

KILGORE COLLEGE ATHLETIC HANDBOOK



TO THE STUDENT ATHLETE

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

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

This handbook has been prepared so student athletes at Kilgore College can become acquainted with the procedures and general regulations, which have been established, by the College, the Texas Eastern Athletic Conference, Southwest Junior College Football Conference, and the National Junior College Athletic Association.

ATHLETIC PURPOSE STATEMENT

The Intercollegiate Athletic Program at Kilgore College is consistent with the overall educational purpose of the college which provides opportunities for social, moral, and personal development of the individual. The overall purpose of the intercollegiate athletic program is to provide an opportunity for personal educational development through competitive team sports. Our Athletic Department is built upon a solid foundation of pride, which is reflected, by strong student, faculty, administrative, and community support.

DEPARTMENT PHILOSOPHY

The department is committed to the following:

- A. Ensuring that intercollegiate competition is an integral part of the total educational offering under the control of those responsible for the administration of the institution.
- B. Encouraging the broadest possible student involvement in the competitive program.
- C. Maintaining high ethical standards through commitment to the principles of self-monitoring and self-reporting.
- D. Evaluating the competitive program in terms of the educational purposes of the institution.
- E. Engaging in competition with other institutions having similar philosophies and policies.

ATHLETIC DEPARTMENT GOAL AND OBJECTIVES

MISSION STATEMENT

Kilgore College is committed to providing quality educational experiences and to offering diversified intercollegiate athletic programs. These programs are designed to:

- 1) Foster the personal growth of each student without regard to race, sex, age, income, religion, disability, or occupation,
- 2) Encourage individual and team achievement,
- 3) Enhance the academic success, social development, and physical and emotional well-being of student athletes.

GOALS

- A. To comply with all institutional, TEAC, SWJCFC and NJCAA regulations pertaining to an athlete's eligibility to participate in intercollegiate athletics.
- B. To encourage the academic success of each student athlete so that at least 70% of Kilgore College's athletes will remain in good standing, in accordance with NJCAA academic guidelines.
- C. To encourage the academic success of all student athletes so that when they have obtained a certificate or degree, or have continued their studies at a senior institution, they can achieve their career goals.
- D. To field competitive athletic programs with athletes who conduct themselves with character.
- E. To perform and document an annual inspection to ascertain necessary improvements and upgrades of athletic facilities. This is to ensure the provision of safe, up-to-date conditions for all programs and participants.
- F. To promote wellness through a sound conditioning program, with 100% of athletes receiving pre-season physicals and careful attention to illness and injury.

ACTIVITIES

- A. Academics:
 - 1) Make periodic checks throughout the semester to make sure athletes are keeping their grades at or above acceptable levels and attending classes.
 - 2) Advise students to seek academic assistance and help them find tutors if grades fall below required levels, or if they are experiencing difficulties.
- B. Leadership/Interpersonal Skills:
 - 1) Encourage the development of leadership and management skills within the different team sports by providing leadership opportunities to the student athletes. These positions of leadership can be nominated by teammates or assigned by the coaching staff.
 - 2) Involve athletes in team sports that require them to be cooperative and to develop their interpersonal skills in order to achieve team success.
- C. Provide recognition and awards to the best athletes and scholars.
- D. Fund all intercollegiate sports activities in a fair and equitable manner.
- E. Provide assistance in filing financial aid forms.
- F. Provide frequent press releases promoting positive aspects of the athletic program.
- G. Invite parents and friends to special events such as media day, homecoming and tournaments.
- H. Encourage the administration, faculty and community to attend and support all athletic events.

