

# Treasure Valley Community College Student-Athlete Handbook



# CHUKARS

2018-2019

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A publication of the TVCC Athletic Department ©

Treasure Valley Community College  
Notice of Nondiscrimination

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## STATEMENT OF PURPOSE

### TREASURE VALLEY COMMUNITY COLLEGE ATHLETICS

The purpose of the intercollegiate athletic program at Treasure Valley Community is twofold. First, to provide opportunities for a meaningful athletic experience for as many students as possible; and second, to develop and maintain a competitive athletic program that competes on a regional and conference basis and strives for excellence in both men's and women's athletics within the boundaries of integrity and honesty.

Treasure Valley Community College fields thirteen teams, six for men (basketball, baseball, cross country, soccer, tennis, track & field) and seven for women (basketball, cross country, soccer, softball, tennis, track & field, volleyball). All sports compete in the Northwest Athletic Conference (NWAC). In addition, TVCC's Caldwell Campus offers Club Wrestling for men and women.

Intercollegiate athletics are designed for those who participated in high school athletics, and scholarships are available to those who display exceptional talent. All students are welcome to try out for the various teams.

No student shall represent Treasure Valley Community College in any athletic contest unless he or she maintains the following NWAC and Treasure Valley Community College academic standards:

- Passed a minimum of 10 credits the previous full time term.
- Maintained a cumulative grade point average of 2.0 for all college credits attempted and earned beginning with the first academic quarter of enrollment in the first year of participation.
- Prior to a second season, or sophomore year, all athletes must have accumulated the minimum of 36 credit hours to be considered eligible for participation, or:
  - 36 quarter credit hours before entering fall quarter of their second year for fall quarter eligibility.
  - 48 quarter credit hours before entering winter quarter of their second year for winter quarter eligibility.
  - 60 quarter credit hours before entering spring quarter for spring quarter eligibility.
- All athletes must qualify under the definition of an amateur athlete.
- The athletic program is an integral part of the College and its total educational purpose. The objectives of the athletic program are in harmony with the mission and role of the College.

The College adheres to the principles of fair play and amateur athletic competition as defined by the NWAC. The College is concerned with the physical welfare of the student-athlete and strives to ensure that every student-athlete has the opportunity to succeed academically and obtain a degree.

Athletics at Treasure Valley Community College is an extra-curricular activity, and a substantial educational complement to a student-athlete's overall learning experience. Both coaches and faculty are aware of the responsibilities and pressures of athletics and academics, but there is no question that academics will be one of your top priorities. The personal pursuit of your goals is larger than athletics

alone. They should not be limited to athletic successes, but also include academic success and achievement.

Although some prominent professional athletes refuse to acknowledge their positions as role models, it is undeniable that you and your teammates will be viewed as a physical projection of Treasure Valley Community College. When you are on the field, court, in the dorm, in class, or going out for a good time, your actions will directly reflect on you, your team, and the Treasure Valley Community College Athletic Department. College life is about education in its many forms, and part of your personal development process will be to learn to handle adversity in its many forms: a bad call by an official, a cheap shot by an opponent, or challenging demands from a coach or instructor. In addition, the way the student-athletes dress, the language used, the use of head phones and cell phones in the classroom, etc. all reflect on the athletic department and the perception others have on athletics at Treasure Valley Community College.

Our coaches understand that they are responsible for assuring that their teams appropriately represent Treasure Valley Community College in the athletic environment. They also understand that the Director of Athletics must know if anyone involved with Treasure Valley Community College Athletics is not acting in accord with this philosophy. The ultimate responsibility for your actions, on the court, on the field, and off, rests with you.

Academics must be at the forefront of your goals while attending Treasure Valley Community College. It is important to review and understand what classes you are taking and what still needs to be accomplished in order for you to reach your academic goals. We all want to win championships, however, if you don't win in the classroom as well as the court and field, you will not be as successful as you wish to be. Student-athletes at Treasure Valley Community College are expected to attend class on time, participate in class discussions, and stay for the entire class. Reports from the classroom to the coaching staff and the Athletic Director will be made if our student-athletes miss class, perform poorly in class, or leave class early. If your athletic schedule requires you to miss class it is your responsibility to notify the instructor of your absence and have any required classroom assignments turned in before the trip or arrangements made to complete the work after the trip.

Student-athletes at Treasure Valley Community College will be held to a higher standard of attendance than most students who attend TVCC. If the coaches and athletic director are notified of a missed class, a warning will be issued to the student-athlete. If class attendance becomes an issue, the student-athlete will have a conference with the athletic director. If class attendance continues to be an issue with the student-athlete, he/she may be dismissed from TVCC Athletics.



## INTRODUCTION

### **Mission Statement**

Our Mission is to provide the best possible environment in which to excel in both the classroom and on the playing field and to use the athletic arena as a tool to educate, promote and instill the qualities necessary to succeed in the game of life. Our standard of excellence is built on a foundation of discipline, structure, organization, pride and trust.

Every student who participates in intercollegiate athletics becomes a member of a team. In so doing, the student-athlete assumes special obligations in addition to his or her regular responsibilities as a student.

The student-athlete is subject to all rules for eligibility formulated by the NWAC and Treasure Valley Community College as well as the policies and procedures of the Chukar Athletic Department. The Handbook covers many of these issues, including information about many of the support services of the Athletic Department such as Academic Services, Strength and Conditioning, Athletic Training and Medical support.

The Athletic Department does not view the student-athlete as merely an athlete. His or her major purpose is to obtain an academic degree. The Athletic Department has great interest in the general welfare and athletic achievement of every athlete, and provides academic assistance that will ensure a quality educational experience at the College. The Athletic Department expects every student-athlete to attend all classes and perform all assignments unless illness or other emergencies arise. Student-athletes are encouraged to consult with instructors on an individual basis about academic problems.

The student-athlete support services of the athletic department are in place to provide student-athletes with the resources to meet the demands of balancing participation in the high level of college athletics with a healthy and successful college life.

A student-athlete is a responsible adult. Therefore, all choices and decisions regarding personal/academic life reside with the student-athlete. Rather than fostering dependence, we work to teach the student-athlete to take care of themselves. We encourage students to develop self-reliance, a quality that will help them throughout their college career.

We have prepared this handbook to help ease your transition to College life, as well as serve as a resource guide for new and continuing student-athletes. It will answer many questions you may have concerning Treasure Valley Community College as well as help orient you to your athletic program.

We encourage you to use this handbook in conjunction with the College catalog and the Treasure Valley Community College Student Handbook to obtain the information you need. If you do, we believe you will find you can settle into your new environment with minimum confusion and inconvenience.

## ACADEMIC SUPPORT SERVICES

### Academic Expectations of Student-Athletes

1. Students should be familiar with college policy as printed in the latest edition of The Treasure Valley Community College Student Rights, Freedoms, and Responsibilities. Found at [https://webtools.tvcc.cc/AR\\_documents/Student%20Services/Student\\_RFR\\_Policy.pdf](https://webtools.tvcc.cc/AR_documents/Student%20Services/Student_RFR_Policy.pdf)
2. Students should request the teachers' policies on attendance and make-up for all courses in which they are enrolled.
3. Students are responsible for all material covered in class when they are absent, as well as for all assignments due on a day when class is missed. Students must take the initiative to talk to the teacher about making up work missed because of an excused absence. They must provide their professors with a copy of their travel schedules at the beginning of each quarter.
4. Students are to fulfill all requirements of all courses being taken, including turning in all papers and assignments on time, and taking all quizzes, tests and final examinations on the scheduled dates.
5. Students are to seek out the advice or help of the professor about difficulties in a course, preferably during the professor's regular office hours, but if that time is not possible, by appointment with the professor at another time.
6. Students are to report their academic progress during the quarter to the athletic department, as well as their coach.
  - a) Students should speak with their Academic Advisor right away if they are having difficulty in a course.
  - b) Students should understand that tutoring is never a substitute for class attendance.
7. Academic Advisors will not take care of a student-athlete's responsibilities in their classes. They will advise and direct the student in the steps necessary to be successful.
8. Students are to know and abide by the policies and procedures of the NWAC, Treasure Valley Community College and the Athletic Department's academic support program.





## ADVISING

### **What is the role of your Academic Advisor?**

Your Academic Advisor is a source of information regarding registration procedures, course offerings, educational opportunities, and degree programs. Your Academic Advisor can assist you with short-term planning, such as the selection and adjustment of your courses, or give advice and guidance for the long range planning of career possibilities and further educational needs. Your Academic Advisor is trained to help you with your program planning, course selection, personal and professional goals, and career objectives.

An Academic Advisor typically helps new freshman adjust to campus life. If you are undecided about a choice of major after coming to Treasure Valley Community College, your advisor can help you put together the pieces of the puzzle in order to help you make a decision.

### **What is the role of your Academic Advisor?**

Each student-athlete should obtain an academic advisor in the college's admissions office or through the department in which their major or degree of study is housed. These advisors are available to assist students with academic planning and course scheduling and career planning. Students should be in contact with these advisors every quarter.

### **What is the role of the student?**

The ultimate responsibility for fulfilling all academic requirements and selection of the most appropriate courses to achieve academic goals rests with the individual student-athlete. To work effectively with academic Advisors, student-athletes are advised to:

- ✓ Be aware of all academic requirements for the degree program.
- ✓ Maintain a checklist for your major.
- ✓ Plan schedules for each quarter and future quarters with information from the major/college advisor and athletic academic counselor. Pay careful attention to sequences of courses and course registration.
- ✓ Maintain regular contact with your academic advisor. Schedule appointments well in advance of deadlines (adds, early drops, registration, etc.). Keep your academic advisor informed of changes in planning which would affect academic progress and goals.
- ✓ Inform your academic advisor that you are a member of a TVCC athletic team and, as such, must meet specific NWAC requirements in order to participate in competition.

### **What is your responsibility as a student?**

Advisors are there to help you, not to do your work for you. Be prepared to take an active role in planning your college career. You are responsible for completing degree requirements and keeping a check list of these fulfilled requirements. Academic Advisors can make suggestions and offer guidance, but in the end you are responsible for implementing the action. Take control of your academic program and use your advisor's resources so you can be accountable for course scheduling and registration deadlines. College years are a transition period in any student's life. Use them to your advantage.

### **Progress Reports and Grade Checks**

Progress reports, otherwise known as "Grade Checks", will be sent out to each of your instructors two (2) times per quarter, at a minimum. This includes the mid-term progress report plus one (1) additional "grade check". Attendance, progress and additional comments will be sent back to your head coach.

