

# TREASURE VALLEY COMMUNITY COLLEGE

## Student-Athlete Handbook



# CHUKARS

A publication of the TVCC Athletic Department ©

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## **STATEMENT OF PURPOSE**

### **TREASURE VALLEY COMMUNITY COLLEGE ATHLETICS**

The purpose of the intercollegiate athletic program at Treasure Valley Community College (TVCC) 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.

TVCC fields thirteen teams, six for men (basketball, baseball, cross country, soccer, track & field) and seven for women (basketball, cross country, soccer, softball, track & field, volleyball). All sports compete in the Northwest Athletic Conference (NWAC). Additionally, TVCC fields four club teams. Men's and Women's Rodeo who compete in the National Intercollegiate Rodeo Association (NIRA) and Men's and Women's Wrestling who compete in the National Collegiate Wrestling Association (NCWA)

TVCC has an active rodeo program which includes both instruction and practice using livestock. The program is co-educational with opportunities to learn and/or sharpen skills in both timed-event and rough-stock, with qualified coaches in both areas. Treasure Valley Community College is a member of the Northwest Region governed by the NIRA and is subject to its rules regarding eligibility and academic standing. The college Rodeo team sponsors an official NIRA rodeo in the community each year and participates in 10 NIRA sanctioned rodeos throughout the Northwest, each season.

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

No student shall represent TVCC in any athletic contest unless he or she maintains the required eligibility standards of the NWAC, NIRA, NCWA and TVCC. 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, NIRA, and NCWA. 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 TVCC 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 TVCC. When you are on the field, court, arena, mat, in the residence hall, in class, or going out for a good time, your actions will directly reflect on you, your team, and TVCC. 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 of athletics at TVCC.

Our coaches understand that they are responsible for assuring that their teams appropriately represent TVCC in the athletic environment. They also understand that the Director of Athletics must know if anyone involved with TVCC Athletics is not acting following 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 TVCC. The goal is *graduation*. 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 in competition, you will not be as successful as you wish to be. Student-athletes at TVCC 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 Director of Athletics 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 TVCC will be held to a higher standard of attendance than most students who attend TVCC. If the coaches and 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 Director of Athletics. If class attendance continues to be an issue with the student-athlete, they may be dismissed from TVCC Athletics.

## ACADEMIC SUPPORT SERVICES

### Academic Support

TVCC offers academic support services that supplement the support provided by instructors. Students are encouraged to take advantage of all support services available and also communicate with their instructors.

The Writing and Math lab offers one-on-one assistance. The Testing Center is a secure, accessible and professional place to take many tests TVCC offers. The Library offers a great place to complete research, a quiet place to study, and has study rooms available for small groups to meet. Information Technology (IT) Help Desk provides technical support to students. Student Services offers assistance with academic and student records, financial aid, student accounts, and so much more.

### TUTORING

- **Math Lab ([Math Resources](#))** – The Math Lab at TVCC is committed to supporting you in achieving success in your math courses. We can help you develop a deeper understanding of those complex math topics. All students enrolled in TVCC math courses are encouraged to use the free drop-in tutoring services. Staffed by math instructors and student tutors, we are ready to assist you with that math assignment.
  - Barber Hall – First Floor – Room 111
- **Writing Lab ([Writing Lab](#))** - The Writing Lab is a place where students can receive targeted help with any writing projects, writing assignments for any class: Speeches, Scholarship essays, Application letters, much, much more! The Lab is also available to students who just need a quiet place to write or to study. All students are welcome to use the Writing Lab.
  - Barber Hall – First Floor – Room 105
- **Peer Mentor Tutoring ([TVCC Peer Mentor Program](#))** - The TVCC Peer Mentors are here to make your transition to college easier than you can imagine. They academically and emotionally support new students and connect them to the broader campus community and resources.
  - Weese Building

### ADVISING

Your Academic Advisor is a source of information regarding registration procedures, course offerings, educational opportunities, and degree programs. Your Academic Advisor and Faculty 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 Advisor is trained to help you with your program planning, course selection, personal and professional goals, and career objectives.

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.

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 that 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 eligibility requirements in order to participate in competition.