EVALUATION PROCEDURES

- A. Determine the number of athletes that are both academically and athletically able to transfer to senior institutions.
- B. Determine the number of scholarships awarded to Kilgore College student athletes by four-year institutions.
- C. Examine the renewal rate of student athletes on scholarship. Scholarships are given for one year, and are renewable if academic, athletic, and institutional qualifications are met.
- D. Determine the graduation rates of student athletes.
- E. Comparison of GPA of athletes to GPA of general student population.
- F. Determine how many student athletes participate in other campus activities and/or organizations. Encourage greater participation, if necessary, so that they use their leadership, management and interpersonal skills off the courts/playing fields as much as possible.
- G. Evaluate, update and revise on a continuing basis the purposes and objectives of the intercollegiate athletic program.
- H. Evaluate all athletic personnel to assure that student athletes are receiving maximum, competent leadership. This is accomplished through personnel evaluations and surveys given to student athletes.

**ATHLETIC POLICIES
ON
RECRUITING, ADMISSION, FINANCIAL AID,
AND CONTINUING ELIGIBILITY**

In matters of recruiting, admission, financial aid, and continuing eligibility of our athletes, Kilgore College adheres to the written policies of the NJCAA (National Junior College Athletic Association), the Texas Eastern Athletic Conference and the Southwest Junior College Football Conference. These policies/guidelines may be found in the sources listed below:

RECRUITING

NJCAA Handbook and Casebook

Copy available in Athletic Director's Office

ADMISSION

NJCAA Handbook and Casebook

Copy available in Athletic Director's Office

FINANCIAL AID

NJCAA Handbook and Casebook

Copy available in Athletic Director's Office

CONTINUING ELIGIBILITY

NJCAA Handbook and Casebook

Copy available in Athletic Director's Office

ADDITIONAL RECRUITING POLICIES

- A. Regional residents are recruited as a priority.
- B. Minority student athletes are actively recruited.
- C. Information concerning college admissions, financial aid, housing, college policies, scholarships, and academic requirements is presented to the prospective student and to his/her coach, counselor, and parents.
- D. Recruits as well as parents and coaches are invited to visit the campus.
- E. Only students who meet admission requirements are recruited.
- F. Before entering into a financial agreement, each recruit, his/her parents, high school coach, and/or guidance counselor are given copies of the Disclosure of Graduation and Transfer Rates.
- G. Recruits are encouraged to submit all paperwork (financial aid, application, transcript, etc.) as soon as possible.

ELIGIBILITY RULES

GENERAL INFORMATION

- A. Ineligible students shall not be allowed to dress for any contest.
- B. Students who falsify their academic and/or athletic participation record shall be ineligible for further competition in any NJCAA member college at any time.
- C. The word "term" as used within the Eligibility Rules, refers to quarter, semester or trimester, whichever applies as the official unit of class attendance at a college. Summer sessions shall also be considered as a term of college if the student athlete completes 12 semester hours.
- D. A student athlete's grade-point average will be determined by devising the accumulated quality points by the corresponding credit hours at each institution of attendance.

REQUIREMENTS FOR ENTERING STUDENT ATHLETES

- A. Students must be high school graduates or ones who have received a high school equivalency diploma or have been certified as having passed the General Education Development Test (GED).
- B. Students who are completing high school and are simultaneously enrolled in twelve or more credits at a college are eligible for athletic participation with the completion of the NJCAA High School Waiver Form (Form 3-e). This form must be signed by the student's high school principal and the college president. This provision is applicable to only those students whose high school class has not graduated at the time of college enrollment. Use Form 3-e.

REQUIREMENTS FOR ATHLETIC ELIGIBILITY

The following rules shall be used to determine a student's eligibility for athletic competition in any one of the certified sports of the NJCAA. THIS ENTIRE SECTION MUST BE READ BEFORE A STUDENT'S ELIGIBILITY STATUS CAN BE DETERMINED.

