

ILLINOIS EASTERN COMMUNITY COLLEGE

Coach's Manual



2014-2015

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Illinois Eastern Community College COACH'S MANUAL

Welcome to Illinois Eastern Community College (IECC) intercollegiate athletic program! We are here to operate a first-class program and we welcome your ideas.

Place and Role

Intercollegiate athletics at IECC are an integral part of the total college, not an autonomous entity. Therefore, the athletic program must operate within general institutional philosophy and guidelines. The role of athletics is to develop the talents and positive character traits of student-athletes through participation in their chosen sport.

A competitive program of intercollegiate athletics shall be established to serve as a complement to the regular educational program of the college. All phases of the program shall be maintained in agreement with the philosophy of IECC and developed as a significant and integral part of the total educational process. The college athletic program shall be a member in good standing in the National Junior College Athletic Association and abide by its rules and regulations. The athletic program will also abide by the rules and regulations of the Great Rivers Athletic Conference in the sports that are in membership insofar as those regulations are consistent with membership responsibilities of the NJCAA. (No sport will compete in intercollegiate competition with any college that is not a member in good standing with a recognized regulatory body). The Athletic program shall be under the supervision of the Athletic Director.

Mission of Athletics

The mission of the athletics departments at Illinois Eastern Community Colleges is to provide student-athletes the opportunity to achieve academic and athletic excellence through a supportive learning environment and to enhance and develop values which foster leadership, self-discipline, teamwork, and integrity through athletic participation and completion.

Goals and Means

The goal of IECC athletic programs is excellence. Excellence means:

- a. An insistence that athletes are students first, with a graduation rate of 85%.
- b. Maintaining a rate of 100% of student athletes maintaining a 2.0 GPA.
- c. Teams that are well-coached, competitive, and representative of high standards of sportsmanship and personal conduct.
- d. Student athletes transferring to 4 year institutions at a rate of 90%.

To attain excellence, the college will:

- a. Provide for a reasonable pool of scholarship opportunities
- b. Provide adequate equipment and facilities

THE ORGANIZATION

Illinois Eastern Community Colleges are members of the GRAC - Great Rivers Athletic Conference. Members of the conference associate with the NJCAA through Region XXIV. Colleges participating in the GRAC include: John A. Logan College, Kaskaskia College, Lake Land College, Lincoln Trail College, Olney Central College, Rend Lake College, Southeastern Illinois College, Southwestern Illinois College and Wabash Valley College.

MISSION AND VALUES

MISSION

Our mission is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

Purposes

The District is committed to high academic standards for pre-baccalaureate, career and technical education that sustain and advance excellence in learning. The mission is achieved through a variety of programs and services that include, but are not limited to:

- ❖ educational programs, including pre-baccalaureate, career and technical degrees and certificates that prepare a diverse student body for transfer to a four-year institution of higher education or entry into a multicultural global workplace;
- ❖ program, course and institutional goals that have identifiable and measurable learning outcomes that are clearly understood by students;
- ❖ utilization of resource-sharing partnerships to expand, retrain, and strengthen the industrial base of southeastern Illinois;
- ❖ development of partnerships with pre-K through high schools allowing for the smooth transition and progression of students through lifelong learning;
- ❖ academic programs and institutional services that are reviewed and revised on a scheduled time frame with a focus on accountability relative to planning, student and program assessment, and learning outcomes;
- ❖ adult and continuing education designed to meet the immediate and long-term needs of the residents in the District;
- ❖ programs in remedial education, which assist District residents in attaining skills and abilities needed to enter and complete college-level programs;
- ❖ student advisement, counseling, and placement services for the purpose of assisting students in choosing a program of study, transferring to a four-year institution, entering employment, or completing certificate or course goals;

- ❖ curricula and services that are developed and updated, as necessary, to meet both short- and long-term needs of the residents of the District;
- ❖ community education and community service activities that provide a cultural and intellectual resource center for the area as well as identifying and honoring multiculturalism and diversity within our communities;
- ❖ professional enrichment and growth experiences for college, faculty, administrators, and staff which will improve and enhance instruction and service; and,
- ❖ resources, facilities, staff, and equipment to support all program and service components of the college.

VALUES

Illinois Eastern Community Colleges believe... these values, which are the foundation of Illinois Eastern Community Colleges, have defined the District since its inception, and are affirmed by the faculty, students, staff, and administration. At IECC, we believe in and place value on:

- ❖ **RESPONSIBILITY....**
encouraging personal growth and learning through leadership, stewardship, and accountability.
- ❖ **HONOR/TRUTH....**
providing an environment where honesty, truth, and integrity are encouraged in our work, communications, and service to our community.
- ❖ **FAIRNESS....**
supporting freedom of expression and civility, justice and consistency.
- ❖ **RESPECT/SELF-RESPECT....**
recognizing and accepting diversity with mutual regard for others through activities and communications.
- ❖ **COMPASSION....**
promoting the well-being of students, employees, and constituents through a caring and concerned attitude.

BUDGET PREPARATION

Coaches will be assigned a budget prior to the commencement of the academic year. It is the responsibility of each coach to operate within this budget

COACH'S RESPONSIBILITIES

Each coach is responsible for the following:

1. Attendance - Students are expected to be present for all classes, lectures, or laboratory sessions. If absent more times during the semester than the number of times the class meets per week the student may be dropped from the course at the discretion of the instructor. When a student is dropped by an instructor with an effective date before the midterm date of the class, a "W" will be recorded. When a student is dropped by an instructor with an effective date after the midterm date, the instructor will have the prerogative to assign a grade of "F" or "WF."

2. Eligibility - All coaches shall read the rules and guidelines of the NJCAA.

Because of the time consumed in gathering and obtaining information and documents for the eligibility rosters, all rosters must be submitted to the Athletic Director AT THE START OF EACH SEMESTER prior to the start of the first scheduled game. When submitting rosters, please make sure that a game schedule is attached and the player's name, social security number, seasons of participation, and date of physical are included. Students must also supply the registrar with a high school transcript and/or college transcript (if applicable). If the date of high school graduation and the date of initial college enrollment reflect any deferment, a Delayed Enrollment Form must be submitted to the Athletic Director.

The NJCAA requires that students take 12 credit hours per semester. At the moment a player drops below 12 hours, that player immediately becomes ineligible for play. Ineligible players may not dress for any exhibition game, travel or eat with the team during team travel.

COACHING CODE OF CONDUCT

The philosophy, attitude and behavior of the coach should exemplify quality human characteristics and provide experiences and opportunities for players to develop socially acceptable and personally fulfilling values and characteristics. Sports provide opportunities in making value judgments and developing social relationships which help lead to desirable behavior and personal qualities. The coach should strive to recognize the uniqueness and worth of all individuals and help them develop confidence, enhance cooperation skills and contribute to those around them. Stressful, competitive circumstances require maturity and experience to help coaches and players cope. Good judgment, control, and understanding all influence players, spectators, opponents and officials who associate with you in your sport.

This Code of Conduct provides a guide for the Athletic staff at IECC. The code of conduct will be one method of evaluating each coach and violations of these rules could lead to disciplinary action, suspension or termination of duties. The Code of Conduct cannot be all inclusive but does represent many areas of the athletic profession. Southwestern Illinois College encourages all coaches to identify and pursue conduct which promotes dignity in Athletics.

Administrative Behavior

1. Cooperate with administrative personnel in establishing and conducting a quality athletic program.
2. Provide for the welfare of the players by:
 - a. Scheduling appropriate practice periods.
 - b. Providing safe transportation.
 - c. Scheduling appropriate number of practice and league games.
 - d. Providing safe playing areas.
 - e. Using good judgment before playing or practicing injured, fatigued, academically stressed or emotionally upset players.
3. Attend workshops, clinics, classes, and institutes to keep abreast and informed of current trends and techniques of the sport.
4. Obtain membership and be of service in the NJCAA and other organizations which promote the sport.
5. Recruit athletes necessary to maintain a program that can compete successfully in the GRAC and Region 24.
6. Conduct yourself with dignity in recruiting; never degrade another college or coach but stress the benefits and advantages of attending an IECC school.
7. Require medical examinations for all players prior to the sports season and inform appropriate personnel of any medical problems and insurance needs to assure the athletes can compete.
8. Contribute constructive suggestions to the governing association for promoting and organizing the sport.
9. Show respect and appreciation for tournament personnel and officials at all times.
10. Be present at all practices and competitions. Avoid letting other appointments interfere with scheduled team time. Provide time to meet the needs of the individual players.
11. Avoid social interaction with athletes such as dating and physical contact outside the realm of athletic competition.
12. Respond appropriately and in a responsible way to actions that could lead to sexually compromising situations in rehabilitative training practices, personal counseling and other interactive contact with students and student athletes.

Personal Development of Athlete

1. Respect each player as an individual with unique needs, experience and characteristics and develop this understanding and respect among the players.
2. Be a good example in appearance, conduct, language, and sportsmanship and teach the players the importance of these standards.
3. Develop understanding among players, stressing a spirit of team play. Encourage qualities of self-discipline, cooperation, self-confidence, leadership, courtesy, honesty, initiative and fair play.
4. Compliment players honestly using constructive criticism and avoid exploiting them for self-glory.
5. Maintain an uncompromising adherence to standards, rules, eligibility, conduct, etiquette, and attendance requirements. Teach players to understand these principles and adhere to them.
6. Use common sense and composure in meeting stressful situations and in establishing practice and game schedules which are appropriate and realistic in terms of demands on players' time and physical condition.
7. Conduct practice opportunities which provide appropriate preparation to allow the players to meet the competitive situation with confidence.
8. Realize that sexual harassment is an issue of concern in today's sports and attend to complaints as indicated by college rules and state and federal law compliance requirements.

Sportsmanship

1. Demonstrate and instill in players a respect for and courtesy toward opposing players, coaches and officials.
2. Appreciate the officials for their contribution and appropriately address officials regarding rule interpretations and officiating techniques. Respect their integrity and judgment.
3. Develop in players the ability to accept defeat or victory gracefully without undue emotionalism. Teach players to play within the spirit of the game and the letter of the rules.
4. Emphasize the ideals of sportsmanship and fair play in all competitive situations.
5. Encourage spectators to display conduct or respect and hospitality toward opponents and officials and to recognize good play and sportsmanship. When inappropriate crowd action occurs, the coach should assist in curtailing the crowd reactions.

COLLEGE CODE OF CONDUCT

-GAME DISCIPLINE-

NJCAA rules will be followed in terms of game conduct on which officials have levied sanctions.

-SCHOOL CONDUCT-

School conduct will be governed by the Student Code of Conduct and rules set forth by institutions coaches and athletic director.

CONFERENCE GUIDELINES

IECC member schools participating in athletics are a member of the Great Rivers Athletic Conference. Questions concerning rules and regulations of the conference for any sport should be directed to the Athletic Director. Members of the conference include: John A. Logan College, Lake Land College, Wabash Valley College, Southeastern Illinois College, Kaskaskia College, Olney Central College, Rend Lake College and Lincoln Trail College.

END OF THE SEASON REPORT

An End of the Season Report should be submitted at the conclusion of each sport's season. This report should include season won-loss record, all-conference honors, all-region honors, tournament results, etc.

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300.18 Athletic Events Procedures

Effective date: 10/19/95

Revised: 2/4/00

Revised: 4/02/08

Revised 1/11/2012

Procedure – Athletic Events

I. Gate Receipts

Free passes will be pre-printed and pre-numbered, with a record kept of who receives each pass. When a college allows students to attend games at no cost, student identification cards are to be issued, so student status can be verified at games. Issuing free passes at the beginning of the season(s) allows student status to be verified. A college that does not have student ID cards have students and staff sign in.

Purchasing two-part general admission tickets, with one part being issued to the buyer and the other half retained by the college, will allow for counting paid attendance. Purchasing two-part tickets of a second color for persons holding passes will allow for a full attendance count. It is required that all tickets will be pre-numbered. Tickets when not in use will be stored in a secure location.

The function of collecting tickets should be separate from the function of collecting money and making the deposit. The person responsible for collecting tickets would be responsible for completing a brief attendance form for each game. (See attached example.) This form along with the ticket stubs will be kept in an envelope with the game date written on the copy. These records will provide an adequate audit trail.

It is preferable that persons other than students issue tickets and collect monies. Persons handling money should be bondable and bonded.

The athletic director will be responsible for the balancing of tickets sold to the gate receipts. Free passes plus tickets will equal total attendance. All monies received will be deposited in the Business Office as soon as possible within 24 hours following the event.

II. Camps

For any camp that the Athletic Department conducts, will require that advance registration come through the Community Service or Business Office. Day of registration is taken by the coach. The Community Service or Business Office accounts for numbers and dollars and deposits the cash in the Business Office. If the teams have expenses associated with their camp, all revenues are deposited and expenditures are vouchered. Also, camp registration must be made payable to college not the coach or the sport.

III. Fund Raisers

Fund raisers by teams are to be operated under the name and by the college. They must first obtain a Fund Raising Approval Form completed and approved. We can then verify to a community person that the college is in support of these fund raising events and the money collected will be deposited intact in the Business Office within 24 hours. All checks must be made payable to the college, not to the coach or sport.

IV. Athletic Concessions

The Athletic Director agrees to be responsible for the inventory of items purchased for resale. He/she will advise the Business Officer the teams who will receive the profit from the items sold. All receipts will be deposited into Athletic Concessions Auxiliary Account and after vendors are paid, profits may be distributed. **BUSINESS PROCEDURES – 300 Page 2 of 2**

V. Boosters

The financial records of booster clubs and similar organizations which assist athletic programs must be open and available to the college President, as required by Constitutional By-Laws of the NJCAA, Article VIII, Section 3.A.

Any financial assistance requested from college Boosters, Booster Clubs, Foundations, or any other outside agency or organization must be approved through the proper chain of command outlined below.

A coach should make written request for any such assistance to the college Athletic Director. The college Athletic Director will review the request, and if approved will sign the request and forward it to the college President. The college President would then review the request and either approve or deny it based upon the merits of each particular request.

If approved, the college President will present a written request to the outside agency for assistance. If the request is approved and assistance provided by the outside agency, then all checks from the outside Booster, Booster Club, agency or organization must be made payable to the college (not a coach or sport) and deposited in the Business Office within 24 hours of receipt. Although it would be appropriate for the donor to designate in the "memo" line of the check, or provide a separate written statement, their desire for the financial assistance to be intended for a particular sport. The revenue will be recorded and expense vouchered within the appropriate athletic accounts of the college, and in accordance with all normal college Business Procedures.

Under No Circumstances should a coach directly contact an individual Booster, Booster Club, Foundation, or any other outside organization or outside agency for financial assistance. All such requests must be made in writing and flow through the chain of command outlined above.

If a college Athletic Director denies such a written request made by a coach for financial assistance by an outside agency, the Athletic Director will respond in writing to the coach and provide the reason for such denial. If a college President denies such a written request made by a coach for financial assistance by an outside agency, the President will respond in writing to the coach and Athletic Director providing the reason for such denial.

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300.16 Travel Policy

Effective date: 2/1/94

Revised: 2/7/01

Revised: 8/2/06

Accounting Services

Procedure - Request for Travel Advances

I. Purpose

- A. To provide funds for travel when necessary.
- B. To insure that travel has been approved.
- C. To insure that funding is available.

II. General Information

- A. Travel advances are provided for the employee's business travel when necessary.
- B. Dean, President, and Chief Finance Officer approval is required. All advances of \$3,000 or more require the Chief Executive Officer's signature.
- C. Advances must be cleared by a travel expense report when travel is completed.

III. Procedure

- A. When the traveler determines that a contemplated trip will necessitate a travel advance, he/she will prepare a Request and Claim for Travel and submit it for approval. The request should be made at least three weeks in advance of the departure date. Travel advances may be made to employees of the District in an amount equal to the anticipated costs of the trip. **(Travel advances should not be requested when the total expenses will not exceed \$100.00.)**
- B. The Dean/Director examines the request for an advance, and approves and forwards all copies to the President and then Director of Financial Operations. The Director of Financial Operations examines the request using the same criteria for final approval. Presidential approval of the advance indicates approval of the travel and certifies that the trip is proper, necessary and within the scope of the budget to be charged.
- C. Request for travel advances must be completed before a check can be issued. The lack of any of the following will result in the request being sent back by any of the persons approving the form:
 - 1. The signature of the traveler and the appropriate approval.
 - 2. Indication of a bonafide account number which has sufficient funds remaining.

3. Indication of the purpose and destination of the trip and the days which the traveler will be absent.

D. All Cabinet members' travel requests and all travel requests of \$3,000 or more require the Chief Executive Officer's signature.

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300.16 Travel Policy

E. An advance check is then prepared by the District Business Office and is returned to the Director of Business. Normally, advance checks will be issued 72 hours prior to the date needed. Exceptions will be made, upon special request, where unusual circumstances make this necessary.

F. The original copy of Request and Claim for Travel report should be forwarded as indicated. All original receipts and itemized bills must accompany the report to show proof of the payment of expenses and for persons attending. Specifically hotel bills, airplane tickets, rental car expenses, etc. A credit card receipt for gasoline is adequate. Persons attending professional conferences or seminars will provide a copy of the brochure or other document describing the event which should be attached to the travel voucher. Expenses claimed that are not receipted according to procedure will be eliminated the total expense reported for settlement.

G. All advances should be cleared with the Request and Claim for Travel report five days after the travel has been completed. A second advance will not be made while the first is still outstanding. Advances that are not cleared by an expense report within 30 days may be deducted from the employee's salary.

