

CNCC SPARTANS

Student-Athlete Handbook 2022-2023

COLORADO NORTHWESTERN COMMUNITY COLLEGE

STUDENT-ATHLETE HANDBOOK

Introduction

Student-athletes are representatives of Colorado Northwestern Community College (CNCC) and are expected to achieve success in both the academic and athletic realm. This handbook provides guidance on the standards that student-athletes are expected to meet to participate in athletics at CNCC. This handbook is intended to provide a template of the basic characteristics of behavior expected from student-athletes, but it is not intended to be inclusive of all situations that may be encountered. Specific questions regarding the operation, policies, procedures, rules, and regulations pertaining to the CNCC Intercollegiate Athletic Program should be directed to head coaches and/or athletic department administrators.

These policies are intended to be complementary to those governing regular non-athlete-students and student-athletes are expected to follow both sets of standards as outlined in the CNCC Student Handbook and Student-Athlete Handbook. Nothing in this Handbook is intended to create (nor shall be construed as creating) an express or implied contract or to guarantee for any term or to promise that any specific process, procedures, or practice will be followed, or benefit provided by the College. The College reserves the right to modify, change, delete or add to the information in this Handbook as it deems appropriate.

Student-Athlete Code of Conduct

Student-athletes have specific responsibilities as outlined in this handbook. Each athlete is expected to understand, that at a minimum, they are to follow the policies described in the CNCC Student-Athlete Handbook, CNCC Student Handbook, the Student-Athlete Code of Conduct, NJCAA bylaws, SWAC bylaws, NIRA Bylaws and the rules for the sport in which they participate. Student-athletes:

- shall maintain behavior that is in conformity with all the written contract team rules and expectations of their coaches and understand that if they have any questions about those expectations or team rules, it is their responsibility to ask the coach and/or athletic director to clarify such rule.
- Understand that while CNCC recognizes our student-athletes may express their own views on a variety of issues on their personal time, we do not condone any form of protest during the playing of our National Anthem at school sponsored events or athletic competitions. During athletic competitions, our student-athletes represent not only themselves, but also Colorado Northwestern Community College. When they don the CNCC Spartan jersey, they step out of their personal roles and into the role of an ambassador for our school.
- shall not consume or possess illegal drugs (including steroids), tobacco products, alcohol and marijuana. Any violation of this policy can result in immediate expulsion from the team and a forfeiture of all athletic grant monies for current semester and any further semesters. Whether that violation occurs on or off campus (random drug testing may be performed).
- shall understand that academics are of equal importance to excelling in the sport in which they participate and that they must balance sport participation with academics and course schedules.
- shall keep their instructors informed of their participation in a sport and aspects such as travel so they can keep up with coursework and that resources for success including tutors, technology, student success seminars and all other academic support to achieve academic success.
- shall not be involved in any activity in person or involving digital media that would reflect poorly on, or exhibit socially unacceptable behavior, or inappropriately compromise and/or disgrace students, faculty, staff, team, players, coaches, Athletic Department, or CNCC in a sexual or physical manner.
- that non-compliance with Student-Athlete Code of Conduct Agreement can result in disciplinary action by the Athletic Department, including but not limited to loss of scholarship.

Drug, Alcohol, Marijuana and Tobacco Policy

Student-athletes are considered representatives of Colorado Northwestern Community College and are expected to adhere and acknowledge the drug, alcohol, and marijuana and tobacco policy statement. The use of illicit, controlled, and/or performance enhancing substances (alcohol, cocaine, marijuana, anabolic steroids and other drugs) by student-athletes of Colorado Northwestern Community College is neither condoned nor tolerated. Student-athletes who violate this policy are subject to the following disciplinary actions, and students for which there is reasonable suspicion of use may be subject to any or all of the following disciplinary actions:

- Immediate indefinite suspension from the intercollegiate athletic program pending a determination by the Coach, Athletic Director and Vice President of Student Services.
- Cancellation of student-athlete's athletic scholarship.
- Student-athlete will undergo drug screen testing at any time with notice. Failure to comply with this requirement will result in automatic suspension from team(s) and possible forfeiture of scholarship. The student-athlete will be financially responsible for tests which return positive.
- Student-athletes found to be involved in the illegal distribution/possession of illicit drugs including alcohol or marijuana through (transfer or sale) may also face criminal charges according to State and Federal law and disciplinary action according to the Student Code of Conduct.

