



**2019-  
2020**



# ATHLETIC HANDBOOK

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## **To the Student Athlete**

As a representative of the athletic family and Grayson College, you will often be in the spotlight and have the opportunity to enjoy the prestige a collegiate student athlete experiences on the campus, in the community, and throughout the country. With this recognition comes additional responsibilities and obligations that the other students do not have.

Often the action and conduct of one student athlete influences the attitude and thoughts of the general public and all of our athletes. The general impression you, as an individual, create on and off the field is important. Remember at all times you are representing more than just yourself. You are also representing a great college, our entire program, your teammates, coaches and your family.

This handbook has been prepared so the College, the North Texas Junior College Athletic Conference, and the National Junior College Athletic Association can acquaint student athletes at Grayson College with the established procedures and general regulations.

## **Purpose Statement**

Grayson College is committed to offering intercollegiate athletic programs designed to foster the personal growth of each student athlete. These programs shall encourage both individual and team achievement, and strive to enhance the academic success, social development and physical and social well-being of student athletes.

## **Goals**

### Individual and Team Achievement

1. To offer a diversified athletic program in which all participants receive fair and equitable treatment.
2. To employ qualified athletic personnel in order to foster a competitive athletic program and provide competent leadership and guidance for student athletes.
3. To comply with all institutional, NTJCAC, and NJCAA regulations pertaining to eligibility and participation in intercollegiate athletics.
4. To assist student athletes in their continued athletic participation at senior institutions.
5. To optimize the marketing of the athletic program in an effort to enhance its public image.

### Academic Success

1. To create a positive academic environment for student athletes by providing quality education, counseling and other student support services.
2. To assist each student athlete in achieving their career goals by providing them with the necessary academic skills to obtain the appropriate academic credentials, or to continue their studies as a senior institution.

### Social Development

1. To teach the student athlete the values of hard work, sacrifice, personal and group discipline, cooperation, honest and fair play, competitiveness, pride, integrity, punctuality, and other values that contribute to success in life.
2. To encourage community interest, support, and participation on the part of the student athlete.

## **Objectives**

### Individual and Team Achievement

1. The institution shall fund all intercollegiate sports activities in a fair and equitable manner.
2. Athletic personnel will stay abreast of all institutional, NTJCAC, and NJCAA regulations governing intercollegiate activities by attending and participating in related meetings and conferences, and by reading and reviewing all official written policies pertaining to the recruitment, admission, financial aid, and continuing eligibility of athletes.
3. The institution shall actively recruit and employ qualified athletic personnel in accordance with federal and institutional hiring policies, and with appropriate oversight from the president and the athletic director.
4. The athletic department shall provide frequent press releases promoting the positive aspects of the athletic program.
5. The athletic department shall provide appropriate information for interested colleges and universities pertaining to the athletic ability of all student athletes.
6. The athletic department shall present awards recognizing the athletic excellence and academic achievements of student athletes.

### Academic Success

1. All freshmen and sophomore athletes will be required to enroll in at least 12 credit hours per semester and maintain a GPA that meets NJCAA eligibility requirements. (1.75 GPA for freshmen and 2.0 GPA for sophomores)
2. Athletic personnel will make periodic checks with faculty throughout the semester to ascertain the attendance record and academic performance of each student athlete.
3. Athletic personnel will assist student athletes in finding tutors and other academic support services in order to maintain the required GPA for participation in activities.

### Social Development

1. Involve athletes in team sports that require cooperation and development of interpersonal and group communication skills in order to achieve individual and team success.

### Physical and Social Development

1. Promote general health and wellness through a sound conditioning program with careful attention to illness and injury.

2. Require a pre-season athletic physical for all athletes.

## **Evaluation Procedures**

### Individual and Team Achievement

1. The Athletic Department, with oversight from the President of Grayson College and the governing board, along with appropriate faculty and student participation, shall periodically evaluate, update, and revise the goals and objectives of the intercollegiate athletic program in accordance with institutional, NTJCAC, and NJCAA policies and regulations.
2. Critically evaluate the allocation and expenditure of internal and external funds by the athletic department through annual planning, budgeting, accounting, and auditing procedures.
3. Critically evaluate the number and distribution of athletic scholarships in each athletic program.
4. Perform evaluations of athletic personnel similar to that of administrators and faculty.

### Academic Success

1. Identify and monitor the graduation and attrition rates of student athletes.
2. Identify and monitor the number of student athletes that are able to transfer, academically and athletically, to senior institutions.
3. Identify and compare the GPA of student athletes with the GPA of the general student population.

