I. INTRODUCTION

This handbook has been prepared to assist you as a student and an athlete at Coastal Bend College. You may use this book as a resource guide for the College, the Department of Athletics and your new surroundings. Read through the entire handbook to become familiar with Coastal Bend College and the Athletic Department rules and regulations. You should refer to the handbook as needed.

II. NJCAA STUDENT-ATHLETE ELIGIBILITY

GENERAL INFORMATION

Student-athletes participating on an intercollegiate level in any one of the certified sports of the NJCAA shall conform to the requirements of the NJCAA Rules of Eligibility, the rules and regulations of the conference/region with which the college is affiliated and also the rules of the college at which the student-athlete is attending and participating.

A student-athlete must be a graduate of a high school with a duly-recognized academic diploma or a General Educational Development (GED) test.

Student-athletes must be enrolled full-time (12 or more credit hours), must be making satisfactory progress with a 2.0 GPA of an approved college program and must maintain enrollment in 12 or more credit hours of college work during each semester term of athletic participation.

Student-athletes who drop below 2.0 GPA with 12 hours or have less than 12 hours are immediately ineligible to participate in their upcoming seasonal athletic competition. Instant forfeiture of any student athlete’s athletic scholarship may not be renewed for the following competitive season.

Student-athletes who drop below 12 hours during the semester term are immediately ineligible until full-time status is regained within that term.

IMPORTANT: The rules and regulations that govern intercollegiate eligibility are exceptionally complicated and complex; the information provided above is very general. For specific eligibility information, contact Kenneth Bethune at 361-354-2721 or kbethune@coastalbend.edu

III. DEPARTMENT OF ATHLETICS AND FITNESS MISSION STATEMENT

Coastal Bend College is proud of its association with the National Junior College Athletic Association (NJCAA). Coastal Bend College competes in five National Junior College Athletic Association (NJCAA) Division I sports and one Division III sport. Our physical education program underlines the carry-over value of athletics as well as the importance of the physical development of the individual.

We are committed to the recruitment and retention of a diverse population of highly motivated student-athletes. We are also committed to the recruitment and retention of coaches and athletics staff that can contribute to the success of our student athletes.
We will emphasize the positive value of physical activity, learned skills, competition, good sportsmanship, and teamwork throughout the college. The Athletic Program represents an exemplary model of intercollegiate athletics where athletic excellence is pursued with support for the institution’s academic mission. Our goal is to attract, retain and graduate the finest student-athletes who sequentially become loyal, supportive and proud alumni.

Our mission includes the following objectives:

• Strict adherence to NJCAA Division I and III rules and regulations.
• Deliver an environment in which goals can be set, supported and realized.
• Ensure that the academic progress of student-athletes is monitored and never compromised.
• Deliver justifiable participation opportunities and quality of service to both female and male student-athletes.
• Employ the best available coaches and support staff.
• Deliver the best possible facilities, equipment and supplies.
• Ensure competitive schedules, appropriate to provide challenging opponents and competitive balance.
• Recruit student-athletes who will succeed in our academic and athletic environments.
• Prepare individuals and teams to realize their full competitive potential.
• Communicate the mission, goals and accomplishments of our Program to the campus, community and alumni as frequently as possible.
• Manage the unique diversity of our campus into a source of pride and success.

IV. STUDENT-ATHLETE CODE OF CONDUCT

PERSONAL CONDUCT

By joining CBC’s intercollegiate sports program, you have become a representative not only of your team, but also of the college. One of the benefits of college life is having the freedom to manage your lifestyle in a more independent manner. However, with this freedom, you are responsible for demonstrating sound moral and ethical judgment in your decision-making process. You are expected to conduct yourself, at all times, in a manner that brings credit to you, the college and your team. Be aware of the image you are creating. Is the impression you are making on fellow students, student-athletes and professors a positive one?

SPORTSMANSHIP A basic principle of NJCAA and Coastal Bend College athletic competition is to develop and foster respect for fellow participants, coaches, officials and spectators. You must act with honesty and sportsmanship at all times so that you represent the
honor and dignity of fair play and the generally recognized high standards associated with sanctioned competitive athletics programs.

