

**OTERO JUNIOR
COLLEGE
2017-2018**



**STUDENT-ATHLETE
HANDBOOK/CODE OF CONDUCT**

MESSAGE FROM THE ATHLETIC DIRECTOR

Welcome to Otero Junior College -- you are now a part of the Rattler Family! The Otero Junior College Athletic Department adamantly pursues excellence on the playing field and in the classroom. Our quest has been supported by faculty, staff, coaches, and administrators who have all worked together to help our student-athletes, both past and present, to succeed not only in their sport, but in life as well. This is our mission for you!

We are committed to our student-athletes to help them grow as people, in the classroom, and in the athletic arena. Beyond the faculty, staff, coaches, and administrators, this campus is deeply ingrained in the community, for whom we sincerely thank, along with our corporate sponsors, for their continued support. It is not simply through the people on campus that have helped Otero Junior College to compete at the highest level possible, it is through everyone around us who proudly represents Otero.

An exciting year lies ahead for all of our teams and student-athletes. While there is a high academic standard, along with an intense level of competition, I know all of you will rise to the top with your hard work and dedication to becoming the best that you can be.

Being involved in collegiate athletics is one of life's highest honors, and the friendships and memories you build here will last a lifetime. Take advantage of the opportunity you have to be the best that you can be in the classroom, in the athletic arena, and in life.

Best of Luck,

Gary Addington
Athletic Director
Otero Junior College



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REPRESENTING OTERO JUNIOR COLLEGE

Collegiate athletes are seen in the public eye more often than the average college student. The privilege of being a college athlete is accompanied by a responsibility to represent the college with class and dignity. The image of our student-athletes and teams are very important to both the Athletic Department and Otero Junior College. Failure to do so will result in disciplinary action from the Head Coach and/or the Athletic Director.

Some thoughts for you as a student athlete:

1. **Athletics and Participation in a sport is a Privilege and as an athlete, you are held to a higher standard.**
2. You **ALWAYS** need to tell a teacher in advance you will be gone for an event so you can know what you are going to miss and make it up before you go on a trip. Get to know your instructors.
3. **DO NOT EVER USE YOUR SPORT AS AN EXCUSE FOR MISSING CLASS!!!** If your sport is causing you to miss class, it should only be for a game and not practice or meetings. Again, tell the instructor in advance.
4. It is your responsibility to tell an instructor you will be gone when you have to miss class for a game.
5. Be a person of academic integrity. Cheating is not tolerated.
6. Respect the resident halls and its rules. You have chosen to live there under the rules that are in force for all dorm students.
7. Respect the cafeteria and its rules. If you have a complaint, see Mrs. Short – Director of Auxiliary Services.
8. As an athlete, the community will know you. If you are a good representative we will hear about it and if you are getting in trouble, we will also hear about it.
9. Conduct yourself as an adult on campus and in the classroom.
10. D's and F's and W's make it difficult to graduate and transfer, and are expensive. You need a minimum of a "C" grade to have a class transfer to most institutions. Do your work. If you have remedial class, you will need to pass it before you can take the college level class. If you have questions regarding your schedule and or remedial courses you are taking, contact Mr. Paolucci , Ms. Hall or myself immediately.
11. If you have questions on your scholarships, see your coach.
12. Do not be late to class! Do not ever use your sport as an excuse for being late
13. An unexcused absence from class is unacceptable. The Administration and the coaches have zero tolerance for missing class.
14. Please use the resources that are available to you as it our job to help. You are not alone---ever. So please don't be afraid to ask for help.

Social Media Guidelines

1. Social media sites have increased in popularity globally, and are used the majority of student-athletes here at OJC in one form or another.



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2. Student-athletes should be aware that third parties...including the media, faculty, future employers, NJCAA officials and NCAA officials...could easily access your profiles and view all personal information. This includes all pictures, videos, comments and posters. Inappropriate material found by third parties affects the perception of the student-athlete, the athletic department and the College. This can also be detrimental to a student-athletes future employment.
3. If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as the OJC Athletic Departments and the Colleges. Remember, always present a positive image and don't do anything to embarrass yourself, the team, your family and the institution.

Athletic Department Disciplinary Action

The objective of the Athletic Department disciplinary process is to protect constituents of the athletic program from jeopardy due to the impropriety of those within the Athletic Department who are unable or refuse to abide by the departmental rules and regulations.