## KEYS FOR ACADEMIC SUCCESS

1. **Attend class.** Tests are most often based on the material covered in class. If you are going to be away from campus for a game, alert your instructors ahead of time. Get your assignments in advance, if possible, and determine when the work is due. Let your instructor know when you are ill. Your class attendance may be one criteria used by your professor when assigning final grades.
2. **Go to class prepared.** You should have all reading and written assignments completed on time. If you go to class unprepared, it is often difficult to understand the material presented in class. Also, your instructor may tag you as a student with a poor attitude, which may influence your grade.
3. **Know your instructor, know your academic advisor.** Introduce yourself to your instructor and your academic advisor. Your instructor is the BEST source of information and help for the course. Use Office Hours! Meet with your major advisor at least once every quarter-they are an extremely valuable resource.
4. **Make a good impression.** Go to class, or other academic appointments on time. Do not read newspapers, listen to music, text, and no cell phones in class. Sit in front of the class and pay attention.
5. **Time Management.** Plan out what must be accomplished in one quarter. On a calendar, list the days when quizzes, essays and special projects are due. Also, list your game days, travel days, etc. when you will not be able to follow your usual study routine. Find the conflicts and plan ahead. Complete special projects in advance during light periods. It often helps to make a weekly schedule. List your classes, practices, meetings, study time, rest time, etc. By having a schedule, you can easily see what time is available for studying and what assignments must be completed in the time available.
6. **USE ALL ACADEMIC RESOURCES AVAILABLE.** There are many academic resources available through the college, your program of study and the athletic department. These include counseling centers, tutoring, study halls, computer labs, math and writing labs, clubs/organizations, and a long list of other opportunities.

## THE GOAL: GRADUATION

### How To Prepare

Accumulating credits or attending school for a certain period of time does not automatically entitle you to a degree. You need to make sure that you have satisfied all of the College, Program and athletic department requirements that were in effect at the time of your most recent admission. All sophomores who are on track to graduate must apply for graduation and should attend the graduation proceedings.

This is a special day of recognition and accomplishment. Remember our goal is to graduate 100% of our sophomores. This is a very proud day for our program.

You need to officially apply for graduation and pay the degree fee. Applications can be obtained from the Registrar's office and should be submitted at least two quarters prior to your date of graduation.

Make sure you set up a two-year plan regarding the classes you need to get your degree. Don't wait until Spring Quarter of your sophomore year to find out that you are short course credits to graduate.

If there is only one goal you reach during your two years at Treasure Valley Community College, it should be to obtain your Associates Degree. This will benefit you the most if you plan on becoming successful both, professionally and personally.

### Talk to Your Academic Advisor

The important thing to remember is to meet with your advisor or a representative from your field of study to determine your academic standing with regard to graduating with the necessary requirements. Completing this step could help you avoid unnecessary complications when you feel you are ready to graduate from Treasure Valley Community College.

### Where else can you find the answers?

Advisors do not always have the answers. However, they can point you in the right direction. The TVCC class catalog shows the requirements of each degree program. This is a key source of information for you to use in planning your course selection each quarter.

## STUDY HALL

### Study Hall Rules

- No cellular phones, radios, stereos, DVD players, handheld game players, etc.
- Come to study hall prepared to study. That means have the required books, notebooks, etc.
- Only one warning is given for disruptive behavior. A second instance of disruptive behavior will result in expulsion from study hall. The entire study hall will need to be made up at a time assigned by the athletic director or coach.
- The Study Hall Coordinator reserves the right to dismiss any student-athlete that is being a distraction or is not conducting themselves in an appropriate manner.
- Proper attire must be worn in the study hall.
- No food or drinks in study hall.
- Falsifying any forms used by the academic support personnel of athletics is a violation.
- Study hall is not to be used for e-mailing, surfing the internet, texting, or socializing. Credit is only given for time studying.
- Be respectful of the Study Hall's learning environment. Any activity which does not promote this atmosphere will be grounds for immediate dismissal from the facility.

## **Computers**

There are many computer stations available with access to word processing, databases and spreadsheets. There will also be printers available.

- Please use a thumb drive or your student folder (U: drive) on the server at all times to save your work. All computers used in Study Hall will completely “wiped clean” every week.
- Computers are for student use only.
- These computers are to be used for class work only. **NO HORSE PLAY!** Because we only have a limited amount of computers for everyone to use, appropriate utilization is mandatory.
- You may not participate in any social media.
- You may not participate in internet surfing that is not related to class subject matter (i.e., pornography, inappropriate material, etc.)
- No food or drinks near the computers or in the lab itself
- Using TVCC computers is not a right, it is a privilege.
- Respect all TVCC property and equipment.

## **Study Hall Hour Requirements**

All TVCC Student-Athletes may be required to attend various hours of Study Hall, at the discretion of your coach, or Athletic Department.

### **Study Hall Operation Hours**

- Your coach will consult with the players to determine the most suitable schedule for study hall.
- **Team Study Hall:**  
At the discretion of your team’s coach.

## **Student-Athlete Orientation**

The TVCC Athletic Department will host a mandatory Student-Athlete Orientation for each program, which will be scheduled prior to the first official day of practice. At these mandatory meetings, the following will be discussed:

- Chukar Athletics Rules and Regulations
- Student-Athlete Handbook
- TVCC Athletic Department Paperwork
- Drug and Alcohol Policy
- Compliance and Eligibility
- Medical Clearance
- Other

## **Student-Athlete Interviews**

Individual student-athlete interviews may be conducted by the Athletic Director on an annual basis. The Athletic Department would be interested in learning about your experience at TVCC as a student and as an athlete. In particular, this is an opportunity for you to give your opinions regarding the strengths and/or weaknesses of the athletic program and of Treasure Valley Community College. Your opinions are very important to us. We encourage you be as thorough and honest as you can, since this information will be used to improve the overall student-athlete experience as well as identify areas for growth and development.

## **Exit Process**

Upon completion of your athletic participation at TVCC, you may be asked to conduct an exit process with your coach. This process includes: completion of an exit interview; the paying of all outstanding bills and the return of all books and equipment. If you are leaving the institution before your athletic participation is complete, in addition to those items listed above, you must, if appropriate, obtain all NWAC (and NCAA if applicable) required releases and transfer information, and follow the procedures for withdrawal from classes and college housing. The withdrawal process is the responsibility of the student-athlete.



**TV GO CHUKS**

## STUDENT-ATHLETE PROGRAMS



### Helpful Classes For Student-Athletes

#### **HDEV 112 - Orientation to College**

A course designed to provide an opportunity to gain information, understanding and knowledge in areas of how to “do college”. This course is strongly recommended to be taken in the students first term of enrollment. Meets 1st 5 weeks.

#### **HDEV 120 - College Survival & Success**

This course is designed to increase the student’s success in college by assisting the student in obtaining skills necessary to reach his/her educational objectives. Students will learn and practice time management, communication skills, test taking, note taking, memory and study techniques. Students will identify personal issues that may interfere with their success and develop strategies to deal with those obstacles.

### **Associated Student Government (ASG)**

The Associated Student Government of Treasure Valley Community College represents students to the TVCC administration. ASG officers are elected by students and appointed by the Student Programs office to participate on various governance committees, work with special projects, and address student needs on campus. In addition to helping set campus policies, ASG manages funds for campus activities and programs, and assists with the development of student leadership. More information is available by calling the Student Programs Director at (541) 881-5781.

### **Clubs & Organizations**

Clubs and organizations exist as an opportunity for students to participate in an environment of fellowship, leadership, and service within a group of their peers. There are twelve clubs and organizations at Treasure Valley Community College including Phi Theta Kappa Honor Society, Agricultural Ambassadors, Circle K International Service Club (Caldwell), Natural Resource Club, International Business Club, LEAVES Club, Sigma Lambda Gamma, and many others. Information about currently active clubs is available through the Students Program office at (541) 881-5791.

## **Chukar Community Service**

In an effort to connect the Treasure Valley Community College Athletic Department with the local community and campus, the Chukar Commitment to Community Service incorporates service projects through the year targeting citizens and students of all kinds. Service projects are coordinated at both a departmental level and a team level and involvement is encouraged for EVERY student-athlete.

## **Performing Arts**

The Music Department at TVCC offers a variety of music courses. Currently, the department is offering student/community based ensembles that include instrumental and vocal ensembles, private applied lessons for voice and instruments, and online gen-ed courses.

The Theatre Department is offering Intro to Theatre (TA100) which is a non-performance gen-ed course.

## **Phi Theta Kappa**

Phi Theta Kappa is the national honor society for junior and community colleges. TVCC's chapter, Omicron Phi, recognizes and promotes academic excellence. Membership is open to men and women who possess the recognized qualities of citizenship and scholarship. Omicron Phi is an active organization and has received regional awards at the PTK regional conference for their achievements.

## **Rodeo**

Treasure Valley Community College has an active rodeo program which includes both instruction and practice using livestock. The program is coeducational with opportunities to learn and/or sharpen skills in both timed and rough-stock events, with qualified coaches in both areas. Intercollegiate rodeo competition is part of the program, with the college team participating in 10 or 12 NIRA (National Intercollegiate Rodeo Association) sanctioned rodeos per year. Treasure Valley Community College is a member of the Northwest Region, National Intercollegiate Rodeo Association and is subject to its rules regarding eligibility and academic standing. The college Rodeo Club sponsors an official NIRA rodeo in the community each year. The Rodeo Club is open to anyone who wishes to promote the sport of rodeo.

## **Student Activities**

The Student Activities Board is responsible for providing a comprehensive program of student initiated activities and events designed to meet the cultural, educational, social, and recreational needs of the students of Treasure Valley Community College. During the year, students will have the opportunity to attend educational lectures, concerts, comedy shows, special events, recreational activities, and intramurals. Information about student activities and the Student Activities Board is available through the Student Programs Office at (541) 881-5781.

## **CONDUCT AND RESPONSIBILITY OF THE STUDENT-ATHLETE**

### **Chukar Expectations**

Our expectations are very high at Treasure Valley Community College. We want to set the highest of standards for our student-athletes. You made the decision to be here and most likely want your investment to pay off. You have aspirations of achieving your goals and being successful – and we are here to show you how to get there and what road to take. Not everyone will play. Not all student-athletes will be starters. Not all teams will win a conference championship. But we do expect all of our student-athletes to be the best they can be.

1. *Can we trust you?*
2. *Are you committed to excellence?*
3. *Do you care about your team?*

These three questions have and will continue to play a crucial part in the success of our athletic department. If we all can answer “yes” to these questions, we have a chance to surpass any obstacle and overcome many challenges.

- Your priorities are: (1) Family; (2) Academics; and (3) Athletics (Team/Department)
- Put your team first. Yourself second.
- Be on time (Chukar Time) and present to all team and department functions. If you’re on time you’re late, so be early to all athletic events.
- Pick up any garbage, litter, or debris you may see – even if it doesn’t belong to you.
- Show respect and be courteous to all departmental coaches and staff.
- Do not bounce basketballs or other athletic equipment in the halls of our athletic facilities.
- No spikes are allowed indoors and remember to always CLEAN YOUR SHOES. Do not track in grass and mud.
- Shirts are required for both males and females, at all times. Do not walk around in your sports bras ladies, and keep your shirts on, gentlemen, and pants pulled up.
- Do not yell, use profanities or promote/display inappropriate behaviors in our athletic facilities.
- Always knock before entering any office within the athletic facilities
- Show respect for all athletic equipment and facilities at Treasure Valley Community College.



