



Chattahoochee Valley Community College Athletic Handbook

Updated: July 2022

ABOUT THE COLLEGE

Chattahoochee Valley Community College is a member in good standing of the National Junior College Athletic Association (NJCAA) and the Alabama Community College Conference (ACCC). All policies and procedures of these organizations are published in an annual handbook. Chattahoochee Valley Community College participates under all guidelines mandated by the National Junior College Athletic Association (NJCAA) and the Alabama Community College Conference (ACCC). The Chattahoochee Valley Community College Athletic Department competes in the Southern Division of the ACCC as an NJCAA Division I participant.

Equal Opportunity in Education and Employment

It is the official policy of the Alabama Community College System and Chattahoochee Valley Community College that no person, on the basis of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by law be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. Furthermore, no qualified individual with a disability shall, on the basis of disability, be subject to discrimination of employment or in connection with any service, program, or activity conducted by the College.

Chattahoochee Valley Community College complies with the non-discriminatory regulations under Title VI and Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act, Title IX Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973 (as amended), the Vietnam Era Veterans Readjustment Assistance Act, the Americans with Disabilities Act of 1990 (as amended), the Equal Pay Act, and the Pregnancy Discrimination Act.

Student inquiries concerning reasonable accommodations may be directed to Ms. Vickie Williams, Associate Dean of Student Development and Success, who also serves as the ADA Coordinator. Ms. William's office is located in the Office of Student Development and Success in Wilson Hall. Ms. Williams may also be contacted at vickie.williams@cv.edu.

Employee inquiries concerning reasonable accommodations may be directed to the Ms. Robin Jones, Director of Human Resources in the Office of Human Resources. Complaint and grievance procedure forms are available in the Office of Human Resources. Employees who wish to make a complaint regarding discriminatory conduct or retaliation should contact Ms. Robin Jones. Ms. Jones also serves as the Title IX Coordinator for employee sex discrimination issues.

Chattahoochee Valley Community College is an equal employment/equal educational opportunity institution.

The College prohibits retaliation against any person because they have engaged in a protected activity opposing the College or because they have made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding or hearing alleging discrimination on a basis of any protected classification specified above or retaliation.

Inquiries concerning the application of the above laws and their implementing regulations may be referred to the Compliance Officers listed below or to the Office for Civil Rights.

The Compliance Officers for Chattahoochee Valley Community College are:

Student Contact

Ms. Vickie Williams
Title IX Coordinator
Chattahoochee Valley Community College
2602 College Drive
Phenix City, AL 36869
334-214-4803 vickie.williams@cv.edu

Employee Contact

Ms. Robin Jones
Title IX Coordinator
Chattahoochee Valley Community College
2602 College Drive
Phenix City, AL 36869
334-291-4927
robin.jones@cv.edu

Assistant Secretary
U.S. Department of Education
Office of Civil Rights
Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800-421-3481
Fax: 202-453-6012; TDD: 800-877-8339
Email: OCR@ed.gov (mail to: OCR@ed.gov)

ABOUT THIS HANDBOOK

This Athletic Handbook was written to familiarize student athletes and their parents with the Athletic Department policies and procedures. The Handbook is aligned with policies and procedures of Chattahoochee Valley Community College as stated in the College Catalog and Student Handbook and in no way supersedes any policy of the College. It is an explanation of the policies and procedures that apply to the Athletic Department. All student athletes and members of the Athletic Department are expected to abide by the policies and procedures of the College as well as the procedures in this handbook and exemplify model citizenship at the College and in the community.

Athletic competition is an integral part of student life at Chattahoochee Valley Community College. Academic success is the primary goal of each and every student athlete and member of the Athletic Department staff.

Athletics contribute to education. Success, failure, social contributions, respect for authority, competition, physical growth, mental health, leadership, quick thinking, sacrifice, and self-discipline, only scratch the surface of the areas to which athletic participation contribute. Chattahoochee Valley's Athletic Department believes the playing area acts as a laboratory of life and encourages participation for the fullest development of each individual's maximum potential.

Education is an investment for tomorrow, as well as a requirement of our democratic way of life. Education will be kept in its proper perspective as our foremost goal.

This handbook will be updated annually and contains material that is current and correct. All questions or concerns not answered by this handbook should be directed to the Athletic Director and/or the Dean of Students and Campus Services.

ACADEMIC CALENDAR

The 2022-23 Academic Calendar can be found on the Chattahoochee Valley Community College website at www.cv.edu. The Academic Calendar is updated yearly and consists of the Fall, Spring, and Summer terms. The terms also contain abbreviated sessions that constitute full terms. These are referred to as mini-terms (Term 1 and Term 2).