H. Settlement will be made to cover any differences between travel advance and travel expense.

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300.16 Travel Policy

Effective date: 2/1/94

Revised: 10/8/03

Procedure - Reimbursement for Travel Expense and Return of Travel Advances

I. Purpose

A. To reimburse faculty and staff members for funds expended while on IECC business.

B. To provide a means of settling the difference between travel advances and actual travel expenses.

C. To insure that reimbursement for travel expense is properly authorized.

D. To charge the proper institutional account for the travel expenditures.

II. General Information

A. The "state" rate should be asked for on lodging and the preferred hotel listing contacted first when setting overnight accommodations.

B. Receipt reimbursement maximums for meals and lodging are as follows:

Type of Reimbursement Room Rate

Lodging

Chicago (Cook County) \$155.00* (plus tax)

Chicago Metro (DuPage, Kane, Lake, McHenry & Will Counties) \$80.00 (plus tax)

Downstate (Counties of Champaign, Kankakee, LaSalle, McLean, Macon, Madison, Peoria, Rock Island, St. Clair, Sangamon, Tazewell

and Winnebago) \$70.00 (plus tax)

All other Downstate Counties \$60.00 (plus tax)

Out-of-State (*District of Columbia* includes the

cities of Alexandria, Falls Church, and Fairfax, the counties of Arlington, Loudoun, and Fairfax in Virginia; and the counties of Montgomery and Prince Georges in Maryland) \$150.00 (plus tax)

(*New York City* includes the boroughs of the Bronx, Brooklyn, Manhattan, Queens, and Staten Island; Nassau and Suffolk Counties) \$110.00 (plus tax)

All other Out-of-State locations..... \$90.00 (plus tax)

Out-of-Country Actual Reasonable

China \$97.00

Hong Kong \$180.00

*The maximum reimbursement rate in Cook County and in the District of Columbia is equal to the rate established by the federal government. However, hotels in Cook County (on the Preferred Hotel Listing) have agreed to offer state employees rates of \$130.00 or less for Fiscal Year 2004. Employees should always attempt to obtain lodging at or below \$130.00 at hotels in Cook County.

When the established conference lodging rate is higher than the IECC maximum rate and the employee stays at the conference lodging site, that rate will be reimbursed when conference information detailing this cost is attached.

300.16 Travel Policy

If the conference hotel is booked, the traveler will find a hotel with a comparable “conference” rate that is within a reasonable proximity (distance, location, etc.) to the conference site. Written documentation of the circumstances is the burden of the traveler and is required. Approval of this exception will be at the discretion of the Chief Finance Officer.

Meals

In-State	\$28.00
Out-of-State	\$32.00
China	\$78.00
Hong Kong	\$115.00

There will be no reimbursement for meals that are included in any conference package.

a) If a conference fee includes a meal, the meal allowance shall be reduced by the actual value of the meal or the amount of the applicable meal allowance shown in the Reimbursement Schedule, whichever is less.

b) When an employee must purchase a meal at a conference as an expense separate from the conference fee and the amount is in excess of the meal allowance shown in the Reimbursement Schedule, the employee may seek reimbursement for the actual cost only if conference meal information detailing this cost is attached.

Lodging Exceptions:

A diligent effort must be made by the traveler to obtain lodging within the allowable rates. Hotels appearing on the Preferred Hotel Listing should always be contacted first in this effort. A reasonable number of hotels should be contacted to secure lodging within the allowable rate. Documentation of the circumstances surrounding the exception is required and is the burden of the traveler. Approval of such exceptions will be at the discretion of the Chief Finance Officer.

C. The \$28.00 daily **receipt allowance** is broken down as follows:

Breakfast	\$6.00
Lunch	\$8.00
Dinner	\$14.00
TOTAL	\$28.00

The \$32.00 daily **receipt allowance** is broken down as follows:

Breakfast	\$6.00
Lunch	\$8.00

Dinner \$18.00

TOTAL \$32.00

Meal Exceptions:

Exceptions to these receipt maximums for meals may be granted by the Chief Finance Officer when necessary to meet special or unavoidable circumstances and when in the best interests of the District. Exceptions are to be requested in writing by the employee’s supervisor. The request must state in detail the nature of the request, the reasons for noncompliance, and why the request should be granted.

D. When employee is on travel status overnight or qualifies for all three meal reimbursements, the day allowance is to be used as receipt maximum.

E. Breakfast is payable when an employee commences travel from the college or residence (if reporting directly to the destination) at or before 6:00 a.m.

F. Out-of-District lunch is payable when an employee is on travel status between the hours of 10:30 a.m. and 1:30 p.m.

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300.16 Travel Policy

G. Dinner is payable when an employee is on travel status and does not return to the college or residence (if reporting directly from the destination) at or after 7:00 p.m.

H. **In-District lunch** is not a reimbursable expense for IECC employees except for Cabinet members and their guests attending or conducting meetings on community relations. IECC employees other than Cabinet members whose job requires them to go to the same in-district location other than their work location for three or more times a week may be authorized for reimbursement. Other IECC employees’ in-district lunch may be authorized for reimbursement if they are required to have an occasional lunch for business purposes with a person that is not an IECC employee. This does exclude reimbursement for other IECC employees to attend this same lunch. The amount for lunch is established to set a per meal ceiling on conference lunches and meals purchased for individuals not employed by the college.

Business meals that promote and market IECC programs, services and centers are allowable if approved by the Chief Executive Officer. “Reasonable” business meals will be reimbursed at the actual expense. Detailed receipts are required along with an explanation for the purpose of the business meal and a listing of people attending the business meal. Documentation is the burden of the employee requesting reimbursement and “reasonableness” will be determined by the Chief Executive Officer.

I. IECC administration out-of-district travel will be approved by the President/CEO prior to the travel date.

D. The allowance for recovery of personal automobile expenses is the State per mile rate. Distances between destinations shall be as shown on the Illinois Highway Map published by the Secretary of State. Mileage in and around a city of destination may be claimed as such. Any out-of-state travel should be considered at the lower cost of air travel or mileage plus other expenses of travel. All out-of-state travel must be approved in advance.

a) Employees will only be reimbursed for approved travel from their first work site to a second work site. When travel is from a personal residence to a second work site, travel will be reimbursed for mileage equal to the difference between the employee's personal residence and the first/closer work site.

K. Air travel should be at coach class service, whenever possible. Foreign travel must be authorized on an individual basis by the President and Chief Executive Officer.

L. Travel advances may be made to employees of the College in an amount equal to the anticipated cost of the trip. **Non-Allowable** expenditures: Cost of alcoholic beverages, fines or traffic tickets, insurance on luggage, gifts and gift certificates, personal expenses, personal donations, movies, or cost of spouse or others who accompany traveler will not be reimbursed. Illinois Eastern Community Colleges assumes no responsibility for lost, stolen, or damaged items.

M. Travel should be approved in advance. Reasonable living expenses will be reimbursed while on official business away from the District. All lodging (hotel/motel) detailed expenditures are to be receipted. (Credit card receipts are not acceptable documentation.)

N. Transportation, including rental car expenses, taxi fare, parking fees, tolls, gratuities and other necessary IECC expenses including phone calls must be listed and receipted for each day.

O. Charges on District credit cards will require documentation of the business purpose and will be provided by the person making the charges. No credit card charges are permitted for any personal purpose or for travel by non-district personnel.

P. There will be no reimbursement for costs that are not requested within 90 days following the actual expense.

Q. Any additional travel charges not related to the employee (for example, a room surcharge if a spouse accompanies the traveler) is the express responsibility of the employee and is not reimbursable.

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300.16 Travel Policy

ILLINOIS EASTERN COMMUNITY COLLEGES

- Request and Claim for Travel -

REQUEST FOR TRAVEL

Date of Request	<input type="text"/>	Budget Code No.	<input type="text"/>
Staff Member's Name	<input type="text"/>	College	<input type="text"/>
Social Security Number	<input type="text"/>		
Date(s) of Travel	<input type="text"/>	Location of Meeting	<input type="text"/>
Beginning of Trip (Departure time)	<input type="text"/>	End of Trip (End of Trip Time)	<input type="text"/>

Purpose of Trip

Travel Is For Department

Estimate Cost:

Signatures / Approval

Food	Qty	Amount	Total
Breakfast	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Lunch	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Dinner	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Lodging	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Transportation			\$ <input type="text"/>
Total Amount			\$ <input type="text"/>

Staff Member

Date

Director and/or Dean

Date

President

Date

Chief Financial Officer

Date

Chief Executive Officer

Travel Advance Request: Yes No

CLAIM FOR TRAVEL

Date Claim Submitted : Beginning of Trip: End of Trip:

I. TRANSPORTATION

Location:

To

From

Air \$

Train \$

Car* \$
(\$.485 per mile on/after 7/1/2007)
(\$.445 per mile pre 7/1/2007)

II. HOTEL AND MOTEL SERVICES

Attach DETAILED receipts

\$

III. MEAL SERVICES

Attach DETAILED receipts

\$

Total Expenditures \$

Advance Received \$

Monies Returned \$

Reimbursement Needed \$

Signature of Staff Member

Date

President

Date

Note: Attach itemized receipts for Air and Train transportation, Hotel and Motel services and Meals. (Personal credit card receipts are not sufficient.) *Employees will only be reimbursed for approved travel from the first work site to a second work site. When travel is from a personal residence to a second work site, travel will be reimbursed for mileage equal to the difference between the employee's personal residence and the first/closer work site.

Non-Allowable expenditures: Cost of alcoholic beverages, movies, fines or traffic tickets, insurance on luggage, gifts & gift certificates, personal expenses, personal donations, or costs of spouse or others who accompany traveler will not be reimbursed. Illinois Eastern Community Colleges assumes no responsibility for lost, stolen, or damaged items. (Business Procedures 300.16)

Campus Business Office Notes (ie: meal calculations, etc.)

300.14 Purchasing

Effective date: 2/1/94

Revised: 2/4/00

Purchasing Department

Procedure - Purchase Orders

I. Purpose

The purchase order is the device by which materials and services are obtained for IECC. It also makes possible the proper encumbrance and charging of materials and service against the correct accounts.

All expenditure of funds for supplies, equipment and services must be covered by a properly executed purchase order. Materials or service received that are NOT covered by a purchase order are the LIABILITY of the person or persons making the original commitment and are NOT the responsibility of IECC.

II. Procedure

A. Purchase Orders: Upon the completion of all the requirements set forth in the purchasing policy and the requisitioning procedure, a purchase order will be prepared. The Board supports a policy of not knowingly entering into any purchase commitment which would result in a conflict of interest. District employees shall not knowingly purchase goods or services from their immediate families or from other employees or their immediate families except under the following conditions: (a) there is no other qualified or responsible provider; (b) a substantial additional cost for the goods or services will be incurred if the purchase is made from another provider. In such instances, the purchasing party will so notify the Board in a timely manner. Immediate family means living in the immediate household.

B. The requisitioned queries Banner form FOIDOC to insure that an order was placed.

III. Procedure

A. No purchases near the end of a budget period should be requested. It is particularly important that requisitions for grant budgets for supply items and equipment be submitted early so that buying can be accomplished, delivery secured and invoices processed before the end of the grant period. Grants usually have a liquidation period at the end of the grant. Director of Business should keep these requirements in mind when purchasing. Purchase requisitions should not be submitted to the District Business Office after May 15th for the end of the fiscal year. (The specific dates will be determined each year.) For items requiring a competitive sealed bid process and Board approval, refer to Purchasing Section.

1. All grant equipment purchases are to be made prior to November 15th and are to follow the required bid schedule.
2. No purchases for Capital Outlay will be processed after April 1 of each fiscal year or 3 months prior to the end of the grant period.

B. The Chief Finance Officer should receive a memorandum 30 days prior to the end of the grant period requesting cancellation of any items ordered on a grant that apparently cannot be delivered and invoiced before termination of the grant budget. Equipment items for grants must be requisitioned early in the grant period so that the equipment can be delivered and used.

BUSINESS PROCEDURES - 300 Page 57 of 57

300.1 Accounting

Effective date: 2/4/00

Revised: 12/3/03

Drivers License Procedure

I. Purpose

To provide a program to ensure that employees who are occasional drivers have valid driver's license and acceptable records to drive district owned vehicles and that employees who drive their own vehicles on college or district business have a valid drivers license.

A. The Business Officer on each campus, the Director of Business Services for District Wide, and the Director of Admissions and Financial Aid for Workforce Education shall:

- 1) Compile and maintain a current roster of ANY and ALL occasional drivers pertaining to their location;
- 2) Maintain a "driver file" for each occasional driver listed on their roster and also maintain a "driver file" for each college President, CEO, and Dean of Workforce Education as applicable to their location;
- 3) Include in the driver file a Motor Vehicle Report (MVR) prior to the employee driving a district owned vehicle;
- 4) Update the driver file annually by obtaining an MVR every year for each employee who occasionally drives;
- 5) Not allow anyone lacking a valid license to drive a district owned vehicle;
- 6) Not allow anyone who was convicted within the past three years for DWI, DUI, hit and run, homicide, assault, reckless driving, suspended or revoked license, to drive a district owned vehicle;
- 7) Not allow anyone who has more than two moving violations other than the convictions shown above or "at-fault" accidents within the past three years to drive a district owned vehicle.

B. Before operating any personally owned motor vehicle on district or college business, employees shall have in effect a valid operator's license and agree to comply with all Illinois Motor Vehicle statutes, rules and regulations.

BUSINESS PROCEDURES – 300 Page 1 of 6

300.17 Facilities Usage

Effective date: 10/19/95

Revised: 6/4/99

Revised 1/12/11

Accounting Services

Procedure - Facilities Usage

I. Purpose

The Colleges recognize their role as community resources and thus do make their facilities and equipment available according to the regulations and procedures outlined below.

II. Procedure

Application forms, fee schedules and procedures for use may be obtained at each College or the District Office.

A. Priority of Facilities Use

In order to assure appropriate scheduling among groups permitted to use college facilities the following priorities will serve as guidelines:

1. Community college scheduled programs and activities.
2. Community college related activities, recognized college-sponsored organizations and those public or private agencies whose purpose(s) relate to the advancement of community college programs and/or sponsored activities.
3. Other organizations or groups.

B. Regulations and Limitations of Use

1. Community college facilities may not be used in ways which interfere with, or are detrimental to the College's own instructional and educational programs or mission.
2. Community college facilities may not be used for commercial sales, advertising, or promotional activities, except when such activities serve educational purposes of the College and are conducted under the sponsorship of the College.
3. Each group or organization which uses college facilities must abide by the regulations and procedures of use as determined by the Board of Trustees and/or the college president and shall be subject to revocation or their privilege to use the facilities for failing to do so.
4. Possession or consumption of alcoholic beverages or narcotic drugs shall not be permitted on college property at any time.

5. The administration reserves the right to deny or cancel the use of facilities when the applicant has failed to comply with rules and regulations herein defined or when such use or meeting may in any way be prejudicial to the best interests of the college and/or District 529.

BUSINESS PROCEDURES – 300 Page 2 of 6

300.17 Facilities Usage

6. The president or designee reserves the right to waive any and all fees if deemed in the best interests of the college.
7. Advertisements and/or announcements for the event, whether written or verbal, shall not infer the co-sponsorship of the event by the colleges or IECC (e.g., “. . .”).
8. The Colleges reserve the right to change any reservation to other rooms with the understanding that, when possible, comparable facilities will be provided.

C. Liability

1. Illinois Eastern Community Colleges will hold groups using facilities responsible for any and all damages sustained during, or as a result of, an event, including liability for any damages to personal property and/or all personal injuries.
2. Depending on the facility use, the college President shall determine if a certificate of liability insurance will be required by the District for use of college facilities. An agreement to provide such insurance is located on page 5 of this section (300.17). The certificate shall name Illinois Eastern Community Colleges (and the particular college allowing the event) as an additional insured, on a primary basis. IECC will not be liable for any loss or damage to personal property or personal injury resulting from use of college facilities by outside organizations.
3. Hold Harmless Agreement – **In addition to** the certificate of liability insurance requirement, any organization or individual requesting use of college facilities must complete a Hold Harmless Agreement. The Hold Harmless Agreement must be completed and signed by an authorized representative of the organization or individual wishing to use IECC facilities. The Hold Harmless Agreement is located on page 6 of this section (300.17).
4. In the interest of the personal safety of all individuals, all reservations for college facilities are approved on the assumption that the facility will be used for the purpose intended, as normally equipped, and in compliance with all college regulations and all applicable laws.

FEE SCHEDULE

Classroom (excludes laboratories) \$25 per hour (1)

Computer Labs \$50 per hour (minimum)

Dining Room (no charge if food service provided) \$40 per event (2)

Playing Fields \$40 per event (2)

Gymnasium \$45 per hour (3)

Theater \$45 per hour (3)

Natatorium \$45 per hour (3)

Planning, Lighting and Sound during performance \$25 per hour (4)

Operating Lights and/or Sound during performance \$25 per hour (4)

Operating Lights during rehearsal \$20 per hour (4)

Custodial Service \$30 per hour/custodian (5)

Setting up and taking down stage \$30 per hour/custodian (5)

Utility costs may be added to usual fees for large space areas

- a. College officials may permit outside use of classrooms without charge providing it is during the time when the College is in normal operation.
- b. 1/2 day maximum.
- c. \$150 a day.
- d. College-approved technician required.
- e. Minimum charge, two hours.

Additional charges may be made at other times to cover costs of opening, heating, cooling and closing buildings.

