inside Athletics / Student-Athletes.

Statement One

Madison College will eliminate racist policies, practices, and procedures to achieve more equitable outcomes.

Statement Two

Students of color and traditionally underrepresented populations will persist and succeed at greater rates to achieve more equitable outcomes.

Statement Three

Employee demographics will mirror student demographics.

Statement Four

Every employee, student, and guest will experience a welcoming and inclusive Madison College.

Culture Council

A group of diverse student-athletes that will be selected to meet to discuss department initiatives, leadership opportunities, and help plan inter and cross team activities with the help of the SAAC committee.

AWARDS

District Board Sportsperson of the Year

1. Criteria for qualification

- a. The student must be in good academic standing with a preferred minimum 3.0 GPA.
- b. Exhibit leadership qualities.
- c. Be a varsity team member in good standing.
- d. Demonstrate sportsmanship, respect for authority, and coachability.

2. Selection Process

Each coach may submit a nomination with supporting information upon request. The athlete(s) will receive the Sportsperson of the Year Award at the annual athletic banquet.

First-Year Award

To be eligible for the first-year award a student-athlete at Madison College must:

1. Have participated in that sport for one season.
2. Be in good standing (academically and athletically eligible) at the end of the season.
3. Receive a recommendation from the coach for an award.

Second Year Award

Same as above; however, a student-athlete must have participated in the same sport for two seasons at Madison College. Special exceptions must be presented and approved by the Director of Athletics.

Special Awards - Other Awards

Each sport will be allowed to present three team awards plus recognize three team captains at the Wolfie Awards. The awards are as follows: Most Valuable Player, Most Improved Player, Additional Team Award

Special Recognition

NJCAA All-Region 4 and/or NJCAA awards, as well as Academic Achievement Awards, will be presented to the student-athlete at the annual Wolfie Awards.

In case of injury or illness in which a student-athlete is unable to participate, he/she may be eligible for an award upon the recommendation of the head coach and approval of the Director of Athletics.

SPECIAL EVENTS

Wolfie Awards

The Athletic Department will hold an annual student-athlete organized event (Wolfie Awards) in April of every year. Each head coach and student-athlete must attend.

Athletic Department Fall Festival

The annual Fall Festival is a yearly department event held at the beginning of the school year. The event brings all our student-athletes together so they can interact across teams and learn about the many resources available to students at the college.

2023-24 NJCAA ELIGIBILITY REQUIREMENTS FLOW CHART



NJCAA ELIGIBILITY REQUIREMENTS 2023-24 STANDARDS

YEAR OF PARTICIPATION?

FIRST YEAR Student-Athlete

Earned 12 credits with a GPA ≥ 2.00 during previous full-time term
-OR-
 Met accumulation requirements (see academic grid)

SECOND YEAR Student-Athlete

Earned 24 credits passed with a GPA ≥ 2.00
-AND-
 Earned 12 credits with a GPA ≥ 2.00 during previous full-time term
-OR-
 Met accumulation requirements (see academic grid)

SEMESTER ACADEMIC GRID

# of Previous FT Semesters	Accumulated Credits Required	Overall GPA Required
0	0	Must meet all enrollment eligibility requirements.
1	6	2.00
2	24	2.00
3	33	2.00
4	48	2.00
5	57	2.00
6+	57	Must earn 12 credits w/ a 2.0 GPA during previous FT term

IMPORTANT NOTES

*On or before the 18th calendar day of the term

A student-athlete must be enrolled at full-time status on or before the first scheduled official contest.

FULL-TIME EXCEPTIONS

Certified Disabled SA Exception (E.1)
 If a college Disability Resource Staff (DRS) formally recommends a SA take less than 12 credits.

Last Academic Term FT Enrollment Exception (C.2.c) #
 A SA needs less than 12 credits to graduate they can be enrolled in less than 12 credits.

18 Months Non-Full-Time Attendance Exception (E.2) #
 If a SA has not been enrolled in 12 credits for 18 months or more for the purpose of US Armed Forces service, a church mission or participation within a recognized foreign aid service they shall be exempt from first and second season academic requirements during their first FT term following non-attendance.