## **General Conduct**

- “Please” and “Thank You” – These three (3) words can really make a difference.
- Eye contact, posture and body language sometimes speak louder than words. Make sure you do not send the wrong message.
- Make a positive impact with the people you come in contact with. You never know who is watching, listening, or who you might be talking to.
- Complainers are everywhere. They are pessimistic and always looking for the easy way out.
- Be accountable for the decisions you make.
- Do not miss class.
- Do not abuse laundry privileges.

## **Personal Conduct**

As a responsible team member, a TVCC student-athlete contributes his/her energy and skill to the best of his/her ability and conforms to the self-discipline which membership implies. See the entire Treasure Valley Community College Student Code of Conduct at the Associated Student Government Office located in the Weese Building.

Unethical conduct by student-athletes, as well as staff and coaches, shall be subject to disciplinary action as set forth in the NWAC enforcement procedures. Student-athletes found in violation may be ineligible for further intercollegiate competition.

## **Social Media Policy**

The information you post and share online is NOT confidential. Assume anything you post — or, are tagged by — is visible to the world-at-large, and may affect your professional reputation for years to come. TVCC can search students’ online at any time. Think of your future and what kind of legacy you want to leave behind attending TVCC. All TVCC student-athletes who inappropriately use social media will be disciplined. (*Refer to TVCC’s ‘Student Rights, Freedoms, and Responsibilities’*)

## **TVCC Code of Conduct**

Misconduct that may result in disciplinary action consists of the following offenses:

- ✓ Violation of written College policy or regulations contained in the Treasure Valley Community College Students Rights, Freedoms, & Responsibilities.
- ✓ Academic dishonesty, including, but not limited to, cheating and plagiarism.
- ✓ Harassment of an individual or group, where harassment is defined as a course of conduct which subjects a person or groups of persons to unwanted physical contact or the threat of such contact, or which seriously threatens or alarms a person or group.

- ✓ Conduct that threatens or endangers the health or safety of a person.
- ✓ Furnishing false information to the College or other similar forms of dishonesty in College-regulated affairs, including knowingly making false oral or written statements to any College representative.
- ✓ Forgery, alteration, destruction or misuse of College documents, records, identification cards or papers.
- ✓ Failure to comply with directions or to present identification to College officials acting in the performance of their duties, or refusal to respond to a request to report to an administrative office.
- ✓ Unauthorized entry into or use of College facilities.
- ✓ Use, possession, or carrying of firearms (including, but not limited to, pistols, rifles, shotguns, or ammunition), handbilly, dirk knife or other dangerous knives, explosives, or other dangerous weapons while on College-owned or controlled property, or at College-sponsored or supervised activities.
- ✓ Use, possession, distribution, or being under the influence of controlled substances or unlawful drugs, including prohibited use of alcohol.
- ✓ Theft of or damage to property of Treasure Valley Community College or to property of any of its members or visitors or knowing possession of stolen property.
- ✓ Physical abuse of any person.
- ✓ Disorderly conduct or lewd, indecent, or obscene conduct.
- ✓ Causing or participating in hazing, as defined in the policy relating to registration of student organizations.
- ✓ Behavior that would constitute a violation of local, state, or federal law on College property, or off campus, when such behavior has a substantial adverse effect upon the College or upon individual members of the College community.
- ✓ Aiding, abetting, or attempting to commit an act or action that would constitute an offense under any provision of the Code of Conduct.

### **Guidelines for Acceptable Student Conduct**

Students enrolling in the college assume the responsibility to conduct themselves in a manner compatible with the college's function as an educational institution. Although TVCC is dedicated to an open free society, there are some actions, as determined by the Administration of the college, which are incompatible with an institution of higher education. The student shall be reasonably free from arbitrarily and capriciously imposed limitations that have no direct relevance to his/her education or the health, safety and security of individuals and/or property.

## **Grounds for Disciplinary Action**

1. Dishonesty, including, but not limited to: cheating, plagiarism, or knowingly furnishing false information to the college.
2. Forgery, alteration, or misuse of the college documents or identification.
3. Acts of lewdness, physical or verbal abuse, including sexual harassment or coercion by fellow students, instructors, other college staff or contracted service providers.
4. Obstruction or disruption of: teaching, administration of the college, disciplinary procedures, or other college activities, including but are not limited to: meetings of the TVCC Board of Education, community service functions, or other authorized activities on college premises.
5. Physical, inscribed or verbal intimidation, harassment, hazing, stalking or abuse of any person on college owned or controlled property or at college sponsored or supervised functions; or conduct which threatens or interferes with or endangers the physical or mental health, security or safety of any and objectives of such person, such as but not limited to, a fellow student, faculty member, employee or campus visitor.
6. Theft of, or damage to, property of the college or of a member of the college community, or of a visitor to the campus or other college campuses.
7. Unauthorized entry or occupancy of college facilities; blocking access to, or egress from such areas.
8. Unauthorized or improper use of college supplies, equipment, and funds.
9. Violation of college policies or of campus regulations including, but are not limited to: campus regulations concerning student organizations, the use of college facilities, or the time, place, and manner of public expression.
10. Use, possession, or distribution of illegal drugs or non-permitted alcohol on college property, or appearance on campus or at any college sponsored event while under the influence of illegal drugs or intoxicated by alcohol.
11. Disorderly conduct: lewd, indecent, hateful or obscene conduct or expression: breach of the peace, aiding, abetting, or recruiting another to breach the peace on college-owned or controlled property or at college sponsored or supervised functions.
12. Failure to comply with directions of college staff or officials acting in the performance of their duties.
13. Possession or use of firearms, explosive or dangerous chemicals or substances, weapons or other instruments which can be, or are intended to be used, to inflict bodily harm to any individual or to cause physical damage to building(s), in or to college owned or controlled vehicles, equipment or property or at a college-sponsored or supervised function without written authorization from appropriate TVCC officials.

## **Academic Responsibilities**

A student-athlete's major purpose at the College is to pursue an academic degree. He or she has the responsibility to attend class on a regular basis, complete all classroom assignments, and conduct him/herself in ways that are consistent with acceptable classroom performance. The student-athlete is required to meet all College and Program academic requirements as well as the eligibility rules of the NWAC. The Athletic Department has a sincere interest in the general welfare and academic achievement of every athlete. Because of this interest, all student-athletes will be designated an advisor to assist in their academic pursuits. Although it is ultimately the student's responsibility to ensure they are on track academically to graduate, it is the responsibility of the student-athlete to give full cooperation to college and departmental personnel in all academic matters.

## **Academic Integrity**

Academic integrity is the pursuit of scholarly activity free from fraud and deception and is an educational objective of this institution. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating of information or citation, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. At the beginning of each course, it is the responsibility of the instructor to provide a statement clarifying the application of academic integrity criteria to that course. A student charged with academic dishonesty will be given oral or written notice of the charge by the instructor. If students believe they have been falsely accused, they should seek redress through informal discussions with the instructor, department head, or the VP of Academic Affairs. If the instructor believes that the infraction is sufficiently serious to warrant the referral of the case to the Student Conduct Officer and the Office of the VP of Academic Affairs, or if the instructor will award a final grade of "F" in the course because of the infraction, the student and faculty member will be afforded formal due process procedures.

## **Athletic Responsibility**

The student-athlete is subject to the rules established by Coaches and the Athletic Department. Please follow the following rules:

- ✓ The student-athlete must participate in practice and games, except when declared unfit by the staff Athletic Trainer, or is in any other way unable to participate through no fault of his/her own.
- ✓ The student-athlete must obey the decisions of the coaches regarding manners and behavior on road trips, including dress policies. The conduct of all team members is the responsibility of the accompanying coaching staff.
- ✓ The Athletic Office must coordinate any requests for student-athlete interviews. A member of the Athletic Office will arrange a time and place for the interview to be conducted. The student-athlete has an important obligation to both his/her teammates and his/her sport not to make critical comments that may be detrimental to TVCC Athletics. It is everyone's responsibility to discuss and solve problems within the organization.

## **Sportsmanship**

A basic principle of NWAC athletic competition is to develop and foster respect for fellow participants, coaches, officials and spectators. Basic sportsmanship requires that each participant recognize their responsibility for proper conduct before, during, and after every contest. NWAC coaches and athletic directors will recognize and assume responsibility for the behavior of themselves, players, staff, game management personnel and representatives of the respective NWAC member institution.

Sportsmanship at Treasure Valley Community College will be set at a higher standard than what is to be normally expected. Your conduct will be watched more closely than that of your opponents. Student-athletes and coaches at Treasure Valley Community College will be expected to do the following:

1. Stand at attention for the playing of any national anthem. To pay our respects to our country, all movement and discussion will cease during this time. If you are from a foreign country you are still required to show respect during the national anthem.
2. Student-athletes and coaches will shake hands with our opponents after each contest. There will be no exceptions!
3. Student-athletes and coaches will show respect to any game official before, during or after the contest. Student-athletes and coaches will not argue with any game official about a call made during competition.

If the Athletic Department feels that any student-athlete or coach is not conducting themselves in the proper show of sportsmanship, appropriate disciplinary action will take place.

## **Unsportsmanlike Conduct**

Any act by any student-athlete or athletic personnel deemed to be inappropriate in representing their school or the NWAC before, during or after any athletic contest may result in the individual being suspended for the next game based upon review and sanctions by the league office. This rule is intended to cover situations that are not identified in specific sports rulebooks. The host Athletic Director, or their representative, shall send a report of such incident to the League office and the visiting team's Athletic Director within 48 hours of the incident.

## **On and Off the Field**

Whether you live off campus or on campus, we are very concerned with how you take care of yourself. For most of you, it is your first experience living on your own. Regardless of how close your family and friends are, college life is a big step for everyone. It's the beginning of a new and exciting chapter in your life. The independence you gain helps you become a man/woman as you find out who you are and what you want to be in the future.

We want you to have a great experience while you are at Treasure Valley and make the most of the opportunity you have. With the privilege of playing college sports, there are some sacrifices you will need to make in order to reach your GOALS. We will do everything in our power to make sure your road to success is as nicely "paved" as it can be. The rest will be up to you. If you can make the necessary adjustment to "college life", the road you travel will lead you to bigger and better opportunities.

Some of our concerns deal with how you will manage your time along with eating properly, getting proper rest, staying ahead of your academics, and making the right choices off the field. If you are organized and prepared, you will be able to overcome any obstacles and challenges awaiting you. Knowing what your priorities are and taking responsibility for your actions will help you prepare for what is yet to come....and that is life after college.