### Social Development

1. Determine the level of participation of student athletes in other campus activities and organizations.

### Physical and Emotional Wellbeing

1. Maintain a file for all athletic injuries.
2. The athletic trainer will have a physical exam on file, for each player, prior to the first practice.

## **Expectations of Student Athletes**

An athlete enrolled at Grayson College is first a student and then an athlete. Therefore, student athletes are expected to attend all assigned classes and compete academically within the classroom. To succeed within the class, student athletes must prepare thoroughly all homework assignments; be attentive and focused in class; prepare all outside assignments such as written reports; maintain a positive and thought-provoking attitude; be honest and ethical in academic matters; and achieve high marks on all tests administered. Student athletes who fall below the minimum academic expectations of the College will receive the same treatment administered to

other students. Student athletes and regular students are afforded the same academic due process. Poor academic performance may void an athlete's eligibility for competition.

Student athletes are expected to communicate with their instructors, make up all assignments, and take all exams prior to missing a class due to athletic competition.

Student athletes are expected to conduct themselves within the community, on campus, and on other campuses in a manner which will bring honor to themselves and to the College. Improper behavior by student athletes is not tolerated and will subject the student athlete to disciplinary action. Disciplinary action taken by the College against a student athlete can indefinitely void a student's athletic scholarship and can indefinitely terminate his/her athletic eligibility. The Grayson College Student Handbook list "Rules of Behavior" which are expected of all students. Student athletes and regular students are subject to the same rules of conduct. Students are afforded due process when charged with social/behavioral offenses.

## **Scholarships**

All scholarship awards to student athletes must be in compliance with the requirements of the National Junior College Athletic Association and Grayson College. Each head coach is free to offer student athletes any portion of a full scholarship, which he/she deems appropriate. Full scholarships consist of tuition, fees, books, room, and board. All scholarships (partial and full) must be approved by the Athletic Director and the President.

The total athletic scholarship funding is approved through the budgetary process and is monitored by the Athletic Director and the President.

Each head coach is responsible for submitting names and amounts of awards for each student athlete to the Director of Financial Aid prior to the beginning of each fall and spring semester. Additionally, each student athlete is responsible for applying for other financial aid programs such as Pell Grant, scholarships, etc. Such awarded aid is considered in determining the total awards granted. The Director of Financial Aid must monitor each student athlete to determine that no over awards are granted.

All scholarships and other aid awards are made through the Office of Financial Aid. All student athletes must maintain academic and disciplinary eligibility for the continuance of athletic scholarships.

Institutional aid provided under this agreement may be modified or cancelled during the award period if the student athlete:

- A. Becomes academically ineligible (does not pass 12 hours with a 1.75 GPA for freshman and a 2.0 GPA for sophomores);
- B. Fraudulently misrepresents any information on an application, letter of intent, and/or financial aid information;
- C. Engages in serious misconduct and is placed on disciplinary probation by Grayson College;
- D. Voluntarily withdraws from a sport for personal reasons;

- E. Withdraws from enrollment as a student of Grayson College before the end of the applicable semester;
- F. Does not report financial aid from other sources.

Athletic scholarship awards are subject to be reviewed and renewed at the end of each academic year. For an athletic scholarship award to be renewed, the student athlete and Grayson College must approve such renewal.

## **Textbook Loans**

Under the scholarship agreement, the student athlete will be issued textbooks for each semester of enrollment. These textbooks are on loan to the student and must be properly cared for. Textbooks must be returned to the bookstore at the end of the semester. Any losses or damages to the textbooks will result in the student athlete being charged for the book.

## **Equipment and Uniforms**

All student athletes regarding issuance of athletic equipment will follow the procedures listed below:

- A. All equipment and uniforms will be collected by the head coach after the last contest;
- B. Any student not returning all issued equipment will have a hold placed on their transcripts until their account is cleared;
- C. Uniforms and issued equipment are to be worn and used only for practice and competition.

## **Travel**

While traveling with an athletic team, student athletes, regardless of age, are not permitted to drink alcoholic beverages. This policy is in effect from the time students leave campus until they return to campus. Students are not permitted to drive their own vehicles to transport themselves, or others, to any away athletic contests when they are representing Grayson College. (Exceptions to this policy may be made for unique situations. The Athletic Director must approve these exceptions in advance.)