- A. Student athletes must be making satisfactory progress within an approved college program or course as listed in the college catalog.
- B. Students must be in regular attendance within fifteen (15) calendar days from the beginning of classes of the term in which the students choose to participate. This fifteen (15) day rule can apply to the starting date of a mini-session within a regular session and shall be a published date in the college catalog or schedule of classes for that term. The mini-session must begin prior to the date of the first contest and have a common ending date with the regular term. Students who do not conform to this rule are ineligible throughout the remainder of the term. Students must maintain enrollment in twelve (12) or more credit hours of college work as listed in the college catalog during each term of athletic participation. Students who drop below twelve (12) credit hours become immediately ineligible for athletic participation.

SEMESTER ELIGIBILITY

- A. Prior to the last official date to register for the second full-time semester, as published in the college catalog, a student must have passed twelve (12) semester hours with a 1.75 GPA or higher.
- B. Prior to the last official date to register for the third full-time semester, and all subsequent semesters thereafter, as published in the college catalog, a student must satisfy one of the following two (2) requirements to be eligible for the upcoming term:
 - 1. Pass a minimum of twelve (12) semester hours with a 2.00 GPA or higher during the previous semester of full-time enrollment OR
 - 2. Pass an accumulation of semester hours equal to twelve multiplied by the number of semesters in

which the student was previously enrolled full-time with a GPA of 2.00 or higher.

- C. Prior to a second season of participation in an NJCAA certified sport, students must pass a minimum accumulation of twenty-four (24) semester hours with a 2.00 GPA or higher.
- D. 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.)
- E. In the following sports, students are not required to be enrolled during the fall term to be eligible to participate in the sport during the spring season unless the records are carried over into the spring season: Baseball, Bowling, Golf, Lacrosse, Softball/Fast Pitch, Softball/Slow Pitch, and Tennis. If the fall records are carried over into the spring season, all students must be enrolled full-time (twelve or more credit hours) during the fall term when the schedule begins.
- F. Students who have never been full-time at any college may become eligible for a season of participation in a sport by meeting the following conditions:
 - 1. The students attend the same institution at least one academic year as part-time students prior to the year of his/her participation passing at least twelve (12) credit hours with an overall grade point average of 1.75 or better during that year.
 - 2. During each term of participation, the students must carry at least six (6) credit hours in the same institution.
 - 3. Prior to a second season of participation in any sport, the students must pass a total of twenty four (24) credit hours with a 2.00 GPA or higher.
 - 4. If in any term the students enroll full-time, they forfeit the privileges under this provision of the part time eligibility rule.
 - 5. Students who withdraw completely, or to less than six (6) 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 students.

ELIGIBILITY OF STUDENTS WHO WITHDRAW FROM CLASSES

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

- A. 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)
- B. 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 and 4.e. The term in which the student participates must be considered the same as a term of full-time attendance.

NUMBER OF SEASONS A STUDENT CAN PARTICIPATE

- A. Students must not have previously competed during two (2) seasons in a given sport at any intercollegiate level.
- B. Participation in any fraction of any regularly scheduled contest during the collegiate year shall constitute one (1) season of participation in that sport. Participation includes entry into an athletic contest and scrimmages and does not include dressing for such an event.

HARDSHIP

The hardship provision of the NJCAA is available to students who are unable to complete a season of competition or did not satisfy one of the other eligibility rules as a result of injury, illness or some type of an emergency beyond their control.

- A. Hardship #1 involves an injury or illness which results in the student's inability to complete a season. Prior to the injury or illness, a student must not have participated in more than 20 percent of the college's regular season schedule or have participated in no more than two (2) of the institution's completed events in that sport, whichever number is greater. The injury or illness must also have occurred in the first half of the schedule resulting in the athlete being incapacitated for the remainder of the season. NOTE: In applying the 20 percent limitation, any competition which results in a fractional portion of an event shall be rounded to the next highest whole number, e.g., 20 percent of a 27 game basketball schedule (5.4 games) shall be considered six games. USE HARDSHIP FORM #1.
- B. Hardship #2 involves cases other than those affecting a student's season of competition as specified in Section 8.a. These cases must show that there are circumstances beyond the student's control which directly result in their inability to satisfy the Rules of Eligibility. USE HARDSHIP FORM #2. All requests must receive approval from the NJCAA Office of Eligibility.