BUSINESS PROCEDURES – 300 Page 3 of 6

300.17 Facilities Usage

Illinois Eastern Community Colleges

Facilities Use Request

Persons requesting use of facilities should fill out and sign this form. Requests cannot be considered unless all information asked for is furnished. Requests to use facilities must be submitted at least two weeks in advance of the desired use.

100.9 Substance Abuse Policy

Procedure - Substance Abuse

The following procedures are pursuant to Illinois Eastern Community Colleges policy on Substance Abuse Policy, (100.9).

The following personnel will assume a major responsibility for administration of the Substance Abuse Policy and

Procedures: The President and the Dean of the College; the Chief Executive Officer at the District level.

1. IECC Publications and marketing materials shall include the following statement:

Illinois Eastern Community Colleges' Board of Trustees has adopted the Substance Abuse Policy. Students and employees involved in substance abuse, within the college environment, are subject to disciplinary action.

2. Individuals involved in substance abuse shall be reported immediately to the College President.

3. The College President shall discuss the reported violation with the violator within 48 hours of the report.

4. The College President will make a recommendation of referral to an appropriate agency and disciplinary action or dismissal to the Chief Executive Officer within five (5) working days of the reported violation. In instances of violation of civil law, the President will also notify appropriate law enforcement agencies.

5. In life threatening instances, the reporting college employee should take immediate action to notify college administration. The College President will immediately obtain the assistance of medical, law enforcement, or other appropriate officials. In the event that an administrator is not available, the employee will request assistance of medical, law enforcement or other appropriate officials and notify a college administrator immediately thereafter.

6. If the individual involved in substance abuse is an employee of the District Office, the report shall be to the Chief Executive Officer and the above procedures implemented at that level.

7. Instance of a violation of this policy shall be documented. The College President or the Chief Executive Officer will notify each employee in a written statement, that as a condition of employment under any federal grant, the employee will: a) abide by the terms of the policy statement, and b) notify the College President or Chief Executive Officer of any criminal drug statute conviction or violation occurring in the workplace no later than five (5) days after each conviction.

8. The College President or Chief Executive Officer will notify the funding agency within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of such conviction.

9. An individual receiving a grant directly from a federal agency must sign the following certification "As a condition of the grant, I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity associated with the grant."

10. Every student receiving a Pell Grant must attest to his/her noninvolvement with drugs.

100.9 Substance Abuse Policy

11. Illinois Eastern Community Colleges will take one of the following actions within thirty (30) days of receiving notice regarding conviction or violation occurring in the workplace, with respect to an employee, if so convicted.
 - a. Taking appropriate action against such an employee, up to and including termination, or
 - b. Requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.
12. The Chief Executive Officer shall be responsible for recommendations to the Board of Trustees regarding disciplinary action taken through this policy and/or procedure.
13. The Dean of the College shall be responsible for conduct of an annual substance abuse awareness faculty and staff training activity.
14. Enforcement of the policy and procedures on substance abuse is limited to college or district owned and rented facilities and college district sponsored activities.
15. In cases where a minor is subject to this policy or procedure, the college or district administrator shall notify the parents or legal guardian of violations and disciplinary actions.
16. Any expenses resulting from disciplinary actions shall be the responsibility of the employee or student who violates the policy or procedure.
17. Each employee and student will be apprised annually in writing of the Substance Abuse Policy and Procedures.
18. Appeals to this policy shall follow appeal policy procedures for students or employees.
19. The Board of Trustees Policy and Procedure regarding Substance Abuse takes into account the Drug-Free Workplace Act, Title V-D of the Anti-Drug Abuse Act of 1988 (P.L. 100-690) and other applicable laws and regulations pertaining to community colleges.

100.17 Sexual Harassment

Effective: 5/10/96

Revised: 3/2/05

Procedure – Sexual Harassment

The following guidelines are general guidelines for investigating sexual harassment allegations. The Chief Executive Officer may make changes and/or recommend exceptions to these guidelines at his/her discretion.

1. All information pertaining to a sexual harassment allegation will be disseminated only on a strict “need-to know” basis. All individuals involved in an investigation should be informed that the District will attempt, consistent with any legal obligations, to keep the investigation as confidential as possible. However, investigators must provide the accused with the names of the accusers if the accused asks for the names.
2. IECC will make every reasonable effort to insure that no retaliation occurs as a result of reporting harassment or participating in an investigation.
3. Each complainant will be given a copy of the sexual harassment policy.
4. Each verbal complaint of sexual harassment should be immediately followed by the complainant’s completion of the Sexual Harassment Allegation Form. The complainant should be encouraged to complete the Sexual Harassment Allegation Form as completely as possible, asserting all facts which would be helpful to the investigation. Complainants are **not** required to sign a complaint. However, they should be asked to sign the complaint.
5. The employees, listed in Appendix A of Board of Trustees Policy 100.17, are authorized to receive and investigate allegations of sexual harassment. Anyone who receives a complaint of sexual harassment should immediately refer the complainant to one of these employees, as well as contact one of these employees to report that they have received a complaint of sexual harassment.
6. A written response shall be provided to the complainant of the findings of the investigation within one week after the formal investigation is completed.
7. In investigating sexual harassment, investigators shall refer to Illinois Eastern Community Colleges’ Policy 100.17 for additional information.
8. The following are potential questions for the complainant that may assist IECC employees responsible for investigating allegations of sexual harassment. The list is not intended to be exhaustive.
 - a. Establish who the alleged harasser(s) is(are).
 - b. Ask “who, what, when, and where” questions.
 - c. Ask the complainant how this behavior makes him/her feel. Has he/she had any emotional/physical effects from it?

- d. Has the complainant talked to others about the alleged harassment?
- e. Has the complainant discussed the harassment with the alleged harasser?

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100.17 Sexual Harassment

- f. Inform the complainant that your “door is always open.” If at any time the complainant has any additional information, he/she should be encouraged to contact you.
 - g. Identify possible witnesses for both sides.
 - h. Is this the first incident of alleged sexual harassment between the complainant and the alleged harasser? How long has the alleged harassment been happening?
 - i. Ask the complainant what action by the alleged harasser or IECC would resolve the problem satisfactorily?
 - j. Ask the complainant if he/she has any questions about IECC’s sexual harassment policy or about the investigation process.
 - k. Ensure the complainant that IECC is serious about maintaining an environment that is free of sexual harassment and that the allegation will be fully investigated.
 - l. Ask the complainant if he/she is comfortable with the manner in which the investigation is being handled.
 - m. Investigators will advise all parties in cases where telephone conversations are being documented or a note taker is present.
9. Whenever possible, the alleged harasser will be interviewed before interviewing any third party witnesses.
10. The investigator may recommend interim corrective action, including, but not limited to, temporary transfer, non-disciplinary temporary suspension, or course re-scheduling to prevent the continuation of potentially serious harassment prior to the conclusion of an investigation.
11. It is recommended that the investigator have a note-taker present during all interviews.
12. All complaints of sexual harassment must be taken seriously and a complete investigation conducted.
13. If the accuser is not pleased with the college’s action/decision, refer the accuser to the appropriate section in the sexual harassment policy.

100.17 Sexual Harassment

PRIVILEGED AND CONFIDENTIAL

Illinois Eastern Community Colleges

SEXUAL HARASSMENT ALLEGATION FORM

LOCATION(S) OF ALLEGED HARASSMENT: FCC LTC OCC WVC DO

(OTHER – PLEASE SPECIFY)

DATE OF ALLEGED HARASSMENT: _____

COMPLAINANT’S NAME: _____

_____ Last First Middle
ADDRESS: _____ **PHONE:** _____

CITY: _____ **STATE:** _____ **ZIP:** _____

ALLEGED HARASSER: _____

(Attach additional sheets if necessary) Last First Middle

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PLEASE DESCRIBE THE ALLEGED DISCRIMINATORY STATEMENTS AND/OR ACTIONS.

(Please provide as much detail as possible. Attach additional sheets if necessary.)

How does this behavior make you feel? Any emotional/physical effects?

Cabinet approval: May 10, 1996

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100.17 Sexual Harassment

Have you spoken to anyone else about this? _____

Are there any witnesses? (please list) _____

Is this the first incident of alleged sexual harassment between the complainant and the alleged harasser? How long has the alleged harassment been happening?

What action by the alleged harasser or IECC would resolve the problem satisfactorily?

Complainant's Signature Date

Investigator's Signature Date

Cabinet approval: May 10, 1996

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100.18 Procedures to Follow When Receiving Information or Complaints

Effective date: 7/16/96

ILLINOIS EASTERN COMMUNITY COLLEGES

Procedures to Follow When Receiving Information or Complaints

1. Members of the Board of Trustees of Illinois Eastern Community Colleges District No. 529, recognize that, as individual trustees, we are regularly contacted by our constituents and sometimes by college employees. These contacts are often in the nature of questions, information, or complaints.
2. We further recognize that, as elected public officials, we have an obligation to receive questions, information, or complaints from citizens of the District and to respond to such questions, information, or complaints in a responsible and ethical manner.
3. In view of the foregoing, we need to be certain that the contact understands the following points relative to trustee involvement:
 - A. The Board of Trustees is made up of seven trustees elected by the citizens of the IECC district and one student trustee elected by the students of our colleges; individual trustees have no legal authority, except when taking official action at a duly convened public meeting with at least a quorum of the Board of Trustees present.
 - B. The Board of Trustees is primarily a policy-making body; professional personnel are employed by the Board to conduct the day-to-day operations of the district and its colleges.

C. IECC's professional personnel operate under a chain of command, with each employee being directly responsible to a person in that chain of command; the Chief Executive Officer/Chief Operating Officer is at the top of the chain of command and makes recommendations to the Board of Trustees.

IN VIEW OF THE FOREGOING, WE, THEREFORE, adopt the following procedures to be followed to the extent possible and/or necessary in dealing with questions, information, or complaints that we receive.

1. Any inquiry, question, or complaint regarding students should be referred immediately to the appropriate official on the campus involved. Student records, especially, are confidential and must be handled in accordance with the Family Educational Rights and Privacy Act, and then only by authorized college personnel, not Trustees.
2. When an employee contacts a trustee with a complaint about his or her working conditions, coworkers, or supervisors, the employee should be encouraged to contact his or her immediate supervisor and attempt to resolve the matter through the Board adopted procedure. The Board of Trustees should be involved pursuant to Board adopted procedure.
3. When a student contacts a trustee with any type of complaint, the student should be encouraged to attempt to resolve the matter through the approved process. The Board of Trustees should become involved pursuant to Board approved procedure.

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100.18 Procedures to Follow When Receiving Information or Complaints

4. Trustees should inform the Chief Executive Officer/Chief Operating Officer immediately of questions, information or complaints that might lead to eventual Board of Trustees involvement.
5. In many inquiries, the person making the inquiry should be referred by the trustee to the CEO.
6. Trustees should never make any promise to a citizen, employee, or student relative to the type of action the entire Board may take on any particular issue or situation.
7. Trustees should feel free to discuss matters of public concern relative to the colleges with citizens of the IECC District; however, specific questions, information, or complaints should be received only by the entire Board and only through legitimate administrative channels

INSURANCE

Insurance is provided for athletes through the college. An Insurance Information Form must be completed by each athlete prior to the first practice. All athletes participating in sports at IECC schools must have an Insurance Information Form on file in the Athletic office before participating in any practices, exhibition games or intercollegiate contests.

Injuries do occur and we attempt to provide our athletes with the very best possible care. Medical bills are incurred when the athlete is treated, whether it locally, during a road trip, or by a medical vendor in his/her own home area.

ONE FIRM STATEMENT: The NJCAA/NCAA does not permit us or any college or university to provide coverage or pay the bills incurred for expenses related to illnesses or conditions which are not sustained as the direct result of any accident in our intercollegiate sports program.

INSURANCE COVERAGE: The athletic accident insurance IECC provides coverage for athletes for accidents while participating in the play or official practice of intercollegiate sports.

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529

TO: Parents of Illinois Eastern Community College student athletes

We are extremely pleased to have your son/daughter as a student athlete at WABASH VALLEY COLLEGE and hope that he/she will achieve academic, social, and athletic success.

Each student athlete is required to have a physical examination prior to any participation in any intercollegiate sport. The final decision on physical qualifications or reason for rejection is the responsibility of the team physician or athletic director. The team physician or athletic director also makes the decision on when an athlete may return to competition after a previous injury.

INJURIES – MEDICAL BILLS – INSURANCE COVERAGE – CLAIM PROCEDURE

Accidents do occur and we attempt to provide our athletes with the very best possible care. Medical bills may be incurred when the athlete is treated for bodily injury due to an accident, whether it be locally, during a road trip, or by a medical vendor in his/her own home area.

ONE FIRM STATEMENT: The NCAA/NAJA/NJCAA discourages any college or university from providing coverage or paying the bills incurred for expenses related to illnesses or conditions which are not sustained as the direct result of an accident in our intercollegiate sports program. (This includes pre-existing conditions and non-athletic injuries).

INSURANCE COVERAGE: The athletic accident insurance at WABASH VALLEY COLLEGE provides coverage for your son/daughter for accidents while participating in the play or official team practice of intercollegiate sports, including sponsored and authorized team travel.

CLAIM PROCEDURE: All medical bills for your son/daughter incurred as a result of an accident in the intercollegiate sports program will be sent directly to your son/daughter or to your home address, unless the college or university has instructed the medical vendors otherwise. In some cases the athletic department may get a copy of the bill, but in no case will the athletic department be the primary place for the bill incurred to be sent.

- A. Submit the bills incurred to your family, employer group coverage or plan FIRST. They will do one of two things:
 1. Honor the claim and pay all or a portion of the bills incurred.
 2. Not honor the claim and send you a letter of denial. An example might be that your son/daughter is no longer part of your group policy after attaining the age of twenty-three.
- B. If there remains a balance after your family, employer group insurance or plan has contributed towards the claim, send the claim sheet from the insurance company and a copy of the itemized bills incurred to the college or university's athletic department.

If you receive a letter of denial from your family, employer group insurance or plan administrator, then send the letter of denial and a copy of the bills incurred to the college or university's athletic department. If no coverage is available, a letter from your employer with verification will be necessary.

Parents: Keep this information for future reference. Do not return this sheet with the Parent information Form. Thank You.



First Agency, Inc.

5071 West H Avenue

Kalamazoo, MI 49009-8501

PARENT/GUARDIAN/STUDENT INFORMATION FORM

RETURN FORM WHEN COMPLETE TO → Name of College/University _____

Attention _____

This form is to be completed by the Parents, Guardians or Student

Address _____

City _____ State _____ Zip _____

Note: Complete all blanks on this form. Failure to complete all blanks will result in claims processing delays.
If information is not applicable, indicate the reason it is not (e.g., deceased, divorced, unknown).

Name of Athlete _____ Sport _____

Social Security No or Passport No _____ Date of Birth _____

College Address _____ College Phone () _____

Home Address _____ Home Phone () _____

City _____ State _____ Zip _____

FATHER/GUARDIAN INFORMATION

MOTHER/GUARDIAN INFORMATION

Father's Name _____

Mother's Name _____

Social Security No. _____

Social Security No. _____

Date of Birth _____

Date of Birth _____

Address _____

Address _____

Employer _____

Employer _____

Address _____

Address _____

Telephone () _____

Telephone () _____

Medical Insurance Company or Plan _____

Medical Insurance Company or Plan _____

Address _____

Address _____

Policy Number _____

Policy Number _____

Telephone () _____

Telephone () _____

Is this plan an HMO or PPO? Yes No

Is this plan an HMO or PPO? Yes No

Is pre-authorization required to obtain treatment? Yes No

Is pre-authorization required to obtain treatment? Yes No

Is a second opinion required before surgery? Yes No

Is a second opinion required before surgery? Yes No

PLEASE COMPLETE AUTHORIZATION ON REVERSE SIDE OF THIS FORM



First Agency, Inc.
5071 West H Avenue
Kalamazoo, MI 49009-8501

AUTHORIZATION - To Permit Use and Disclosure of Health Information

This Authorization was prepared by First Agency, Inc. for purposes of obtaining information necessary to process a claim for benefits.

Upon presentation of the original or a photocopy of this signed Authorization, I authorize, without restriction (except psychotherapy notes), any licensed physician, medical professional, hospital or other medical-care institution, insurance support organization, pharmacy, governmental agency, insurance company, group policyholder, employer or benefit plan administrator to provide First Agency, Inc. or an agent, attorney, consumer reporting agency or independent administrator, acting on its behalf, all information concerning advice, care or treatment provided the patient, employee or deceased named below, including all information relating to, mental illness, use of drugs or use of alcohol. This Authorization also includes information provided to our health division for underwriting or claim servicing and information provided to any affiliated insurance company on previous applications. If this Authorization is for someone other than myself, that individual has given me the authority to act on his/her behalf as explained below.

I understand that I have the right to revoke this Authorization, in writing, at any time by sending written notification to my agent or to us at the above address. I understand that a revocation will not be effective to the extent we have relied on the use or disclosure of the protected health information or if my Authorization was obtained as a condition to determine my eligibility for benefits. Revocation requests must be sent in writing to the attention of the Claims Supervisor.

I understand that First Agency, Inc. may condition payment of a claim upon my signing this authorization, if the disclosure of information is necessary to determine the level or validity of the claim payment. I also understand, once information is disclosed to us pursuant to this Authorization, the information will remain protected by First Agency, Inc. in accordance with federal or state law.

I understand that I or my authorized representative is entitled to receive a copy of this authorization upon request.