The Athletic Director will review with the student-athlete the nature of the complaint and the relevant evidence and testimony. When the investigation has been completed, the Director of Athletics may convene the Disciplinary Action Committee.

It is recognized that individual coaches have their own requirements and regulations for conduct in the classroom, on campus, on the practice area, during travel to and from competition, in competition, and as a student of Otero Junior College. This is as it should be and the Code of Conduct is not meant to infringe upon or detract from that right and that responsibility.

There are times and situations separate and removed from the immediate confines of practice and competition in which student-athletes can and may be in violation.

All students-athletes are governed by local, state, and federal law in addition to college procedures as outlined in the Otero Junior College Student Handbook and the Otero Junior College Dorm Policy. Violation of these policies and/or procedures by any student-athlete will be subject to college disciplinary action according to the Otero Junior College Student Due Process System.

In addition, the Athletic Department has the authority to enforce any disciplinary action they deem necessary. Depending upon the violation by the student-athlete, one or more of the following actions may be taken:

Disciplinary Action Committee -- The committee will consist of the following members:

Head Coach of the athlete involved
Athletic Director
VP of Student Services



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1. The coach will have the initial responsibility to first take disciplinary action.
2. Action taken by the Disciplinary Committee may include, but is not limited to the following:
 - a. Short-term suspension – Suspension from at least one regular season athletic contest.
 - c. If caught or charged with a criminal offense (such as stealing, assault, battery, forgery, possession of illegal drugs, possession of illegal drug paraphernalia), a minimum of a one contest suspension will occur.
 - d. Expulsion – Elimination from participation in all athletic activities while enrolled at Otero Junior College as well as forfeiture of athletic scholarship for the entire enrollment at Otero Junior College.

****Note:** Cancellation or modification to an athlete's scholarship during the period of its effectiveness is permissible for misconduct by the student-athlete due to disciplinary matters as stated in the NJCAA Handbook and Casebook.

All disciplinary actions and subsequent enforcement are cumulative for the entire enrollment at Otero Junior College.

Alcohol and Drug Policy

Alcohol Policy

Unlawful possession, use or distribution of alcohol by student athletes is prohibited. We also recognize the college's responsibility to enforce the state law, which limits legal consumption of alcohol to person over twenty-one years of age, and the Drug and Alcohol Free Campus Federal Law, which restricts any alcohol or drugs on campus or associated with a college activity.

Alcohol incidents occurring off-campus will be handled on a case by case basis.

A student who has been reported for a first violation of the Athletic Code of Conduct and Alcohol Policy, the Student Code of Conduct or the Alcohol Policy as stated in the Student Handbook will be subject to the following sanctions:

Violation/Incident ONE:

- Disciplinary action at the discretion of head coach.
- Consultation with athletic director.
- Consultation with the head coach.

Violation/Incident TWO:

- 2 game / 2 double header suspension
- Consultation with athletic director.
- Consultation with the head coach.

Violation/Incident THREE: IMMEDIATE DISMISSAL FROM THE TEAM



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Illegal Drug Use and Random Drug Testing Policy

Drug Use

An illegal possession of any illegal controlled substance, whether alone or in a group, will result in disciplinary actions. Possession alone as well as use in a group setting with other people present; and there is an obvious intent to use controlled substances by people present; and by being physically present in a room where an illegal-controlled substance is visibly/physically being used and distributed implicates the observer as a violator. All of those violators will then follow all procedures as one that had a positive drug test. All of those that refuse a random drug will follow all procedures as one that had a positive drug test.

Otero Junior College promotes a drug free campus and drug free athletic programs; as such OJC requires all student-athletes to be potential participants in a random drug testing program. It is the belief of the OJC Athletics Department and the NJCAA that athletic participation is a privilege. Because participation is a privilege, those athletes who choose to use illegal drugs or alcohol may lose that privilege.

The OJC athletics department believes that the use of illegal drugs has an adverse effect on an athlete's physical, mental, and/or emotional well-being. As such it is in the best interest of our student athletes to conduct random mandatory drug testing and substance abuse counseling if necessary to our student athletes. These activities can take place at any time during the school year, whether your sport is in-season or out of season.

Any class of drug that may alter athletic performance is banned by the NJCAA and This includes:

- Stimulants such as caffeine, guarana, ma huang, or cocaine.
- Anabolic agents such as androstenediol (andro) testosterone or DHEA.
- Diuretics and urine manipulators
- Street drugs such as heroin, marijuana or meth.
- Peptide hormones such as human growth hormone (HGH), Human chorionic Gonadotrophin (HCG).
- Anti-estrogens like tamoxifen and clomiphene.