PHYSICAL EXAMINATION

All student athletes participating in any one of the NJCAA certified sports must have passed a physical examination administered by a qualified health care professional licensed to administer physical examinations, prior to the first practice for each collegiate year in which they compete.

TRANSFER RULES

- A. General provisions which apply to any transfer student:
 - 1. Transfer students are those who have attended any college beyond the first fifteen (15) calendar days of a term or have participated in an athletic contest and at a later date enroll and attend classes at another college.
 - 2. Students may not participate in the same sport during the same academic year at two different colleges. Fall participation in the sports of Baseball, Bowling, Golf, Softball/Fast Pitch, Softball/Show Pitch, and Tennis shall not prevent students from competing in the same sport during the spring season of the same academic year after having transferred from another college and satisfied all the transfer provisions of the eligibility rules. An exception to this rule is: Students who transfer from a college which has dropped a sport.
(Documentation of the program being dropped must be provided when submitting the eligibility.)
 - 3. Students who participate in a sport before a term begins, between terms, or within the first fifteen (15) calendar days of a term and subsequently transfer before or within the first fifteen (15) calendar days of the term, must serve probation before they are eligible to participate in athletics.
 - 4. Students serving probation (academic or disciplinary) shall not be allowed to dress for any athletic contests.
 - 5. When students are required to serve probation, they must be enrolled full-time (12 or more credits) at the institution where they will be participating.

6. To be eligible in a sport that spans two terms, transfer students must be enrolled in twelve (12) or more credits (full-time) during the term when the season of that sport begins. The student must also be enrolled at the college where they have chosen to participate. There are four exceptions to this rule as found in Section 4.g.
- B. Transfers from a NJCAA Member College.
- Students transferring from a NJCAA member college are either immediately eligible upon transfer or must serve a probationary period. The following rules determine the student athlete's eligibility status.
1. Immediate Eligibility - To be immediately eligible upon transfer, a student must comply with both of the following two requirements:
 - (a) Satisfy the provisions of Section 4.d or 4.e. (use the rule which is applicable to the transfer student) and
 - (b) Satisfy one of the following provisions numbered i through iv.
 - (i) The college from which the students are transferring does not have a particular sport(s). (The students are immediately eligible only in the sport which is not offered.)
 - (ii) A NJCAA Waiver Form is signed by the Athletic Director and Chief Executive Administrator of the junior college from which the students are transferring. USA FORM IO.(b).(2)
 - (iii) Students who have not participated in any sport, transfer from their first junior college to any junior college within their home district, county, or service area.
 - (iv) Students enroll at the first possible opportunity in a newly established college or a college that initiates an intercollegiate athletic program within the student's home district, county, or service area.
 2. Probation Period - a probation period of sixteen (16) calendar weeks and the completion of one academic term with twelve (12) passing credit hours and a 1.75 GPA or higher is required of students who did not satisfy the academic provisions of Section 4 and if any one of the provisions number 1 through 4 of Section 10.b.1(b) does not apply to their transfer. NOTE: Before a student can participate in a second season of a NJCAA certified sport, the provisions of Section 4.f must be satisfied.
- C. Transfers From a Senior College or From a Non-NJCAA Member College. Students transferring from a Senior College or a non-NJCAA member college are either immediately eligible upon transfer or must serve a probationary period of sixteen (16) calendar weeks. The following rules determine the student athlete's eligibility status.
1. Immediate Eligibility - To be immediately eligible, with no probation required, students must satisfy the provisions of Section 4.d or 4.e. (Use the rule which is applicable to the transfer student.) NOTE: Before a student can participate in a second season of a NJCAA certified sport, the provisions of Section 4.f. must be satisfied.
 2. Probation of Sixteen Calendar Weeks - A probationary period of sixteen (16) calendar weeks and the completion of one academic term with twelve (12) passing credits and a 1.75 GPA or higher is required of students who did not satisfy the academic provisions of Section 4. Students serving this sixteen week probation period may be added to the eligibility roster at any time after satisfying the provision of the probation period. NOTE: Before a student can participate in a second season of a NJCAA certified sport, the provisions of Section 4.f. must be satisfied.