This Authorization is valid from the date signed for the duration of the claim.

Name of Claimant (please print)

Name of Authorized Representative, or Next of Kin (please print)

Signature of Claimant (if claimant is 18 or older)

Date

Signature of Authorized Representative of Next of Kin

Date

Relationship of Authorized Representative or Next of Kin to Claimant

PHYSICALS

All student athletes must have a physical before they will be permitted to participate in any sport or practice. All athletes are required to have a physical examination prior to the first practice. Athletes will not be permitted to participate in their sport until they have a physical on file in the Athletic office.

STAFF MEETINGS & TRAINING

Coaches are to attend scheduled meetings and trainings as set by IECC district, institutionally, president, athletic director or the athletic compliance coordinator.

TOURNAMENT PARTICIPATION

Arrangements for tournament participation at the Regional and National level will be made by the Athletic office in coordination with the Athletic Director, business office and the coach. The administration has the final decision on all arrangements.

NJCAA POSITION STATEMENT ON SAFETY

The NJCAA is committed to protecting the safety and well-being of the athletes that participate in our member schools' athletic programs. The Health and Safety Committee will propose policies and make recommendations for adoption in the NJCAA Bylaws that ensures a safe environment and the safe participation of student athletes in NJCAA sports program. It is the responsibility of each member institution to develop procedures and follow practices that reflect the current standards of student-athlete care and follow the guidelines established in the NJCAA Handbook. Specific sections of the handbook that relate to the health and safety of NJCAA athletes can be found in the following locations.

1. Health and Safety Committee members listed in the Joint Standing Committees
2. Position paper on substance use and abuse.
3. Physical examination requirement, Article V, Section 9.
4. Policy Statement on physicals for tryouts/auditions, Article VI, Section 1.G.
5. Policy Statement on Safety, protective oral/facial equipment, catastrophic insurance, certified athletic trainer, AED units, Article VI, Section 8.
6. Procedures at National Tournaments, certified athletic trainers and use of AED units, Article VI, Section 8.
7. Substance use and abuse and open wound policy is listed within the bylaws of each certified sport.
8. Casebook section relating to physicals.
9. Standing Committee listings and functions, Article XVI.

ELIGIBILITY RULES OF THE
NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION

2014-2015
Effective August 1, 2014

http://www.njcaa.org/njcaaforms/140604_2_Eligibility%20Pamphlet%2014-15.pdf

The above link will take you to the NJCAA eligibility rules for 2014-2015

NJCAA Compliance Exam

2013-2014; Sections Divided

Amateur Status, Ejection Policy, Eligibility, Financial Aid, Practice Definition, Procedures, Recruiting, Transfer, Administration



This examination is an NJCAA member service to be used as an educational tool by the coaches and athletic administrators of the NJCAA.

The 2013-2014 NJCAA bylaws in Articles V, VI, & VIII and the Casebook Section can be utilized in finding the answers.

The answer key is located at the end of the exam, therefore remove this page prior to administering the exam.

NJCAA Compliance Exam 2013– Amateur Status

1. Student-athletes cannot be employed to teach any class or in any coaching capacity for their college during the academic year in which he or she is a participant. Which of the following are student-athletes allowed to be involved in at the college?
 - A. Tutoring students.
 - B. Work-study.
 - C. Working at camps.
 - D. All of the above.
2. Student-Athlete R, a former athletic coach who was paid for his coaching duties at a senior high school, would like to participate as a member of the team in the same sport as he coached at Community College A. If he satisfies all the academic requirements of Community College A, Student-Athlete R *may* participate as a member of that tennis team.
 - A. True
 - B. False
3. Student-athletes who officiate sport contests for compensation...
 - A. Immediately forfeit their amateur status.
 - B. Retain their amateur status, providing the compensation received does not exceed the going rate for such employment.
 - C. Must complete a form and file the details with the NJCAA to make a determination of amateur status.
 - D. Retain their amateur status, providing the compensation is in some form other than cash.
4. Student-Athlete R played as a professional athlete in soccer match prior to initially enrolling at Community College A. This participation prevents him/her from competing in basketball at Community College A.
 - A. True
 - B. False
5. A coach is allowed to arrange employment for his/her student-athlete as long as the student-athlete's compensation does not exceed the going rate for such employment?
 - A. True
 - B. False
6. Prospective Student-Athlete R declares for a professional athletic draft (such as the (NBA), but does not get drafted by any professional team. Student-Athlete R remains eligible to participate with the NJCAA in that sport in which he/she declared for the draft.
 - A. True
 - B. False
7. A student-athlete signs with a professional baseball team in July 1st 2010 and is assigned to their Rookie League team in their minor league system. He participates in 10 rookie league games as a relief pitcher. He receives his unconditional release on the last day of April 1, 2011 before the season begins. Is this student-athlete eligible to compete at a NJCAA member college in baseball?
 - A. Yes, because he did not participate in games for more than 90 days.
 - B. No, although he did not participate in games past the first 90 days, he was under contract beyond the 90 day period before receiving his unconditional release.
 - C. Yes, because he only participated in 10 games, which is much less than what is allowed.
 - D. No, because he signed a professional contract and participated in professional baseball.
8. Student-Athlete R would like to give private lessons to make money during the summer months. Student-athletes *are not* permitted to give lessons if he/she charges a fee to interested parties.
 - A. True. However, a student-athlete may give lessons as long as the student-athlete's wage is fixed on an hourly, weekly, or monthly basis that is commensurate with the going rate for the student's employment and is not paid on a fee-for-lesson basis.
 - B. False, student-athletes may receive payment for private lessons on a fee-for-lesson basis.
9. Student-Athlete R has played professionally in the sport of beach volleyball. She wishes to participate for Community College A's volleyball team. Is she eligible to compete for the college while being professional in beach volleyball?
 - A. No, she is not eligible because student-athletes shall not compete professionally in a sport regardless of its format.

- B. Yes, she is eligible to compete because beach volleyball and college volleyball are not the same sport.
 C. Yes, because beach volleyball is not one of the NJCAA certified sports.
 D. Both B & C.
10. Student-Athlete R is a member of Community College A's football team. He is paid to be in a car dealership's commercial because of his athletic ability. Is he eligible to continue competing for Community College A's football program?
 A. Yes, student-athletes may receive compensation and not jeopardize their amateur status.
 B. No, student-athletes are not to be paid for implicitly endorsing a commercial product or service.
11. Student-Athlete R participated for one year in the Brazilian Professional Beach Volleyball League. Are they eligible to participate in indoor fall volleyball as certified by the NJCAA?
 A. Yes, since the league was beach volleyball.
 B. No, she competed in a format of professional volleyball.
12. Student-Athlete R participated in 4 professional tennis events and did not receive any expense money as a result of his participation. Is Student-Athlete R eligible to participate in tennis at a member school and must he receive approval from the NJCAA National Office prior to his participation?
 A. No, Student-Athlete R is not eligible to participate because he has competed in professional events.
 B. Yes, Student-Athlete R is eligible to participate within the NJCAA due to the fact that he participated in less than 15 professional events. His ITA forms do not have to be approved by the National Office because he participated in only four events.
 C. Yes, Student-Athlete R is eligible to participate within the NJCAA due to the fact that he participated in less than 10 professional events. His ITA Expense Forms must be approved by the National Office prior to his participation.
 D. Because he received no expense money in any of the events he is eligible for NJCAA participation.
13. Student-Athlete R participated in the Mid-Atlantic Semi Professional Basketball League for two seasons following high school graduation. The league no longer exists. Does Student-Athlete R have NJCAA eligibility remaining?
 A. Yes, since the league was semi-pro he has two seasons of eligibility remaining.
 B. No, the league considered itself and called itself a professional league therefore the student-Athlete has no remaining NJCAA eligibility.
 C. Yes, the student-Athlete received small amounts of compensation that allows him to continue participating in the NJCAA
14. While in Europe, Student-athlete R played and trained on the amateur/ developmental team of one of the First Division professional teams. Student R was never financially compensated but he did sit on the bench during various games and also was entered into one game as a reward for his efforts on the developmental team. Has Student-Athlete forfeited his NJCAA eligibility by sitting on the bench and or playing in one game with the First Division team?
 A. No, since he never received any financial compensation, he is eligible to play in the NJCAA.
 B. Yes, by sitting on the bench, the Student-Athlete has shown that he has an agreement with a professional team and therefore has sacrificed his NJCAA eligibility.
 C. No, Amateur athletes who declare their status in Europe as amateurs, may practice and play in game representing professional teams as long as they do not accept money.
 D. Yes, participating with professional athletes in professional games voids his eligibility.
 E. Both B and D

NJCAA Compliance Exam 2013 – Ejection Policy

1. Student-Athlete R is a baseball player who is ejected for a non-violent offense from the first game of a baseball double-header. He plays in the second game of the double-header on that same day. Because Student-Athlete R did not "sit out" the second game of the double-header, that game and all games that Student-Athlete R participates in until he serves his suspension must be forfeited. In addition, because Student-Athlete R did not sit out the subsequent game, the team is in non-compliance of the ejection policy causing the penalty to double and the Head Coach must serve the doubled portion of the ejection set forth in the Ejection Policy.
 - A. True
 - B. False

2. An ejected student-athlete remains ineligible until the full suspension is served and all games played by the student-athlete while ineligible or games contested while the suspended player is in attendance must be forfeited.
 - A. True
 - B. False

3. What are the penalties a member college faces if the college does not report a non-violent ejection to the Region by noon of the following business day after an ejection?
 - A. The penalties double: instead of a one-game suspension for a non-violent ejection there is now a two-game suspension.
 - B. All games must be forfeited if games were played between the game where the ejection occurred and when the ejection was reported to the Region.
 - C. The penalties will double but no games will be forfeited regardless of when the ejection was reported to the Region.
 - D. A and B.

4. Community College A is to depart on a two-day road trip. A baseball player is ejected for a non-violent offense from the last game prior to the trip. The student-athlete is permitted to travel with the team as long as he is not within sight or sound of the field before or during the game. That game serves as his one-game suspension.
 - A. True
 - B. False

5. To what person(s) do athletic directors report to when an ejection has occurred?
 - A. To the NJCAA National Office.
 - B. To their respective Regional Director(s).
 - C. To that respective Sports Committee Chair.
 - D. To the respective Coaches Association.

6. In individual sports (cross country, golf, half marathon, track and field, swimming and diving, and tennis) if a student-athlete is ejected for a non-violent action at a tournament/invitational/meet/match, how long will the student-athlete be unable to participate based on the ejection?
 - A. The student-athlete would sit out the remainder of that day's competition.
 - B. The student-athlete would not have to sit out the remainder of that day's competition but will need to sit out the next day's competition.
 - C. The student-athlete would sit out the remainder of that day's competition and the next scheduled day of competition for that particular individual.
 - D. The student-athlete would sit out the remainder of that day's competition and the next scheduled day of competition for that team.

7. Which of the following are true about violent behavior ejections?
 - A. A one-contest suspension for the person(s) that was ejected.
 - B. A two-contest suspension for the person(s) that was ejected.
 - C. Should the same person(s) be ejected a second time during the season, that person(s) shall be prohibited from participating in athletic contests for the remainder of the season including during the post-season.
 - D. None of the above.
 - E. Both B and C.

8. Student-Athlete R is ejected from a baseball game on March 1. On the original published schedule for Community College A, the next scheduled game is to be played on March 5th. However, due to inclement weather a makeup game was scheduled on March 2nd to be played on March 3rd. When must Student-Athlete R sit out his one game suspension?
 - A. On March 1st, he has served his ejection by leaving the March 1st contest early.
 - B. On March 2nd, provided the March 2nd make-up date had been added to the schedule at the time of the ejection.
 - C. On March 3rd, since a game can be added to cover the ejection.
 - D. On March 5th, if the March 2nd make-up date has not been added to the schedule at the time of the ejection.
 - E. B or D depending on the circumstances.

9. If a player, coach, or bench personnel leaves the playing area and enters into the spectator area of the facility for any type of verbal or physical conflict that person(s) will be immediately ejected from the contest and suspended from all intercollegiate athletic contests of that institution for the remainder of the academic year including all post-season competitions.
 - A. True
 - B. False

10. If the coach is ejected from a game and there is no assistant coach or other college staff contractually bound to the institution willing to assume responsibility, the following will occur:
 - A. The game will go on with a student-athlete taking on all coaching responsibilities.
 - B. The game will go on with a student-athlete's parent taking on all coaching responsibilities.

- C. The game shall be terminated and will not be declared as a forfeit.
 D. The game shall be terminated and a forfeit declared.
11. When a coach, staff personnel, or student-athlete is serving a suspension, he/she is allowed to be in the facility/gym/field complex before and during the contest and that individual may coach or participate before or during the game or at half-time.
 A. True
 B. False
12. Suspended coaches may travel with the team.
 A. True
 B. False
13. Following an ejection, when is the college to report to the Region?
 A. Before the end of that game when the ejection occurred.
 B. Within 24 hours of the ejection.
 C. By noon local time of the first business day following that game.
 D. Before the end of the regular season.
 E. The college is not required to report to the Region.
14. A member college may appeal a game suspension resulting from an ejection by a game official to the NJCAA National Office.
 A. True
 B. False
15. A baseball coach receives a non-violent ejection from a game and serves a one games suspension. One week later the same coach receives another non-violent ejection from a game. What is the length of his suspension now for the second non-violent ejection?
 A. The coach must serve another one games suspension.
 B. The coach is suspended for the remainder of the regular season.
 C. The coach must serve a two game suspension.
 D. The coach must serve a three game suspension.
16. Student-Athlete R is ejected in the first game of a baseball double header on Saturday for a non-violent offense. This ejection is his first non-violent ejection. Student-Athlete R sits out the second game of the double header in compliance with Article XVIII. On Monday morning the athletic director does not report the ejection to the Regional Director. By code, does the penalty double since it was not reported?
 A. Yes, the suspension doubles and the student-athlete must serve another game suspension.
 B. Yes, the coach must serve the doubled portion of the suspension which in this case is an additional one game. The second game of the double header must be forfeited as well.
 C. No, Student-Athlete R served his suspension during game two of Saturday's double header so no further suspension is required.
 D. Ejections must be reported the next day by noon so it should have been reported on Sunday. The Student-Athlete must serve a one game suspension in addition to his suspension already served.
17. During a basketball contest, an on court altercation breaks out between two opposing players. Who may leave the bench area to assist the referees in breaking up the altercation?
 A. All members of the coaching staff
 B. Members of the coaching staff who are paid full time employees of the college.
 C. All coaches and team members
 D. Head Coach Only
 E. Assistant Coaches only
 F. None of the above.

NJCAA Compliance Exam 2013 – Eligibility

1. Student-Athlete R, a member of a team competing for Community College A, dresses for the first game on the team's season schedule. Student-Athlete R did not compete in this game and immediately thereafter returned his/her uniform and withdrew as a member of that team. Student-Athlete R has used one (1) season of eligibility in that particular sport.
 - A. True
 - B. False
2. Article V, Section 4.E.4 may be used for a first or second season athlete.
 - A. True
 - B. False
3. In order for a full-time term not to count against a student-athlete's eligibility, he/she must withdraw completely or to part-time status on or before the 15th calendar day of that term and must not have competed in an official contest.
 - A. True
 - B. False
4. Physical examinations for student-athletes must be administered...
 - A. Every 13 months.
 - B. Before the start of the academic year.
 - C. Prior to the start of the first practice of that season.
 - D. Both A and C.
5. Student-athletes at Community College A are required to maintain a 2.15 overall GPA in a degree program to be eligible to participate in intercollegiate athletics. The NJCAA does not require an overall 2.15 GPA, and Student-Athlete R would like to participate in an NJCAA Regional Tournament. Student-Athlete R is eligible to participate if he/she satisfies the academic rules of the NJCAA, but not the requirements of the college.
 - A. True
 - B. False
6. For eligibility purposes, a student-athlete's "passing" and "satisfactory" grades may be computed as...
 - A. "A" grades
 - B. "B" grades
 - C. "C" grades
 - D. These types of grades cannot be counted towards eligibility.
7. Student-Athlete R initially enrolls in six (6) credit hours for the spring term. Twenty-one (21) days into the term, Student-Athlete R decides he wants to participate in a spring sport. Subsequently he signs up for and successfully completes a CLEP test worth eight (8) hours. Student-Athlete R is allowed to begin participation in a spring sport immediately upon the successful completion of the CLEP test.
 - A. True, as long as Student-Athlete R is enrolled in more than twelve (12) credit hours during the term making him full-time.
 - B. False, CLEP hours may only be used for accumulation purposes and may not be used to meet enrollment requirements.
8. The NJCAA requires student-athletes to be enrolled in how many credit hours in each term of athletic participation?
 - A. Ten (10) credit hours each term.
 - B. A minimum of twelve (12) credit hours each term.
 - C. As many credit hours a student-athlete needs to take each term.
 - D. There is no minimum number of credit hours a student-athlete must take each term.
9. Student-Athlete R enrolls in thirteen (13) credit hours for the spring term that begins on January 15. A three (3) credit hour mini session class begins on March 1. Student-Athlete R is eligible to participate in a spring sport which has its first competition on March 15.
 - A. True
 - B. False
10. Community College A has a 30-game schedule which spans both the fall and the spring terms. An Eligibility Form must be submitted for both the first and the second terms.
 - A. True
 - B. False
11. To be eligible for athletic competition, student-athletes must be enrolled in full-time status...
 - A. On the first day of classes during the term in which the student-athletes choose to participate.
 - B. No later than the last date to register for classes, as published in the college's official catalog, of the term in which the student-athletes choose to participate.
 - C. By the 15th calendar day of the term in which the student-athletes choose to participate.
 - D. No later than the end of the first week of classes.
12. Which of the following guidelines allows home schooled students to participate within the NJCAA is true?
 - A. The home school situation must be within the parameters of State Law.
 - B. The NJCAA member college has accepted the student-athlete on the basis of high school graduation and a transcript must be provided.
 - C. Both A and B
 - D. There are no NJCAA guidelines set for home schooled students.