This policy applies to all student-athletes and will be strictly enforced. Student-athletes who wish to appeal disciplinary action taken against them for violation of this policy must indicate their intent to appeal, in writing, to the athletic department administrators and the Vice President of Student Services within five business days. Failure to comply with this deadline will result in forfeiture of the student-athletes right to appeal. The outcome of the appeal as determined by the athletic department administrators and the Vice President of Student Services athletic shall be final.

Athletic Discipline

Head coaches are granted a reasonable degree of autonomy regarding the disciplinary action that may be taken with student-athletes on their teams. Student-athletes are responsible for understanding Athletic Department and team policies/rules, and the commensurate penalties for breaking policies/rules. No student-athlete is permitted to participate in a sport until after they have signed that they have read, understood, and agreed to follow these policies and procedures and those of the team in which they are going to participate.

In cases where student-athletes and coaches are in disagreement over disciplinary sanctions, and/or in cases where student-athlete appeal may be warranted, the Director of Athletics or designee will review the situation and render a decision. The Director of Athletics may uphold, overturn, or modify a coach's decision.

The athletic disciplinary system in no way replaces or cancels the CNCC Disciplinary System as outlined in the CNCC Student Handbook. The penalties outlined in this section are only applicable to student-athletes. Violators of both the policies/rules of the Athletic Department and those in the CNCC Student Handbook, are subject to discipline as outlined in both systems. The Director of Campus Life shall notify coaches and Athletic Director of all violations.

Academic Policy

During a student-athlete's educational experience at CNCC, the college will monitor their athletic eligibility from the time of enrollment and throughout the semester to help assure the student is maintaining a minimum GPA of 2.0. The priority is to help the student-athlete work towards completing their requirements for graduation or to transfer.

At the time of enrollment at CNCC:

1. Academic Advising and Planning
 - When a student-athlete enrolls in CNCC the priority will be for the student-athletes to meet with their academic advisor to develop a plan to graduate. To help meet the goal of graduation student-athletes must take 15/16 credit hours per semester. This will help the student-athlete complete the graduation requirements to finish within a two-year timeframe.
2. With an incoming GPA (transfer/HS) below 2.0 or low placement, the student-athlete must do the following:
 - Student Services will start an academic intervention for the student-athlete and report out via Navigate to Advising, Gateway Center, and Athletic Director.
 - 2 hours per week of documented tutoring at the Gateway Center. This tutoring will be reported by the tutors/Gateway staff to the Athletic Director through Navigate.
 - The student-athlete will work with Gateway, Student Services, etc. to develop a Student Success Plan (see attached Student Success Plan).
 - The student-athlete will attend five study skills development sessions (within the first semester) with the Gateway Center that will be documented to Athletic Director through Navigate.

During the Current Semester:

1. Starting after the Week 6 Grade Check the student-athlete's course grades will be evaluated using the 3-Week Grade Check report and in consultation with Academics, Student Services, and the Athletic Director.
 - If a student-athlete has 2 Ds or 1 F: The student-athlete will not be allowed to play and not permitted to travel. The student-athlete is allowed to practice.
 - Student Services will start an academic intervention for the student-athlete and report out via Navigate to Advising, Gateway Center, and Athletic Director.
 - For every D, the student-athlete will complete 1 hour per week of documented tutoring at the Gateway Center. This tutoring will be reported by the tutors/Gateway staff to the Athletic Director through Navigate.
 - For every F, the student-athlete will complete 3 hours per week of documented tutoring at the Gateway Center. This tutoring will be reported by the tutors/Gateway staff to the Athletic Director through Navigate.
 - The student-athlete will work with Gateway, Student Services, etc. to develop a Student Success Plan (see attached Student Success Plan) and complete the Weekly Planner for every week they must have an academic intervention (see attached Weekly Planner).
 - The student-athlete will have the Success Plan and the Weekly Planner signed by their coach and Director of Student Support
 - If the student-athlete does not provide these weekly updates to their coach and Director of Student Support, they will not be allowed to practice.
 - The student-athlete's grades will be evaluated every 3-Week Grade Check to see if the student-athlete is following their Success Plan. If the student-athlete has followed their Success Plan and their Ds and/or Fs have improved, they will be allowed to return to play and travel.