Enter each competition expecting fairness. Maintaining the proper attitude is extremely important. Compete hard but play fair. Treat your opponents equally and with respect. Unsportsmanlike conduct by others never justifies retaliation with unsportsmanlike conduct on your part. Support your officials; avoid criticizing them or blaming losses on their actions. Support team efforts by encouraging teamwork and mutual effort. Support your coaches and concentrate on playing well. Good sportsmanship comes easily when you are proud of your performance.

Coastal Bend College will not tolerate any of the following unsportsmanlike behaviors:

- Physically abusing an official, coach, athlete, spectator or opponent.
- Throwing of objects at individuals, spectators or across a field or arena.
- Inciting players or spectators to violent action or any behavior that insults or defiles an opponent’s traditions.
- Encouraging our fans to boo an opposing team when introductions are made.
- Using obscene or inappropriate language or gestures to officials, opponents, team members or spectators.
- Violating generally recognized intercollegiate athletics standards or the values and standards associated with the college as determined by your head coach and approved by the Coordinator of Athletics.

NON-PARTICIPATION

The student athlete can voluntarily decide not to participate in their Letter of Intended sport with no penalization if they have not signed a Letter of Intent. If student athlete has voluntarily decided not to participate in their Letter of Intended sport then he/she will have to immediately forfeit any athletic scholarship in which the amount will be paid with a prorated balance of the scholarship. Participation can be continued by supporting their LOI sport in the following ways, with coaching staff approval: field of play, scorebook keeping, game operations, and team managerial assignments. If a certain hardship results in a non- participation decision then head coach, athletic director and Dean of Student Services will review the extent of the circumstance.

TOBACCO

The Department of Athletics does not condone the use of tobacco or tobacco products. The use of tobacco is prohibited in connection with any intercollegiate function. A team function is defined as any activity that is held as a team meeting, practice, game, fundraising event, community service or informal workout, on or off the CBC campus.

The NJCAA bans the use of tobacco products at all practices and games as well as NJCAA championship events. All tobacco products are prohibited under the ban,
including cigarettes and cigars, snuff and chewing tobacco. Any person, including student-athletes, coaches, and officials, found using tobacco on the field, during practices and games and while traveling to and from games or other championship activities, will be subject to the CBC Department of Athletics and NJCAA misconduct provisions.

ALCOHOL and DRUGS

The Department of Athletics adheres to an overall philosophy that all student-athletes are prohibited from drinking or using any illicit drugs. The head coach, and Coordinator of Athletics will be informed immediately of any alcohol-related cases involving a team member.

Any student-athlete involved in an alcohol/drug-related incident is subject to college sanctions described in the Coastal Bend College Student and the Cougar Athletic Handbook. The consumption of alcohol by student-athletes is prohibited in connection with any official intercollegiate team function.

If a student-athlete is involved in an alcohol/drug-related incident in which there are no legal implications, the coach, Athletic Director, and Dean of Student Services will determine the disciplinary action which may range from probation to expulsion. If the alcohol/drug-related incident has legal implications, the student athlete’s case will be handled through the judicial system.

HAZING

Coastal Bend College does not condone hazing in any form. The Department of Athletics will apply sanctions as deemed appropriate in any allegations of hazing by a student-athlete.

Hazing is defined as any action that recklessly or intentionally endangers the health or safety of a person for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a student organization. The definition should include, but is not limited to:

- Requiring indecent exposure of the body.
- Requiring any activity that subjects a person to extreme mental stress, such as sleep deprivation or extended isolation from social contact.
- Confinement of a person to unreasonably small, unventilated, unsanitary or unlighted areas.
- Any assault upon a person.
- Requiring the ingestion of any substance or any other physical activity that could adversely affect the health or safety of an individual.

Athletic Coordinator, Head coach, or designated appointee, will be responsible for imposing disciplinary sanctions. The sanction imposed may also be indefinite pending the outcome of an investigation, hearing, or other future event.
**First Offense:** May result in suspension from the next contest or removal/dismissal from the team depending on the severity of the misconduct and the surrounding circumstances. The cancellation or non-renewal of an athlete’s scholarship for any act of misconduct may occur.