### **Living On-Campus**

Living in the dorm is **STRONGLY** recommended for ALL TVCC student-athletes and especially for first year freshmen. The convenience of living on campus puts you within walking distance of class, practice, dining facilities, and meeting friends. You don't have to worry about paying monthly bills, cooking your own meals or driving to all of your commitments. Living on campus is part of the "college experience" that everyone should encounter, even if it is only for a couple of quarters. Plus, studies have shown that students are more likely to succeed when living on-campus, experiencing all there is to experience with residence life.

If you do live on campus there are rules and regulations you need to follow. The housing office will make those guidelines clear to you. We expect you to live up to those guidelines and set a good example. Respect the privacy of others and their belongings. Any problems incurred are to be taken very seriously and will be dealt with immediately.

### **Living Off-Campus**

If you chose to live off-campus, you will be subject to the same expectations required of our on-campus students. If living off-campus is having a negative effect on your academics and performance on the court or playing field, you will be **STRONGLY** encouraged to live on-campus. Student-athletes living on their own tend to encounter more distractions.

Living in the community gives you, your team and the athletic department a lot more visibility. Respect your neighbors and be quality citizens.

## **Travel Policies**

### **Van/Bus**

Be on time for all departures. Student-athletes need to be on the van/bus and ready to go at the scheduled time. As soon as the coaches are on the van or bus the team will leave, with or without you. Be courteous to the bus driver and pick up after yourself. Foul and inappropriate language will not be tolerated. The bus driver has the right to enforce transportation rules and policies. They may also decide what is considered appropriate material for the viewing of movies or listening to the radio. No chewing tobacco, drugs or alcohol. All student-athletes are required to travel with the team unless prior arrangements have been made with the head coach. At no time will student-athletes transport themselves to and from college athletic contests & events.

### **Hotel/Motel**

Be courteous to other guests, your roommates, and hotel personnel. Keep the noise down and keep the rooms clean. The program will pay for the cost of the room. The student-athletes are responsible to pay for any incidental charges (phone calls, movies, etc.). The incidental charges must be paid prior to checkout and departure. Student-athletes will also be responsible for any damages to the hotel/motel rooms.

## **Travel Absences**

If a conflict is caused by away games, your professors are usually more than willing to assist you in resolving this conflict when advance measures have been taken. It is your responsibility to make up any missed assignments and/or tests due to team travel. You will need to remind your instructors of an approaching travel date. ***Be sure to talk with your instructors well in advance.***

## **Missed Class Policy**

As mentioned earlier, the responsibility of class time rests with the student-athlete. It is the responsibility of each student-athlete to communicate directly with his or her instructor when academic and athletic schedules conflict. The athletic department is sensitive to your academic demands and wants you to miss as little class time as possible.

Treasure Valley Community College tries not to schedule athletic competition during final exams, but occasionally NWAC schedules, postseason games, and NWAC tournament games take place during this time. If a team must compete during final exams, you the student are responsible for contacting your instructor and obtaining clearance for permission to take the exam at an appropriate time.

## **Policy Statement**

A student is permitted to be absent from class because she or he is participating in an official college-recognized activity. "Official absence" is defined as absence(s) from class because the student is representing Treasure Valley Community College at an official, college-recognized event.

## **Responsibility and Procedures**

### **Student Responsibilities**

Official absence excuses the student only from attending class or other formal instruction during the absence. As long as you communicate with the Professor, in advance, student-athletes have both the right and the responsibility:

- ✓ To make up any work missed during their official absence;
- ✓ To discuss any planned absences with their instructors, prior to missing class;
- ✓ To make up examinations given during their official absence; and,
- ✓ To have the same privileges as other students in the class.

### **Faculty have the responsibility (only when you communicate with the faculty, in advance):**

- ✓ To excuse a student from attending class or other formal instruction during the official absence;
- ✓ To not penalize a student for such absence;
- ✓ To allow a student to make up any work missed during his or her official absence; and,
- ✓ To preserve the same privileges as other students have in the class.



## **Statement on Intolerance**

The College is committed to creating an educational environment free from intolerance that is directed toward individuals or groups; it strives to create and maintain an environment that fosters respect for others. As an educational institution, the College has a mandate to address problems of a society deeply ingrained with bias and prejudice. Toward that end, the College provides educational programs and activities to create an environment in which diversity and understanding of other cultures are valued.

Actions motivated by intolerance violate the principles upon which American society is built and serve to destroy the fabric of the society we share. Such actions threaten the reputation of the College and do untold and unjust harm to those who experience this pernicious kind of discrimination.

Intolerance refers to an attitude, feeling or belief wherein an individual shows contempt for other individuals or groups based on characteristics such as race, color, national origin, gender, or political sexual orientation, or religious belief. Sanctions will be imposed for any violation of College policy, rule or regulations.

The expression of diverse views and opinions are encouraged in the College community. Further, the First Amendment to the United States Constitution assures the divergent views and to express those views, sometimes ideas are expressed that are contrary to College values and objectives. Nevertheless, the College cannot impose disciplinary sanctions upon such expression when it is otherwise in compliance with College regulations.



**Treasure Valley Community College**  
**Department of Athletics**  
**Diversity Plan**

**Diversity**

The Athletic Department's purpose towards diversity is to foster an environment of respect for gender and ethnic diversity, create a hospitable climate for all members of the athletic community, and assure equitable opportunities for minority student-athletes and personnel while being proactive in recruiting people of diversity.

**Purpose**

- To foster an environment of respect for people of diverse backgrounds amongst student-athletes and staff in the department.
- To assure equitable opportunities for all student-athletes and personnel while being proactive in recruiting minority student-athletes and staff.
- To assure that the needs of and issues affecting student-athletes from diverse backgrounds are addressed through College and Departmental programs.
- To enhance the understanding and sensitivity of Department of Athletics members in working with various diverse groups within the Department.
- To insure that student-athletes and staff are respected and have the opportunity to learn, work, and develop in an environment that is free from discrimination.
- To be proactive in the recruitment of minority student-athletes and minority employees, working with the Offices of Enrollment Management and Affirmative Action.

**Target Audience**

- TVCC coaches
- TVCC administrators and support staff in College Athletics
- TVCC student-athletes
- College personnel/committees that interface with Department of Athletics staff and student-athletes



## **Goals and Specific Steps to Achieve Goals**

1. Maintain formal written policies and procedures demonstrating the commitment of TVCC's Department of Athletics to ensuring an environment that is tolerant of different cultures and ethnicities, and free from discrimination and harassment.
2. Continue to monitor the Department of Athletics' performance with regard to providing a positive environment for minority student-athletes and staff.
3. Maintain an organization that is open to minorities and free from discrimination.
4. Maintain minority representation on all sports teams.
5. Maintain a high level of student-athlete graduation rates among minority student-athletes.
6. Continue efforts to achieve diversity of student-athletes.
7. Increase student-athlete participation in diversity survey to at least sixty percent.
8. Increase Diversity in applicant pools for administrative positions within the Department of Athletics.
9. Increase diversity in applicant pools for head coach positions.
10. Ensure that applicant demographic data is complete and available to be used for trend analysis.
11. Increase awareness of Diversity Plan.
12. Increase participation of minority student-athletes in campus minority organizations.
13. Continue to educate all student-athletes and Department of Athletics staff on issues of diversity.
14. Promote college-wide cultural activities to student-athletes and encourage student-athletes to attend.

## **Policy Statement on Sexual Assault and Abuse**

Following is a summary of procedures developed to ensure that all reports of sexual assault are handled in accordance with Treasure Valley Community College policy and State and Federal law:

1. Students who have been assaulted are encouraged to call campus security or any residence hall staff or member of the College faculty or administration.
2. Victims of assault may file complaints with police; the Associated Student Government or both.
3. Victims may have on-campus living arrangements or class schedules changed if changes are reasonably available.

## **NWAC, NCAA AND CHUKAR ATHLETICS RULES AND REGULATIONS**

## **Athletic Grant-in-Aid**

The athletic financial aid available to any student-athlete enrolled at an NWAC member college will be limited to the following.

1. Oregon colleges may fund tuition grant-in-aid up to their individual colleges' in-state dollar amounts per quarter.
2. Multi-Sport Participation – Any student-athlete participating in the NWAC shall not receive any athletic aid greater than allowed in this article. Students who are allowed to participate in an athletic association outside of the NWAC are also limited to these guidelines. Any student in violation of this rule will be declared ineligible.

## **Extra Benefits**

The phrase “extra benefits” refers to any special arrangement by an institutional employee or representative of the institution’s athletic interests to provide a student-athlete or a student-athlete’s relative or friend with a benefit such as free or reduced rate housing, free or reduced rate meals, or any financial aid in the form of loans or grants that are not available to any student, free or reduced rate for books and supplies, free or reduced rates for transportation , purchase or leasing of a vehicle. Or the establishment of funds for athletes when it is not the policy of the college to give such services to all board should be consistent with rates paid by students in general. (Note: Housing arrangements with coaches or college athletic staff members, other than on a temporary or emergency basis, are considered inappropriate and a violation of the code.)

It is not permissible for a student-athlete to receive financial aid, directly or indirectly, from a source outside the institution (e.g. a foreign government, a sports association, a high school booster club) for expenses related to attendance at a member college, if the award of such financial aid is based in any degree upon the recipient’s athletic ability. Receipt of financial aid from such a source renders the student-athlete ineligible for all intercollegiate participation unless all disbursements of financial aid are made through the appropriate campus office of the member college. Athletic financial aid is awarded exclusive of state and federal financial aid for which students may qualify on the basis of need. If a student has an institutionally established financial need, the total institutional award (i.e., state, federal and athletic aid) to that student may not exceed the established need. Students not qualifying for financial aid may receive athletic financial aid. Institutionally determined financial aid may be substituted for previously awarded financial aid. Athletic financial aid will be reported to the institution’s financial aid department and will be included in the student’s financial aid awards.

NWAC grants-in-aid may be offered or given only to students from Washington, Oregon, Montana, Alaska, British Columbia, Alberta, California, Idaho, Utah, Nevada, Wyoming, and Hawaii.

No monetary transactions may transpire between student-athletes and any other entity, other than parents and/or legal guardians (i.e., loans, co-signing, leasing, long distance telephone calls, excessive transportation, tickets, etc.). Exceptions may apply but must be pre-approved by the Director of Athletics.