For a complete list of banned substances go to www.drugfreesport.com or www.NCAA.org

It is the purpose of OJC's random drug testing and education program to;

1. Educate student-athletes as to the possible consequences of illegal drug use.
2. Prevent drug use and any negative consequences that come from drug use.
3. Assist in providing resources for counseling to students who have specific needs.



To ensure proper administration of the program, the following procedures will be used:

1. Coaching staff will explain the drug testing policy to prospective student athletes when recruiting.
2. Student athletes will sign a letter of intent or agreement form consenting to participation in the drug testing and education program (in the Code of Conduct).
3. All student-athletes, student managers or other students working with the athletics department will participate in the drug education and testing program
4. Testing will be performed using one of the following methods: Urinalysis, Mouth Swab, Hair Sample or Blood Analysis.
5. The collection and coding of samples will ensure privacy and confidentiality.
6. Collection of samples will be performed by Southeast Health Services and sent to NORCHEM for an expansive menu of controlled substance testing through Medtox Laboratory. All positive tests are sent on for GC-MS Confirmation testing, to ensure accurate and reliable test results.
7. Students who do not report for testing immediately of being notified of the test will be considered to have positive tests.
8. Results of the tests will be reported directly to the Athletic Director and the athlete's head coach.
9. This test will be administered at OJC's expense.
 - o If test is negative no further action is needed

In the event that an athlete tests positive the following procedures will be used:

1. Athletic Director and Head coach will review results and have a personal conference with the student-athlete
2. Once positive results are confirmed

The student athlete will meet with a counselor for further evaluation and recommendations can be made at this time for any possible drug related education and/or professional counseling. During this time the student athlete will be expected to meet all of the team responsibilities including, but not limited to, practices, meetings and workouts OR the head coach may instate a more strict punishment.

 - a. Suspension imposed:
 - i. Minimum of 30 day suspension for athletes from the date of the positive test if "in season" or from the beginning of the "game date" as defined by the 2017-2018 NJCAA Sports Procedures for the athletes respective sport.
 - ii. Suspension MAY be from practices, workouts, activities and off season competition as directed by the head coach or the head coach may instate a more strict punishment.



- b. After 30 day suspension:
 - i. Athlete can petition the athletic director and head coach for reinstatement. Petition must be made in person.
 - ii. As a condition of reinstatement, student athletes will be required, at their expense, to prove that they are not using any illegal substance.
 - 1. Athletes must test at the conclusion of the suspension and this test must come back negative. This test will be done at the athlete's expense.
 - 2. Once a negative test has been confirmed and the student athlete is no longer using drugs, they will be released from suspensions.
 - iii. Any student athlete who tests positive for a second offense during his/her career at OJC will:
 - 1. Be released permanently from all athletic programs at OJC.
 - 2. The athletic scholarship will be revoked.
 - 3. Be referred to appropriate programs in hopes of a full recovery.

NOTE: This policy is cumulative and carries over to any subsequent semesters of athletic participation.

- 1. Parents or guardians will be informed of the drug testing policy prior to the start of the fall term.
 - a. Privacy laws prevent OJC from communication regarding actual drug tests.
- 2. The athletics department will notify the Vice President of Student Services of any positive tests and any action taken under this policy.
- 3. All information about the athletes selected to be tested; results, appeals, treatment programs and reinstatement decisions will be kept confidential.
- 4. All students have the right to due process as described in the OJC Student Policy Handbook.

An OJC official/coach and a player may agree that such player will submit to unannounced testing during the term of the player's academic term provided that the official/coach has a reasonable basis for requesting such agreement.

Tobacco Use

As per NJCAA regulations tobacco use is prohibited at all practices, workouts, and events which are sanctioned by the NJCAA or OJC. Use of tobacco products during



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these times will result in athlete being ejected from event and unable to participate in additional events for the remainder of the day.

Uniforms

Furthermore, upon receipt of the indicated athletic uniform, I assume full responsibility for its wear and security. Should the uniform become lost, ruined, or stolen, I agree to reimburse the college for its full replacement value and authorize the college to withhold any moneys that might be due from me for the expense of the uniform.