ADMINISTRATIVE OVERSIGHT

The President as CEO of the College, has ultimate responsibility for activities associated with the institution's athletic programs. However, direct responsibility has been delegated to the Dean of Students and Campus Services and the Athletic Director who is a direct report to the Dean. The Dean of Students and Campus Services through individual meetings and reports during Administrative Cabinet meetings keeps the President apprised of matters pertaining to Athletics.

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Chattahoochee Valley Community College is a member of the Alabama Community College Conference, and the President votes on athletic matters on behalf of the College. The President reserves the right to send a proxy to appropriate meetings when attendance cannot be maintained. The proxy will be either the Dean of Students and Campus Services or the Athletic Director. These individuals will communicate the President's vote.

ATHLETIC STAFF

Ben Hicks, Athletic Director/Head Men's Basketball Coach	benjamin.hicks@cv.edu 334-214-4880
Ron Robinson, Head Women's Basketball Coach	ron.robinson@cv.edu 334-291-3460
Hunter Vick, Head Baseball Coach/Athletics Clerk	hunter.vick@cv.edu 334-291-4907
Steve O'Steen, Head Softball Coach	steve.osteen@cv.edu 334-291-3462

IMPORTANT NUMBERS

President's Office	334-291-4981
Dean of Students and Campus Services	334-214-4865
Admissions Office	334-291-4929
Business Office	334-291-4937
Financial Aid Office	334-291-4915
Security	334-291-4950

CAMPUS MAP

LEGEND	
ADMS	Adams Building
ATHL	Athletic Fields
BOOKS	Bookstore
BRS	Brassell Hall
FINE	Fine Arts
IPAC	Instructional and Performing Arts Center
ITC	Industrial Training Center
KEY	Key Hall
MAINT	Maintenance Shop
OWEN	Owen Hall
PITTS	Pitts Hall
SEC	Security
WALL	Wallace Hall
WILS	Wilson Hall

STUDENT RECORDS AND TRANSCRIPTS

The Family Educational Rights and Privacy Act of 1974 (FERPA) sets the requirements pertaining to the privacy of student records. The Chattahoochee Valley Community College Athletic Department will follow the guidelines related to the storage and release of records as outlined in the College Catalog and Student Handbook.

DUE PROCESS FOR STUDENT ATHLETES

Student athletes are guaranteed procedural due process in all cases involving formal discipline charges. In the event resolution of a conflict cannot be informally mediated by the coach or the Athletic Director, formal proceedings will follow as outlined in the College Catalog and Student Handbook.

STUDENT ATHLETE RIGHTS

Each student athlete may be asked by their respective coach to complete a Chattahoochee Valley Student Athlete Information Form. This form provides information for the coach, the Athletic Department Clerk, and the Public Relations Office. It provides important information in the preparation of brochures and news releases. It is important the student athlete read the statement at the end of the form. Due to FERPA (which deals with the release of confidential information about students), it is required that a signed copy of the form be on file before any information may be released on an individual athlete.

EQUITY IN ATHLETICS DISCLOSURE ACT

The Equity in Athletics Disclosure Act (EADA) requires co-educational institutions of higher education to prepare annually – and make available to students, potential students, and the public – a report on participation rates, financial support, and other information on men’s and women’s intercollegiate athletic programs. Information regarding CVCC EADA data is available in the Dean of Students and Campus Services Office and at www.cv.edu.

ATHLETIC SCHOLARSHIPS

Athletic scholarships and manager scholarships will cover the cost of books, tuition, and fees for a maximum of 82 semester hours, which can be used during the Fall, Spring and Summer Terms. Cancellation of an athletic scholarship is permitted based on the following circumstances:

1. The athlete becomes ineligible for participation in athletics because of academic and/or disciplinary reasons;
2. Violations of the Student Code of Conduct warranting permanent suspension or dismissal from the athletic program;
3. Violation of the CVCC Athlete Contract;
4. Failure to adhere to the policies outlined in the Athletic Handbook;
5. Failure to adhere to the Alabama Community College System drug testing policies and guidelines.

If the athlete elects not to participate on the team, he/she forfeits his/her athletic scholarship and will be immediately responsible for all current and future tuition, books, and fees.

As part of the scholarship agreement, each scholarship recipient will be issued books from the College Book Closet each semester based upon the distribution schedule determined by the Athletic Director. It is the student athlete's responsibility to turn in books at the scheduled book turn-in session at the conclusion of the semester. Failure to do so will result in an athletic book hold placed on the student athlete’s account that can only be removed by either returning the books or paying the used bookstore price for the ones not returned. Additionally, the student athlete may forfeit his/her book scholarship for failure to comply.

INSURANCE COVERAGE

Chattahoochee Valley Community College provides Accident Insurance Coverage for student athletes, managers, and student coaches. The accident insurance provides coverage for intercollegiate play, practice, and travel. Insurance coverage is not provided for students participating in a tryout.

