

KISHWAUKEE COLLEGE
STUDENT-ATHLETE
HANDBOOK



Dream It, Believe It, Achieve It

Welcome!

As Athletic Director at Kishwaukee College, I congratulate you on your decision to be part of our Athletic Department. I am enthusiastic and passionate in helping to develop our programs to national prominence and recognition for our athletic and academic accomplishments. My greatest hope is that you are not only a better athlete as you graduate from Kishwaukee College, but also a greater student and person.

Mission of Kishwaukee College:

At Kishwaukee College, we are passionate about enhancing lives and fulfilling dreams. We provide excellent, innovative, and affordable education in a welcoming environment to learners who can benefit from diverse programs and services.

Vision of Kishwaukee College:

Kishwaukee College will be the driving force behind turning student aspirations and community potential into enduring success.

Kishwaukee College Athletics:

As a student-athlete at Kishwaukee College, you must understand and recognize that the mission and vision of the college directly applies to our Athletic Department. Our department assists in turning those hopes, dreams, and aspirations into realities. Our student-athletes have excelled both in athletics and academics, recognized nationally for on the court/field accomplishments and classroom excellence. In the past ten years we have had 26 NJCAA All-Americans and 32 NJCAA Academic All-Americans.

Your Responsibility as a Student-Athlete

To maintain and continue this level of excellence, a great responsibility falls upon your shoulders. At the college level, you are expected to take responsibility for your actions, interact maturely, appropriately and represent our department with class and respect. It is important that you act proactively in your education, seeking information and *timely* assistance as needed. It is your responsibility to take the time to read this handbook, code of conduct, and syllabi instructors distribute. The Athletic Department staff is committed to helping our student-athletes strive for greater success on the court/field and off. If you have questions, you must first ask. Let us know how we can help you meet your goals. Dream It, Believe It, Achieve It!

Karen Wiley

Athletic Director

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ATHLETIC DEPARTMENT DIRECTORY

Home of Kougars

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Members of: NJCAA (National Junior College Athletic Association, www.njcaa.org),
Region IV (www.illinoisjuco.com) , Arrowhead Conference

CODE OF CONDUCT

In personal development, as well as athletic development, the student athlete must take responsibility for their critical role in improvement. They must understand and respect the relationships and commitment that is necessary for team success. The following Code of Conduct has been developed to guide and aid student athletes in achieving a level of behavior that will represent our programs and department with respect and class and help produce mature, responsible and confident young men and women.

KISHWAUKEE COLLEGE STUDENT ATHLETES HAVE A RESPONSIBILITY TO:

- ∞ Strictly adhere to the rules and regulations of the NJCAA and standards of Kishwaukee College Athletic Department.
- ∞ Follow the rules, policies and guidelines as established by the team's coaching staff.
- ∞ Treat others fairly, respectfully, regardless of the gender, place of origin, color, sexual orientation, religion, political beliefs or economic status.
- ∞ Refrain from public criticism of fellow athletes, coaches or officials.
- ∞ Communicate and cooperate with athletic trainers/doctors regarding injuries, treatments and management of athletic injuries.
- ∞ Uphold the rules and spirit of the sport and encourage others to do the same.
- ∞ Identify themselves to instructors as "student-athletes" in the first or second week of classes and inform them of any classes they may miss due to athletic travel.
- ∞ Inform their coach BEFORE dropping/adding a class to their schedule.
- ∞ Abstain from the use of tobacco products.
- ∞ Abstain from drinking of alcoholic beverages, using performance enhancing or mind-altering drugs.
- ∞ Consistently display a high personal standard of excellence, class and dignity by projecting a favorable image of their sport in competition, in the classroom, on the internet (eg. My Space, Facebook) and day to day activities.

KISHWAUKEE COLLEGE STUDENT ATHLETES MUST:

- ∞ Participate in a manner that ensures the safety of athletes, coaches and officials
- ∞ Respect others. Verbal or Physical behaviors that constitute harassment or abuse are unacceptable.
- ∞ Never advocate or condone use of tobacco or alcohol.
- ∞ Never advocate or condone the use of performance enhancing or mind-altering drugs.
- ∞ At no time allow individuals who may request sexual favors or use threats of reprisal for rejection to go unreported.

I have read and understand the above Code of Conduct and agree to conduct myself in a manner that demonstrates the standards set as a Kishwaukee College Student Athlete. I also understand that this code of conduct applies to my personal activities outside of the scope of the athletics at Kishwaukee College. I understand if I violate Kishwaukee College's Athletic Department, team expectations, and/or exhibit any insubordinate attitudes, suspension of practices/games and/or removal from the team may result. Following this discipline, Athletic Awards may be removed. The discipline administered will be given by the Athletic Director and Head Coach of my respective sport and will be clearly communicated to me as soon as possible. By signing below, I am also giving my permission for my coach and/or A.D. to send and/or discuss my transcripts, grades or medical conditions with my parents/legal guardians and college recruiters.