Steps for Next Semester (Fall-Spring and Spring-Fall)

1. At the start of the next semester student-athlete's final grades will be evaluated by Academics, Student Services, and the Athletic Director.
 - If a student-athlete has 1 F on the final grade from the previous semester they will complete 5 hours per week of documented tutoring at the Gateway Center. This tutoring will be reported by the tutors/Gateway staff to the Athletic Director through Navigate.
 - The student-athlete will meet with their academic advisor to update their plan for graduating taking into consideration the F and planning to retake the course to earn the necessary graduation requirements.
 - The student-athlete will not be allowed to play or practice for the first three weeks of the semester to focus on completing the above tasks (tutoring and degree planning).
 - At the Week 3 Grade Check, the student-athletes' grades will be evaluated. If the student-athlete does not have any D's or F's they will be allowed to return to practice.
 - At the Week 6 Grade Check, if the student-athlete does not have any D's or F's they will be allowed to return to play.
2. By the end of the second semester of enrollment at CNCC the student-athlete's final grades will be evaluated by Academic, Student Services, and the Athletic Director.
 - If the student-athlete has two or more Fs on their CNCC transcript (not including courses completed at Colby College, Garden City, etc.) and has below a 2.0 cumulative GPA they will not be allowed to play any sports for CNCC Athletics.
 - For the student to return to CNCC Athletic teams they must meet with their academic advisor to take replacement courses for the F's they have on their transcripts and earn a 2.0 cumulative GPA.
 - The student-athlete must complete the replacement courses with Colorado Northwestern Community College.

Roles and Responsibilities of Staff:

- Coaches: The coaching staff will enforce the above Student-Athlete Eligibility Policy and work in concert with Student Services, Gateway, etc. to help student-athletes succeed academically and graduate.
- Gateway Center: Will work with the student-athlete to complete their Success Plan, Weekly Planners, and schedule tutoring. They will report the outcome of these meetings and tutoring via Navigate to the Athletic Director.
- Student Services: Will aid in creating academic intervention cases and assign them to Gateway, if not already assigned.
- Athletic Director: Will oversee compliance of this policy.

Student-Athlete Ethical Responsibilities

Student-athletes are expected to perform in an ethical manner as both as student and athlete. There is a difference, yet overlap, between following Codes of Conduct and acting in an ethical manner. Acting in an ethical manner is a more encompassing act and involves greater self-control, discipline, and maturity. Student-athletes must follow the Code of Conduct however the Athletic Department expects that all athletes will attempt to act in an ethical manner to the greatest degree possible. This requires:

- Conformity to all rules, policies and expectations of the NJCAA, Scenic West Athletic Conference, CNCC, the Athletic Department, and the coaching staff.
- Maintaining acceptable academic standards.
- Communicating with instructors and coaches.

- Being responsible with financial matters.
- Reporting all injuries to coaches and trainers.
- Completing all forms and paperwork on a timely manner.
- Dressing, speaking and acting in a civil and appropriate manner on and off campus.

Athletic Grants, Financial Aid, Recruitment Standards and Letters of Intent (LOI's)

All athletic financial assistance is outlined in a Letter of Intent (LOI). The Letter of Intent defines what, if any, athletic financial assistance is going to be provided by the college. It is a signed agreement between the student-athlete and the college stating that both parties will meet the obligations stated therein. If this agreement is not exercised by the signing of all required parties (Athletic Director, Coach, College President/Representative, Parent (if applicable), and Student-Athlete) then no agreement exists between the college and student-athlete regardless of other documents and/or verbal commitments.

Financial assistance will not be granted and a Letter of Intent will not be executed for a student-athlete unless the following conditions are met and maintained:

- Application for Federal and State financial aid, FAFSA, must be filed through the CNCC Financial Aid Office. The FAFSA must be filed for funds to be distributed to the student-athlete's account.
- Student-athlete must maintain eligibility status to maintain athletic funds. Eligibility can be found on each LOI.

Student Insurance

Before an athlete may practice or participate in any college athletic event, student-athletes are required to provide proof of and paperwork for primary insurance coverage and require a physical examination (within the last 12 months) which states they may participate in practices and competitions. If the athletes do not have a primary insurance carrier, a waiver must be signed with the athletic trainer. Secondary college insurance for the intercollegiate athletic program is not maintained. This means that the full cost of injury resides with the athlete.

Transportation and Safety Policies

Safely using equipment and transporting personnel is the overriding objective expected of all staff who assume transportation responsibilities. No personnel are to knowingly utilize defective equipment or drive and transport personnel in conditions not conducive to safe travel. Transportation safety is paramount and students who believe that safety standards are not being met should lodge a complaint via the Colleges complaint process. Transportation includes on campus and community travel. All the following policies are to be followed in:

- Student-athletes will follow all traffic signs on campus including, but not limited to stop signs, speed limit signs, handicap parking, motorcycle parking and college staff parking.
- Only CNCC employees are permitted to drive CNCC vehicles (work studies are considered employees of the college).
- Rodeo athletes - student-athletes are allowed to use their own vehicles for transportation due to the nature of the sport for hauling animals and equipment.