Credit Hours

As an athletic participant, I am aware that I must be enrolled as a full-time student (12 hours or more) at all times and complete at least twelve (12) semester hours with a 2.0 grade point average each semester. Also, I understand that I must annually provide the college with an NJCAA Eligibility Affidavit and a statement of physical ability to participate in any intercollegiate activity prior to any participation including practice sessions.

Cancellation of Athletic Scholarship

An athletic scholarship agreement between Otero Junior College and a student-athlete is limited to one academic year. At the conclusion of the academic year (and before June 15), the Head Coach of the student athletes respective sport will notify all student-athletes as to whether their aid will be renewed, increased, reduced, or canceled for the upcoming academic year.

Aid adjustments during the academic year will only be made if the student-athlete:

- Fraudulently misrepresents any information on an application, letter of intent, or financial aid agreement;
- Engages in serious misconduct warranting a substantial disciplinary penalty as determined through other college disciplinary bodies.
- Violates established rules/policies/procedures of conduct set forth by each sports program.

Athletic scholarship recipients must maintain membership on the team; abide by all team rules and regulations as set forth by the coach, the Otero Junior College Athletic Policy, and the Otero Junior College Dorm Policy. Scholarship recipients who decide to voluntarily withdraw from the Athletics Program will forfeit their grant-in-aid and will be responsible for a pro-rated portion of any charges that normally would have been covered by the award.

The Coaches, Athletic Director, or Vice Presidents decision to cancel a scholarship may be appealed by the student-athlete according to grievance procedures. These procedures may be obtained through the Vice President of Student Services.



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PRIOR TO PARTICIPATION

Prior to participation in practices & games, the student-athlete must have the following on file in the athletic department:

1. A physical examination.
2. A drug testing statement must be signed.
3. Health Insurance Information-- A copy of each student-athlete's family health insurance must be provided. If you don't have health insurance, you must purchase a policy provided by any outside carrier.
4. Understand and accept the risks of participating in athletics. **Possible injuries and or death** could occur as a result of:
 - a. Vehicular accidents going to and from contests.
 - b. Collisions of athletes during practice or competition.
 - c. Being struck by balls or objects.
 - d. Unexplained collapse during participation.
 - e. Unforeseen catastrophes may occur.

Prior to game participation, you must also have the following:

1. Transcripts of all previous schools attended must be on file in the OJC records office. This includes high school as well as all colleges attended. Transcripts should be on file prior to enrollment, but must be received before the eligibility roster goes to the National Office. ***THIS IS THE RESPONSIBILITY OF THE STUDENT-ATHLETE.***
2. Any necessary paperwork from previously attended colleges to include transfer waivers and release forms as required by NJCAA policy.

Insurance Coverage/ Procedures

Health insurance for each student-athlete is to be provided by the student. Each athlete must have a copy of their primary health insurance on file before they may begin practice.

Participation in athletics involves the risk of injury, which cannot be eliminated even by our safety-conscious athletic training and coaching staffs. Knowing this to be true, the Athletic Department at Otero Junior College requires every student-athlete to provide proof of medical insurance, which will cover the medical expenses associated with an athletic injury. The responsibility for providing this primary insurance coverage rests with the student-athlete. This means that it may be necessary to purchase a primary insurance policy for your son/daughter if they are not already covered. Listed below are some guidelines regarding primary medical insurance:

The primary insurance policy should have major medical coverage. Ensure that the primary insurance will cover athletic participation. Insurance coverage must be in effect whenever the student-athlete will be playing or participating in



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athletic activities. This includes pre-season, in-season, and off-season (if the sport has an off-season schedule). □ Ensure the student-athlete's insurance coverage is effective in the La Junta and Pueblo area, and will pay claims to our local doctors. □ The primary insurance deductible should not exceed \$1,000.

***Note: Student-athletes are responsible for the deductible or co-payments and all other expenses not covered by the primary insurance policy and what OJC's secondary insurance will not pay.

Student-athletes will not be allowed to participate in OJC athletics without the verification of effective primary insurance. Student-Athletes who suffer an injury while not under primary insurance coverage will be responsible for the payment of all accrued bills up to the \$2,500 deductible.

The OJC Athletic Department provides a secondary (excess) athletic injury insurance policy with a \$2,500 deductible. This coverage will provide: □ Coverage for athletic injuries only. It does not cover non-athletic illnesses, or injuries that occur outside of scheduled practices or games.