Name of Athlete: _____

Signed: _____

Date _____

ATHLETIC ELIGIBILITY INFORMATION, CLARIFICATION AND GUIDELINES

Students, coaches and staff must not determine sports eligibility status without consulting with the Athletic Director and the Kishwaukee College Eligibility Officer/Credentials Analyst. The following are basic guidelines and DO NOT include many of the exceptions, unique circumstances, situations and interpretations which may occur in determining one's eligibility. **These guidelines are NOT all-inclusive. Please contact the A.D. for clarification regarding individual cases.**

The Athletic Department strongly recommends that student-athletes sign up for at least 15-16 hours each semester. Full-time enrollment is required for participation. Full-time is defined as 12 or more semester hours of class credit. This sets the student athlete on the path toward an associate's degree and enhances the likelihood of maintaining eligibility for the semester, future semesters at KC and institutions following KC.

- I. Major Requirements for Athletic Eligibility
 - A. All student athletes must have proof of high school graduation on file or equivalent (official transcripts, proof of GED, home school certification)
 - B. All transfer students must have official transcripts from all colleges attended full-time or part-time. These transcripts will be used to determine eligibility.
 - C. Student athletes must be making satisfactory progress within an approved college program. Students must attend classes regularly within 15 calendar days from the start of the term, enroll in, attend and maintain at least 12 credit hours prior to the first contest during each semester they participate in athletics.
 - D. Students must earn at least a 1.75 GPA in their first semester of full-time academic participation to be eligible for a succeeding (second) term. Summer term classes taken between high school and the start of college may be able to be added to the first fall term grades for eligibility determination for the spring semester (first year only).
 - E. At the end of the second semester and thereafter, you must satisfy ONE of the following requirements to be eligible for a succeeding (next) term:
 1. Student must pass 12 hours or more at least a 2.0 GPA during previous term of full-time enrollment **-OR-**
 2. Pass and accumulation of credit hours equal to 12 multiplied by the total number of terms in which the student attempted/was enrolled full-time with at least a 2.0 cumulative GPA (24 hours over 2 full-time terms, 36 hours over 3 full-time terms with min. 2.0 GPA) **-OR-**
 3. Student passing a certain number of total credit hours- 36 for Fall term sport or 48 hours for a spring sport over the course of their entire college academic history with a 2.0 GPA or better MAY be eligible but must see the A.D. for a specific case-case ruling.
 - F. Before the SECOND athletic season in a particular sport, the athlete must also have passed a minimum of 24 credit hours with at least a 2.0 GPA. These may be the "best" 24 credit hours if the student has completed more than 24 total hours.
 - G. In-season athletes become IMMEDIATELY ineligible if they drop or are administratively withdrawn (instructor drops student from class) to below 12 hours. They will remain ineligible until they register for additional hours to equal 12 or more hours. All student-athletes MUST receive a sign-off from the A.D. before requesting or initiating a withdrawal from ANY class in-season or out-of-season. Dropping below 12 hours will affect in-season eligibility and possibly future eligibility for graduation and NCAA eligibility.

KISHWAUKEE COLLEGE ATHLETICS INJURIES/INJURY REPORTING/INSURANCE CLAIMS

- ∞ Student athletes are responsible for reporting all injuries sustained as a direct result of official Kishwaukee College participation to the Head Coach and Athletic Trainer **IMMEDIATELY**. An injury/incident report must be filed by the Athletic Trainer and submitted to the KC Business Office- Insurance Handler. The report will justify any future medical payments that may need to be considered for payment by the college's secondary policy. Secondary injury insurance is only provided for injuries incurred as a direct result of participation in KC practices or games. Coverage is NOT provided on pre-existing conditions or conditions developed over time.

- ∞ Kishwaukee College provides Secondary Injury Insurance for all student athletes. Secondary Insurance means that if an athlete **is not** insured by a primary (personal or family) medical insurance policy, Kishwaukee College's injury policy *may* become primary provider for costs incurred due to an accident or injury sustained while participating in a college athletic activity. The athlete with personal primary medical insurance coverage must submit all bills to the **primary insurance company** first and receive an "Explanation of Benefits (EOB) from them. This form will then be submitted with an explanatory cover sheet, any non-covered balances or bills, and the EOB to KC's Business Office to our Athletic Insurance Coordinator for secondary payment considerations. The claim is submitted to our insurance company for processing. They will review the claim and within the limitations of KC's policy, will consider payment of the balance. The KC Athletic Trainer can assist parents and students with this process. Tina Musselman (ext.2330) may also be reached in the Business Office for questions regarding insurance coverage.

- ∞ In order for the secondary/excess coverage to be applicable:
 1. The athlete must be under the supervision of proper adult authority of Kishwaukee College at an official practice or game.
 2. KC will not provide coverage for illnesses or conditions which are not the DIRECT RESULT of an accident in our intercollegiate sports program. Exclusions include: chronic conditions, overuse, illnesses, preexisting conditions and non-intercollegiate sport injuries such as injuries in non-sanctioned practices or recreational activities.
 3. An accident is defined as an unexpected, sudden, definable and an unforeseeable external event, which is the direct cause of bodily injury, independent of any illness, prior injury or congenital predisposition.