RULES GOVERNING THE AMATEUR STATUS OF STUDENTS

Amateur players are those who engage in sports for the physical, mental or social benefits they derive in participation and to whom athletics is an avocation and not a source for personal financial remuneration. When the amateur standing of a student is questionable, and before competition begins in an activity sponsored by the NJCAA, it is the responsibility of an administrative officer of the college where the

student is enrolled to clear the status of the student in question. In determining amateur standing of students, the following guidelines have been established.

A. Students are permitted to:

1. Accept scholarships and educational grants-in-aid from their institution in accordance with the provisions of Article VIII of the By-laws of the NJCAA.
2. Officiate sport contests, providing the compensation received does not exceed the going rate for such employment.
3. Serve as coaches or instructors for compensation in a physical education class outside of their institution provided the employment is not arranged by the student athlete's institution or a representative of its athletic interests.
4. Serve as paid supervisors of children's sports programs, such as counselors in a summer camp, or in a recreation department program. Their duties may include teaching techniques or skills in their sport, provided that any instruction is a part of the overall terms of employment (teaching and coaching shall not exceed more than half of their employed time) and not on a fee-for-lesson basis.
5. Participate in professional baseball for no more than ninety (90) days at a level of higher than Class A. If this can be confirmed by the National Association of Professional Baseball leagues, the student shall be eligible to compete in baseball at an NJCAA member college. Any participation beyond the first ninety (90) days shall cause a student to be ineligible in the sport of baseball.
6. Participate in women's softball if the women were involved in the Professional Softball Association and have been reinstated by the appropriate amateur governing body.
7. Have their names or pictures appear in books, other publications, or films without jeopardizing their amateur status, but only under the following conditions:
 - (a) Appearance in such publications or films is for the purpose of demonstrating athletic skill, analysis of a sports event, or instruction in sports.
 - (b) There is no indication that the athlete expressly or implicitly endorses a commercial product or service.
 - (c) The athlete is not paid.
 - (d) The athlete has signed a release statement detailing the conditions under which his or her name or image may be used and have filed a copy of that statement with the institution he or she attends.

B. Students shall not:

1. Receive money or other forms of remuneration beyond actual expenses for participating in any athletic contest or programs with the exception of bowling, golf, and snow skiing. (Refer to the bowling, golf, and snow skiing sections in the NJCAA Handbook.)
2. Give lessons on a fee-for-lesson basis.
3. Be employed to teach physical education classes or coach any sport for their college.
4. Be employed or receive compensation for teaching or coaching sports skills or techniques, if the employment is arranged by the student athlete's institution or representative of its athletic interests.
5. Take any financial assistance, or enter into an agreement of any kind, to compete in professional athletics, with the exception of the student who participates in professional baseball for not more than thirty (30) days as provided in Section 12.a.5. Students who violate this provision shall be ineligible for participation in the sport for which they received financial assistance.
6. Try out with a professional sports organization while enrolled full-time during any part of the academic year unless they have exhausted their eligibility in that sport. (This includes any time from the beginning of the fall term through the completion of the spring term, including any intervening period.) Part-time students who are not participating under the provisions of Section 4.6. may try out provided they do not receive any form of compensation other than actual

expenses from the professional organization.

7. Contract orally or in writing to be represented by an agent in the marketing of athletic ability or reputation in a sport.