All injuries should be immediately reported to the head coach. The coach will speak with the athletic trainer to determine if medical treatment is required. All medical evaluations and physical therapy appointments must be scheduled at a convenient time, not during class or practice schedules. Contact your coach prior to scheduling an appointment for medical services.

The student athlete is required to complete a claim form on the day of the initial doctor's visit. The athlete should present the physician's office with the claim form and return the completed form to the Athletic Department Clerk within three days.

The Accident Insurance Policy provided by the College is in excess of any other coverage the student athlete or his or her parents may have. The athletic insurance is negotiated through the ACCC conference annually. There is a deductible that must be met prior to CVCC's insurance being activated. The Chattahoochee Valley Community College Athletic Insurance Policy may not cover the deductible payment required by the athlete's personal insurance. If an athlete does not have personal accident insurance, he or she will be covered by this policy during intercollegiate play, practice, and travel.

Chattahoochee Valley Community College does not provide health insurance coverage for students. Insurance coverage for any health-related illness is the responsibility of the student and/or his or her parent(s) or guardian(s). Each individual who participates in the athletic program at Chattahoochee Valley Community College must complete a Chattahoochee Valley Student Information Form in order to receive athletic insurance coverage. A copy of this information is kept on file in the Athletic Office. All information must be completed and on file prior to the first athletic practice or contest. A copy of your personal insurance card must be on file in the Athletic Office.

To complete an insurance claim, the student athlete must complete the Claim Form in its entirety and return to the Athletics Department Clerk. It is the student's responsibility, not the coach's or the trainer's, to complete the claim form and return it. It is imperative all paperwork be completed in a timely manner.

SEXUAL MISCONDUCT

CVCC has a commitment to ensure an environment for all students which is fair, humane, and respectful and which supports and rewards performance on the basis of appropriate considerations such as ability, effort and productivity. Please refer to the College Catalog and Student Handbook at www.cv.edu for specific policies on Title IX Sexual Misconduct and the Student Code of Conduct. All student athletes are expected to strictly adhere to the Student Code of Conduct and be an exemplary example to all students at CVCC at all times.

ALCOHOL AND SUBSTANCE ABUSE PREVENTION

Chattahoochee Valley Community College complies with initiatives described by the Drug-Free Schools and Campuses Regulations. The College is strongly committed to providing a drug-free learning and working environment. It is the policy of CVCC that, within the first two weeks of classes each academic term, information related to compliance with the Drug-Free Schools and Campuses Regulations shall be distributed to each student at CVCC.

Chattahoochee Valley Community College is a public educational institution of the State of Alabama and, as such, shall not permit on its premises or at any activity which it sponsors the possession, use, or distribution of any

alcoholic beverage or any illicit drug by any student, employee or visitor. In the event of the confirmation of such prohibited possession, use or distribution by a student, Chattahoochee Valley Community College shall take such administrative or disciplinary action as is appropriate. The disciplinary action may include but shall not be limited to suspension or expulsion. If any student shall engage in any behavior prohibited by this policy which is also a violation of Federal, State or local law or ordinance, that student shall be subject to referral to law enforcement officials for arrest and prosecution.

Please refer to the College Catalog and Student Handbook at www.cv.edu for specific information about alcohol and illegal substance use and the Student Code of Conduct. Student Athletes are held to the highest standard of the Student Code of Conduct and expected to refrain from underage alcohol consumption and the misuse or abuse of legal or illegal drugs at all times.

Please note that the State of Alabama Code has been adopted locally. Any other provisions as are applicable to Phenix City and Russell County have also been adopted.

ALABAMA COMMUNITY COLLEGE CONFERENCE DRUG EDUCATION AND TESTING POLICY

The following Drug Education and Testing Policy (Policy) has been adopted by the Alabama Community College Conference (ACCC) Board of Members. The ACCC reserves the right to make changes to this Policy as needed, with the approval of the ACCC's Board of Members. This policy is intended as a minimum ACCC policy and each institution has the right to enhance it via a local College policy and procedure.

PURPOSE AND MISSION

The ACCC believes that random drug testing is appropriate to ensure that the overall purpose and mission of this Policy is accomplished. The overall mission of this Policy is to promote year-round banned substance free environment in the ACCC. With this mission in mind, the following goals have been established. The ACCC desires to:

1. Protect the health, safety, and welfare of our student-athletes;
2. Identify student-athletes who may have concerns and/or concerning behavior surrounding the use, abuse, and/or misuse of alcohol, illicit substances, prescribed medications, and nutritional supplements;
3. Uphold the responsibility of the ACCC member colleges to provide educational programming that will not only inform the student-athletes about issues surrounding the use, abuse, and/or misuse of alcohol, illicit substance, prescribed medication, and nutritional supplements, but also support a positive decision-making process.
4. Promote fair competition in competitive athletics by ensuring and encouraging compliance with applicable rules and regulations regarding drug abuse.