***Examples:** A special discount, payment arrangement or credit on purchases or services; a loan of money, signing or co-signing a note to arrange a loan in any amount; a guarantee of bond; the use of an automobile; the purchase of a meal or service at a commercial establishment; transportation to or from a summer job; a benefit connected with off-campus housing (i.e., television sets or stereo equipment, specialized recreational facilities, free or reduced rent); purchasing or agreeing to purchase complimentary tickets for any item of value; providing holiday or birthday gifts.*

## **Student-athletes are permitted to accept the following:**

1. Accept scholarships and educational grants-in-aid from their institution in accordance with the provisions of the bylaws of the NWAC.
2. Officiate sport contests, providing the compensation received does not exceed the going rate for such employment.
3. Serve as coaches or instructors for compensation in a physical education class outside of their institution provided employment is not arranged by the student-athlete's institution or a representative of its athletic interest.
4. Serve as paid supervisors of children's sports programs, such as counselors in a summer camp, or in a recreation department program. Their duties may include techniques or skills in their sport, provided that any instruction is a part of the overall terms of employment (teaching and coaching shall not exceed more than half of their employed time) and not on a fee-for-lesson basis.
5. Have their names or pictures appear in books, other publications, or films without jeopardizing their amateur status, but only under the following conditions:
  - a. Appearance in such publications or films is for the purpose of demonstrating skill, analysis of a sports event, or instruction in sports.
  - b. There is no indication that the athlete expressly or implicitly endorses a commercial product or services.
  - c. The athlete is not paid.
  - d. The athlete has signed a release statement detailing the conditions under which his or her name or image may be used and has filed a copy of that statement with the institution he or she attends.

## **Occasional Meals**

You or the entire team in a sport may receive an occasional meal in the local of the institution on infrequent and special occasions from an institutional staff member. An institutional staff member may provide reasonable local transportation to you to attend such meals. Also, you may receive an occasional family home meal from a representative of athletics interests on infrequent and special occasion under the following conditions:

- a. The meal must be provided in an individual's home (as opposed to a restaurant) and may be catered; and
- b. A representative of the institution's athletics interests may provide reasonable local transportation to you to attend the meal function only if the meal is at the home of the representative.

## **Professionalism**

You must be an amateur in order to compete in intercollegiate athletics. The following situations impact your amateur status and jeopardize your eligibility and the eligibility of your team:

1. Acceptance of any prize money based on your finish in an athletic event (i.e., road race, golf tournament, 3-on-3 basketball). In some cases, reimbursement for expenses is permissible.
2. Students shall not give lessons on a fee-for-lesson basis.
3. Be employed to teach physical education classes or coach any sport for their college.
4. Be employed or receive compensation for teaching or coaching sports skills or techniques, if the employment is arranged by the student-athlete's institution or a representative of its athletic interests.
5. Take any financial assistance, or enter into an agreement of any kind, to compete in professional athletics, with the exception of the student who participates in professional baseball for not more than ninety (90) days. Students who violate this provision shall be ineligible for participation in the sport. This includes declaring for the professional draft.
6. Try out with a professional sports organization while enrolled full-time during any part of the academic year unless they have exhausted their eligibility in that sport.
7. Contract in writing to be represented by an agent in the marketing of athletic ability or reputation in a sport.

## **Agents**

Because many of our students transfer to the institutions governed by the NCAA, the rules are very strict with regards to agents. If you sign with an agent, your intercollegiate eligibility will be forfeited immediately.

## **Attendance Defined**

A student-athlete will establish attendance at a NWAC institution by being enrolled in that institution within twenty (20) calendar school days and/or participation in an athletic contest or practice sponsored by that institution. In the event a student-athlete officially withdraws from a non-member collegiate institution within twenty (20) calendar school days and has not participated in an athletic contest, they shall not have established attendance at the institution for eligibility purposes. Any student-athlete withdrawing from a member college within twenty (20) days and transferring to another member college will be subject to NWAC transfer rules. The twenty (20) calendar school days shall be calculated from the first day of class attendance as published in the academic calendar of the institution.

## **Participation Defined**

A student-athlete shall be considered a participant for eligibility purposes if they represent a member institution in any athletic contest. Practice only in a sport will not be counted as a year of eligibility, but will be considered when a student transfers to a member institution.

## **Season of Participation**

Participation in any contest, other than an approved scrimmage, regardless of time, shall be counted as one season of competition in that sport and the participant will have used one year of collegiate eligibility.

## **Limitation on Number of Sports per Season**

A student-athlete cannot participate in more than one sport for a member institution during any sport season.

## **Scrimmage Defined**

A scrimmage shall follow the rules listed below:

1. A scrimmage when listed in the official schedule must be listed as a scrimmage by the intercollegiate athletic department.
2. No official scores may be kept.
3. No awards of any kinds may be given to the participants.
4. No championships of any kind.
5. Travel expense for one night overnight stay can be provided.
6. See additional sport-specific scrimmage rules under each program.

## **What is a Medical Hardship and Is There a Process to Follow?**

A student-athlete may be granted an additional year of eligibility by the conference for reasons of hardship which is defined as that incapacity resulting from injury or illness under the following conditions:

1. Injury or illness occurs when he/she has not participated in more than 20% of the number of allowable contests (season not to include post-season contests) for that sport or when he/she has not participated in more than two of the institution's completed events in that sport, whichever is greater.
2. The injury or illness occurred in the first half of the season (season not to include post-season contests).
3. The injury resulted in incapacity to compete for the remainder for the season. ***The resulting injury must be documented by a doctor at the time of injury or on the date that the doctor determines the student-athlete can no longer compete during the season.***
4. The medical hardship requests must be submitted to the conference office by within 60 days of the conclusion of the sport season, in which the injury occurred.

**Note:** In applying the 20% limitation, any computation which results in a fractional portion of an event shall be rounded to the next whole quarter.

## RECRUITING

### Host Recruits

There is a good chance that during your time at TVCC your coach will ask you to serve as a host for a recruit. It is important that you are aware of the College's rules which regulate these visits. Failure to comply with the rules can lead to disciplinary action and/or loss of eligibility by the recruit.

### Recruits and Alcohol

Under no circumstances should alcohol or drugs be provided to a recruit while visiting campus. As the student host, it is your responsibility to ensure that this doesn't happen. Nearly every recruit and student-athlete at Treasure Valley Community College is under the legal age (21) in the State of Oregon. Please be advised that you could be subject to college disciplinary action if you provide alcohol or drugs to recruits.

## POLICIES REGARDING ACADEMIC ELIGIBILITY AND REGISTRATION

### Eligibility Requirements

Before you can participate in athletics, there is paperwork that must be completed. The following will be available from your coach's office and the athletic department office prior to your attendance at Treasure Valley Community College. The Athletic Department will keep a file on each student-athlete with all completed forms. Incomplete files will keep you from participating and practicing with your team. It is the responsibility of the student-athlete to keep the file current and up-to-date.

### Eligibility Registration

Any student who participates in NWAC sanctioned athletic programs must apply to the designated athletic commissioners of Treasure Valley Community College prior to the first contest scheduled for that sport.

An NWAC eligibility form, signed by an athletic commissioner of Treasure Valley Community College, and the registrar, must be mailed to the NWAC Office prior to the first contest scheduled for any sport. In addition, an updated eligibility roster must be submitted when administratively possible, but no later than the 10<sup>th</sup> day of the quarter of the following quarter for sports which overlap quarters.

### Basic Eligibility Criteria

A student-athlete shall be granted eligibility to represent Treasure Valley Community College in an NWAC sanctioned athletic contest provided they meet the provisions outlined below:

1. The student-athlete shall be a **high school graduate**, or the class year of which they were a member shall have graduated.

2. The student-athlete shall be **enrolled** at Treasure Valley Community College within twenty **(20) calendar school days from the beginning of the quarter** to participate during that quarter. This shall apply for all terms – fall, winter, spring, and summer. Should the term involve a split session, this provision shall apply from the first day of class of the first session.
3. The student-athlete shall **not have participated** in one sport for more than **two (2) seasons** at any post-secondary educational institution. After a student-athlete completes two (2) seasons of participation at a NWAC member institution and transfers and competes in another intercollegiate program, he or she may not compete further at any NWAC institution.
4. The student-athlete shall be officially **enrolled** in a **minimum of twelve (12) quarter credit hours** or the equivalent of classes as defined in the curriculum of the member college **during the sport season in which they participate**. Such enrollment shall be required for non-conference and post-season participation.
5. Upon participation, the student-athlete shall have **earned a minimum of ten (10) quarter credit hours**, or the equivalent, **during their last quarter**, or semester, of **enrollment** at any post-secondary educational institution.
6. **Second Year Participation Defined.** To qualify for eligibility to participate in a second (2<sup>nd</sup>) season of any sport, a student-athlete must have earned a **minimum of thirty-six (36) quarter credit hours** or the equivalent, starting with and including the **first quarter of the first season of participation**, or:
  - 36 quarter credit hours before entering fall quarter of their second year for fall quarter eligibility.
  - 48 quarter credit hours before entering winter quarter of their second year for winter quarter eligibility.
  - 60 quarter credit hours before entering spring quarter of their second year for spring quarter eligibility.In addition, the second year athlete must maintain a **cumulative grade point average of 2.00 during any quarter of participation**. The 2.0 must be for all college credits beginning with the first quarter of enrollment in the first year of participation.
7. **Repeating classes.** If the student-athlete fails to pass any class (credit hours) during a particular quarter, they may of course repeat the class. During the course repeat, those credit hours **may be counted as part of the twelve (12) quarterly required credit hours**. However, the credit hours of the “repeat class” shall **not account for any of the required thirty-six (36) credit hours** required for a second year of sports participation.

### **Summer School**

By attendance at summer school, a student-athlete can regain qualification for meeting the provisions for the 10 credit previous quarter, the 36 credit – 2<sup>nd</sup> year participation and also the 2.00 GPA eligibility requirements. Any number of summer school credits can be earned at any accredited institution and can be added to complete the second year thirty-six (36) quarter credit rule or added to the previous quarter to fulfill the completion of the ten (10) quarter credit hour previous quarter rule.



# STUDENT-ATHLETE TRANSFER POLICIES

## Participant Transfers

### Transfer Between Member Institutions

An athletic participant, or red shirt, who transfers from one member institution to any other member institution becomes eligible for athletic competition after a time lapse of three (3) quarters, exclusive of summer school, after separation from the former athletic program, provided all other requirements of the Code, including 10/36/2.00, are met. The student-athlete will become eligible at the end of the quarter of the institution in which he/she is currently enrolled.

**Exception:** A student may petition for transfer to another member institution (Institution B) between first and second seasons of participation to fulfill eligibility requirements if extenuating circumstances have occurred that create a need to break the commitment between student athlete and institution as determined by the NWAC compliance office (examples include medical, financial, and coaching changes).

For more detail, please refer to the NWAC Code Book.

### Transfers from Nonmember Colleges

Any student-athlete transferring from a nonmember institution becomes eligible immediately provided he/she has passed ten (10) quarter credit hours or the equivalent the previous quarter or semester of attendance at any post—secondary institution and has completed thirty-six (36) quarter credits (starting with the first quarter of the first season of participation) and has a cumulative 2.00 GPA (for all college credits beginning with the first quarter of enrollment in the first year of participation).