ATHLETIC DEPARTMENT POLICIES AND PROCEDURES

ATHLETIC DEPARTMENT POLICIES

To support the Athletic Department's commitment to excellence in all areas, the following policies represent a guide to our sound participation in intercollegiate athletics:

- A. The educational values, practices, and mission of this institution determine the standards by which we conduct our intercollegiate athletics program.
- B. The responsibility and authority for the administration of the Athletics Department, including all basic policies, personnel and finances, are vested in the President. The Athletic Director reports to the Vice President of Student Development (these offices may be combined in which case that individual reports to the President of the college) and is in direct control of the day-to-day workings of the program.
- C. Each student athlete (male and female, majority and minority) in all sports will receive equitable and fair treatment. Kilgore College is an equal opportunity institution. The welcome the College extends to students of any age, race, religion, nationality, sex, and physical ability is the same as extended to athletes as equal members of the student body. Male, female, and minority student athletes in all sports receive equitable and fair treatment.
- D. The admission policy for athletes is the same as for any student. Under the "open door admissions policy", any graduate of an accredited high school or any person who holds a high school equivalency diploma will be accepted as a student.
- E. The Financial Aid Office is responsible for administering and coordinating all financial assistance. All awards are made in compliance with institutional, state, and federal guidelines.
- F. Scholarships are awarded in compliance with institutional, state, and national guidelines.
- G. Continuing eligibility to participate in intercollegiate athletics will be based on the student being able to demonstrate academic eligibility and responsiveness to the standards and expectations of the program as communicated and published on the scholarship agreement form. Other requirements for eligibility include standards set forth by this institution, the NJCAA, The T.E.A.C. and the SWJCFC, and the rules and/or criterion established by each individual team coach.
- H. Funds raised in connection with the intercollegiate athletic program are channeled through the athletic budget of the institution. The Athletic Department budget is monitored in accordance with general budgeting procedures on campus and is audited in normal college audit procedures.
- I. All sports require a pre-season physical for each player before practice or competition. Each player must be released by a physician before practice or games. The Athletic Department will maintain and file medical histories of all injured athletes and keep this file for seven years.

INDIVIDUAL RULES

We expect you to avoid all situations that will embarrass yourself, your family, or our college.

- I. We expect you to DRESS NEATLY and use GOOD PERSONAL HYGIENE. We want you to look sharp, clean, and neat at all times.
- II. We expect you to be on time and ATTEND all classes. If there is an unusual circumstance and you cannot attend class, you must notify your head coach BEFORE you miss class.

- III. We expect you to take extreme care of all equipment and property that belongs to Kilgore College. This includes proper care and cleanliness of your residence hall room.
- IV. We expect you to be on TIME for all school and team functions. For team functions you should arrive fifteen minutes prior to the scheduled time. We further expect all curfew times.
- V. We expect you to show RESPECT for coaches, faculty members, community members, opposing teams, game officials, and fellow players.
- VI. We expect you to pay all fees associated with college housing and food services when due. Failure to do so can result in eviction from college housing.

DRUG TESTING

We expect students to remain drug free. Students involved in Kilgore College athletics will submit to a mandatory drug test at the beginning of the year and be subject to random drug testing during the year. If a student fails the test, they will be sanctioned by Kilgore College, be suspended from the program and will be retested at their own expense. If the student's retest is positive, they will be dismissed from the program with which they were a member and will lose any scholarship benefits.

TEAM RULES

The individual rules stated above are the minimum rules that are required by the Athletic Department. Each coach may implement other rules to help discipline the team that he/she coaches.

TRAVEL AND TRANSPORTATION

The Athletic Department will provide all transportation necessary for an athletic team. This includes travel to regular season and practice games, state and invitational tournaments, regional and national tournaments. Under no circumstances will athletes be allowed to transport themselves to games or tournaments. It is the responsibility of the head coach to ensure that all players travel with the team and are under his/her supervision.