In an effort to ensure the health, welfare, and safety of the student-athlete, the intent of this Policy is to prevent substance abuse and dependence by student-athletes through the following objectives: prevention and education, testing to provide a timely diagnosis, and professional guidance, treatment, and rehabilitation.

PREVENTION AND EDUCATION

Participants who are educated about substance use in sport are more likely to make informed and intelligent decisions about usage. As part of the education component of this Policy, each ACCC member college will:

1. Provide an annual explanation of this Policy to student-athletes, prospective student-athletes, and those associated with athletic teams;

2. Disseminate information regarding alcohol and other drugs, their use and abuse, and effects of such use and abuse to all student-athletes and those associated with athletic teams;
3. Utilize health education programs to educate student-athletes who are cited for an alcohol incident or who test positive for drugs;
4. Conduct a drug and alcohol education program for student-athletes at least twice a year; and
5. Provide student-athletes and potential student-athletes with resources that will enhance their education of drug and alcohol use and abuse, such as:
 - NCAA website - www.ncaa.org/health-safety ; or the
 - Dietary Supplement Resource Exchange Center website - www.drugfreesport.com

These educational programs will be designed to:

1. Review athletic department, institutional, conference and national governing body policies related to alcohol, tobacco and other drugs;
2. Inform those associated with intercollegiate athletics how to recognize the warning signs and side effects of specific drugs;
3. Educate the student-athlete and other appropriate personnel about the associated problems of drug and alcohol abuse, and how such use may adversely affect the student-athlete and his/her team and teammates;
4. Encourage discussion about the use of drugs, dietary supplements, performance enhancing drugs and consumption of alcohol;
5. Identify rehabilitation programs as well as referral centers; and
6. Distribute educational materials to participants, including a list of banned substances and how drug usage may affect athletic performance.

Failure by a student-athlete to attend these educational sessions shall be considered as a decision not to comply with this Policy and will result in the immediate suspension from all Athletic Department activities, conditioning, practices, and competitions.

TESTING TO PROVIDE A TIMELY DIAGNOSIS CONSENT TO PARTICIPATE

As a condition of participation in intercollegiate athletics in the ACCC, each student-athlete will be required to sign a consent form (Appendix A) agreeing to undergo drug testing and authorizing release of test results to the Athletic Director, Head Coach, College President, and ACCC Commissioner in accordance with this Policy. Failure to consent to or, in the case of consenting student-athlete, to comply with all requirements of this Policy will result in athlete being ineligible for participation in sport.

Student-athletes that are under the age of majority in Alabama (18) will be required to have parental or guardian consent to participate in this Policy. Failure of the parent to sign the consent form will result in the student-athlete being ruled ineligible for participation in sport.

PROHIBITED DRUGS/SUBSTANCES

The drug testing process may include analysis of, but not limited to, the NCAA list of banned drug classes. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example on the NCAA list of banned-drug classes. For an ongoing updated list of the banned-drug list view the NCAA's website at www.ncaa.org.

Prohibited substances that ACCC schools will screen any sport for include, but are not limited to, marijuana, PCP, opiates, MDMA (Ecstasy), amphetamines, and cocaine. All student-athletes are required to keep their respective athletic director aware of any prescribed drugs and dietary supplements that he or she may be taking.

TYPES OF DRUG TESTING PROCEDURES

The ACCC Drug Education and Testing Policy testing component shall consist of two (2) types of drug testing. Any attempt to circumvent or tamper with drug testing collection process will result in the test being considered a positive test.

1. **UNANNOUNCED RANDOM TESTING** All student-athletes who have signed the ACCC drug testing consent form (Appendix A) are subject to unannounced random testing. Testing of the student-athlete will be conducted throughout the year at unannounced random intervals, utilizing an on-site testing device. Individuals conducting drug testing must be certified by a licensed drug testing distributor or lab. Random individual and/or random team testing will be done at least twice a semester (fall and spring). Each college will test at least ten percent of its total student-athletes at each random testing, and this testing can be conducted outside of the student-athlete's particular competitive season. For random testing, all student-athletes will be included in a pool of names from which they may be selected by a computerized method of random selection. This selection shall be done by each institution by utilizing random number selection. Each institution shall be responsible for maintaining an updated listing of student-athletes to provide an accurate random selection pool. The unannounced random drug testing will be conducted on a zero to 24-hour notification basis, meaning that the student-athlete may be provided with zero to no more than 24 hours' notice of pending drug screen. Once notified, they are required to report for drug testing at the assigned time and place. Failure to report at the assigned time and follow appropriate procedures will result in the sanctions outlined below for a positive test.
2. **FOLLOW-UP TESTING** A student-athlete who has returned to participation in intercollegiate sports following a confirmed positive drug test under this policy will be subject to a follow-up test. Any and all costs associated with the assessment and any subsequent treatment or counseling resulting from a positive screen will be the responsibility of the student-athlete. Testing will be unannounced and will be required at a frequency determined by the Athletic Director or his/her designee.