**Second Offense:** May result in suspension from team activities and removal/dismissal from the team. Immediate forfeiture of any athletic scholarship in which the amount will be paid with a prorated balance of the scholarship.

**Subsequent Offense:** In most cases this will result in dismissal from the team. Student will receive no further athletic scholarship and may be required to pay back all tuition and fees covered by the athletic scholarship. Each situation will be handled on a case by case basis.

**Disciplinary Appeals:** Should a student-athlete believe that he or she may have a grievance subject to appeal, that student-athlete may file a written appeal with the Athletic Coordinator describing the specifics of the grievance. The Athletic Coordinator will then hold an informal meeting with the student-athlete and the head coach. If the Athletic Coordinator and the coach are one and the same, then the Dean of Student Services will hold an informal meeting. If the complaint is not resolved, the student-athlete has a right to request a hearing with the Appeals Board.

**V. ACADEMICS**

**SUCCESS SKILLS**

Some students are better prepared for academic success than others. Studying, time management and test-taking are just a few of the skills that you learn in college.

As in athletics, you can only succeed academically if you are motivated and think positively. You must train as hard for your academics as you do for your sport.

A student-athlete must be more organized than most students. You must know when and where you function best. A well-planned schedule can save you time and energy both with your class assignments and athletic commitments. The following information has been included to help you develop effective and efficient study habits and improve your chances of academic success.

A. **ATTEND CLASS:** Tests are not only based on lectures, readings and research, but often on small items of information mentioned in class. If you are going to be away from campus for a game, you must get early permission from all of your professors. Get all assignments in advance, if possible, and find out when the work needs to be turned in, without penalty. If you are ill, inform your professors immediately. Student-athletes miss enough classes with road trips. Sick days will further denigrate your participation grade. Your class participation may be one criterion used by your professor for grading.

B. **TIME MANAGEMENT:** All of your daily, weekly and monthly activities should be
mapped out. Day planners, calendars and to-do lists can help you manage your time. Plan out your daily workouts, practice, competition, travel days, quizzes, essays and projects. This will also allow you to identify and correct any conflicts that arise in your schedule. Plan ahead and do not leave studying to the last minute.

C. GO TO CLASS PREPARED: You should have all reading and written assignments completed before you go to class. If you go to class unprepared it is difficult to understand the material presented in class. Consider it training for academic competition. Some professors have preconceived ideas about a student-athlete’s attitude in the classroom that you may need to overcome.

D. ADJUST TO ALL SITUATIONS: Make a good impression from the beginning. Go to class on time, introduce yourself to the professor, sit in the front of the classroom and turn in professional work. All of these factors could improve your final grade which may be the difference between an A or A–.

E. STUDY HABITS: The primary study habit is to plan a regular study time every day. It also helps to study in the same place each day. The library or an empty classroom is a good place to study. Make sure it is a quiet, non-disruptive, well-lit room. Make sure that you have all the necessary materials: books, paper, computer, notes, etc.

CLASS ATTENDANCE

The Coastal Bend College faculty believes that regular and prompt class attendance is necessary for a student to benefit from the learning experience. Student athletes are responsible for informing their professors of upcoming class absences and arranging to make up assignments or missed exams. There is no official policy that excuses student-athletes to represent the college in athletic competition away from campus. Each faculty member maintains full authority in terms of class attendance and may choose to deal with absences as he or she deems appropriate.

You should tell your professors at the beginning of each semester when there are games that may cause you to miss class. This early notification is especially important if you will be traveling on the date of a scheduled exam. Your instructor then has an opportunity to offer an early exam or make-up exam at his or her discretion.

If your instructor requires documentation of your team travel, request a letter from the head coach at least one week in advance of the trip.

At least four days prior to departure, you should reconfirm your absence with your instructor. At that time, arrange to make up missed coursework as a result of traveling with your team.

It is essential to develop a relationship and to communicate with all your professors.

ACADEMIC INTEGRITY
The college and the Department of Athletics expect all student-athletes to be honest in their academic work. An academically honest student submits for evaluation only such work, including tests, papers, reports, presentations or ideas that have been written, performed or created solely by that student.