13. Community College A begins a two-term varsity sport (basketball) season on November 6. Student-Athlete R who was enrolled full-time at the college by the 15th calendar day of the fall term joins the team on November 10 and is not listed on the original Eligibility Form. It is required for Student-Athlete R to be submitted on a supplemental Eligibility Form.
- True, and the student-athlete will become eligible by the online submission date of the supplemental Eligibility Form.
 - False, it does not matter when the form is submitted, just as long as it is submitted before the end of that term.
 - Since the Student-Athlete was not submitted with the original eligibility form, he is not eligible until the eligibility is submitted for the spring term.
14. All scrimmages must be included and designated as such on the official season schedule.
- True
 - False
15. Student-Athlete R, an entering freshman, enrolls in fifteen (15) credit hours at Community College A and participates in a fall sport. At the completion of the fall term, Student-Athlete R has earned fifteen (15) credit hours with a 4.00 GPA. Student-Athlete R does not attend the spring term and returns to college for the following fall term. Student-Athlete R is eligible as a second season athlete to participate in the same fall sport.
- True, by satisfying Section 4.E.1.
 - False, because the student-athlete does not satisfy Section 4.F (24 hours with a 2.0 GPA.)
16. Student-Athlete enrolls in college as a full time student and begins attending classes. On the 10th day of the term, the student is dropped from all of his courses due to "failure to pay". The student pays the bill and is reinstated into his classes on the 19th calendar day of the term. Is this student eligible to participate during this term?
- Yes, he is eligible since he was able to get back into his classes
 - No, the student is not eligible as his status was determined on the 15th calendar day of the term and on that day he was not enrolled.
 - Yes, he is eligible as he was initially enrolled as a full time student in the first 15 calendar days of the term.
 - No, once you withdraw from a term you may not be reinstated for eligibility purposes.
17. In satisfying Section 4.F, a second season participant passing 24 credit hours with a 2.00 GPA, are there any other eligibility requirements for a second season student-athlete to meet?
- Yes, along with 4.D and one of the rules in 4.E.
 - Yes, either 4.D or one of the rules in 4.E.
 - Neither 4.D nor one of the rules in 4.E.
 - No, there are no other requirements for the student-athlete to meet.
18. Student-Athlete R, a graduate with a bachelor's degree from a four-year institution who has never competed in varsity, JV or intercollegiate club sports, enrolls in a community college as a full-time student. Student-Athlete R is eligible to compete in an NJCAA certified sport at the community college in which he/she now attends assuming he/she is academically eligible.
- True
 - False
19. Student-athletes that have not been enrolled in college full-time for a period of eighteen (18) calendar months or longer and are first season athletes are exempt from previous term and/or accumulation requirements as set forth in the basic guidelines for establishing athletic eligibility. This is a one time exemption and applies only to the initial full-time term following the non-attendance.
- True
 - False
20. Student-Athlete R is not a high school graduate and enrolls full-time at Community College A by the 15th calendar day of the fall term. He wishes to participate in basketball with the regular season starting on November 1. At the end of November he takes and passes the GED exam. Can S-AR be added to the eligibility at this time and begin playing immediately?
- No, he becomes eligible at the end of the fall term.
 - Yes, He has always been eligible for the entire season since enrolling full-time by the 15th day of the term.
 - Yes, he may be added to the eligibility and begin playing immediately.
 - No, because he was not a high school graduate when the season began.
21. Student-Athlete R participates in one (1) junior varsity contest at a four-year institution. The next year Student-Athlete R transfers to Community College A. How many seasons in that sport does Student-Athlete R have remaining at Community College A?
- There are no seasons left.
 - One (1) season.
 - Two (2) seasons.
 - None of the above.
22. Student-Athlete R, a member of a Community College A's intercollegiate varsity team, dresses for and is a member of that team for the full academic year. Student-Athlete R only participates in one (1) contest during the regular season. Student-Athlete R has completed one season of eligibility for his/her participation in this one (1) contest.
- True
 - False
23. Student-Athlete R initially enrolls in twelve (12) credit hours. Three weeks after the term begins, Student-Athlete R drops a three (3) credit hour course which leaves him/her with nine (9) credit hours. In the fifth week of the term, Student-Athlete R enrolls in 3 additional credits bringing the total number of credits back to 12. Student-Athlete R regains his/her eligibility on the day when he/she enrolls in the additional credits and becomes eligible to compete, assuming the course begins prior to the end of the regular season schedule.
- True
 - False

24. Article V, Section 4.D, on or before the 15th calendar day of the second full-time semester, a student-athlete must have passed twelve (12) credit hours with a minimum grade point average of...
- 1.50
 - 1.75
 - 2.00
 - 2.25
25. S-AR has been enrolled at CC-A for three (3) previous full time terms. In each term the student has taken and passed PED-150 which is individualized Weight Training. PED-150 is a two credit course and S-AR has accumulated six (6) academic credits from taking this course three times in three separate terms. How many of these credits may be used for NJCAA eligibility?
- Six (6) the student passed the course each time.
 - Four (4) as you may only count a course twice for NJCAA eligibility.
 - Two (2) as you may only count one successful attempt of a course for NJCAA eligibility.
 - Four (4) as there is a maximum of four PE credits which may be used for NJCAA eligibility.
26. Student-Athlete R, a non-high school graduate, enrolls at Community College A at the beginning of the spring term. During the term, Student-Athlete R successfully passes the GED test. When will Student-Athlete R be eligible to participate?
- Upon written notification that he/she passes the test and once eligibility is submitted for that student-athlete.
 - When Student-Athlete R's institution receives the official copy of the GED.
 - When the NJCAA National Office receives a copy of the GED.
 - Student-Athlete R must wait until the end of the term regardless of when he/she is notified of passing the test.
27. Student-Athlete R participates in three (3) of the first five (5) games of a spring sport for Community College A. At that time Community College A determines that Student-Athlete R is four deep on the depth chart and will not receive much playing time in the spring season. Student-Athlete R may still red-shirt for the spring season and not have that season count as a season of eligibility.
- True, Student-Athlete R can red-shirt at any time during the season and not have that season count towards his/her eligibility.
 - False, once Student-Athlete R participates in any fraction of the regular season schedule, he/she has utilized a season of NJCAA eligibility in that sport.
28. Student-Athlete R participates in a first season of a two-term sport (basketball) and during that academic year, he/she earns 24 credit hours out of an attempted 36 hours. The GPA with the 24 earned credit hours is 2.00 and the GPA on the 36 credit hours is 1.35. Based on the accumulation rule (4.E.2) Student-Athlete R *is eligible* to participate during the 2013 fall term on the basis of the accumulated hours equals the number of full time terms S-AR has been enrolled x 12 credits.
- True
 - False
29. September 1 is the beginning date of the fall term where Student-Athlete R enrolls full-time in 12 hours. Nine (9) credit hours start on September 1 and a 3-credit hour class starts on November 2. Student-Athlete R is eligible to participate in football whose season ends on November 10th.
- True
 - False
30. Individuals participating on club teams in individual sports at member colleges can qualify for Regional or National competition as long as they are eligible and an Eligibility Form is submitted online in advance of the deadline dates in Section 12. They must have adhered to all bylaws prior to their participation in post season play.
- True
 - False
31. Student-Athlete R participated on a club team at a non-member university for two years. The club is loosely organized and plays very few games against teams that are not related to the university. Any participation in this club team has used a season of NJCAA eligibility for every year of participation.
- True
 - False
32. A softball player takes Math-134 in the fall term and receives the grade of "D" in the course. In the subsequent spring term the student repeats Math-134 to try and get a higher grade. How many credits in addition to the Math-134 (3 credits) must the student be enrolled in to meet the full time enrollment requirement for NJCAA participation?
- 12
 - 9
 - 10
 - 15
33. A mini-session that is offered in between the fall and spring terms at Community College A starts on January 3 and ends on January 12. The spring term officially begins on January 13. The credit hours earned during this mini-session can be counted towards either the fall or spring terms.
- True, these hours can be counted for any term.
 - False, these hours can only be counted towards the overall accumulation.
 - True, these hours can only be counted towards the spring term.
34. An ineligible student-athlete may dress for any contest and sit on the bench; they just are not permitted to enter the contest.
- True

B. False

35. A student-athlete who is approved for a certified learning disability by the National Office must have earned 24 hours with a 2.0 GPA (Section 4.F) prior to the start of his/her second season of eligibility.

- A. True
- B. False

36. Student-Athlete R was born in the United States and therefore is a U.S. Citizen. They did not attend high school in the United States. Would they be considered HS(3+) or HS(-3)?

- A. HS(3+) due to the fact they are a U.S. Citizen.
- B. HS(-3)

37. When Student-Athlete R enrolls for the fall term he/she has not earned enough credits to satisfy Section 4.E.4 (36 hours with a 2.0 for a fall sport) to participate in basketball during the fall term. The student-athlete is taking a class to become eligible for the fall term and satisfy 4.E.4. When must Student-Athlete R pass the class in order to make him/her eligible for the fall term?

- A. The student must finish the class by the last official day to register of the fall term.
- B. The student must finish the class on or before the 15th calendar day of the fall term.
- C. When the student completes the class, he/she becomes eligible at that point.
- D. The student remains ineligible for the entire fall term with no opportunity to become eligible.

38. Student-Athlete R has 15 at-bats in 13 games during the spring baseball season. Student-Athlete R had a season-ending injury in his last game which was the 30th game of a 56-game schedule. Does Student-Athlete R qualify for a medical hardship?

- A. Yes, because he has only 15 at-bats.
- B. No, because he participated in 13 games which is more than 20% of the regular season.
- C. No, because he participated in the second half of the season.
- D. Both B & C.

39. Student-Athlete R is enrolled in 12 credits for the fall semester. Three classes (9 credits) begin at the start of the fall semester which is September 8th. The remaining 3 credits are encompassed in a five week class that begins on November 1st. Student Athlete A is a Volleyball player and the final regular season game is scheduled for October 20th. Is Student-Athlete R eligible for a fall season of Volleyball?

- A. Yes, due to the fact they are enrolled in 12 hours in the fall term.
- B. No due to the fact that only nine of the credits begin prior to the end of the regular season schedule.

40. Student-athlete R has not been enrolled in college full-time for a period of eighteen (18) calendar months or longer and has participated in one (1) season of basketball. If Student-Athlete R enrolls and wants to play a second season of basketball which of the basic eligibility rules is this person exempt from?

- A. All eligibility requirements are waived do to the eighteen month rule.
- B. Article V section 4.D and 4.E
- C. Article V section 4.D, 4.E and 4.F
- D. None, the student has participated for one year all requirements are in place.

41. Community College A sponsors a men's soccer team. When the original eligibility is submitted, four (4) HS(-3) athletes are certified for participation. At the mid-point of the season two of the HS(-3) athletes quit the team. May Community College A certify other HS(-3) athletes on the eligibility roster to take the place of the two HS(-3) students who quit the team?

- A. Yes
- B. No

42. Student-Athlete R enrolls in twelve (12) as a first semester freshman and is a member of the basketball team. On November 20th, Student-Athlete R is informed by one of his instructors that he will fail his Algebra course regardless of what he scores on the remainder of the work including the final exam. Student-Athlete R enrolls in an online class with another institution and withdraws from his Algebra course. Is Student-Athlete R eligible to continue playing basketball during the fall term since he is still enrolled in 12 credit hours?

- A. Yes since he is currently enrolled in 12 hours.
- B. No, since he is not enrolled in 12 hours at Community College A where he participates.
- C. Yes, he may finish the fall term and then he will have to pass Article V, Section 4.D.
- D. No, he becomes immediately ineligible at the time he drops the Algebra course since he has fallen below the 12 hours he originally registered for at the start of the term at the institution.
- E. Yes, he is dually enrolled.
- F. Both B and D

NJCAA Compliance Exam 2013 – Financial Aid

1. A student-athlete who signs a valid Letter of Intent receiving no athletic aid is a counter towards the overall maximum number of LOI signees in that sport.
 - A. True
 - B. False
2. The NJCAA has limitations on the number of HS(3+) and HS(-3) student-athletes that may be receiving athletic aid for every sport.
 - A. True
 - B. False
3. Student-Athlete R, who is attending Community College A, gets in trouble with the police and is placed in jail. Bail may be paid by that student-athlete's coach/athletic director at Community College A.
 - A. True
 - B. False
4. Athletic scholarships may be administered by college's booster clubs and/or the coaching staff.
 - A. True
 - B. False
5. An athletic scholarship may be cancelled if the student-athlete becomes injured or sick where they are no longer capable of competing.
 - A. True
 - B. False
6. Are *all* student-athletes at Community College A required to sign Letters of Intent?
 - A. Yes, all student-athletes including red-shirts, walk-ons, and recruited student-athletes are required to sign Letters of Intent.
 - B. No, only those student-athletes who are receiving an athletic scholarship must sign a Letter of Intent.
7. Under certain conditions specified by the NJCAA, colleges may operate an "Adopt-A-Player" program involving community members.
 - A. True
 - B. False
8. Community College A offers a tuition, books and fees scholarship to Student-Athlete R. Community College A is allowed to provide essential classroom supplies such as pens, pencils, notebooks, computer disks, etc.
 - A. True
 - B. False
9. Student-Athlete R signs a Letter of Intent at Community College A in football and he wishes to participate in men's basketball. Is he a counter towards the maximum number of athletic scholarships in both sports?
 - A. Yes, once a student-athlete signs in one sport, he/she is a counter in any other sport in which he/she may participate.
 - B. No, in this case, Student-Athlete R would only be a counter in the sport of football and not men's basketball.
10. Which of the following are permitted by the NJCAA concerning housing arrangements and athletic scholarship?
 - A. At the Division III level, the coach may make housing arrangements for the student-athlete.
 - B. Lodging in an off-campus apartment or campus residence hall may be covered only by a Division I athletic scholarship.
 - C. The student-athlete may live with a member of the coaching staff rent free.
 - D. All of the above.
11. Colleges and or their representatives may allow up to a maximum of two (2) meals per semester/quarter for a team not to exceed the cost per diem of the meal.
 - A. True
 - B. False
12. Written notice of the terms of the original Grant-in-Aid shall be given to the student-athlete no later than _____ calendar days after the beginning of classes of the academic term in which they participate and the Letter of Intent must be submitted online no later than the first regular season contest in that sport.
 - A. 12 days
 - B. 14 days
 - C. 15 days
 - D. 21 days
13. Community College A is a Division I College offering twenty-four (24) full scholarships in an NJCAA certified sport. Community College A is allowed to offer 48 players each half of a full scholarship.
 - A. True, scholarships can be divided and given to an unlimited amount of student-athletes.
 - B. False, a scholarship is counted by the individual, not by the dollar amount, therefore only 24 scholarships can be offered to 24 individuals.
14. Original Grant-in-Aid must be filed with the National Office no later than fifteen (15) calendar days after the beginning of classes in the term the Student-Athlete is receiving aid.
 - A. True
 - B. False

15. If Student-Athlete R signs two NJCAA Letters of Intent for the same academic year without receiving a Release Agreement, what are the consequences?
- Student-Athlete R remains eligible and may receive one of the athletic scholarships from the college of his/her choice.
 - Student-Athlete R remains eligible and may receive one of the athletic scholarships from the college that chooses to give him/her the scholarship.
 - Student-Athlete R becomes immediately eligible at the time he/she receives a Release Agreement signed by one of the colleges.
 - Student-Athlete R will immediately become ineligible to compete during that academic year.
16. The number of scholarships permitted by the NJCAA for HS(-3) student-athletes in the sport of baseball is?
- Six combined for the fall and spring.
 - Six in the fall and six additional in the spring
 - Six combined but the students must have a 2.5 GPA.
 - Six combined and the students must have a 2.0 GPA
17. Which of the following is permitted by an NJCAA member college when cancelling a Grant-in-Aid?
- The student-athlete becomes ineligible because of academic reasons.
 - Misconduct unrelated to athletic ability serious enough to warrant permanent suspension or dismissal from the athletic program.
 - If the student-athlete voluntarily withdraws from a sport prior to the first competition.
 - Graduation
 - All of the above.
18. An athletic scholarship at the NJCAA Division I level may include a maximum of...
- Tuition and fees, room and board, required course related books, \$250 for course required supplies and transportation costs one time per academic year to and from the college by direct route.
 - Tuition, fees, and books.
 - Only books.
 - No athletic scholarship aid of any kind.
19. It is not permissible for a coach or other member of the athletic staff to provide student athlete's with transportation to and from school.
- True
 - False
20. Student-Athlete R signs an NJCAA Letter of Intent with Community College A. Student-Athlete R then decides to attend a college which is not a member of the NJCAA. Student-Athlete R's NJCAA Letter of Intent may be voided at the discretion of Community College A.
- True
 - False
21. Student-Athlete R signs an NJCAA Letter of Intent for basketball with Community College A. Student-Athlete R is still able to receive an official paid recruiting visit to Community College A prior to the start of the next academic year.
- True
 - False
22. How many days does a student-athlete have from the date of issuance to sign the Letter of Intent before it becomes invalid?
- Seven (7) days.
 - Fourteen (14) days.
 - Twenty-one (21) days.
 - There is no deadline.
23. Community College A sponsors a DIII men's soccer team. Community College A is permitted to bring all members of the team onto campus and house and feed them during the time beginning with the official start date of the season until the first day of classes in the official term.
- True
 - False
24. A HS(-3) Student-Athlete pays all costs to attend Community College A. This HS(-3) Student-Athlete's participation on a fall soccer team does not count against the four (4) HS(-3) student-athlete scholarship limitations.
- True, as long as they are not receiving any portion of an athletic scholarship. The HS(-3) Student-Athlete is however a counter against the certification limits.
 - False, If the HS(-3) student-athlete pays all of their own expenses they are not bound by any of the HS(-3) limitations.
25. Student-Athlete R has not signed a Letter of Intent and Community College A expends money on the student-athlete by paying for their transportation costs to campus as part of a Division 1 scholarship. Has a violation occurred?
- Yes, a college may not expend any athletic scholarship funds on a student-athlete who has not signed a valid Letter of Intent.
 - No, a college may pay any athletic scholarship funds on a student-athlete who has not signed a Letter of Intent as long as they are intending on signing the student-athlete.
26. Community College A is recruiting a player from Brazil. Anyone wishing to enter the United States either as a student or an exchange visitor with an I-20 Form or DS-2019 dated on or after September 1, 2004 must pay the SEVIS (Student and Exchange Visitor Information System) fee before going to the U.S. Embassy or consulate for their visa interviews. It is permissible by Community College A to pay this fee on behalf of the student-athlete.
- True, because it can be included in his/her scholarship.
 - False. The NJCAA Bylaws make no provisions for Community College A to pay for this fee within any sport Division (I, II, or III) of the NJCAA due to the fact that this is a United States Government fee not a college related fee.