NOTIFICATION AND REPORTING FOR COLLECTIONS

The student-athlete will be notified and scheduled for testing by the Athletic Director. Failure to report at the designated time without justification and/or failure to follow appropriate procedures will result in the sanctions outlined below for a positive test. Student athletes shall provide picture identification when entering the drug testing station.

SPECIMEN COLLECTION PROCEDURES

All specimens will be collected following the ACCC's Specimen Collection Procedures, which can be found in Appendix B.

Any attempt to circumvent or tamper with the drug testing collection process will result in the test being considered a positive test. The student-athlete that tries to circumvent or tamper with the drug testing collection process will still be required to provide a sample within their three-hour time frame.

An athlete that leaves the testing room without providing a testable sample will automatically receive a positive test result.

REPORTING RESULTS

All results will be made available to the Athletic Director. The Athletic Director will then notify the Head Coach. The student-athlete may present evidence of any mitigating circumstances that he/she feels may be important to the outcome of the drug test prior to imposition of any intervention or required treatment or counseling program consistent with the appeals process described within the document.

If the laboratory reports a specimen as substituted, manipulated or adulterated, the student athlete will be deemed to have refused to submit to testing and treated as if the test were positive for a banned substance. Any confirmed positive drug test results are to be communicated by the Athletic Director within 24 hours to the College President and ACCC Commissioner.

Individual records shall not be released to any other person, other than the student-athlete, without first obtaining a specific written authorization from the student-athlete.

MEDICAL REVIEW OF POSITIVE TEST RESULTS

All specimens identified as positive on the initial test shall be confirmed by the testing laboratory. A Medical Review Officer (MRO), who shall be a licensed physician with knowledge of substance abuse disorders, shall review and interpret positive test results obtained from the testing laboratory. The MRO shall:

1. Examine alternate medical explanations for any positive test results. This action may include conducting a medical interview and review of the student-athlete's medical history, or review of any other relevant biomedical factors.
2. Review all medical records made available by the tested student-athlete when a confirmed positive test could have resulted from legally prescribed medication. Prior to making a final decision on the results of the confirmed positive test, the MRO shall give the student-athlete an opportunity to discuss the result. The MRO will contact the student-athlete directly to discuss the results of the test or if unsuccessful in contacting the student-athlete directly, the MRO shall contact the designated representative who shall have the student-athlete contact the MRO as soon as possible.

SANCTIONS

A student-athlete who is found to have used of a prohibited substance will be sanctioned according to this Policy. Member colleges may have rules and sanctions that are more stringent than those outlined in this Policy. These rules, when applied, shall be recognized and supported. However, at no time, shall a team policy, rule, or sanction minimize the requirements and sanctions of this Policy.

FIRST OFFENSE

1. The Athletic Director will report the confirmed positive drug test finding(s) to the ACCC Commissioner and College President.
2. The Athletic Director or his/her designee will schedule a confidential meeting with the student-athlete and the head coach.

3. The Athletic Director or his/her designee may notify the student-athlete's parent(s) or legal guardian(s) by telephone and in writing.
4. The student-athlete will be suspended from 25% of the maximum number of NJCAA-allowable dates/games (number of dates/games will round up). The suspension will be enforced during the current regular and/or postseason season or the subsequent regular season (if the confirmed positive test occurs during the offseason). If the confirmed positive test occurs at such a time that the 25% suspension is not completed by the end of the season in which the test occurred, the suspension from competition will be carried over to the regular season of the next academic year.
6. The student-athlete will be required to attend an alcohol/drug assessment course scheduled by the Athletic Director or his/her designee. This course will be scheduled for the student-athlete once a positive test is confirmed. This class will be at the expense of the student-athlete. This course must be completed before student-athlete will be allowed to return to competition.
7. The student-athlete will not be allowed to participate in practices and team workouts for a minimum of two weeks AND will only be allowed to return to practice/team workouts after completing an alcohol/drug assessment course.
8. A student-athlete must receive a negative follow-up drug test before he/she will be permitted to return to participation in the athletic program. A student-athlete is financially responsible for this follow-up test.
9. Student-athletes who are suspended for a confirmed positive drug test and successfully complete a substance abuse program will be required to submit to follow-up drug testing for the duration of his/her time while in the athletic program.

SECOND OFFENSE

1. The Athletic Director or his/her designee will report the confirmed positive drug test finding(s) to the ACCC Commissioner and College President.
2. The Athletic Director or his/her designee will schedule a confidential meeting with the student-athlete and head coach to review the confirmed positive drug test results.
3. The Athletic Director or his/her designee will notify the student-athlete's parent(s) or legal guardian(s) by telephone and in writing.
4. The student-athlete will be immediately dismissed from their respective athletic team and will forfeit their athletic scholarship.