## Non-Participant Transfers

### Transfer between Member Colleges

Any student-athlete transferring from a member college becomes eligible immediately provided he/she has never signed a Letter of Intent, has never been placed on an eligibility report, and meets all other eligibility requirements.

### Transfers from Nonmember Colleges

Any student-athlete transferring from a nonmember institution becomes eligible immediately provided he/she has met all other eligibility requirements.

### Transfers-Transcript Requirement

A student-athlete who transfers to a member institution must request and have a copy of an official current transcript from all previous institutions on file with the registrar of the receiving institution prior to participating in an athletic contest for the receiving institution.

**Note:** If a student-athlete from any institution, member or nonmember, has remained in school beyond twenty (20) days and withdrawn from school with a W, he/she shall be considered to have been enrolled and not to have completed the necessary hours to meet NWAC requirements.

# SPORTS MEDICINE POLICIES AND PROCEDURES

## Treasure Valley Sports Medicine

The mission of the TVCC Sports Medicine program is to provide seamless healthcare to its student-athletes. Certified Athletic Training encompasses the prevention, diagnosis, and intervention of emergency, acute, and chronic medical conditions involving impairment, functional limitations, and disabilities, all of which are found throughout student-athletics. Services rendered by the Certified Athletic Trainer include prevention, assessment, treatment and rehabilitation of athletic related injuries. The student-athlete is of the utmost important to us at TVCC. Through an inclusive physical and psychological approach, as well as personal interaction, we strive to enhance the academic and athletic experience of each TVCC student-athlete.

### This is accomplished by:

- Respecting the dignity of each student-athlete and recognizing differences in gender, race, sexual orientation and cultural background.
- Maintaining confidentiality of both written and verbal information obtained from the student-athlete.
- Being cognizant of the total student-athlete, including his/her emotional, mental and physical needs.
- Thoroughly and completely evaluating each student- athlete in accordance with the laws of the state of Oregon governing the practice of Athletic Training and the Standards of Practice of the National Athletic Trainers' Association, and referring the student-athlete to the designated team physician when necessary.
- Accurately and regularly documenting each student-athlete's healthcare and progress.
- Provide a multidisciplinary approach that utilizes the most up to date techniques in sports medicine. Our Sports Medicine Team includes Medical Physicians, Certified Athletic Trainers, Physical Therapists, and Doctor of Chiropractic care.
- Provide injury treatment and rehabilitation that is individually designed with emphasis on **prevention** of possibly **future** injury, as well as returning student-athletes to competition as **quickly and safely** as possible.
- Provide evidence-based injury treatment and rehabilitation techniques and utilizing a variety of technology and philosophical approaches.
- Generating an atmosphere of mutual cooperation, respect, and support among the team's physicians, the athletic coaching staff, the athletic and college administration and other TVCC departments.
- Compliance with Department, TVCC and NWAC rules and regulations, as well as State Laws also apply

## Athletic Training Room Rules

The following list of rules must be adhered to if athletic training staff is to be effective with regard to prevention, treatment, diagnosis and rehabilitation of athletic injuries:

- Contact the TVCC Certified Athletic Trainer at any sign of injury or illness so that it can be properly treated.
- You must see or contact the Certified Athletic Trainer before going to outside treatment, unless it's an emergency.
- Treatments are given between the hours of 12pm and 5pm, Monday – Friday, or unless other arrangements have been made. **DO NOT miss class to come to the Athletic Training room.**
- Continue **all** treatments until the Certified Athletic Trainer dictates treatment is no longer necessary. **DO NOT** stop treatment or rehabilitation because the injury feels better.
- The Athletic Training room is the medical center for TVCC student-athletes, keep it clean and orderly. Remove shoes before entering and showering is encouraged **BEFORE** treatments and **AFTER** practice.
- No supplies should be removed from the Athletic Training Room without the consent of the Certified Athletic Trainer.
- Do not use the Treatment equipment without the consent of the Certified Athletic Trainer.
- Do not enter the Athletic Training Office without the consent of the Athletic Trainer.
- Be respectful and courteous; **DO NOT** swear in the Athletic Training Room.
- Please be aware the privacy of medical information will remain confident between the Athletic Trainer and the student-athlete.

## Participation Eligibility

The following information is provided so that there is a complete understanding of the basic policy regarding medical clearance and insurance of the student-athlete at TVCC.

No individual is to begin any phase of the athletic sports program, including conditioning or practice, (pre or post season) activities without obtaining athletic clearance from the TVCC Sports Medicine staff and completing of all required paperwork by the TVCC Athletic Department, which includes:

- Medical History questionnaire Form
- Physical (dated after July 1, 2018) unless a returning sophomore (dated after July 1, 2017)
- Consent for Treatment and Medical Release
- Acknowledgement of Sports Injury / Risk Form
- Concussion Form
- Copy of Immunization Records
- Proof of insurance
- Scholarship Policy Form
- Fundraiser Policy Form
- FAFSA/Financial Aid Acknowledgement Form

## Walk on and Open Tryouts

The TVCC Athletic Department will **NOT** be responsible for an injury that may occur during an audition or tryout prior to the preseason physical examination. All participants in open tryouts or walk-ons must sign a waiver of injury liability release. If the participant is selected by the coach to remain on the team after the tryout period, the student athlete must receive a full pre participation examination prior to full participation with the TVCC Athletic Sports Team and complete all necessary paperwork prior to participation. The student-athlete will not be able to participate with the team until this paperwork has been completed.

## Injury and Illness

- In the event of an injury or illness, a student-athlete must consult with the TVCC Athletic Trainer before any treatment is sought, except in emergencies,
- The student-athlete will immediately seek attention from the Athletic Trainer in the TVCC Athletic Training room before seeking other treatment, except for emergencies.
- The Athletic Trainer will evaluate the injury, determine the course of treatment, and decide if the injury is related to athletic participation. If the injury is related to athletic participation, the trainer will be consulted regarding any treatment obtained. This refers to treatment on or off campus.
- Decisions on readiness of a student-athlete for practice or competition shall be the sole responsibility of the team Medical Doctor and the Certified Athletic Trainer.
- If a coach wants to meet or communicate with a doctor treating his or her athlete, the coach will notify the Athletic Trainer, and the Athletic Trainer will arrange for a meeting with the team Medical Doctor.

## Injury and Concussion Statements

Treasure Valley Community College shall require student-athletes to sign a statement in which student-athletes accept the responsibility for reporting their injuries and illnesses to the TVCC medical staff, including signs and symptoms of concussions. During the review and signing process student-athletes should be provided with educational material on concussions and state laws. (*See Concussion information below*)

## Physician referral policy and second opinion policy

When an injury occurs from a result of participation in the student-athletes sport at TVCC, the student-athlete must notify the TVCC Athletic Trainer first. The Athletic Trainer will evaluate the injury and determine the best course of treatment for that injury. This may include a referral to one of the team medical doctors or other necessary health care provider. At any time, the student-athlete has the option of a second opinion, only after the initial evaluation of the Athletic Trainer and TVCC medical team has had the opportunity for evaluation. Once the evaluation has been performed by an outside medical professional, decisions will be made as to the course of action and participation of that student-athlete in regards to his or her participation by the Athletic Trainer and TVCC's supporting Medical Doctors.

## Concussion Management Policy

A **concussion** has been defined as a “clinical syndrome that is characterized by immediate and transient posttraumatic impairment of neural functions after receiving a blow to the head”. This is commonly seen in contact sports such as football, ice hockey, field hockey, soccer, etc. However, concussions are becoming more prevalent in all types of athletic activities. A direct blow to the head can come in one of two ways. An athlete may be struck in head by another object such as a baseball, soccer ball, etc. The second occurs when an athlete is struck by a fixed object such as a goalpost, the floor, another player, etc. Regardless of the source of the blow to the head, the athlete's brain will experience acceleration, deceleration, rotational, and/or shear forces that produce a shaking of the brain within the skull that causes a disruption in neural function. This disruption cannot be seen, but rather it can be detected by a thorough evaluation. The signs and symptoms of a concussion can be variable depending on the nature and severity of the blow to the head.

Generally, the signs and symptoms of a concussion include:

- Headache - Ringing in the ears (tinnitus) - Nausea
- Irritability - Confusion - Disorientation
- Dizziness - Loss of Consciousness - Loss of memory
- Blurred Vision - Difficulty concentrating - Sleep disturbance

The TVCC sports medicine department has adopted the following policy for the management of concussions. Each concussion will be handled on an individual basis. After the initial injury, the student-athlete will be evaluated by a member of the Sports Medicine Team. No student-athlete who is diagnosed with a concussion or thought to have a concussion will be allowed to return to participation that same day. The student-athlete will then undergo a series of neuropsychological evaluation possibly using the ImPACT program in addition to a physical evaluation by a member of the Sports Medicine Team. Once the student-athlete has been diagnosed with a concussion, they will not be allowed to participate and will undergo a period of mental and physical rest until they are symptom-free. Once they are asymptomatic, they may begin a gradual progress back into activity. The gradual progression into activity will be as follows:

- Mild biking
- Light jogging
- Heavy jogging/running
- Non-contact function activity or practice
- Return to full practice including contact

Should the athlete have any increase in signs or symptoms of a concussion during any stages of the progression, they will immediately halt the activity and rest for the remainder of the day. They may continue the progression once they are asymptomatic, and they may begin the progression at the step prior to where the signs and symptoms returned. Once they have completed all five steps, they may return to full participation once they have been cleared to do so by a member of the Sports Medicine Team. (Expanded information can be found on the website or with the Athletic Trainer).

## Nutritional Supplement Policy

A dietary supplement is defined as a product taken by mouth that contains “dietary ingredients” that are intended to supplement (**assist, NOT replace**) the diet. “Dietary ingredients” generally consist of vitamins, minerals, herbs and other botanical substances, amino acids, enzymes, and metabolites. Dietary supplements are available in a variety of ways including drinks, powders, tablets, capsules, and soft gels.

In the United States, dietary supplements are under-regulated by the Food and Drug Administration. Because they are not strictly regulated, *substances may be in the supplement without being listed on the ingredient list*. Therefore, the purity of the contents cannot be guaranteed. A positive drug test may result if a student-athlete is taking a dietary supplement that contains a banned substance, whether or not that substance is listed on the label of the supplement.

Because of the impurity of dietary supplements throughout many products deemed safe or not, no member of the TVCC Athletic Department will recommend that any student-athlete take any dietary supplement. Any student-athlete that wishes to take a dietary supplement does so at “*their own risk*”. The ingredients of a dietary supplement may be screened through the Resource Exchange Center on the Drug Free Sport website. However, this screening will only verify the ingredients that are listed on the label. A positive drug test is still possible even after the screening has been performed. All questions regarding dietary supplements should be directed to the TVCC Sports Medicine staff.