Equipment Policy

Each student-athlete is responsible for the equipment checked out to them. Athletes are not to trade equipment with other athletes or teammates and must return their equipment themselves to the head coach. Equipment and supplies issued to student-athletes (to include game and practice uniforms) is to be returned no later than the last day of classes in which the season ends or one week after the last athletic competition in that sport if that sports season ends after the end of a semester. Student-athletes will be billed for all issued equipment not returned as stipulated. If issued equipment is not returned within two weeks after the due dates noted above, the full cost of the equipment will be billed the student-athlete. Once unreturned equipment has been billed to the student it cannot be returned. Equipment is considered returned when accepted by the Head Coach of the sport for which the equipment is used. Equipment is to be returned clean and folded. If a student is billed, for not returning equipment, a hold will be put on the student-athletes account until their bill is fully paid.

Residency Policy

All student-athletes must live in the residence halls and follow all Campus Life residency requirements unless, after an appeal to the Athletic Director who may consult with the Assistant Athletic Director, Director of Campus Life, Vice President of Instruction and Vice President of Student Affairs, a written variance has been procured stating under what conditions the residency policy has been waived. An appeal will not be granted to any student that has a GPA of a 2.0 or lower or has had previous conduct issues in the resident halls.

Possible exceptions for a student-athlete to live off campus with an appeal filed, may include but not limited to,

1. Twenty-one years of age or older
2. Have a medical need, ex. diabetes or severe allergies – documentation from a licensed medical provider must be included
3. All other situations will be considered on a case-by-case basis

If a student is to petition to live consecutive years off campus an appeal must be filed each year prior to the new school year.

Athletic Media Relations and Social Media Policy

Colorado Northwestern Community College athletics teams can generate a high level of interest and media coverage. The Department of Intercollegiate Athletics is aware that its image affects the reputation of the entire College and stresses that all student-athletes exercise extreme care when making statements to the media or in the use of social media (Facebook-Twitter). Since a single incident, delivered message, or picture, or impulsive statement can put other students in compromising situations, bring shame upon oneself and/or team and possibility receive national attention, specific policies have been developed concerning interaction with the media and use of social media. The following guidelines will be met:

- Colorado Northwestern Community College will not release contact information for student-athletes and/or personal staff information.
- Although coaches and student-athletes can speak with media representatives without supervision, they must keep in mind that the media should not be given information concerning the Department of Intercollegiate Athletics without prior knowledge and consent of the Athletic Director.

- All requests for interviews received by Department of Intercollegiate Athletics personnel should be referred to the Athletic Director.
- Press conferences pertaining to the intercollegiate athletics program may only be called by the Director of Athletics. The Athletic Director is responsible for conducting all press conferences, both pre-season and in-season, in cooperation with the coaches, administrative staff and the student-athletes.
- Athletic Director or head coaches will authorize and review before release all press and news releases pertaining to the intercollegiate athletics program.

The Department of Intercollegiate Athletics will coordinate with the Marketing Department all publicity materials.

Eligibility

Colorado Northwestern Community College adheres to the eligibility rules established by the NJCAA, and NIRA for all student-athletes. Registered full-time students are eligible for intercollegiate competition in accordance with the applicable rules of these organizations and as established by other CNCC policies.

Full-time student-athletes may participate in intercollegiate sports and receive their scholarship grant when they maintain a cumulative 2.0 grade point average (GPA) for more than 12 credit hours for each fall and spring semester of the academic year with a total cumulative 2.0 GPA for 24 credit hours for each academic year (fall and spring).

To be eligible for play all student-athletes must meet the requirements stated in this manual and be certified by the college that they meet the minimum standards of NJCAA Division I and NIRA in order to participate in intercollegiate athletics.

Official high school and previous college transcripts must be sent to CNCC prior to athletic competition. The Registrar must receive official transcripts from student-athletes high school and directly from another college.