PROHIBITION FROM ENROLLING AT ANOTHER MEMBER COLLEGE

Students who are permanently suspended from an ACCC member college for failing to comply with this Policy will be prohibited from competing at any other ACCC member college until such student is in compliance with the drug policy.

MEDICAL EXCEPTIONS

The ACCC recognizes that some banned substances are used for legitimate medical purposes. Accordingly, the ACCC allows exception to be made for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug. In order to be considered for a medical exception, the student-athlete must present this request to the Athletic Director prior to or at the time of any drug tests.

APPEAL PROCESS.

Student-athletes who test positive for a banned substance by the laboratory retained by the college may, within 72 hours following receipt of notice of the laboratory finding, contest the findings. The student-athlete must write (letter, email, etc.) his/her contest with the initial test.

Upon the student-athlete's request for additional testing of the sample, the Athletic Director or his/her designee will formally request the laboratory retained by the college to perform testing on specimen B. The student-athlete may choose to be present at the opening of specimen B at the laboratory. If the student-athlete does not wish to be present at the opening of specimen B, but desires to be represented, arrangements will be made for a surrogate to attend the opening of specimen B. The surrogate will not be involved with any other aspect of the analysis of the specimen. The student-athlete or his/her surrogate will attest to the sample number and the integrity of the security seal prior to the laboratory opening of specimen B. Specimen B findings will be final, and no further appeals may be made.

ALCOHOL POSSESSION/USE AND DRUG POSSESSION POLICY.

Student-athletes are required to conduct themselves in accordance with member policies, in addition to federal, state and local laws. To the latter, possession or consumption of alcoholic beverages by individuals under the age of 21 is a violation of state liquor laws (Minor in Possession/MIP). Additionally, possession or use of illegal drugs is a violation of state law. As such, a student-athlete who is caught on or off campus with any type of alcohol violation (i.e., MIP, DUI/OWI, supplying a minor) or in possession of drugs/drug paraphernalia will be suspended for 10% of the maximum number of NJCAA-allowable dates/games (number of dates/games will round up). The suspension will be enforced during the current regular and/or postseason season or the subsequent regular season (if the confirmed positive test occurs during the offseason).

ENFORCEMENT OF ACCC DRUG EDUCATION AND TESTING POLICY

The following protocol will be utilized to ensure institutions comply with the ACCC Drug Education and Testing Policy:

NOTIFICATION OF CONFIRMED POSITIVE DRUG TEST RESULTS

The ACCC must be notified of all confirmed positive drug test results within 24 hours of member institutions being notified of such results. Colleges failing to notify the ACCC of confirmed positive drug tests will be fined \$500 on the first occurrence and will be ruled ineligible for postseason play in all sports on the second occurrence.

RANDOM AUDITS BY ACCC OFFICIALS

The ACCC will randomly audit 25% of the teams during the athletic year. At the time of the audit, member institutions will have 48 hours to deliver all drug test results to the ACCC Commissioner for review. Institutions will be deemed in non-compliance if:

1. Drug test results are not submitted within the 48-hour time frame; or
2. After review of materials submitted, teams are found to not be in compliance with the ACCC's Drug Education and Testing Policy.

SANCTION FOR NON-COMPLIANCE

Schools not in compliance with the ACCC's Drug Education and Testing Policy will be fined \$500 on the first occurrence and will be ruled ineligible for postseason play in all sports on the second occurrence. If member

institutions have teams that do not qualify in the current year for postseason play, those teams will be ineligible the following year.

NJCAA ACADEMIC ELIGIBILITY REQUIREMENTS FOR ATHLETIC PARTICIPATION

Section 4. REQUIREMENTS FOR ATHLETIC ELIGIBILITY

The following rules shall be used to determine a student-athlete's eligibility for athletic competition in any one of the certified sports of the NJCAA.

THIS ENTIRE SECTION MUST BE READ BEFORE A STUDENT-ATHLETE'S ELIGIBILITY STATUS CAN BE DETERMINED.

- A. Student-athletes must be making satisfactory progress within an approved college program or course as listed in the College Catalog and Student Handbook.
- B. Student-athletes must be enrolled in full-time status using any combination of sessions within a term, and in classes that begin before the end of the regular sport season in which the student-athletes choose to participate, within 18 calendar days from the beginning of the term.
 - 1. Student-athletes that do not conform to this rule will be ineligible for the remainder of the term.
- C. Student-athletes must maintain enrollment in 12 or more credit hours of college work as listed in the College Catalog and Student Handbook during each term of athletic participation. Student-athletes that drop below 12 hours become ineligible 48 hours from the time of the drop date and remain ineligible until full-time status is regained within that term.
 - 1. CLEP hours may not be used to meet enrollment requirements or previous term requirements. CLEP hours may only be used to meet accumulation bylaws.
 - 2. Student-athlete enrollment should be verified 24 hours prior to National Championship competition; if a student-athlete has maintained and currently is enrolled full-time 24 hours prior to National Championship competition he/she will remain eligible throughout the National Competition.