## **Physical Examinations**

All student athletes participating in any of the NJCAA certified sports must have successfully passed a physical examination prior to the first practice for each collegiate year in which they will participate. *The physical must be completed after July 1<sup>st</sup> to be eligible for the upcoming year.* If a student athlete has had a major injury/illness since the last competitive season (requiring surgery or extensive rehabilitation) or have a history of a specific chronic injury, the student athlete must be cleared by the treating physician. It is the head coach's responsibility to see that each student athlete has a valid physical examination form on file through the athletic trainer.

## **Athletic Training Facility Operations**

1. The Athletic Training Facility is located in the Grayson College Athletic Building (Room 110) directly in front of the Fitness Center.
2. Athletic Trainer Contact Information:  
Lorena E. Tidwell, MS, LAT, ATC  
Grayson College – Athletics  
6101 Grayson Drive, Hwy 691  
Denison, TX 75020-8299  
Office: 903-415-2618  
Fax: 903-463-8705  
tidwelll@grayson.edu
3. The Athletic Training Room serves all Viking Intercollegiate athletic teams. It is not responsible for the medical supervision or rehabilitation of club sport, intramural teams, or non-sport related injuries. These individuals are permitted to receive first-aid care and will be referred to the appropriate physician or emergency room.
4. A file containing all necessary medical forms, injury evaluations, and treatment/rehabilitation records is maintained in the Training Room for each student athlete. The Athletic Trainer will abide by HIPPA regulations regarding confidentiality of medical information.

### Athletic Training Facility Policies

- Student athletes receiving treatment must sign in before receiving any treatment; this includes “just getting ice or a band aid.”
- Student athletes are expected to clean up after themselves.
- No shoes are to be placed or worn on the taping and treatment tables.
- Athletes must respect and be courteous to one another, as well as the athletic training facility and staff.
- No horseplay or loud music in the athletic training facility.
- No lounging, loitering, or swearing is allowed in the athletic training facility.
- Student athletes should not go through cabinets, or closets without the permission of the athletic trainer.
- Equipment (wraps, slings, braces, crutches, etc.) must be returned when no longer needed.
- Student athletes found not following these rules will be asked to leave.

### Treatment Procedures

- ALL INJURIES and ILLNESSES must be reported to the athletic trainer as soon as possible!
- BE ON TIME FOR ALL DESIGNATED TREATMENT AND REHAB APPOINTMENTS. Contact the athletic training staff if you are going to be late or cannot make it.



- No one is permitted in the athletic training facility without supervision or permission of the athletic trainer.
- NO PHOTOS OR VIDEOS allowed in the Athletic Training Facility. Cell phones should be left outside the Athletic Training Facility.
- Machines in the facility are to be operated only by a trained medical professional.
- Student athletes may only be released from treatment or rehabilitation by the athletic trainer or team physician.
- No one may take anything from the Athletic Training Facility without permission from the staff athletic trainer. If student athletes wish to borrow equipment, he/she must sign it out and return it to the athletic training facility ASAP. Student athletes are financially responsible for items not returned.
- Appropriate attire is required in the Athletic Training Facility at all times.
- Taping and treatments are administered based on priority/time of event (i.e. away contest, off campus practice, home contest, home practice). It is the student athletes' responsibility to arrive in time for taping or treatment.
- You may not miss practice or class in order to receive treatment. In addition, no lifting sessions are to be missed without permission from the athletic trainer.
- Only NJCAA student athletes who have a completed physical on file may receive treatment in the Athletic Training Facility.
- Profanity, derogatory/abusive or disrespectful language is not allowed.
- Food and Drinks (other than water), tobacco products, cell phones, and headphones are not allowed in the Athletic Training Facility.
- Horseplay of any kind will not be tolerated in the Athletic Training Facility.
- No excessive athletic equipment is permitted in the Athletic Training Facility.
- No cleats or muddy shoes allowed in the Athletic Training Facility.
- Student athletes must shower before receiving treatments after practices and competitions.

### Injuries and Illness

If any injury occurs, the student athlete must notify the athletic trainer and head coach within 24 hours of injury. The athlete will be evaluated by the athletic trainer, and if necessary, will be referred out accordingly. Athletes should not make an appointment with a physician without notifying the athletic trainer. Illnesses are not covered under the Sports Injury Policy. If a student athlete is ill, he/she is responsible for obtaining medical treatment.