Academic dishonesty is viewed as an ethical issue and a violation of the principles of justice and personal responsibility. As a student-athlete you are a representative of your team and of the athletic department. All students found guilty of plagiarism or cheating in connection with academic work will be subject to disciplinary action by the college and/or the Department of Athletics as written in the Coastal Bend College Student and the Cougar Athletic Handbook. CBC student-athletes shall maintain integrity and do their own work on tests, papers and assignments.

ACADEMIC SUCCESS PROGRAM

The Academic Success Program is a program designed by the Center for Student Development staff to assist students in developing skills needed to succeed in college by offering support through workshops, seminars, lectures, programs and individualized counseling sessions. Enrollment in the Academic Success Program is mandatory for all new student-athletes. Student-Athletes with a 3.0 GPA do not have to attend the Academic Success Program. Each team has an ASP coordinator who works directly with the head coach to assist student-athletes in achieving their academic goals.

VI. COLLEGE POLICIES

HARASSMENT

Coastal Bend College reaffirms that it does not tolerate any form of harassment directed toward any person or group within its community: students, employees or visitors. Everyone associated with the college is obligated to refrain from actions that could intimidate, humiliate or demean persons or groups, or that undermine their sense of security or self-esteem.

Harassment consists of abusive behavior directed toward an individual or group because of race, ethnicity, ancestry, national origin, religion, gender, sexual preference, age or physical or mental disabilities. The college strictly prohibits making submission to harassment, either explicitly or implicitly, a term or condition of an individual’s employment, performance appraisal or evaluation of academic performance; and forbids harassment that has the effect of interfering with an individual’s performance or creating an intimidating, hostile or offensive environment.

Behaviors that denigrate others are prohibited. The use of derogatory names, inappropriately directed laughter, inconsiderate jokes, anonymous notes or phone calls and conspicuous exclusion from conversations and/or classroom discussions are examples of harassing behaviors that are prohibited.

Most importantly, all members of the Coastal Bend College community are responsible for the maintenance of a positive environment in which everyone feels comfortable working and learning. The failure of managers and supervisors at any level
to remedy harassment violates this policy as seriously as the original discriminatory act.

If you believe you are being harassed or otherwise subjected to discrimination you are encouraged to consult in places to receive support are any dean’s office, the Office of the President, or the Counseling Center. Refer to the Coastal Bend College Student Handbook.

SOCIAL NETWORKING WEBSITES

The Department of Athletics understands the popularity and usefulness of social networking sites and supports their use by student-athletes provided:

- No offensive or inappropriate pictures are posted.
- No offensive or inappropriate comments are posted.
- Any information placed on the website(s) does not violate college, Department of Athletics or student-athlete codes of conduct.
- Photos and/or comments posted on these sites do not depict team-related or college-identifiable activities (including wearing/using team uniforms or gear inappropriately).

Student-athletes must remember that they are representatives of Coastal Bend College and are in the public eye more often than other students. Please keep the following in mind as you participate on social networking websites:

- Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online becomes the property of the site(s) and is completely out of your control the moment it is placed online – even if you limit access to your site.
- You should not post any information, photos or other items online that could embarrass you, your family, your team, the Department of Athletics or Coastal Bend College. This includes information that may be posted by others on your page.
- Never post your home address, local address, phone number(s) and date of birth or other personal information. You could be a target of predators.
- Coaches and Department of Athletics administrators can and do monitor these websites regularly.
- Student-athletes could face discipline and even dismissal for violation(s) of team, athletic department, college and/or NJCAA policies.

DISCIPLINARY ACTION

A student-athlete may be disciplined for any of the following infractions:

- Conduct that damages or destroys college property or the property of others on college or college-related premises.
- Unauthorized use of college property or the property of a member of the college community.
• Conduct that constitutes a danger to the personal safety of any member of the college community, including guests.
• Conduct that does or attempts to obstruct, or seriously impair, college sponsored activities on or off campus.
• Any acts that violate regulations and rules set forth in the Coastal Bend College Student and the Cougar Athletic Handbook.
• Any acts of racism, violence or harassment that violate board policy on racism and intolerance.
• Knowingly making false statements about a college-related matter.
• Forging, altering or otherwise misusing a college record or document.
• Knowingly possessing, using, transmitting, selling or being under the influence of any dependency-producing drug on the college campus or off the college campus at a college-sponsored activity.
• Academic dishonesty.
• Plagiarism.