SEMESTER ELIGIBILITY

- D. On or before the 18th calendar day from the beginning date of the term for the second full-time semester, as published in the college catalog, a student-athlete must have passed 12 semester hours with a 1.75 GPA or higher.
- E. On or before the 18th calendar day from the beginning date of the term for the third full-time semester, and all subsequent semesters thereafter, as published in the College Catalog and Student Handbook, a student-athlete must satisfy one of the following four requirements to be eligible for the upcoming term:
 - 1. Pass a minimum of 12 semester hours with a 2.00 GPA or higher during the previous semester of full-time enrollment, OR;

2. Pass an accumulation of semester hours equal to 12 multiplied by the number of semesters in which the student-athlete was previously enrolled full-time with a GPA of 2.00 or higher, OR;
 3. A first season participant must have passed a minimum accumulation of 24 credit hours with a 2.00 GPA or higher for the initial term of participation, regardless of previous term or other accumulation requirements (NOTE: This only establishes eligibility for the initial term, not subsequent terms.), OR;
 4. A first or second season participant must have passed a minimum accumulation of 36 credit hours for a fall sport, 48 credit hours for a spring sport, with a 2.00 GPA or higher, regardless of previous term or other accumulation requirement.
- F. Prior to a second season of participation in an NJCAA certified sport, student-athletes must pass a minimum accumulation of 24 semester hours with a 2.00 GPA or higher. (This is in addition to satisfying 4.D or 4.E.)
- G. Student-athletes must be enrolled full-time (12 or more credits) at the college where they have chosen to participate when the regular season schedule of a sport begins. Student-athletes not enrolled during the term when the season begins remain ineligible throughout the season schedule unless they enroll on the first possible enrollment date following:
1. Their release from Active Armed Services of the United States with a discharge other than dishonorable.
 2. Their return from a religious mission.
 3. Their graduation from a high school or receipt of an equivalency diploma.
 4. Their transfer from an NJCAA member college which has dropped a sport after the school year begins. Student-athletes that satisfy one of the four exceptions become eligible after the previous term has ended upon registration as a full-time student athlete for the new term. (Student-athletes must be added to the eligibility form before participating.)
 5. A student-athlete attending a multi-campus college may, if at the campus of his/her enrollment a sport is not offered, participate in that sport at any campus within the system that offers said sport. Requirements for Multi-Campus designation:
 - a. The various campuses involved have a common title.
 - b. The various campuses involved have a common CEO.
 - c. The various campuses involved are not individually accredited.
 - d. The various campuses do not duplicate any sports.
 - e. The various campuses involved must designate one individual per system as the contact.
 - f. Multi-campus designation must be approved by the NJCAA.
- H. In the following sports, student-athletes are not required to be enrolled during the fall term to be eligible to participate in the sport during the spring season unless the records are carried over into the spring season: Baseball, Bowling, Golf, Lacrosse, Softball, and Tennis. If the fall records are carried over into the spring season, all student-athletes must be enrolled full-time (12 or more credits hours) during the fall term when the schedule begins.

All questions regarding eligibility must be directed to the Athletic Director.

WITHDRAWAL FROM CLASS

Any student athlete wishing to withdraw from a class(es) must gain the Athletic Director's permission prior to withdrawing from the class.

DEGREE PLANS AND PROGRAM COMPLETION

All student athletes are responsible for monitoring their progress towards completion by reviewing their degree plans each semester. Student athletes are required to meet with the academic advisors at least one per semester. All student athletes must formerly request a degree audit and transcript evaluation prior to the beginning of their last semester.

TRANSFER STUDENTS

Transfer students from a four-year institution must request a degree audit upon enrollment to ensure their status and the courses and credit hours needed to complete their degree and review this information with their advisor and the Athletic Director.

CVCC STUDENT ATHLETE CONTRACT

As a member of a Chattahoochee Valley Community College athletic team, I hereby agree to abide by the following rules and guidelines:

- I will conduct myself in a manner befitting Chattahoochee Valley Community College and Pirate Athletics on the field/court, off the field/court, and at my residence.
- I will uphold my status as a student first and fulfill the academic requirements set forth for me by the NJCAA as well as the Pirate coaching staff and College administration.
- I will refrain from the use of any underage alcohol consumption, and abuse of illegal substances and drugs, prescription or illicit.
- I will obey the housing rules set forth by my landlord.
- I will perform any tasks set forth by the coaching staff to the best of my ability.
- I will accept whatever role the coaching staff outlines for me and do my best to excel in that role.
- I will exhaust all means to resolve all complaints or issues (personal, academic, or athletic) that involve me, the team, or coaching staff **personally** with the head coach.
- I will abide by team policies in regards to appearance, behavior, and extracurricular activities.
- I will do my best to work within my coach's team philosophy and take pride in being a PIRATE and member of a Chattahoochee Valley athletic team.