27. How many days does an administrating institution have to submit the signed Letter of Intent online to the National Office after the student-athlete signs?
- Seven (7) days.
 - Fourteen (14) days.
 - Twenty-one (21) days.
 - There is no deadline.
28. Student-Athlete R is signed to an LOI at Community College A. They practice with the team for two weeks in the fall before school begins. The student does not like the team and feels as if they do not fit in at CC-A. Is S-A R permitted to withdraw from CC-A prior to the 15th calendar day of the term and transfer to another member college and immediately play?
- Yes, since he/she withdrew prior to the 15th calendar day of the term.
 - S-A R is signed to a valid LOI therefore is unrecruitable by any other member college. The student may enroll at the second school but is banned from representing the second NJCAA institution in intercollegiate athletic competition and cannot take part in any team activities (scholarship, practice, study hall, weight training, etc) until the terms of the original Letter of Intent had expired unless they receive a signed Release Agreement.
29. Community College A awards Student-Athlete R the maximum athletic scholarship permitted by the NJCAA in Division I. Included is a one-way plane fare to Community College A at the beginning of the fall term. Community College A may pay for Student-Athlete R's transportation costs back to his/her home and back to the college during the Christmas Break.
- True
 - False
30. Community College A provides scholarships to four (4) HS(-3) student-athletes in a two-term sport (the allowable limit in that sport). One of those HS(-3) student-athletes do not return for the second semester. Community College A is allowed to scholarship an additional HS(-3) student-athlete to bring their number back to four at any point after the one student-athlete leaves.
- True, as long as the number of HS(-3) student-athletes does not exceed four (4) and the scholarships may be offered after the fall term has ended.
 - False, once any scholarship monies have been expended on the maximum number of allowable HS(-3) student-athletes you are not permitted to exceed the allowable number per sport during an academic year.
31. All Letters of Intent and Release Agreements must be submitted online.
- True
 - False
32. An athletic scholarship may be cancelled based on four (4) reasons listed in the Handbook. For a HS(3+) student-athlete can scholarships be replaced and if so when can one be reassigned to a student-athlete?
- Yes, scholarships can be replaced and at any time during the season.
 - Yes, scholarships must be replaced within the first 14 days of the term.
 - Yes, scholarships can be replaced but only at the next term or any term thereafter.
 - No, scholarships cannot be replaced for any student-athlete.
33. Student-Athlete R is a basketball player who is on a letter of Intent. Immediately following the conclusion of the season, S-A R receives their release from the LOI. When does S-A R become recruitable?
- Immediately since they have been released and are no longer signed to an LOI.
 - After the end of the academic term in which the season ended.
 - June 16th
 - When the 10-day waiting period has expired.
34. Community College A requires all students to have an iPad. Is Community College A permitted to purchase iPad's for their student-athletes on a Division I scholarship?
- Yes, since the iPad is replacing books.
 - No, there is not an allowance for NJCAA member colleges to provided items such as iPad, calculator, etc.
 - CC-A may cover the cost up to a maximum of \$250 since the iPad is required of all students.
 - None of the above.
35. Student-Athlete R signs a full division I scholarship to play football. He completes the fall football season and decides he wants to play Division II baseball at the same school. Is student-athlete R eligible to participate in the spring baseball season?
- Yes, as long as he doesn't receive an athletic scholarship to play baseball.
 - No, because he has received benefits beyond the allowable limits of the lowest division of play.
 - Yes, because DI and DII scholarships for baseball are identical.
 - No, because the DI scholarship was signed prior to Student-Athlete R deciding to play baseball.
36. Once a student-athlete signs the LOI, the member college has 21 calendar days to collect the President's signature and submit the LOI within the online system. If the form is not electronically submitted during the 21 day period, the LOI will go inactive and the form will have to be recreated.
- True
 - False

NJCAA Compliance Exam 2013 – Practice Definition

1. How many basketball student-athletes can practice at one time with the coaching staff during the off season period beginning with the first day of regular classes during the fall term until October 1?
 - A. 1 student-athlete can practice at one time.
 - B. 2 student-athletes can practice at one time.
 - C. 4 student-athletes can practice at one time.
 - D. Unlimited student-athletes can practice at one time.
2. Student-Athlete R attends high school and is a senior. Student-Athlete R does not participate in high school athletics. This student-athlete may practice with Community College A if...
 - A. Student-Athlete R is enrolled/registered in the current term at Community College A.
 - B. Have a valid physical on file at Community College A.
 - C. Both A and B.
 - D. There are no allowances for a person to practice with a member college's team.
3. The head basketball coach at Community College A is working at an off campus summer camp as a coach. Student-athletes from this coach's team attend and participate at the summer camp. This is a violation of the NJCAA practice definition.
 - A. True, because the coach is having off campus athletic contact during the off season with current student-athletes.
 - B. False, there are no restrictions concerning student-athletes participating in summer camps off campus.
 - C. False, There are no restrictions since the coach did not arrange the camp participation.
4. Which of the following activities are not considered off season practice by a student-athlete?
 - A. Participation in a regular physical education class that is listed in the college's printed class schedule that are open to all students.
 - B. Participation in a physical-fitness class conducted by a member of the athletics staff.
 - C. Meetings or discussions with a coach regarding academic support service, etc.
 - D. All of the above.
5. Off season activity must be limited to on-campus and must be voluntary.
 - A. True
 - B. False
6. Coaches during the off season may _____ off campus.
 - A. Observe the student-athlete participating in an activity but may not be involved with the activity itself (i.e. coaching, practicing, or participating with the student-athlete in the sport he or she is being recruited in.)
 - B. Coach against a student-athlete or anyone who has signed a valid Letter of Intent.
 - C. Participate against a student-athlete or anyone who has signed a valid Letter of Intent.
 - D. All of the above.
 - E. None of the above.
7. What restrictions apply to team building sessions?
 - A. The sessions must be conducted at a site on or off an institution's campus for no more than 48 hours contact time.
 - B. These sessions can occur once per athletic team per academic year.
 - C. Expenses may be paid for team building by the college.
 - D. All of the above.
8. A volunteer coach for Community College A's baseball team only coached at the college for the spring season and never signed a contract with the college. During the summer he coaches a team and has several current student-athletes and incoming freshmen for the following academic year who have signed valid Letters of Intent. Because this coach only volunteered and was not employed by the college, he may coach these athletes and not be in violation of the off season, off campus athletic activity limitations.
 - A. True
 - B. False
9. If a student-athlete participates during the off season at an off campus location, he/she can use college funds and college equipment.
 - A. True
 - B. False
10. Post season competition is that period of time after a team's last regular season date of competition where play advances a team to a national championship event/tournament.
 - A. True
 - B. False
11. Community College A does not have a baseball facility on campus and receives approval from the National Office to use an off campus facility as their home facility. If the team uses this facility during the off season, a violation of the off season athletic activity has occurred.
 - A. True
 - B. False
12. If a team practices on-campus during the off season, how many hours are allowed for practicing and conditioning per week while also being in direct contact with the coaching staff?
 - A. 8 hour.
 - B. 6 hours.
 - C. 4 hours.

D. Unlimited hours.

13. Student-athletes on the football team at Community College A are working at their coach's off campus football camp during the summer. This is a violation of the NJCAA practice definition.

A. True, because the coach is having off campus athletic contact during the off season with current student-athletes.

B. False, because the student-athletes are working the camp and absolutely no practice of any kind will take place between the coach and student-athletes, there is no violation.

14. Community College A holds an open gym setting for any student on Monday-Friday from 6:00 p.m. to 10:00 p.m. Since the basketball coach is the paid supervisor of this program, and current basketball players make use of the open gym, this is a violation of the practice definition.

A. True

B. False

15. An assistant coach may coach a summer league team with his/her current student-athletes as members of that team.

A. True

B. False

16. Community College A holds baseball tryouts during the first week of classes in the fall semester for the spring season. Community College A provides athletic physicals for its Student-Athletes. Must these physicals take place before the tryouts or may they be performed after the tryouts when the number of student athletes is smaller?

A. Physicals may be given to those players once they make the team.

B. Current physicals must be on file for all students participating in tryouts.

C. Physicals are needed only for those students who have signed a Letter of Intent.

D. Both A & C

17. Community College A has basketball recruits visiting campus one day in January while the spring semester is in progress. Is it permissible for the recruits to participate in basketball practice with the team to see how they fit in?

A. Yes as long as they are on an official visit.

B. Yes, as long as they have proof of a physical

C. No, Students must be enrolled and have a physical on file in order to participate in practice.

NJCAA Compliance Exam 2013– Procedures

1. Which of the following statements is true regarding free game tickets to be given to NJCAA student-athletes?
 - A. Community College A is allowed to pay for any or all of the student-athletes' ticket costs to a game or event held at a four-year institution or professional game.
 - B. A professional team may give free tickets to student-athletes at the local community college.
 - C. Community College A's student-athletes may not accept free tickets from a four-year institution unless those student-athletes are on paid official recruiting visits to that four-year institution. If the student-athletes are not on an official recruiting visit to the college, student-athletes must pay for their own tickets.
 - D. Both A and B.

2. What is the minimum percentage of teams that are audited in each sport every academic year?
 - A. A minimum of 2%.
 - B. A minimum of 5%.
 - C. A minimum of 10%.
 - D. There is no minimum and the National Office audits as many in each sport as necessary.

3. While a member of Community College A's sports program, Student-Athlete R practices with a team in same sport at Four-Year Institution X and therefore is in direct violation of NJCAA Rules.
 - A. True
 - B. False

4. A college which uses an ineligible student-athlete in a regular season competition shall...
 - A. Forfeit all contests for the season.
 - B. Forfeit all contests in which the ineligible student-athlete participated.
 - C. Not be required to forfeit any contests if it can be proven beyond question that the college had no way of knowing the student-athlete was ineligible.
 - D. Not be required to forfeit any contests if the violation is self-reported by the college.

5. Only three people from each college are allowed to contact the National Office. Who are these three people?
 - A. The college president, the college registrar, and the athletic director.
 - B. The college president, the athletic director and one coach.
 - C. The college president, the athletic director, and the designated rep.
 - D. The athletic director, and two members of the athletic department.
 - E. The statement above is false and any person at the college may call the National Office.

6. A student-athlete may participate in official tryouts/trials involving national teams sponsored by the appropriate national governing body of the United States Olympic Committee or of his/her respective country of origin.
 - A. True and the student-athlete may continue representing the NJCAA member college during this time.
 - B. True, but the student-athlete may not represent an NJCAA member college during this time.
 - C. False

7. Alumni games are not considered as regular season contests and should not be figured into the college's records or statistics.
 - A. True
 - B. False

8. If Community College A desires to schedule a contest with a team from a foreign country they must notify the NJCAA on the NJCAA Athletic Event Questionnaire.
 - A. True
 - B. False

9. How many times per semester/quarter may a team have a meal not to exceed the cost per diem?
 - A. Once per semester/quarter.
 - B. Twice per semester/quarter.
 - C. Only once per academic year.
 - D. None of the above because a coach or athletic administrator may not provide meals to student-athletes.

10. The NJCAA supports the philosophical ideal of the student-athlete by recommending to all member colleges that in season practices and contests are limited to...
 - A. Ten (10) hours per week.
 - B. Fifteen (15) hours per week.
 - C. Twenty (20) hours per week.
 - D. There is no limit to the number of hours a team can practice per week.

11. Certified learning disabled student-athletes must have a recent diagnosis of the disability within the last three years.
 - A. True
 - B. False

12. A student who is currently signed to a LOI, enrolled and participating at Community College A contacts Community College B to see if he can transfer and play. The student has identified himself as an athlete at a member college. What is the first thing you should do when contacted by this student?
 - A. Invite the student to your campus for a visit.

- B. Notify the student he/she should get a Transfer Waiver form their current school.
 - C. Look online to see if the student is currently signed to an LOI
 - D. Send the Contact Notification Form to Community College B.
13. The number of team members on each NJCAA certified sport roster is limited during the regular season.
- A. True, roster numbers are limited.
 - B. False, the number of team members is unlimited during the regular season, providing the number on athletic scholarship does not exceed the maximum allowed by the NJCAA.
14. There are two types of NJCAA Hardships. Prior to the injury or illness, a student-athlete must not have participated in more than what percentage of the college's regular season schedule.
- A. 33% or less of the games during the first half of the season.
 - B. 20% or less of the games
 - C. 25% or less of the games during the first half of the season.
 - D. 20% or less of the games but the games can be played during any part of the regular season.
15. An NJCAA member school's team may wear current varsity uniforms during a scrimmage.
- A. True
 - B. False
16. When can student-athletes on two-term sport teams be added or deleted from the online eligibility roster? (Based on the 2013-2014 NJCAA Handbook.)
- A. Up until October 19, 2013.
 - B. Up until November 9, 2013.
 - C. Up until February 7, 2014.
 - D. There are no exact deadlines and players can be added or deleted at any point during the season.
17. What are the penalties a member college faces if the online eligibility is submitted late to the National Office?
- A. A letter of reprimand to the Athletic Director and the College President as well as a mandatory eligibility audit for that sport for the first offense.
 - B. Athletic probation for the second offense that occurs within the same calendar year.
 - C. Both A and B.
 - D. There are no penalties for submitting late.
18. A college shall not furnish any assistance in the form of equipment, transportation, lodging or meals for student-athletes participating on a summer league team or open competition.
- A. True
 - B. False
19. All divisions may provide housing information to current and prospective student-athletes.
- A. True
 - B. False
20. In the instance where a student-athlete is injured while attending and participating in varsity athletics at a non-member college and cannot finish that season of competition, that non-member college must submit a hardship request to its conference or national office for an approval.
- A. True, because the NJCAA cannot make a ruling on a situation that occurred at a non-member college.
 - B. False, the NJCAA is at liberty to make a ruling on a situation that occurred at a non-member college because the student-athlete is currently at an NJCAA member college.
21. If a member college uses an ineligible student-athlete in post-season competition whether knowingly or not, what are the penalties the college must serve?
- A. All games in which the ineligible student-athlete participated in must be forfeited by the college.
 - B. The member college shall be denied the opportunity to enter next season's post-season competitions and placed on probation.
 - C. Both A and B.
 - D. Only A.

NJCAA Compliance Exam 2013– Recruiting

1. Prospects are allowed to take how many official paid recruiting visits to the same institution?
 - A. One (1)
 - B. Two (2)
 - C. As many as the prospect wants.
 - D. There is no NJCAA Rule restricting the limit.

2. A high school student must have completed their junior year of high school in order to go on an official paid recruiting visit to any NJCAA member college.
 - A. True
 - B. False

3. Once a student-athlete has signed an NJCAA Letter of Intent for the upcoming academic year, he/she may not receive a paid official on campus recruiting visit to the college before the start of the academic year.
 - A. True
 - B. False

4. Which of the following is true about coaches off campus recruiting trips?
 - A. A member institution's athletic department staff member may visit a prospect at any location and may expend funds on a prospect as part of the recruiting process.
 - B. A member institution's athletic department staff member may visit a prospect at any location but may not expend funds other than the necessary amount for his/her own personal expenses.
 - C. A member institution may allow an outside organization to administer funds for recruiting prospects.
 - D. A member institution may allow an outside organization to pay for transportation and entertainment of prospects and their families.