VII. TEAM TRAVEL

ATTIRE

As personal appearance is a direct reflection of a student-athlete and his or her team, take a special interest in how you present yourself, especially during team travel. The specific dress code for travel will be set by your head coach and must be followed at all times when on a trip. In general, your attire is to be neat and clean, taking into consideration the location and function you are attending. Understand that you are a visible representative of the college, and as such, you are responsible for exercising good judgment in your appearance, both on and off the campus.

RULES ON THE ROAD

• Observe the rules set forth regarding casual attire.
• Keep your language clean at all times.
• Absolutely no alcohol is to be carried or consumed while traveling to or from competition.
• When at hotels, absolutely no one but players will be allowed in rooms. This includes parents and friends. With the head coach’s knowledge, arrange to meet them in the hotel lobby.
• Be a courteous hotel guest. Keep televisions turned down and doors closed.
• Do not hang wet towels over furniture.
• For your protection, do not leave money or other valuables unprotected in your room.
• Nothing is to be taken from the hotel. Any damage reported by the management may result in sanctions against those registered in the affected room.
• Remember that the Department of Athletics pays for your transportation, room and board. You must pay for room service, laundry, phone calls and other individual charges on your own.

IMPORTANT: On occasion, student-athletes may need to drive to or from a game in
their own vehicle; you **must** get permission from the college and a Travel Release form **must** be completed prior to departure for the game. Not all requests will be approved.

VIII. FINANCIAL HOLDS

Each student-athlete who is issued athletic uniform, equipment, training room equipment or any other property belonging to Coastal Bend College is required to return these items at the conclusion of the season to the head coach, Department of Athletics or area from which they were obtained. Any student-athlete who has not returned the borrowed supplies will have a hold placed on his or her academic record. This hold will prevent students from receiving semester grade reports, official transcripts, registering for classes and receiving their associate degree or certification. Only the Coordinator of Athletics can release a financial hold. The hold will be removed by returning the outstanding items to the proper department or by paying for the missing/damaged equipment.

IX. MEDICAL AND HEALTH POLICIES

PHYSICAL EXAMINATIONS

The NJCAA and CBC require both incoming and returning student-athletes to undergo a physical examination performed by your primary care physician before participating in any tryout or practice. This physical exam is at the student-athlete’s expense. The exam is valid for one year and must cover the period of the entire season.

MEDICAL INSURANCE

For the benefit of our students-athletes, Coastal Bend College carries athletic accident insurance. If you have medical insurance, all bills must be submitted to your primary insurance first. The college's insurance will be secondary. An explanation of benefits form from the primary insurer must be included with any claims, along with copies of original bills, prescriptions, etc. If you do not have medical insurance, all bills should be brought to the athletic department or processing.

Please note there is a time limit for all claims.

DOCUMENTATION OF A PREVIOUS INJURY

All student-athletes are asked to complete a Health History form describing previous injuries and past medical history. If you have sustained injuries to your head, neck, back, shoulder, knee, ankle or internal organs, or if you have, in the year prior to becoming a team candidate, had fractures, dislocations, severe sprains, surgery or any other major health-related problem, you are required to note this on the Health History form. The Department of Athletics will not take responsibility for any pre-existing injury that has not been properly rehabilitated. The Health History form is available at the Department of Athletics office.

Previous injuries that are not fully rehabilitated may disqualify you from participation until approval is received from the athletic trainer. If you are under the care of a physician that
is not associated with CBC, written permission must be received from your physician indicating when you can resume practice or competition and if any limitations exist. The final determination regarding athletic participation rests with the Athletic Coordinator and Head Coach.

TREATMENT OF ATHLETICALLY-RELATED INJURIES AND ILLNESSES

You must report all injuries and illnesses, including those NOT athletically related, to the Athletic Coordinator or Head Coach. If the injury occurred during practice or at a game, you should see the Athletic Coordinator or Head Coach as soon as possible. At that time, an evaluation is performed to determine the extent of the injury and your ability to practice or compete that day. If necessary, an outside medical referral is made.