Coverage as an excess insurance (this policy only comes into effect after a \$2,500 deductible is met). Only actual payments from the primary insurance count toward this deductible. Primary insurance discounts do not count towards this deductible. The payment of this deductible is the sole responsibility of the student-athlete.

OJC provides catastrophic insurance coverage on all athletes participating in NJCAA sanctioned athletics. Coverage under this policy comes into effect August 1st each year, when \$25,000 of medical, dental and/or rehabilitation expenses are incurred within two years of the date of a covered accident.

It is possible that an injury insurance claim will never reach the \$2,500 deductible. In this case, the primary insurance and the athlete will be responsible for the entire bill. If the bills from an injury should meet the \$2,500 deductible requirements of the secondary-insurance, the following items are required:

A copy of all itemized bills in the form of HCFA-1500's or UB-92's from the doctor, hospital, physical therapy, anesthesiologists, and all receipts for services personally paid for must be provided. Our secondary insurance will not accept billing statements in the place of itemized bills. □ The Explanations of Benefits (EOB's) from your primary insurance showing what the primary insurance has paid for and what they will not pay must be provided.

Please note that all claims must be submitted to the student athlete's primary insurance before Otero Junior College's secondary-insurance policy can be utilized. Once you have received the itemized bill and EOB's, send them to:

OJC Dept. of Athletics Attn: Gary Addington Athletic Director 1802 Colorado Ave. La Junta, CO 81050

In our efforts to see that all of our athletes have their primary insurance in place prior to participation, we have run into a potential problem with some types of policies. The problem involves HMO- type policies that only cover initial emergency visits and requires that follow-up visits be completed through your primary physicians. Simply put, this means that if your son/daughter is injured or becomes ill, he/she will have to receive medical treatment in your state or city, wherever your provider network exists (with the exception of the initial visit if it is an emergency). Medical treatments provided outside of the network could result in non-payment of the claim.



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It is the student-athlete's responsibility to notify OJC if insurance plan has terminated or changed while school is in session.

If the student-athlete's primary insurance is an HMO or PPO type policy, please contact the company and primary physicians informing them that your son/daughter is attending school and participating in athletics outside of the provider network. Inquire if the student-athlete could be referred to a local physician in order to prevent them from having to return home for medical treatment and being penalized for going to an out of network provider.

ATHLETIC TRAINING PROCEDURES

The athletic trainer is generally available from 11:00am to 3:00pm M-F; however this schedule will vary depending on practice and competition schedule. The most important rule of utilizing the athletic trainer and her office in the Fitness Center Offices is be respectful of the athletic training and coaching staff members, and other athletes seeking treatment.

1. Please report all injuries the day they occur. This can be done by contacting the head coach and the assistant coach on your respective team. An injury report must be signed and filed at this time.
2. Injured athletes are expected to report for treatment daily, if an athlete misses treatment s/he will be expected to be at practice without limitations.
3. Please ask before taking supplies from training cabinet. This includes, but is not limited to items such as crutches, towels, braces, tape and pre-wrap.
4. Please return equipment when finished using it. If equipment is broken or not returned the athlete will be billed for the FULL replacement cost.
5. Because of liability reasons, treatments are to be done with the immediate supervision of a Certified Athletic Trainer. If no athletic trainer is present, no treatments are to be done.
6. Please leave bags, coats and cleats and other equipment in the hallway to keep the area free of clutter.
7. A meeting with the trainer is not an excuse for being late to practice.
8. It is expected that athletes treat others with respect while receiving treatment. This means no cussing/foul language or horse play.

Otero Junior College Code of Conduct Agreement (revised 7-29-14)

I fully understand the Otero Junior College's Code of Conduct and Procedures. I also agree to all terms and conditions of the aforementioned Code of Conduct and Procedures to include but not limited to: The Random Drug Testing Procedure and all of the consequences associated with violating these guidelines; and the Alcohol Policy and Procedures including all of the consequences associated with violating these guidelines.

Should I engage in any illegal activity, engage in misconduct of which brings public discredit to the college, (i.e. illegal drugs, failed drug tests, alcohol violation, illegal activities), I fully understand my athletic grant, living privilege in the dorm and opportunity to participate on an athletic team or be involved with an athletically related function, may or will be revoked in addition to the termination of the athletic scholarship.

To all these conditions, I hereby certify that I have received the Otero Junior College Code of Conduct and Procedures and agree to the Code of Conduct and Policies by affixing my signature:

Student Name: _____ Student ID: _____

Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Sport Participating: _____



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