5. A coach who is taking an off campus recruiting trip to see prospective athletes may not take current student-athletes with him/her on the trip.
 - A. True
 - B. False

6. A member college may take prospects on official visits outside of the local community and/or campus for entertainment.
 - A. True
 - B. False

7. A prospective student-athlete who is a golfer visits Community College A for an official paid recruiting visit. During this official visit, the college takes the student to a local golf course and pays for the greens fees for this student-athlete. This is a direct violation of recruiting rules.
 - A. True
 - B. False

8. High School Student R has signed an NJCAA Letter of Intent at Community College A. After signing this Letter of Intent, he/she wishes to take an unofficial recruiting visit to Community College B. Since the student is paying all of his/her expenses to visit Community College B, any member of the athletics staff including coaches may meet with the student while on his/her visit to the college.
 - A. True, because the student is paying for his/her own recruiting trip to the college.
 - B. False, because he/she is under the Letter of Intent at Community College A, he/she is not recruitable by any other member college. Therefore no representative of cc-B's athletic department may communicate with this student until he/she becomes recruitable.

9. Which of the following statements are true concerning official on-campus recruiting visits?
 - A. A prospect's stay is not to exceed two (2) days and two (2) nights.
 - B. The institution may purchase meals for prospects as long as the value of such meals does not exceed the amount provided a college employee while traveling on business.
 - C. The institution may entertain a prospect at a scale comparable to that of normal student life, which may include tickets to the institution's games and NOT to professional sports contests.
 - D. All statements are true.

10. While recruiting Student-Athlete R, the coach at Community College A loans him/her a small sum of money for personal needs. This loan can be considered as an inducement for Student-Athlete R to attend Community College A therefore breaking the recruiting rules of the NJCAA.
 - A. True
 - B. False

11. Student-Athlete R is not offered a scholarship by Community College A for his/her second season of participation. When does Student-Athlete R, who was under a LOI the previous year become recruitable?
 - A. When the student-athlete's institution signs a Release Agreement.
 - B. June 1st.
 - C. When the terms of the LOI expire at the end of the spring term.
 - D. Both A and C.
 - E. June 16th if SA-R has a completed 2nd Year Signing Agreement indicating no scholarship offer was made.
 - F. A or E
 - G. All of the above.

12. A member college may purchase tickets for prospects on official recruiting trips to professional sports contests.
 - A. True
 - B. False

13. Volleyball player at Community College A is not signed to a LOI. The season ends on November 5th. The fall term ends on December 10th. Is this student recruitable on November 10th?
- No, since the term in which the season ends is still in progress.
 - Yes, since the season has concluded.
 - Yes since the season has concluded and the student is not signed to an LOI.
 - Both B & C.
14. Which of the following statements is true concerning official (paid) recruiting visit transportation?
- Private air charters and first class tickets can be paid for by the institution on official paid recruiting visits.
 - Transportation costs can be provided to the prospect in the form of a coach class airline ticket and/or round trip expenses when traveling by his/her car as long as it is a direct route between the prospect's home and the institution.
 - Any member of the institution's athletic department may provide automobile transportation for the prospect between the campus and the prospect's home, airport, or bus station.
 - B and C
15. A prospect on an official recruiting visit wants to visit some family following the two day stay at the college. Can the college provide transportation to the prospect to the college, have the prospect stay on campus for two days then allow him/her to visit their family for three days then provide transportation for the prospect back home?
- Yes
 - No
16. Student-Athlete R is currently a student-athlete at Community College A and has signed a Letter of Intent at that college. The student's parents call Community College B for the purpose of trying to get their son/daughter recruited by another school. Is this a violation of NJCAA bylaws?
- Yes, parents are considered a representative of the student's athletic interest.
 - No, only if the student-athlete directly contacts another member college would it be a violation.
17. An institution or representative of its athletics interests may provide an automobile for a prospect's use during an official recruiting trip to that institution's campus.
- True
 - False
18. May a college pay for the transportation and/or lodging of the parents of the prospective student-athlete during the recruitment process as long as there is no additional cost to the college beyond that of the prospect?
- Yes
 - No
19. A student-athlete who is attending Community College A and participating on a varsity team contacts Community College B during the academic year wishing to transfer for the next academic year. This student-athlete has not signed a Letter of Intent at Community College A. Is Community College B required to send a Contact Notification Form to Community College A notifying them that one of their student-athletes has contacted them who is interested in transferring?
- No, the NJCAA no longer uses the Contact Notification Form but communicating what is going on to CC-A is a professional courtesy.
 - Yes, that should be the first thing that is done when a student contacts another school.
20. A current student-athlete may not drive recruits to a community other than the community in which the member college is located while the recruits are on an official college visit.
- True
 - False
21. An athletic booster member or other representative of the institution's athletic interests shall not make contact for the purpose of recruiting the student-athletes of another NJCAA member institution.
- True
 - False
22. May a coach from Community College A use their Facebook account, Twitter account or other social media to contact student-athletes who are currently under a Letter of Intent at Community College B for the purpose of recruiting.
- Yes
 - No
23. Prospective Student-Athlete R is driving with his parents to visit Community College A on an official visit. Can the coach at Community College B coordinate to meet the prospect and his parents at a local restaurant while the official visit with Community College A is taking place?
- Yes
 - No
24. Prior to signing a student-athlete to a Letter of Intent (LOI), what steps can be taken to ensure the student-athlete had not previously signed a LOI for the same period of time?
- Check the NJCAA online LOI system.

- B. Discuss student's history and eligibility with the student-athlete.
- C. Contact the previous schools the student has attended, if applicable.
- D. Use NJCAA Affidavit
- E. All of the above

NJCAA Compliance Exam 2013 – Transferring

1. Transfer student-athletes serving a probationary period may dress for athletic contests, but not play.
 - A. True
 - B. False

2. To be eligible in a sport that spans over two terms, transfer student-athletes must be enrolled full-time during the term when the season of that sport begins as well as being enrolled at the college where they have chosen to participate.
 - A. True
 - B. False

3. Community College A has recently established an intercollegiate athletic program. Community College A is located in Student-Athlete R's home district. Student-Athlete R wishes to transfer from Community College B where he/she participated in a varsity sport. Student-Athlete R will need a Transfer Waiver signed by Community College B to participate at Community College A.
 - A. True
 - B. False

4. Non-member college transfer students who are serving the 16-week probation must be enrolled in at how many credit hours during that term?
 - A. There is no required number of credit hours.
 - B. At least 12 credit hours (full-time).
 - C. At least 15 credit hours.
 - D. The student-athlete can be part-time.

5. Transfer student-athletes from non-member colleges are immediately eligible if he/she satisfies the provisions of Section 4.D, 4.E, 4.F.
 - A. True
 - B. False

6. Student-Athlete R transfers from a member college after the end of the fall term. He is a spring sport athlete and does not receive a Transfer Waiver from his previous member college. What is his probationary period?
 - A. One season of probation: spring after his transfer and the following academic year.
 - B. One season of probation: only the spring season after his transfer.
 - C. 16 weeks of probation.
 - D. There is no probationary period.

7. Community College A was placed on probation in a spring sport and this probation was not Student-Athlete R's fault. He/she wishes to transfer to Community College B and does not need a Transfer Waiver from Community College A in order to participate at Community College B.
 - A. True
 - B. False

8. A student-athlete who *has not* participated in a sport, transfers from his/her first college to his/her home district, county, or service area does not need a Transfer Waiver.
 - A. True
 - B. False

9. Student-Athlete R has participated at Community College A and after the end of the academic year wishes to participate at Community College B which is in his/her home district/county/service area. Student-Athlete R is required to have a Transfer Waiver signed by Community College A to be eligible to compete at Community College B.
 - A. True
 - B. False

10. After one term of attendance at a four-year institution Student-Athlete R transfers to Community College A. The four-year institution does not release Student-Athlete R's transcript. Student-Athlete R may not participate in athletics at Community College A without providing verification of hours earned to verify his/her eligibility.
 - A. True
 - B. False

11. A signed Transfer Waiver is needed when a basketball student-athlete transfers from a member institution that does not have basketball as a sport.
 - A. True
 - B. False

12. Student-Athlete R is a transfer from a member college and does not receive the Transfer Waiver, but the student is academically eligible to participate. During this season of probation, he/she must be a full-time student.
 - A. True
 - B. False

13. Transfer student-athletes are allowed to participate in the same sport during the same academic year at two (2) different colleges.
 - A. True
 - B. False

14. Transfer student-athletes from a four-year institution or non-NJCAA member college are immediately eligible if he/she satisfies the provisions of Section 4.D, 4.E, 4.F.
 - A. True

B. False

15. Student-Athlete R attends and participates at Community College A for one (1) season. Student-Athlete R then sits out one calendar year, without attending any collegiate institution. If Student-Athlete R transfers to Community College B for the next academic year, he/she needs an NJCAA Transfer Waiver.

- A. True
- B. False

16. The probationary season is interpreted as the season immediately following his/her last term of full-time enrollment.

- A. True
- B. False

17. Student-Athlete R is transferring from Community College A where they were full time but CC-A does not have the sport he/she wishes to participate in at Community College B. Student-Athlete R must receive a signed Transfer Waiver from Community College A because they were full-time at Community College A.

- A. True
- B. False

18. Member college transfer student-athletes who do not obtain the Transfer Waiver, meet one of the other provisions in Article V, Section 10.B.1.(b), or are academically ineligible must serve one entire season of probation.

- A. True
- B. False

19. Student-Athlete R is a transfer from a member college and receives a Transfer Waiver from his previous college. He is academically ineligible at the time he transfers to Community College B following two terms of full time enrollment. What must SA-R do to be eligible for the spring season of baseball?

- A. Serve a 16 week probation period and meet the requirements of Article V Section 4.E at the end of the probation.
- B. Serve a 14 week probation and meet the requirements of Article V Section 4.E.1 or 4.E.2 at the end of the probation
- C. Serve a 14 week probationary period and meet any of Article V Section 4.E requirements.
- D. Serve a 16 week probationary period and meet the requirements of Article V Section 4.D.

20. Student-Athlete R signs a Letter of Intent to play baseball with Community College A. After five (5) days at Community College A he decides to withdraw from Community College A and move back home. Upon returning home he enrolls at Community College B which is located in his home district. Since he withdrew from Community College A within the first fifteen calendar days of the semester and enrolled in his home district school, is Student-Athlete R eligible to participate in baseball at Community College B that academic year?

- A. Yes he may since he enrolled within his home district.
- B. Yes, he may since he withdrew from Community College A within the first 15 calendar days of the term.
- C. No, He must receive a signed release form from community college A prior to being recruitable.
- D. Both A & B

21. When is the student-athletes signature required on a LOI Release agreement?

- A. Transfer
- B. Reduction of Aid
- C. Other
- D. Withdrawal
- E. All of the above
- F. A, B and C only

NJCAA Compliance Exam 2013 – Administration

1. When must an ejection be reported to your Region Director?
 - A. Immediately
 - B. By noon the next business day
 - C. Within five business days of the ejection
 - D. None of the above

2. When issuing a Letter of Intent, the earliest signature and signature date should be that of whom?
 - A. Athletic Director
 - B. Coach
 - C. Student-Athlete
 - D. None of the above

3. The spring term begins January 4th. The first softball game is February 10th. When must the online eligibility be submitted for the entire team?
 - A. Within the first 15 calendar days of the spring term.
 - B. Prior to the first game on February 10th
 - C. Prior to the region tournament
 - D. A or B
 - E. None of the above

4. The fall term at Community College A begins September 1st. What is the final day a student-athlete may be signed to a Letter of Intent for the fall term without requiring approval from the NJCAA National office?
 - A. September 14th
 - B. September 15th
 - C. September 16th
 - D. No approval is required

5. Online eligibility is submitted for Student-Athlete R for basketball. Prior to the first contest, Student-Athlete R decides not to play in the upcoming season. What should be done so the student-Athlete does not lose a season of eligibility?
 - A. At the end of the season the Non-Participant option should be selected for Student-Athlete R within the online eligibility system.
 - B. Nothing needs to be done since Student-Athlete R did not participate in any regular season games.
 - C. A letter must be sent to the national Office requesting Student-Athlete R be removed from eligibility
 - D. The online eligibility system will automatically remove Student-Athlete R from the eligibility list if no stats are entered during the season.

6. When is an eligibility form considered to have been submitted?
 - A. At the time the eligibility form is created.
 - B. When the submit option is selected and the form shows as being submitted.
 - C. On the first game date
 - D. None of the above

7. Community College A plays its first soccer contest on August 29th. The fall term does not begin until September 7th. What is the last day that the soccer eligibility may be submitted without being considered late and a NJCAA violation?
 - A. The online eligibility has to be submitted prior to the first game on August 27th.
 - B. The online eligibility must be submitted no later than September 7th when the fall term begins.
 - C. The online eligibility must be submitted no later than September 21st.
 - D. The online eligibility must be submitted no later that September 22nd.
 - E. None of the above is correct.

8. Community College A certifies two (2) HS(-3) student-athletes on its fall tennis eligibility. When Community College A certifies eligibility for the spring term in tennis can they add two different HS(-3) student-athletes to the spring eligibility?
 - A. No, the NJCAA allows for a maximum of two (2) HS(-3) student-athletes to be certified in fall and spring tennis combined.
 - B. Yes, the fall gets a maximum of two (2) and the spring gets a maximum of two (2).

NJCAA Compliance Exam 2013 – Answers for Individual Sections

	<i>Amateur</i>	<i>Ejection</i>	<i>Eligibility</i>	<i>Financial Aid</i>	<i>Practice</i>	<i>Procedures</i>	<i>Recruiting</i>	<i>Transfer</i>	<i>Administration</i>	
1	D	A	B	A	D	C	A	B	B	1
2	A	A	A	A	C	B	A	A	A	2
3	B	D	A	B	A	A	A	B	D	3
4	B	A	D	B	D	B	B	B	B	4
5	B	B	B	B	A	C	A	A	A	5
6	B	C	C	B	D	B	B	B	B	6
7	D	E	B	A	D	A	A	A	C	7
8	A	B	B	B	B	A	B	A	A	8
9	A	A	A	A	B	B	D	A		9
10	B	D	A	B	A	C	A	A		10
11	B	B	C	A	B	A	F	B		11
12	C	A	C	C	A	C	B	B		12
13	B	C	A	B	B	B	A	B		13
14	E	B	A	A	B	B	D	A		14
15		C	B	D	B	A	B	B		15
16		B	B	A	B	C	A	A		16
17		D	B	E	A	C	B	B		17
18			A	A		A	A	A		18
19			A	A		A	A	A		19
20			C	A		A	A	C		20
21			B	B		C	A	F		21
22			A	B			B			22
23			A	A			B			23
24			B	A			E			24
25			C	A						25
26			A	B						26
27			B	C						27
28			A	B						28
29			A	B						29
30			B	B						30
31			A	A						31
32			B	C						32
33			B	B						33
34			B	C						34
35			B	B						35
36			B	A						36
37			B							37
38			D							38
39			B							39
40			B							40
41			B							41
42			F							42

Financial Tracking Protocol

For IECC Housing Scholarships

IECC schools and Landlords have agreed to the following process:

1. Each semester the Business Office will prepare a requisition for payment to the Landlord, of all student-athlete housing. This requisition will be approved by the college Business Officer, the college Athletic Director, and the college President. It will be based upon the housing scholarship awarded the student-athlete and reported in their Letter of Intent.
2. Once the requisition has been approved by college officials, the requisition will be converted into a Purchase Order pursuant to normal college purchasing protocol.
3. The Purchase Order will be processed by our Accounts Payable Department and all accounting codes, fund codes, and the like will be properly recorded.
4. The college Business Officer will then notify the Accounts Payable Department by e-mail formal approval to issue the check to the Landlord for the housing scholarships. The Business Officer will also attach a worksheet to the e-mail detailing each individual student-athlete and their housing scholarship amount for that particular semester. The total of this worksheet should agree to the Purchase Order. Any discrepancies will be resolved prior to the checks being issued.
5. Once the housing scholarship worksheet has been reconciled to the housing scholarship Purchase Order, the check will be written by the Accounts Payable Department and mailed directly to the landlord.

In this manner, all housing scholarships will be approved through the regular financial approval procedures and process of the college. There will be an audit trail for the housing scholarship transactions, and oversight that what is being paid to the landlord agrees with the student-athletes housing scholarship awarded on their Letter of Intent.

ILLINOIS EASTERN COMMUNITY COLLEGES
NJCAA COMPLIANCE

HANDBOOK FOR ATHLETIC BOOSTERS

Thank you for your ongoing support of athletics. The National Junior College Athletic Association (NJCAA) mandates that the responsibility for control and conduct of the athletics program is the responsibility of each College. This responsibility extends not just to the actions of our coaches and enrolled student-athletes, but also to members of booster organizations.

RECRUITING

For this reason, please be aware that NJCAA rules prohibit you from making in-person recruiting contacts (on- or off-campus) or having written, telephone or electronic communication with recruits or their relatives or legal guardians. Any violations of these rules may impact a college's ability to recruit prospects and could lead to significant penalties and damage to the college's reputation as a first-rate community college.

EXTRA BENEFITS

Please also note that NJCAA rules restrict the benefits and special arrangements that student-athletes or their family members may receive. **An extra benefit is defined as any special arrangement to provide an enrolled student-athlete or the student-athlete's relative or friend a benefit not expressly authorized by NJCAA rules.** Some examples of extra benefits include providing monetary or other financial support, loans, discounts, transportation, entertainment, meals or anything else of material value to enrolled student-athletes or their family members. Any extra benefit given to a student-athlete, regardless of the relative value of the benefit, is a violation of NJCAA rules and may adversely impact the student-athlete's eligibility for competition and result in sanctions against the college's athletic program from the NJCAA.

If you are aware of information related to a potential violation of NJCAA rules, we are counting on you to report such information to the President of the school. As an NJCAA member institution, it is the college's obligation to investigate all potential violations.