If injury occurs in a non-related school or athletic function then CBC secondary medical insurance will not cover. Also, if an non-related school or athletic function injury has caused from participating in the any sport function then an immediate forfeiture of any athletic scholarship in which the amount will be paid with a pro-rated balance and loss of renewal scholarship. The decision of the non-related injury will be reviewed in the extent of the circumstances.

EMERGENCY TREATMENT

If a life-threatening injury or emergency situation occurs while you are practicing or competing, the athletic trainer will see that you are transported quickly to the nearest appropriate treatment facility. Your emergency contact will be called.

PREVENTATIVE TAPING, WRAPPING OR BRACING

Preventative measures such as taping, wrapping or bracing are prescribed at the direction of the athletic trainer. You will be informed at the beginning of the season whether you need to follow these measures, which methods to use and what procedures to follow.

PREVENTATIVE MEASURES

The best way to stay “in your game” and out of injury issues:

- Use good personal hygiene for protection against injury and illness.
- Get eight hours of sleep each night.
- Eat well. Don’t skip breakfast. Increase your protein intake during competition. Avoid processed foods, saturated fats and refined sugars.
- Drink a lot of water.
- Use common sense in all your activities, especially during competition.
- Keep yourself in top physical condition at all times. Your chances of being injured are greatly reduced when you are strong, flexible and in good condition.

X. STRENGTH AND CONDITIONING PROGRAM
Because your physical well-being is essential to your success both as a student and an athlete, membership to the Weight/Cardio Room are available to you for strength and conditioning in the preseason, in-season, and post season.

WEIGHT AND CARDIO ROOM RULES

1. You must sign and show your membership ID card every time you enter the facility. If you do not have your card, you cannot workout.
2. No tobacco, alcohol, drugs or illegal substances are allowed in the facility.
3. You are expected to act in a courteous and respectful manner. You are required to follow the instructions of the fitness staff at all times. Profanity, yelling and rude or boisterous behavior will not be tolerated.
4. Clean, dry sneakers must be worn when working out.
5. Proper athletic clothing must be worn when working out. Shirt and shoes must be worn at all times. Jeans, jean shorts, khakis and excessively loose fitting clothing are not allowed. Apparel with zippers, chains, rivets or buckles are not permitted. The Fitness Center reserves the right to determine appropriate attire.
6. No bags or personal items of any kind are allowed in the facility. Daily use lockers are available. You must provide your own lock and remove it at the end of the day. The Fitness Center is not responsible for lost or stolen items.
7. The Department of Kinesiology will determine the music selection on the audio system. Personal headsets are allowed. Boom boxes are not allowed.
8. Food is not allowed in the facility or in its classes and programs. Spill-proof, nonglass drink containers are allowed.
9. Please wipe down equipment after use.
10. There is a 30-minute time limit on all cardiovascular machines. Please refer to the signage at the front desk for guidelines regarding the use of cardio machines.
11. No equipment is to be moved from its designated area.
12. It is the member’s responsibility to follow ALL posted rules. Please see the staff member on duty if you have questions or need assistance.
13. Youth under the age of 18 are not permitted in the weight and cardio room. Youth ages 14-18 are permitted to register for group fitness, but must be accompanied by a participating parent or guardian.

The Fitness Center includes both a Weight/Cardio Room and GYM. Use of the Fitness Center is a privilege. Individuals who do not comply with the established policies will be asked to leave and may have their membership privileges revoked.
Summary
The information contained in this Handbook is not intended to be all inclusive. Each Coastal Bend College student-athlete is encouraged to speak with his or her coach whenever any problem, concern or questions arise regarding their academic or athletic experiences at CBC.

By my signature below, I attest that I have read, agree, understand and have received a copy of CBC Cougar Athletic Handbook and the code of conduct of participation. My Head Coach, and Athletic Coordinator has explained the CBC Cougar Athletic Handbook guidelines to me and I agree to the terms mentioned above.

__________________________________________
Printed name of Student Athlete

Date: _________________

__________________________________________
Signature of Student Athlete

Date: _________________

__________________________________________
Signature of Coach

Date: _________________

__________________________________________
Signature of Athletic Coordinator

Revised 9.31.12