## **STUDENT SUPPORT SERVICES**

- Disability Services and Academic Accommodations – Section 504  
Julianne Moore, Director of Accessibility and Student Success  
541-881-5812 • [jmoore@tvcc.cc](mailto:jmoore@tvcc.cc)
- Student Conduct, Residence Life, and Multicultural Services  
Daniel Liera-Huchim, Director of Equity and Student Relations  
541-881-5595 • [dliera-huchim@tvcc.cc](mailto:dliera-huchim@tvcc.cc)
- Title IX and Clery Act  
Travis McFetridge, Vice President of Student Services  
541-881-5599 • [tmcfetri@tvcc.cc](mailto:tmcfetri@tvcc.cc)
- Counseling – **Insight Counseling**  
Becky Woolery (Coordinator)  
208-405-0020 • [insightcounselingtherapy@gmail.com](mailto:insightcounselingtherapy@gmail.com)

## **STUDENT RIGHTS, FREEDOMS, & RESPONSIBILITIES**

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: [Microsoft Word - srfr\\_081914\\_approved](#)

## **TVCC Policies**

### **Non-Discrimination Policy**

It is the policy of the Treasure Valley Community College Board of Education and the College that there will be no discrimination or harassment on the basis of race, color, sex, marital status, sexual orientation, gender identity, religion, national origin, age or disability in any educational programs, activities, or employment. Lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Persons having questions about equal opportunity and non-discrimination should contact the Human Resources Director located in the Performing Arts Center on the south side of the Four Rivers Cultural Center building. Students may directly visit the Office of Accessibility and Accommodations in the Student Success Center, adjacent to Student Services. Persons having questions about equal opportunity and non-discrimination should contact the Human Resources Director located in the Performing Arts Center on the south side of the Four Rivers Cultural Center building. Human Resources 541.881.5838 - 541.881.2723 (TTY) - [HR@tvcc.cc](mailto:HR@tvcc.cc)

### **Diversity**

TVCC acknowledges that having a multicultural presence of faculty, staff, and students enrich dialogue, collaboration, education, and outreach. As an institution, it is imperative that our faculty, staff, and students have the experiences, perspective, and cultural competency to operate in an ever changing environment, and that, our

business practices and community relations maintain a focus on connecting with communities and cultures outside our own.

TVCC supports the institution-wide commitment to create and maintain a learning, teaching, and working environment free of discrimination and barriers. This requires the work of every member of the college community, including students, staff, instructors, administrators, alumni, and guests. ([Mission Statement](#))

### **Civility**

Within TVCC, civility is defined as a demonstration of mutual respect for people, their roles, for their knowledge and expertise. Civility requires cooperation, tolerance, acceptance, inclusiveness, kindness, courtesy, and patience. It will be expressed not only in the words we choose, but in our tone, demeanor, and actions. All members of the TVCC community are responsible for and expected to exemplify and promote civility.

TVCC is committed to creating and maintaining a positive learning and working environment. While it is understood that disagreement will, and should, occur in a collegiate setting, open communication, intellectual integrity, mutual respect for differing viewpoints, freedom from unnecessary disruption, and a climate of civility are important values that we embrace.

### **Title IX**

Treasure Valley Community College is committed to fostering an environment free from sexual or gender-based harassment or misconduct. TVCC ensures compliance with Title IX, a federal law that prohibits discrimination based on the sex or gender of employees and students. Behaviors including sexual harassment, sexual misconduct, dating violence, domestic violence, and stalking, as well as retaliation for reporting any of these acts violate Title IX and are not tolerated. TVCC is also committed to providing support to those who may have been impacted by incidents of sexual or gender-based harassment or misconduct and may provide various resources and support services to individuals who have experienced one of these incidents. This website provides information on what to do if you or someone you know may have been impacted by any of these behaviors. 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.
  - a. Official report to Title IX Coordinator
2. Victims of assault may choose to file complaints with police
3. Victims may have on-campus living arrangements or class schedules changed if changes are reasonably available.

### **Website Terms & Conditions of Use Policy and Cyberbullying Policy**

TVCC has an adopted policy outlining acceptable use of the website and contents, links, and pictures within TVCC owned websites. Permission is granted to view the materials and information on TVCC's websites for personal, non-commercial transitory viewing only. Any unauthorized use of any materials contained on this site may violate the policy and result in termination of an individual's access & possession of material.

(<https://policy.osba.org/tvcc/E/EGADAA%20D1.PDF>)

The information you post and share on SOCIAL MEDIA 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.

The Board is committed to providing a positive and productive learning and working environment. Any form of harassment using electronic devices, commonly known as "CYBERBULLYING," by staff, students or third parties is prohibited and will not be tolerated in the College.

Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including termination. Students whose behavior is found to be in violation of this policy will be subject to loss of privileges,

discipline, up to and including expulsion. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the President. The College may also report individuals to law enforcement if necessary. ([GBNAA/JFCFA - Cyberbullying](#))

### **Hazing/Harassment/Intimidation/Menacing**

The Board is committed to providing a positive and productive learning and working environment. To this end, hazing, harassment, intimidation or menacing by students, staff or third parties is strictly prohibited and shall not be tolerated in the College. All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation or menacing in violation of this policy shall immediately report his/her concerns to the College compliance officer who has overall responsibility for all investigations or any College administrator. A student may also report concerns to a staff member who will be responsible for promptly notifying the appropriate College official. Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, discipline, up to and including expulsion. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the President. The College may also report individuals to law enforcement if necessary. ([Policy - Hazing/Harassment/Intimidation/Menacing](#))

### **Campus Closure Policy**

It is the intent of Treasure Valley Community College to maintain regularly scheduled operations. Unless the campus is unsafe or utility systems are malfunctioning, we strive to be open and operational. Notice of an interruption in college operations will be distributed promptly to area radio and television stations, posted on the **TVCC Mobile App**, and announced on the TVCC webpage [www.treasurevalleycc.edu](http://www.treasurevalleycc.edu). To download the free TVCC Mobile App, simply search for Treasure Valley CC in your app store. ([Campus Closure Policy](#))

### **Missed Class Policy**

Students are responsible to the instructor of the course for their attendance. An absence due to serious illness or a death in the immediate family may be excused. Even with an excused absence, students will be required to make up the content and assignments missed during the absence. In all cases, students must communicate directly with the instructor, usually in advance or as soon as possible, regarding attendance (refer to the class syllabus). Absences due to participation in field trips, inter-college games and other trips arranged by the College may be excused with advance notice to the instructor. In such cases the student is still required and Grading System – IKA/JECBD 4-4 responsible to make up the content and assignments missed during the absence as determined by the faculty. ([IKA/JECBD - Grading System](#))

# TREASURE VALLEY

## COMMUNITY COLLEGE

### 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.

- Be sure academics take priority over athletics.
- Put your team first.
- 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.
- 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.
- Be accountable for the decisions you make.
- Attend EVERY class – on time
- While traveling, coaches will give hotel room assignments for athletes, these assignments are expected to be adhered to. If accommodations are needed, please speak to your coach and Athletic Director

#### Student-Athlete Orientation

The TVCC Athletic Department *requires* ALL Student-Athletes to attend Orientation. At these mandatory meetings, the following will be discussed:

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

## 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.

## 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.
  - [https://webtools.tvcc.cc/documents/AR\\_documents/Student%20Services/Student\\_RFR\\_Policy.pdf](https://webtools.tvcc.cc/documents/AR_documents/Student%20Services/Student_RFR_Policy.pdf)
- ✓ 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, knives over 6", 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 of 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.

## **Athletic Responsibility**

The student-athlete is subject to the rules established by Coaches and the Athletic Department. Please note 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 may coordinate requests for student-athlete interviews or surveys. A member of the Athletic Office will arrange a time and place for the interview or survey 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. Refrain from disruptive conduct at all times.
2. Student-athletes and coaches will shake hands with our opponents after each contest.
3. Student-athletes and coaches will show respect to any game official before, during or after the contest.
4. 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.

### **Living On-Campus**

Living in the Resident Hall 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**

All student-athletes are required to travel with the team unless prior arrangements have been made with the head coach & athletic director. You are representing yourselves, your families, and TVCC while traveling, please follow these rules.

- Be on time for all departures
- Be courteous
- Foul language will not be tolerated
- Drug/Alcohol Policy will be enforced
- 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.

## 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. Work Grant – athletically controlled institutional employment, a term job may be provided to an individual student-athlete with net earnings not to exceed \$3000.
3. 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.

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.

### **Amateurism**

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.

### **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 may 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 30% of the maximum permissible number of contests, or dates of competition (whichever is applicable) in his/her sport. In applying the 30% limitation, any computation which results in a fractional portion of an event shall be rounded up to the next whole number.
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.



## POLICIES REGARDING ACADEMIC ELIGIBILITY AND REGISTRATION

### Eligibility Requirements

Before you can participate in athletics, you are required to have a medical history form, proof of insurance, immunization history, and a physical exam. The medical history and physical examination **MUST** be completed on the approved NWAC form. You are required to have everything submitted to DragonFly Max before participating in any team workout, practice, or competition.

### 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 completed and approved online 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 possible **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:

- **ALL COVID-19 PROTOCOLS MUST BE FOLLOWED**

- 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. Ensure shoes are clean & dry 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 of the current year) unless a returning sophomore (dated after July 1 of the previous year)
- 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
- COVID-19 Screening 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; 7/16/18

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. 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>