### Injury Reporting Procedures

1. Student athletes must report all athletic related injuries occurring on Grayson College's campus immediately to the athletic trainer. All other injuries occurring at any off-campus location during a practice or game must be reported prior to any further athletic participation or within 24 hours. In the event an injury occurs during an away competition it is the head coach's responsibility to notify the athletic trainer. This is necessary in reducing the risk of further injury. The athletic trainer will make all necessary referrals to ensure prompt treatment of the injury. Receipt of medical attention from an outside provider (i.e. physician, chiropractor, physical therapist, etc.) without

prior approval (except in the case of an emergency) may result in the loss of benefits through the college's athletic insurance. Student athletes are permitted to seek outside medical attention for athletic related injuries, but only after prior approval from the Athletic Trainer is obtained.

2. Grayson College provides no on-campus facilities for treatment of illness. Students covered by their parents' medical insurance are advised to have a medical card should treatment be needed. In the event an emergency situation arises that requires immediate medical attention, the individual should go to the nearest urgent care center, emergency room or call 911. All illnesses should be reported to the Athletic Trainer prior to athletic participation, or within 24 hours of visiting a health care practitioner (i.e. physician, E.R., etc.).
3. In the event of an emergency due to an athletic injury, the athlete should seek immediate medical attention and contact the athletic trainer within 24 hours and/or prior to further athletic participation. Remember that the student athlete's medical insurance must be provided to the E.R. or hospital staff. Grayson College should not be listed as the primary insurer.
4. In the absence of the Grayson College Athletic Trainer at away contests, the student athlete must consult with the attending certified athletic trainer from the host school before seeking any immediate medical attention (i.e. Emergency Room) without prior consultation with the Grayson College Athletic Trainer.

### Medical Clearance

1. All student athletes receiving medical attention from a licensed physician (i.e. Emergency Room physician, Family physician, etc.), regardless of injury or illness, must provide the Athletic Trainer with a signed note from the attending physician indicating the specific injury or illness, and the athlete's eligibility for athletic participation. This paperwork is also required to complete the claim form associated with the college's secondary insurance policy. Medical clearance must be obtained prior to the student athletes' return to athletic participation.
2. Medical clearance for the student athlete to return to activity is solely the responsibility of the team physician, or the certified athletic trainer in the absence of the team physician.

## **Insurance Information**

Grayson College provides a **SECONDARY** insurance plan for all student athletes. This plan is administered by A-G Administrators, Inc. This policy is payable in **EXCESS** of any expenses payable by other valid and collectible insurance and claims must be submitted to any other insurance first. If it is determined at a later date that there are other insurance benefits collectible on a claim, the student and/or parents will need to reimburse A-G Administrators to the extent for which A-G Administrators would not have been liable.

## Claims Procedures

1. Report the injury immediately to the Athletic Trainer. If the injury requires further medical treatment, the Athletic Trainer will have to determine if the injury is covered under the excess insurance plan.
2. A claim form will then be completed by the staff Athletic Trainer and the student athlete. Claims are located in the Athletic Training Facility. Claims must be submitted to A-G Administrators, Inc. within 90 days after the date of injury.
3. Once the claim form is completed, the Athletic Trainer will submit it to Grayson College's secondary insurance company.
4. If your primary insurance company does not pay the entire bill related to the athletic injury, it is the responsibility of the policy holder to send all itemized bills along with explanation of benefits (E.O.B) from your primary insurance to Grayson College's athletic insurance claims administrator. (See contact information on next page.)

A-G Administrators, Inc.  
Attn: Claims Department  
P.O. Box 979  
Valley Forge, PA 19482  
Fax: (610) 933-4122  
Phone: (610) 933-0800  
Toll Free: (800) 634-8628  
e-mail: [claims@agadm.com](mailto:claims@agadm.com)

5. Please identify all bills sent with the student athlete's name, Grayson College, student-athlete SSN, and policy number.
6. Questions regarding benefits, medical bill status, etc. should be directed to A-G Administrators Claim Department at 800-634-8628.

## **Drug Testing Policy**

All Grayson College student athletes shall be subject to random drug testing for the presence of illegal drugs.

Drugs to be tested for:

- A. Drugs which an individual may not buy, possess, use, sell, or distribute under either federal or Texas law. Such drugs include, but are not limited to: marijuana, opiates, cocaine, phencyclidine, amphetamines, barbiturates, benzodiazepines, methadone, methaqualone, propoxyphene, and/or hallucinogens.
- B. All prescription drugs upon reasonable suspicion that they were obtained without authorization.
- C. All prescription and over the counter drugs upon reasonable suspicion that they are being used in an abusive manner.