I understand that failure to adhere to any of the above could result in the forfeiture of my membership on a Chattahoochee Valley athletic team and that the coaching staff and/or Athletic Director will make all determinations of compliance with the above rules and guidelines.

Player Name: _____ Date: _____

Signature: _____ Date: _____

ADDITIONAL AGREEMENT FOR PLAYERS ON AN ATHLETIC SCHOLARSHIP:

I understand that my scholarship is awarded on a semester-by-semester basis, but that I may forfeit my scholarship at any time by:

- Failing to pass 12 hours in any given fall or spring semester.
- Failing to maintain a 2.00 GPA.
- Failing to pass all summer courses as assigned by the coaching staff.
- Failing to adhere to any of the above rules and guidelines.
- Failing a drug test.
- Acting in a manner unbecoming of a member of a CVCC athletic team.
- Becoming ineligible according to NJCAA regulations. ● Being dismissed from the team for any reason.

Signature: _____ Date: _____

APPENDIX A

**ALABAMA COMMUNITY COLLEGE CONFERENCE CONSENT TO DRUG TESTING
ACKNOWLEDGEMENT OF STUDENT-ATHLETE DRUG TESTING POLICY
&**

I certify that I have received a copy of the Alabama Community College Conference Drug Education and Testing Policy for student-athletes, and I have read and understand the requirements of the policy and guidelines in order to participate in intercollegiate athletics, including parental notification requirements.

I understand that to participate in intercollegiate athletics (including athletic managers), I will be required to submit to mandatory drug testing. I agree to submit to specimen collections for purposes of analysis for drug use. I further agree and consent to the disclosure of the records and test results relating to this analysis to be released to ACCC Commissioner, the College's Athletic Director, Head Coach, and college President in order that my eligibility to participate in the athletic program can be determined.

My signature below further authorizes my institution to notify my parents and/or guardians of the results of my drug test, any sanctions that may or may not be placed on me in relation to the Drug Education and Testing Policy, or other issues relating to the Drug Education and Testing Policy.

Student Athlete's Printed Name _____

Student Athlete's Signature and Date _____

Witness: Coach/Athletic Director Signature and Date _____

Parent/Legal Guardian Signature
if under 19 Years of Age and Date _____

APPENDIX B

SPECIMEN COLLECTION PROCEDURES

A copy of these guidelines must be provided to each collection site person, prior to the collection of the specimen, to ensure that all specimens are collected and tested within these requirements. A specimen collection should not be initiated until the collection site has been made aware of the requirements of these procedures. Collection site personnel should contact the Athletic Director, head coach, or other designated college representative to obtain a copy of these guidelines before any specimen collection is performed.

1. The collection site person shall be a licensed medical professional or technician who has been trained for collection in accordance with chain of custody and control procedures – not a coach, Athletic Director, or any other College employee who is a non-licensed medical professional.
2. Specimen collection procedures shall provide for the designated collection site to be secured in accordance with chain of custody and control procedures. Security during collection may be maintained by effective restriction of access to the collection materials and specimens.
3. When the student-athlete arrives at the collection site, the collection site person shall ensure that the student-athlete is positively identified as the individual selected for testing. This identification can be done through the presentation of photo identification or by an authorized institution representative. If the student- athlete’s identity cannot be established, the collection site person shall not proceed with the collection until such identification can be made.
4. If providing a urine sample, the student shall remove any unnecessary outer garments, such as a coat or jacket. The collection site person shall ensure that all personal belongings such as bags, backpacks, purses, etc. remain with the outer garments. Through a visual check, the collection site person will make an effort to ensure that no concealed containers are on the student-athlete’s person.
5. If providing a saliva sample, the student shall provide two samples to the collection site person. The second sample collected will serve as specimen B in the event of a student-athlete appealing a positive test result of specimen A (the first sample collected).
6. Once the specimen has been collected, the student-athlete and the collection site person shall keep the specimen in view at all times prior to its being sealed and labeled. The collection site person and the student-athlete will complete the necessary information on the custody and control form. The student-athlete will sign the custody and control form certifying that the specimen identified as having been collected from him or her is in fact the specimen he or she provided. The specimen and the chain of custody and control form shall then be sealed in a plastic bag and labeled in the presence of the student-athlete. The student- athlete’s participation in the specimen collection process is complete.