Rules compliance is a shared responsibility. As a supporter of athletic programs, the college is counting on your help. Please contact the President of an IECC college if you have any questions.

THE TOP 10 THINGS ATHLETIC BOOSTER SHOULD KNOW

1. The NJCAA holds IECC schools accountable for the actions of its boosters.
2. Boosters may not be involved in recruiting prospective student-athletes on behalf of an IECC district school. A prospective student-athlete is any student who has started classes for the ninth grade or above (seventh grade or above in men's basketball).
3. Boosters may not be involved in arranging for a prospect, or an enrolled IECC district student-athlete or their family to receive money or financial assistance of any kind.
4. Boosters may not provide transportation to a prospect, or an enrolled student-athlete, or their family and friends.
5. Boosters may not spend funds to entertain prospects, or enrolled student-athletes, or their family and friends.
6. Boosters may not use a photo or name of an enrolled student-athlete for commercial purposes or sell student-athlete memorabilia.
7. Boosters may not provide tickets to a prospect, an enrolled student-athlete, or their family and friends, or purchase tickets from a current student-athlete.
8. Boosters may notify coaches within the IECC district of talented prospects and may send newspaper clippings and other information about prospects to the coaching staff.
9. Violations of NJCAA rules can render prospects and enrolled student-athletes ineligible for competition at an IECC institution and cause negative publicity for those involved in the violations.
10. Always ask before you act.

Booster Club Rules & Regulations
National Junior College Athletic Association

The National Junior College Athletic Association (NJCAA) has addressed the procedures and policy that booster clubs shall follow in support of their prospective team. The Eligibility rules of the National Junior College Athletic Association effective August 1, 2011 state the following in Article VIII, Section 3:

- A) The financial records of booster clubs and similar organizations which assist athletic programs must be open and available to college officials.
- B) All transactions of a booster type organization or individual which assists a college athletic program in any way (e.g., equipment purchases, recruitment expenses, grant-in-aid, etc.) **must be approved through the regular financial approval procedures and process of the college (e.g., purchasing, gift acceptance, financial aid) as authorized or approved by the President.**
- C) All booster club funds used for grant-in-aid must be administered in compliance with Article VIII, Section 1.C. That Article says, “Grants-in-Aid shall be administered by the institution through the office, department, or division which administers financial funds for enrolled students.”

It is the policy of IECC to provide this form to any and all Booster Club officers and directors at the beginning of each college year.



NJCAA Eligibility Affidavit

SPORT: _____ Date: _____

Fill in all applicable information on this form to assist in determining eligibility for the NJCAA.

Personal Information:

Name: _____ Birth Date: __/__/____
(First, Middle, Last)

ID Number _____

Student's College Address: _____
Street Address

City, State, Zip Code

Phone Number(s) at College: _____ Email Address: _____

Other Information:

Parent's Home Address: _____
Street Address City, State, Zip Code

Phone Number: _____ Parents' Names: _____

Foreign Born Students:

Are you a United States Citizen or a Permanent Resident*? Yes _____ No _____ (*Holder of a Green Card or USA Passport)

Do you have another type of VISA? Yes _____ No _____ If so, what type? _____

Do you have an I-20 Form on file at this college? Yes _____ No _____

High School Information:

Name of High School(s) you have attended: _____

City, State & Country: _____

Did you graduate?: Yes* _____ No _____ High School Graduation Date (month/year): __/__/____

Were you home schooled? Yes _____ No _____ Did you graduate? Yes* _____ No _____

Check here if you have earned a *GED: _____ GED: Date Earned (month/year): __/__/____

*** Enclose a COPY of your High School Diploma or GED Certificate.**

Additional Information:

1. Did you take any college credit classes while in high school? Yes* _____ No _____

* If yes, from what college(s)? _____

* If yes, those transcript(s) from each college must be on file at this college.

2. Have you ever signed a Letter of Intent form with any institution? Yes _____ No _____

If yes, specify the College: _____ Date(day/month/year): ___/___/___

3. Have you ever participated in a sport in a country other than the United States? Yes _____ No _____

Sport(s)? _____ Country: _____ Dates _____

If yes, describe the situation:

4. Have you ever been **red-shirted** for a season? Yes _____ No _____

If yes, list the **dates** of that season, name of college, and describe the situation. _____

(Page 2 - NJCAA Eligibility Affidavit Continued)

5. Have you ever participated in practices, scrimmages, and/or games for an intercollegiate team other than this college?

Yes _____ No _____ If yes, name the school, date, sport, and describe the situation. _____

6. Have you ever played on a club team at a college or university? Yes _____ No _____ If yes, name the school, sport and dates. _____

7. Do you currently play on any other sport teams (i.e. USAV, city recreational leagues, indoor soccer, AAU, etc.)

Yes _____ No _____. If yes, please provide the name of team, location, and dates of participation.

8. Have you ever received money beyond expenses for participating in any athletic event?

Yes _____ No _____

Did anyone on your team receive money beyond expenses for participating in any athletic event?

Yes _____ No _____

If yes, describe the situation below and the **NJCAA Amateurism Questionnaire** should be completed and included with the eligibility file. _____

List ALL Colleges Attended Full-Time and/or Part-Time after High School

All transcripts from all previous institutions must be included.

College: _____ Dates: _____ Full-time or Part-time? (circle one)

College: _____ Dates: _____ Full-time or Part-time? (circle one)

College: _____ Dates: _____ Full-time or Part-time? (circle one)

College: _____ Dates: _____ Full-time or Part-time? (circle one)

Additional Explanations:

NOTE: If you attended college part-time or were not attending college for any period of time following high school graduation, please document your employment and military history during those times in the space below. If you were unemployed at any time, please list those dates below. The NJCAA requires that you account for any time not enrolled full-time. Please use the space below. Please record months and years when referring to dates. _____

I understand that information falsified or omitted can make me ineligible for ALL future college competition in compliance with the National Junior College Athletic Association Eligibility Rules.

Student-Athlete Signature: _____ Date: _____

Coach Signature: _____ Date: _____

Information for a Prospective NJCAA Student-Athlete

The National Junior College Athletic Association (NJCAA) is committed to providing quality athletic opportunities to enhance the entire collegiate learning experience or its students. The Association and its member colleges strive to provide equal opportunities for all concerned student-athletes. The Association is sensitive to the special needs and circumstances of the Community/Junior College student while keeping within the high academic standards of our 525 member institutions.

GENERAL INFORMATION

Q: What sports are sponsored by the NJCAA?

A: The NJCAA provides opportunities for participation, including National Championships, for student-athletes in the following sports:

Fall Baseball, Spring Baseball, Basketball, Bowling, Cross Country, Football, Fall Golf, Spring Golf, Half Marathon, Ice Hockey, Indoor Track and Field, Spring Lacrosse, Fall Lacrosse, Outdoor Track and Field, Fall Softball, Spring Softball, Fall Soccer, Spring Soccer, Swimming & Diving, Fall Tennis, Spring Tennis, Fall Volleyball, Spring Volleyball and Wrestling.

Q: Whose rules do I abide by?

A: Students participating on an intercollegiate level in any one of the certified sports of the NJCAA shall conform to the requirements of the Rules of Eligibility, the rules and regulations of the conference with which the college is affiliated, and also the rules of the college at which the students are attending and participating.

Q: How do I determine my initial eligibility?

A: Due to the unique academic and athletic situation of each individual, and the complexity of the NJCAA eligibility rules, it is recommended that each potential student-athlete discuss their athletic eligibility with the athletic personnel at the NJCAA college where they have chosen to attend. Should the athletic staff have any questions in determining an individual's eligibility, the college may contact the NJCAA National Office for assistance.

Q: Must I have graduated from high school?

A: Students must be a high school graduate or must have received a high school equivalency diploma or have been certified as having passed a national test such as the General Education Development Test (GED).

Q: What if I am taking classes at a college while still in high school?

A: If a student is enrolled in twelve or more credits at a college while still enrolled and completing their high school education, they are eligible for athletic participation if they complete a NJCAA High School Waiver Form (Form e.3) signed by their high school Principal and the College President. This option is not available to those students whose high school class has already graduated.

Q: How many seasons may I participate in a sport?

A: Students are allowed two (2) seasons of competition in any sport at a NJCAA college, if they have not participated at any intercollegiate level during two (2) seasons previously. Playing in one or more regularly scheduled contests prior to post-season competition uses one season of participation in that sport.

Warning: Students who falsify their academic records and /or information about previous athletic participation shall be barred from any further competition in any NJCAA member college at any time.

Q: Do I qualify as an amateur?

A: Amateur players are those who engage in sports for the physical, mental, or social benefits they derive in participation and to whom athletics is a vocation and not a source of personal monetary gains. Be sure of your amateur status by checking the NJCAA amateur rules (Article V, Section 11, NJCAA Handbook) or checking with a NJCAA athletic director.

Q: While playing a sport I want to enter an open tournament or play with another team. May I?

A: While the season of any sport is in progress, as determined by the published schedule of the college, students are not allowed to participate in that same sport for any other team except in the following sports: bowling, golf and tennis.

If a student wishes to enter any open competition as a representative of their college, the competition must be listed on the published schedule of the college and the student must meet all NJCAA eligibility requirements.

If a student is not representing a NJCAA college, they may enter open or "exhibition" competition without NJCAA approval. A college shall not, however, furnish the student with any assistance (equipment, transportation, lodging or meals) when participating in such events.

Q: What about All-Star competitions?

A: Student participation in athletic events such as All-Star games must be approved by the NJCAA National Office. The NJCAA does NOT restrict the number of All-Star games in which a High School student may participate prior to attendance at a NJCAA college.

LETTER OF INTENT/SCHOLARSHIP AGREEMENT

Q: What is the NJCAA Letter of Intent?

A: The NJCAA Letter of Intent is used to commit an individual to a specific institution for a period of one year. The form is only valid for NJCAA member colleges and has no jurisdiction over NCAA or NAIA colleges.

Q: What if I sign a NJCAA and a NCAA Letter of Intent?

A: A student is allowed to sign a Letter of Intent with both a NJCAA and a NCAA college without sanction. The student may not, however, sign a NJCAA Letter of Intent with two NJCAA colleges. If a student does sign with two NJCAA colleges, that student will become immediately ineligible to compete in NJCAA competition for the next academic year in any sport.

Q: What kind of grant-in-aid can I receive from NJCAA institutions?

A: An athletic grant-in-aid may be awarded to any student-athlete in recognition of his/her athletic ability provided the student-athlete is admitted to the institution as a regular student. It shall be limited to a maximum of tuition, fees, room, board, books and course related material, and transportation costs one time per academic year to and from the college by direct route.

Q: If I am awarded an athletic scholarship and voluntarily do not participate, could I lose my scholarship?

A: Cancellation or modification of an athletic scholarship during the period of its effectiveness is allowed for the following reasons only:

1. If the athlete becomes ineligible for participation in athletics because of academic and/or disciplinary reasons.
2. For misconduct (unrelated to athletic ability) found by the person or body in charge of general discipline at the institution.
3. If the student-athlete voluntarily withdraws from a sport prior to the institution's first competition in that sport.
4. Graduation

Colleges may also include attachments to the NJCAA Letter of Intent which stipulates conditions for the cancellation of an athletic scholarship that are more stringent than those listed above.

Q: One NJCAA school can offer me a full scholarship, and one school can't offer me anything. Why?

A: Each institution belonging to the NJCAA can choose to compete on the Division I, II or III level in designated sports. Division I colleges may offer full athletic scholarships, Division II colleges are limited to awarding tuition, fees and books, and Division III institutions may provide no athletically related financial assistance. However, NJCAA colleges that do not offer athletic aid may choose to participate at the Division I or II level if they so desire.

ELIGIBILITY RULES

Q: Must I be a full-time student during the season?

A: Students must maintain full-time status during the season of the sport(s) in which they have chosen to participate (full-time status being 12 credit hours or more).

Q: What determines my eligibility after my initial full-time enrollment?

A: Eligibility is determined prior to the last official date to register for the term as published in the college catalog. At that time, the student must have:

1. Prior to the fifteenth 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.
2. Prior to the fifteenth 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, a student-athlete must satisfy one of the following four requirements to be eligible for the upcoming term:
 - A. Pass a minimum of 12 semester hours with a 2.00 GPA or higher during the previous semester of full-time enrollment,
OR
 - B. 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
 - C. 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
 - D. 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.

Q: Are there additional requirements I must meet to participate?

A: A student must also make progress towards graduation. Before participation in a second season in any certified sport(s), a student must have:

1. Obtained at least 24 semester hours or 36 quarter hours with a 2.00 GPA or higher *and one of 2-3 below:*
2. Pass a minimum of 12 semester hours with a 2.00 GPA or higher during the previous semester of full-time enrollment,
OR
3. 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,
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.

Q: I played one year on a club team, how many years of intercollegiate eligibility do I have left?

A: Participation on a designated collegiate club team in a NJCAA certified sport will constitute one (1) season of participation.

Q: I took a semester off to earn money for college, will I be immediately eligible to play once I enroll as a full-time student?

A: Students must be enrolled full-time (twelve or more credits) at the college where they have chosen to participate when the regular season schedule of a sport begins. Students 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. Students that satisfy one of the four exceptions become eligible after the previous term has ended upon registration as a full time student for the new term. (Students must be added to the eligibility form before participating.)
5. A student 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.
 Multi-campus designation must be approved by the NJCAA

Q: What if I start college and then withdraw?

A: The following withdrawal policy applies to students that are attending any college.

1. Students are allowed fifteen (15) calendar days from the beginning date of classes to withdraw completely or to withdraw to less than twelve credits (part-time) and not have that term affect their future eligibility, provided they have not participated in any athletic competition. (Refer to Section 4.G.)
2. Students that have participated and withdraw within the first fifteen (15) calendar days of a particular term are not eligible for athletic participation and must re-establish their eligibility in accordance with the provisions of section 4.D or 4.E. The term in which the student participates must be considered the same as a term of full-time attendance.

Q: May a part-time student participate?

A: Students who have never been full-time (12 or more credits) at any colleges may become eligible for competition in a sport by meeting the following conditions:

1. The student-athletes attend the same institution at least one academic year as part-time student prior to the year of his/her participation passing at least 12 credit hours with an overall grade point average of 1.75 or better during that year.
2. During each term of participation, the student-athletes must carry at least six credit hours in the same institution.
3. Prior to a second season of participation in any sport, the student-athletes must pass a total of 24 credit hours with a 2.00 GPA or higher.
4. If in any term the student-athletes enroll full-time, they forfeit the privileges under this provision of the part-time eligibility rule.
5. Student-athletes who withdraw completely or to less than six credit hours become immediately ineligible.
6. Institutions who apply for this provision of the rules, must submit a transcript to establish the eligibility of the student-athletes.

Q: Upon returning to college following an extended absence, must I meet the current eligibility requirements?

A: Students who have not been enrolled in college in twelve (12) or more credit hours (full-time) for a period of eighteen calendar months or longer shall be exempt from previous term and/or accumulation requirements as set forth in Article V, Section 4.d or 4.e (not Section 4.f) of the NJCAA bylaws. Students who have served eighteen calendar months in the Armed Forces of the United States, church mission or with a recognized foreign aid service shall be exempt from Section 4.d, 4.e and 4.f. Note, this is a one time exemption, available only for the first full-time term after the period of non-attendance.

Q: What are the requirements for transfer students?

A: All transfer students must adhere to the eligibility rules of the NJCAA to be eligible for participation at a member institution. Check Article V, Section 10 of the NJCAA Handbook to make sure you meet all transfer requirements of the NJCAA.

Q: What requirements will I have to meet to transfer from a two-year college to a four-year college?

A: Questions relative to a transfer from a NJCAA college to a four-year program must be addressed by the four-year college and/or their national governing body (ie. NCAA or NAIA).

Q: Are the rules uniform throughout the entire membership?

A: The various regions of the NJCAA may adopt rules which are more stringent than the national rules, but none that are less stringent. It would be best for you to check the rules that exist within the region in which you are interested in attending. Any member college can assist you with any regional differences, which may exist.

Q: I am a recent high school graduate and coaches have started to recruit me to play. What is allowed?

A: The following is permitted under NJCAA recruitment rules:

1. No institution shall permit an athlete to be solicited to attend by the promise of a gift or inducement other than an athletic grant-in-aid.
2. An institution may pay for one visit to its campus by direct route, for a stay not to exceed two days and two nights. The paid visit must be limited to the campus and local community where the college is located. A student-athlete must have completed his/her junior year in high school in order to receive an official recruiting visit by a member NJCAA college.
3. While recruiting a potential athlete on campus, a college representative may purchase meals for the athlete. The value of the meals may not exceed the amount provided to a college employee while traveling on college business.
4. A college official must authorize all funds utilized for recruitment purposes.

For further clarification of the recruiting rules, see Article VIII, Section 2. If a student-athlete signs a NJCAA Letter of Intent, all NJCAA institutions are obligated to respect that signing and shall cease to recruit that student-athlete. The student-athlete is obligated to notify any recruiter who contacts him/her of the signing.

For more information about the National Junior College Athletic Association, write to: NJCAA, 1631 Mesa Avenue, Suite B, Colorado Springs, CO 80906 or contact your local NJCAA member college. Additional information can also be found on the NJCAA web site: www.njcaa.org

****Eligibility rules may change from year to year. Coaches and athletic directors need to stay up-to-date of NJCAA rule changes and convey these changes to the student-athlete.**