## Consent Form

All members of the Grayson College athletic program must sign a consent form to participate in the drug-testing program. If the student is under 18 years of age, the consent form must also be signed by the student's parent/guardian before the student shall be eligible to participate.

## Testing

Every student athlete will be subject to random drug testing beginning in the fall semester. Testing shall be done in accordance with accepted practices and procedures, as established by the drug testing laboratory affiliated with the College. Students involved in this program will submit to a drug urine-screening test. Records of test results shall be kept confidential and provided only to College administrators, the appropriate coach, and personnel responsible for administering the program.

## Consequences for Testing Positive

### First Offense:

- A. The student will be suspended from all team activities for seven days, starting on the date of the positive test.
- B. The student will be subject to future drug testing for the remainder of the academic year.

### Second Offense:

- A. The student will be declared athletically ineligible for competition for one calendar year from the date of the positive test.
- B. The student will be subject to future drug testing for the remainder of the academic year.

### Third Offense:

- A. The student's scholarship will be revoked and the student will be removed from the team.

\* Head coaches have the authority to discontinue a student's scholarship after ANY positive test.

## Refusal to Test

Each time a student refuses a drug test, he/she shall be subject to the consequences of a positive test at the appropriate step.

## Maintenance of Records

Records of positive tests will be maintained by the Athletic Director of the College, in a secure location. This information will not be available to anyone, other than appropriate school personnel. This information will be destroyed three years after the student's departure from the College. Under no circumstances will this information become part of the student's permanent file, nor will it be sent to another school, in case the student transfers to another college.

## **Social Media Policy**

As you begin participation in another athletic season, the Athletic Department of Grayson College wants to make sure you are aware of our social networking guidelines. Grayson College and the Athletic Department recognize and support the student-athlete's rights to freedom of speech, expression and association, including the use of social networks. In this context, however, each student athlete must remember playing and competing for Grayson College is a

privilege. As a student athlete, you represent Grayson College, and you are expected to portray yourself, your team and the College in a positive manner at all times.

Student athletes should be aware that third parties -- including the media, faculty, future employers and NJCAA officials -- could easily access your profiles and view all personal information. Everything you post is public information - any text or photo placed online is completely out of your control the moment it is placed online - even if you limit access to your site. Information (including pictures, videos and comments) may be accessible even after you remove it. Once you post a photo, or comment on a social networking site, that photo or comment becomes the property of the site and may be searchable even after you remove it. Inappropriate material found by third parties affects the perception of the student athlete, the athletic department, and Grayson College.

What you post may affect your future. Many employers and college admissions officers review social networking sites as part of their overall evaluation of an applicant. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information (including pictures, videos, comments, and posters).

Online social network sites are NOT a place where you can say and do whatever you want, without repercussions. The information you post on a social networking site is considered public information.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following -

Photos, videos, comments or posters:

- showing the personal use of alcohol, drugs and tobacco (i.e. no holding cups, cans, shot glasses, etc.)
- Of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- That condone drug-related activity. This includes, but is not limited to, images that portray the personal use of marijuana or any other illegal drug, and drug paraphernalia.
- Content online that is unsportsmanlike, derogatory, demeaning, or threatening toward any other individual or entity (i.e. derogatory comments regarding another institution; taunting comments aimed at a student-athlete, coach or team at another institution; and derogatory comments against race, gender and/or lifestyle).
- No posts should depict or encourage unacceptable, violent or illegal activities (i.e. hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and/or illegal drug use).
- Information that is sensitive or personal in nature or is proprietary to the GC Athletic Department or the College, which is not public information (i.e. tentative or future team schedules, student athlete injuries and eligibility status, travel plans/itineraries, or other information).

For your own safety, please keep the following recommendations in mind, as you participate in social media websites:

- Set your security settings so that only your friends can view your profile.
- You should not post your email, home address, local address, telephone number(s), or other personal information, as it could lead to unwanted attention, stalking, identity theft, etc.
- Be aware of who you add as a friend to your site -- many people are looking to take advantage of student athletes or to seek connection with student athletes.
- Consider how the above behaviors can be reflected in all social network applications.

If a student athlete's profile and its contents are found to be inappropriate in accordance with the above behaviors, he/she will be subject to the following penalties:

1. Written warning
2. A meeting with the Athletic Director and Head Coach
3. Penalties as determined by the GC Athletic Department, including but not limited to, possible suspension from his/ her athletic team.



**WE ARE GRAYSON.**  
**WE ARE DETERMINATION.**