# TVCC Department of Athletics

Treasure Valley  
Community College

Code: to replace JFCHA

Adopted: 10/14/09

Readopted: 3/15/11

Orig. Code(s): AR 901-10

## Student Athlete Substance Use Policy

### **OVERVIEW**

Treasure Valley Community College (TVCC) is a Drug, Alcohol and Tobacco free institution and prohibits the unlawful possession, consumption, use, manufacture, or distribution of tobacco, alcohol and drugs on campus, at any college sponsored or partnered activities, or any college owned, leased or rented properties. TVCC's Drug and Alcohol Abuse Prevention Plan (DAAPP) is evidence of TVCC's commitment to a Drug and Alcohol free institution. For the purposes of this policy, drugs refer to substances the Federal, State and Local Government deems illegal. An individual state's action to legalize a federally illegal substance has no effect on TVCC's policy.

The Rodeo Team and Athletic Department have a firm commitment to the health and well-being of student athletes. The athletic department as well as the Rodeo Coach will ensure that student athletes attend education and training programs, work collaboratively in random drug testing, and support strong disciplinary sanctions for violations of this policy which are enforced through the Director of Athletics and/or Rodeo Coach in consultation with the office of Student Conduct.

Collegiate athletics provides opportunities for students to realize their potential and experience personal growth through a program that educates students in their respective sport and as a member of the institution. Participants are official representatives of the college and competitors for the college and are expected to be role models for other students and high behavioral standards are to be exercised.

TVCC considers tobacco, alcohol and drug use (including performance enhancing drugs) by participants to be detrimental to their physical and mental well-being. In addition, the college is an Alcohol and Drug Free institution that receives state and federal funding requiring it to adhere to applicable policies and laws including the Federal Drug Free Schools and Communities Act.

The Athletic Department and Rodeo Team will support and encourage participation in required programs for alcohol, tobacco, and drug education, prevention of alcohol, tobacco and drug use, and support appropriate disciplinary action for its participants. Team rules will not address penalties or procedures for violations of this policy. Disciplinary sanctions for violations of the Student Rights, Freedoms, and Responsibilities will be handled through the office of Student Conduct.

As prescribed in the TVCC DAAPP, the College (through the office of Student Conduct) may notify local police, state police, State Alcohol Control Board investigators, federal investigators, or any applicable law enforcement agency or governing agency to report a violation of the law.

## **DRUG AND ALCOHOL EDUCATION**

The College considers education and training to be a critical component in the prevention of use and abuse of drugs and alcohol among participants. It is the responsibility of the Athletic Director and Rodeo Coach to ensure annual training for coaches on TVCC's DAAPP which includes the effects of drugs/alcohol and applicable college policies, local, state and federal laws pertaining to alcohol and drugs.

Applicable college policies regarding alcohol and drugs will be thoroughly covered at mandatory orientation for all student athletes at the beginning of each sport season. Each student athlete will also receive written copies of this policy and will sign a statement regarding their understanding and adherence to the policy. Every student athlete is required to sign the Acknowledgement of Receipt stating they have received a copy of the Drug and Alcohol policy and fully understand the provisions of the policy as an official representative of the College. At the start of each new academic term, the athletic department will reinforce messages and information provided to student athletes and ensure new student athletes receive the same information as those who began in the fall quarter.

When the College hosts an alcohol awareness program, participants will be required to attend as part of the DAAPP. The drug and alcohol education program will be continuously reviewed by the college Campus Assessment Response and Evaluation (CARE) Team as prescribed in the college DAAPP. The Athletic Director and Rodeo Coach will be responsible for seeking input from coaches about the educational programs for student athletes and methods to address the ever-changing complexities of drug and alcohol use and abuse among student athletes. In addition, they will be responsible for relaying that information and providing recommendations to the CARE Team and/or the Compliance and Training office annually.

## **TVCC PROHIBITS THE FOLLOWING AMONG PARTICIPANTS**

### **Tobacco**

TVCC is a tobacco free campus per College policy CBK/JFCG/KGC. The use of tobacco products is strictly prohibited on campus or at any college owned, leased, rented, or occupied properties including all college practices, games (home and away), scrimmages or officially recognized events. Violations of the tobacco policy will be handled through the Director of Athletics and/or Rodeo Coach, in consultation with the office of Student Conduct.

### **Alcohol**

Participants are prohibited from use, purchase, possession, manufacturing, distribution and/or sale of alcohol. The effects of alcohol are well documented and the college is committed to the education, prevention, intervention, dissemination of information, and referral to local services for participants. The college is dedicated to taking appropriate disciplinary action for alcohol violations conducted through the Director of Athletics and/or Rodeo Coach, in consultation with the office of Student Conduct.

### **Banned or Illegal Substances**

Participants are prohibited from use, purchase, possession, possession with intent to distribute, manufacture, distribution and/or sale of any of the classes of drugs defined as banned substances by TVCC or are designated as illegal by local ordinances, state law or federal law. This includes aiding and abetting the use, purchase, possession, manufacture, distribution and/or sale of any drugs. TVCC bans the following classes of drugs which include but are not limited to:

- Stimulants
- Anabolic agents
- Alcohol and beta blockers
- Diuretics and other masking agents
- Street/illicit drugs which shall be defined as a drug or other substance, or immediate precursor, included in schedule I, II, III, IV, or V of part B of Title 21, Chapter 13, Subchapter 1, Part B of the United States Code and as amended.
- Peptide hormones and analogues
- Anti-estrogens and Beta-2 agonists

Any substance that is chemically-pharmacologically related to these classes is also banned. The institution and the student athlete shall be held accountable for all drugs within the banned-drug class regardless of whether they have been specifically identified. There is no complete list of banned substances. Violations of this policy are defined in this document and further disciplinary measures may be taken through the Student Rights, Freedoms, and Responsibilities.

### **Marijuana**

TVCC is an institution that receives federal funding through Title IV and is required to follow federal laws and statutes. In November, 2014, Oregon voters passed Measure 91, a ballot initiative to legalize marijuana to persons 21 years of age and older. The law went into effect on July 1, 2015 and is regulated by the Oregon Health Authority. Marijuana possession remains a federal offense and TVCC policy prohibits the possession, possession with intent to distribute, consumption, use, dispensing, manufacture, and distribution of marijuana, including medical marijuana and prescriptions to use medical marijuana. Violations of this policy are defined in this document and further disciplinary measures may be taken through the Student Rights, Freedoms, and Responsibilities.

### **Dietary Supplements**

The college recognizes that dietary supplements of any kind are poorly regulated by the United States Food and Drug Administration. Therefore, no one can guarantee the purity or safety of the product. IMPURE SUPPLEMENTS CAN CAUSE A POSITIVE DRUG TEST. Students are advised that the use of dietary supplements is highly discouraged and not recommended and use is at the risk of the student athlete. Many dietary supplements are contaminated with banned drugs that are not listed on the label. Any product containing a dietary supplement ingredient is taken at the participant's own risk. Violations of this policy are defined in this document and further disciplinary measures may be taken through the Student Rights, Freedoms, and Responsibilities.

## **DRUG TESTING PROTOCOL**

All student athletes are subject to random drug testing and drug testing by reasonable cause. The drug testing program involves urine collection and laboratory analyses for substances on the list of banned substances. This list consists of substances generally purported to be performance enhancing and/or potentially harmful to the health and safety of the participant. Student Athletes are held responsible for use of all banned substances at all times including in the off season and during vacations and academic breaks. TVCC drug testing may test for anabolic agents, diuretics and masking agents, peptide hormones, beta-2 agonists and beta blockers, stimulants and street/illicit drugs. The drug testing protocol will be coordinated by the Student Conduct Officer unless there is a conflict of interest as determined by the immediate supervisor. If the Student Conduct Officer is involved with a particular athletic program, it will be considered a conflict of interest and a suitable replacement will be appointed by the immediate supervisor.



### **Consent to Participate**

All student athletes will be required to sign The Acknowledge of Receipt form which consents to having one or more samples of urine or breath collected as a result of random or reasonable suspicion testing. A copy of this consent form will be kept on file in the Athletic Director's office. Refusal to sign the Acknowledgement form will result in suspension from participation or termination of eligibility to participate in intercollegiate athletics or rodeo at TVCC. Each student athlete will be given a copy of the institutional policy during athletic orientation.

### **Testing for Reasonable Cause**

Any student athlete in the intercollegiate programs are subject to testing if there is reasonable cause to believe that the participant may be using a banned substance. Circumstances which constitute reasonable cause include, but are not limited to, a prior violation of TVCC banned substance policy, a documented report of a student athlete using a banned substance, a noticeable odor of drugs, current or past involvement with the criminal justice system for drug-related activities, prior treatment for drug or alcohol abuse, a prior positive test for any banned substance, or uncharacteristic behavior that appears to be drug related. Any coach, athletic department employee or assistant coach concerned with a student athlete should express this information in writing confidentially to the Athletic Director, Rodeo Coach or the Office of Student Conduct and appropriate action will be taken immediately.

### **Random Testing**

All student athletes who have signed the institutional drug-testing consent form and are listed on the institutional roster are subject to unannounced random testing. Random testing will be unscheduled and every student athlete will be subject to testing. The percentage of student athletes who will be tested, will be determined by the TVCC Student Conduct officer and/or the VP of Student Services. The random selection will be conducted by a third party and names will be pulled using a randomizer program.

The Athletic Director, Rodeo Coach or his/her designee will provide an official institutional roster to the office of Student Conduct upon request. Urinalysis and/or on-site saliva testing procedures may be used for unannounced random testing.

### **Specimen Collection Procedure**

The Student Conduct Officer will be responsible for selecting a licensed and reputable company to serve as the administrator for specimen collection. Only those individuals instructed in the proper methods of collection will conduct the specimen collections. The student athletes will be asked to provide confidential information regarding their current or past medications. The Athletic Director or Rodeo Coach will be responsible for verifying that the selected students have completed the consent form. Upon entering the collection station, the student athlete will be identified by the Student Conduct Officer, Rodeo Coach and/or the Athletic Director or his/her designee. The student will be asked to rinse and dry their hands and be presented with a collection container which will be used in the process. A collector will monitor the furnishing of the specimen (by observation) in order to ensure the integrity of the specimen. They will also ensure that the donor's specimen is provided in a location and manner that protects a donor's privacy and that the specimen is properly identified, sealed, and protected against tampering. Direct observation of a donor providing a urine specimen will only be conducted when there is evidence that the donor has submitted or attempted to submit an adulterated or false specimen. Specimen collection, storage, and transportation to the laboratory (unless conducted onsite) will be conducted in a manner that precludes specimen contamination or adulteration.

If the specimen is incomplete, the student athlete must remain in the collection station unless otherwise directed by the certified collector and approved by the Student Conduct Officer. During this period, the student athlete is responsible for keeping the collection container closed and controlled unless otherwise directed by the certified collector. If the specimen is incomplete and the student athlete must leave the

collection station for a reason approved by the certified collector, the specimen may be discarded at the discretion of the certified collector.