**Colorado Northwestern Community College
Student-Athlete Code of Conduct Agreement**

I understand that I have specific responsibilities that are outlined in this handbook, and I understand that each Head Coach will provide me a copy of any additional rules for the sports program in which I will participate. I understand that at a minimum the policies described in the CNCC Student-Athletes Handbook, CNCC Student Handbook, those policies stated as the Student-Athlete Code of Conduct, and those rules for the sport in which I participate, represent the expectations of student-athletes. Student-athletes:

- shall maintain behavior that is in conformity with all of the written contract team rules and expectations of their coach and understand that if they have any questions about those expectations or team rules, it is their responsibility to ask the Coach and/or Athletic Director to clarify such rules;
- shall understand that while CNCC recognizes our student-athletes may express their own views on a variety of issues on their personal time, we do not condone any form of protest during the playing of our National Anthem at school sponsored events or athletic competitions. During athletic competitions, our student-athletes represent not only themselves, but also Colorado Northwestern Community College. When they don the CNCC Spartan jersey, they step out of their personal roles and into the role of an ambassador for our school;
- shall not consume or possess illegal drugs (including steroids) and a violation of this policy can result in immediate expulsion from the team and a forfeiture of all athletic grant monies for current semester and any further semesters, whether that violation occurs on or off campus (random drug testing may be performed);
- shall understand that they may not violate the CNCC alcohol and tobacco policy and a violation can result in disciplinary action and/or suspension from the team, whether that violation occurs on or off campus, and if removed from the team, the student-athlete may have athletic grant monies for the current semester and any further semesters rescinded;
- shall understand that academics are of equal importance to excelling in the sport in which they participate and that they have to balance sport participation with academics and course schedules;
- shall keep their instructors informed of their participation in a sport and aspects such as travel so they can keep up with course work and that resources are provided by the college, such as study halls, advisors and coaches, to help achieve academic success;
- shall not be involved in any activity in person or involving digital media that would reflect poorly on, or exhibit socially unacceptable behavior, or inappropriately compromise and/or disgrace students, faculty, staff, team, players, coaches, Athletic Department, or CNCC in a sexual or physical manner;
- shall understand that issues and grievances may be brought forward in a confidential, and if necessary, anonymous manner via the Colleges complaint process;
- shall not have four (4) unexcused absences in any class or in study hall and if excessive unexcused absences (4 or more) result, understand that they will be placed on probation for lack of attendance and that further absences can result in suspension from the team and potential forfeiture of scholarship for the current semester and any future semesters;
- shall be checked for athletic class attendance, grade status, and academic misconduct on a regular basis and if at any time academic status is of a concern the Athletic Department can take action up to and including suspension or expulsion from the team based on eligibility concerns, and potential forfeiture of scholarship for the current semester and any future semesters, and;
- shall understand that non-compliance with Student-Athlete Code of Conduct Agreement can result in disciplinary action by the Athletic Department, including but not limited to loss of scholarship.

I, _____, know where to find a copy, have read and agree to abide by the policies & rules of the Student-Athletes Handbook and understand it is my responsibility to follow the policies & rules outlined.

Athlete's Signature:

Date:

**Colorado Northwestern Community College
Alcohol, Drug, Marijuana, and Tobacco Policy Agreement**

Student-athletes are considered representatives of Colorado Northwestern Community College and are expected to adhere and acknowledge the alcohol, drug, marijuana, and tobacco policy agreement. The use of illicit, controlled, and/or performance enhancing substances (alcohol, cocaine, marijuana, anabolic steroids and other drugs) by student-athletes of Colorado Northwestern Community College is neither condoned nor tolerated. Student-athletes who violate this policy are subject to the following disciplinary actions, and students for which there is reasonable suspicion of use may be subject to any or all the following disciplinary actions:

- Immediate indefinite suspension from the intercollegiate athletic program pending a determination by the Coach, Athletic Director and Vice President of Student Services;
- Cancellation of student-athlete’s athletic scholarship;
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- Student-athletes found to be involved in the illegal distribution/possession of illicit drugs including alcohol or marijuana through (transfer or sale) may also face criminal charges according to State and Federal law and disciplinary action according to the Student Code of Conduct.

This policy applies to all student-athletes and will be strictly enforced. Student-athletes who wish to appeal disciplinary action taken against them for violation of this policy must indicate their intent to appeal, in writing, to the athletic department administrators and the Vice President of Student Services within five business days. Failure to comply with this deadline will result in forfeiture of the student-athletes right to appeal. The outcome of the appeal as determined by the athletic department administrators and the Vice President of Student Services athletic shall be final. My signature below serves as verification that I have read, understand and agree to abide by the provisions of the CNCC Athletic Department Substance Use Policy.

Student-Athlete (Print) Date

Student-Athlete (Signature) Date