The student athlete, collector, and Student Conduct Officer will certify that the procedures were followed as described in the protocol. Any deviation from the procedures must be described and recorded at that time. If deviations are alleged, the student athlete will be required to provide another specimen. After the collection has been completed, the specimens will be forwarded for testing. All specimens are the property of the college. In cases of suspected manipulation, a student athlete's sample may be tested for all banned substances.

### **Submission of an Adulterated or Diluted Specimen**

If the collector determines that the student athlete has submitted a suspect, adulterated or diluted specimen, that specimen will be discarded and a second specimen will be requested. The second specimen will then be tested. If the request for a second specimen is refused, the collector will inform the Student Conduct Officer of the student athlete's refusal to submit an acceptable specimen. Such refusal will result in disciplinary action consistent with the terms of this policy. The submissions of specimen not belonging to the student athlete; adulterated; or diluted specimen, could result in dismissal from the team and/or program.

### **Drug/Alcohol Testing and Confirmation**

All urine specimens will be tested for the presence of banned substances. The College reserves the right to test a student athlete for the presence of prescription medication when it has reason to believe the student athlete may be abusing such medication or it has not been prescribed by a licensed physician. Any urine specimen that screens positive for the presence of banned substances will be confirmed by a licensed agency selected by the Student Conduct Officer. Regarding alcohol testing, any such testing will take place by the use of a certified breath testing device. Per the terms of this policy, any student athlete who tests above .02 blood alcohol content (BAC) tests positive for the use of alcohol.

### **Refusal**

Student athletes are required to participate in the drug testing process as prescribed in this policy. Refusal to take a banned substance test (when requested) will be considered equivalent to testing positive. The student athlete will be considered as refusing to test if he/she clearly refuses to take a test when requested, fails to provide an adequate breath, saliva, or urine sample without a valid explanation, or engages in conduct that clearly obstructs the testing process.

### **Notification of Test Results**

All drug and alcohol test results received from the licensed company will be provided to the Student Conduct Officer. The Student Conduct Officer will work with the Athletic Director or Rodeo Coach who will notify the appropriate head coach. The Athletic Director or Rodeo Coach will be notified of both the student athlete's name and the drug(s) for which the student athlete tested positive. Any student athlete who tests positive will be given the opportunity to discuss that result with the licensed company representative.

The licensed representative will follow up on all information deemed necessary to resolve the student athlete's positive drug test. If the licensed representative determines that the student athlete's positive test result was due to his/her authorized use of prescription medication, the licensed representative will immediately report that result to the Student Conduct Officer and the Athletic Director or Rodeo Coach and no further action will be taken. However, if a student athlete cannot provide a reasonable explanation for his/her positive test results, then the Director of Athletics and/or Rodeo Coach in consultation with the Student Conduct Officer will take disciplinary action consistent with the terms of this policy.

## **Confidentiality**

Maintaining confidentiality and protection of the rights of the student athlete is a critical factor in banned substance testing. Under no circumstances, will any TVCC personnel or any individual associated with the drug testing program be permitted to disclose publicly or make public reference to any information acquired in their capacity. Additionally, no TVCC personnel or any individual associated with the drug testing program be permitted to discuss identified student athletes, individual teams, or college officials in the process.

## **Effect of Testing Positive**

Any student athlete who tests positive for the presence of a banned substance or alcohol will be subject to discipline through the Director of Athletics and/or Rodeo Coach, in consultation with the office of Student Conduct. All positive tests will be coordinated through the Office of Student Conduct and will follow procedures established in the Student Rights, Freedoms, and Responsibilities. Appeals for disciplinary action will be coordinated through the procedures established in the Student Rights, Freedoms, and Responsibilities. Self-reporting will be taken into consideration and may positively impact the disciplinary sanctions.

The disciplinary action for testing positive for banned substances are listed below and are coordinated through the Director of Athletics and/or the Rodeo Coach, in consultation with the office of Student Conduct. The student athlete, who tests positive, will be suspended from the program, while the test results are being confirmed by the lab.

The head coach reserves the right to impose stricter sanctions up to and including dismissal from the program at his/her discretion.

## **VIOLATION OF POLICY**

Violations of this policy include:

- The use, possession, possession with intent to distribute, consumption, dispensing, manufacture, and distribution of banned substances or alcohol as reported to and confirmed by the Athletic Director, Rodeo Coach and/or the Office of Student Conduct.
- Hosting, attending or allowing a party (on or off campus) where alcohol or banned substances are present and/or consumed.
- Citations issued relating to alcohol use including, but not limited to, minor in possession, driving under the influence, contributing to the delinquency of a minor, public intoxication, violation of an open container law.
- The consumption of alcohol by students of a legal age at any college sponsored practice, event, activity, game (home or away), scrimmages, or recognized college event.

Violation(s) of the policy will be handled through the Athletic Director and/or Rodeo Coach, in consultation with the office of Student Conduct.

## **DISCIPLINARY SANCTIONS**

All student athletes will be held accountable to adhere to this policy and subject to the disciplinary sanctions, from the start of the academic year of their first year of participation, and including all breaks (winter break, spring break, and summer break) and continuing as long as the student athlete is a part of the program. If a student athlete is found in violation of the policy, the following disciplinary sanctions will be levied:

### **First Offense (Drugs, Alcohol, or Tobacco)**

**The first offense by a student athlete will result in the following:**

#### **Pre-season: (before any official allowable practice has begun)**

1. The student athlete will be referred to drug and alcohol counseling/education program or service (at the student athlete's expense), and shall demonstrate completion of said education prior to continued participation.
2. The student athlete will serve a suspension, equal to 15% of the total upcoming schedule.
3. No participation in scrimmages.
4. The student athlete must complete 20 hours of community service, to be completed on campus, or by an approved organization, as determined by the office of Student Conduct and/or the athletic department or rodeo coach.
5. If the offense is drug related, the student athlete must submit to a drug test (at the student athlete's expense), and test negative, prior to competing in an official contest. There may be a waiting period, up to 30 days, before the student athlete will submit to a drug test. In the interim, as long as the student athlete has complied with the other sanctions, the student athlete may be allowed to participate in a contest.

#### **During season: (period between first official practice and conclusion of playoff season)**

1. The student athlete will be referred to drug and alcohol counseling/education program or service (at the student athlete's expense), and shall demonstrate completion of said education prior to continued participation.
2. The student athlete will serve a suspension equal to 15% of the remaining schedule, or a one game minimum, whichever is higher.
3. The student athlete must complete 20 hours of community service, to be completed on campus or by an approved organization, as determined by the office of Student Conduct and/or the athletic department or rodeo coach.
4. If the offense is drug related, the student athlete must submit to a drug test (at the student athlete's expense), and test negative, prior to competing in an official contest. There may be a waiting period, up to 30 days, before the student athlete will submit to a drug test. In the interim, as long as the student athlete has complied with the other sanctions, the student athlete may be allowed to participate in a contest.

#### **Post-season: (period after the conclusion of playoff season and for the remainder of current academic year)**

1. The student athlete will be referred to drug and alcohol counseling/education program or service (at the student athlete's expense), and shall demonstrate completion of said education prior to continued participation.
2. No participation in scrimmages.
3. The student athlete must complete 20 hours of community service, to be completed on campus, as determined by the office of Student Conduct and/or the athletic department. 4.
4. If a returning student athlete, the student athlete will serve a suspension equal to 15% of the upcoming schedule. If the offense is drug related, the student athlete must submit to a drug test (at the student athlete's expense), and test negative, prior to participation the following season.

As a part of the disciplinary sanction (in all cases – pre-season, during season, or post-season), transcripts will be held until all sanctions have been completed.

## **Second Offense (Drugs, Alcohol, and Tobacco)**

If a student athlete commits a second violation, defined as during the student athlete's tenure at TVCC, the Director of Athletics and/or Rodeo Coach, in consultation with the Student Conduct Officer, will provide written notification of the immediate dismissal from the athletic program and a prorated loss of institutional funding, from the date of violation, including tuition waivers or any additional money granted through the athletic department or rodeo department, for the remainder of the academic year.

### **Dual participants**

If a student athlete participates in more than one sports program (including rodeo), and the student athlete has committed a first offense, the student athlete will be allowed to participate in both programs, as long as sanctions have been completed prior to any participation in contests of the second program. Furthermore, a second offense, in any program, will prohibit the student athlete from participating in any other programs at TVCC.

### **While traveling on TVCC sponsored events**

Those student athletes who violate this policy, while traveling on TVCC sponsored events, could be subject to dismissal from the program, even on first offense.

### **Additional Sanctions**

All infractions of this policy will be referred to the office of Student Conduct. The Student Conduct Officer may levy additional sanctions, including dismissal from the student athlete's program, and other sanctions as defined in the **Student Rights, Freedoms, and Responsibilities**:

[https://www.webtools.tvcc.cc/AR\\_documents/Student%20Services/Student\\_RFR\\_Policy.pdf](https://www.webtools.tvcc.cc/AR_documents/Student%20Services/Student_RFR_Policy.pdf)

### **Drug-related convictions and Title IV, HEA Program Funds**

Many student athletes receive tuition waivers for their participation in collegiate athletics and are responsible for federal financial regulations including termination of their waiver if convicted of a misdemeanor or felony drug charge. For more information please access the information at:

<https://www.whitehouse.gov/sites/default/files/ondcp/recovery/fafsa.pdf>

~ ACKNOWLEDGEMENT OF RECEIPT ~

*Student Athlete Substance Use Policy (JFCHA)*

I hereby acknowledge that I have received a copy of the Student Athlete Substance Use Policy (JFCHA). I further acknowledge that I have attended the orientation in which the policy was discussed. I fully understand its provisions as a student and athlete of TVCC and the Department of Athletics or Rodeo Program.

I hereby consent to have one or more samples of my urine or breath collected as a result of random or reasonable suspicion testing during the academic year in accordance with the said policy, and tested for the presence of certain drugs or substances in accordance with the provisions of this policy, the NWAC, and the applicable terms of the NCAA Bylaws.

I further authorize you to make a confidential release to the Athletics Director and my Head Coach, my parents or Legal Guardian(s), Director of Human Resources, the Student Conduct Officer, and the VP of Student Services, of test results relating to the screening or testing of my urine and/or breath sample(s) in accordance with the provisions of this program. To the extent set forth in this document, I waive any privilege I may have in connection with such information.

Treasure Valley Community College Board of Education, employees, and agents are hereby released from legal responsibility or liability for the release of such information and records as authorized by this form.

\_\_\_\_\_  
Printed Name of Student-Athlete

\_\_\_\_\_  
Signature of Student-Athlete

\_\_\_\_\_  
Parent/Guardian Signature (if under 18 years of age)

\_\_\_\_\_  
(Date)