HOUSING

The Athletic Department reserves the right to impose the following rules on its athletes concerning housing:

- A. Every athletic participant is encouraged to live in housing approved by the administration of the college. Scholarship recipients must live on campus.
- B. All students living in the college residence halls must abide by all rules and regulations stated in the Student Handbook.

SCHOLARSHIP RENEWAL AND CANCELLATION

The scholarship agreement is signed for a period of one academic year. Renewal of the scholarship agreement is solely based upon the discretion of the head coach. Cancellation of the scholarship agreement because of injury or good or bad athletic performance is not permitted during the period of its effectiveness. Cancellation of the scholarship agreement is permitted if the athlete becomes ineligible for participation in athletics because of academic and/or disciplinary reasons; or for misconduct (unrelated to athletic ability) found by the coach or body in charge of general discipline at the institution, after following the same procedures as in other disciplinary matters, to be serious enough to warrant permanent suspension or dismissal from the athletic program.

SUMMER SCHOOL

Student athletes may use the same scholarship benefits to attend summer semesters if funds are available and the athlete has received prior approval of the Vice President of Student Development. Note: Some conference rule may prohibit summer term athletic scholarships.

TEXTBOOK LOANS

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

PHYSICAL EXAMINATIONS

All student athletes participating in any of the NJCAA certified sports must have passed a physical examination previous to their competition for each collegiate year in which they compete. It is the head coach's responsibility to see that each student athlete has a valid physical examination form on file in the Athletic Director's Office.

INSURANCE

Our athletic accident policy, which provides insurance for our student-athletes for injuries occurring while participating in the play or practice of intercollegiate sports is "EXCESS" or "SECONDARY" to any other collectible group insurance benefits. This means that any claim for benefits must first be filed with the group insurance company providing coverage to you, most notable by parental coverage. After your primary insurance have paid all available benefits, our athletic insurance company will consider remaining amounts based on USUAL and CUSTOMARY charges within two years of the initial injury date.

It is important that the head coach have each student athlete's parents fill out and sign a parent information form, in addition to the athlete completing the medical release forms, and return it to the Athletic Department to be kept on file. The parent information form will contain information regarding the student's insurance coverage, including address and phone number of insurance company, policy number, etc. The student athlete will sign a claim form in the Athletic Department and that office will file the claim. This information should be given to the provider each time an athlete is taken for medical treatment.

INJURIES AND ILLNESS

If an injury or illness occurs, the student athlete should notify the head coach so that the head coach can make adjustments for participation and in assisting in the rehabilitation of the student athlete.

UNIFORMS AND EQUIPMENT

It is the responsibility of the head coach to issue and inventory all items of equipment that are necessary for the student athlete to participate properly in the sport. All issued items remain property of Kilgore College Athletic Department. Loss or damage to the issued items will be charged to the student athlete. Failure to properly care for or replace lost or damaged items could result in forfeiture of the scholarship agreement and/or the college may refuse to release the student athlete's transcript.

There are certain items that will be regarded as personal items that the Athletic Department will not

furnish. The coach will list those items, and it is the responsibility of the student athlete to obtain these items for his/her own use.

CERTIFICATES AND PLAQUES

The awarding of certificates and plaques is the responsibility of the head coach. All awards procedures will follow the NJCAA and Athletic Department guidelines.

CLASS ATTENDANCE

Students are expected to attend all classes for which they are registered. When absences occur, it is the student's responsibility to make up the work missed. The instructor decides whether the student will be permitted to make up the work missed.

The Athletic Department feels that the regular class attendance is vital for all student athletes. The department recognizes that sometimes athletic events require student athletes to miss class; therefore, no student athlete should miss a class session without prior approval from the head coach and/or the instructor.

CLASS SCHEDULES AND DROP/ADD

It is the responsibility of the head coach to monitor the student athletes' selection of courses. This will ensure that the student athlete is taking courses that will apply to curriculum he or she has chosen for a degree. The head coach should have a class schedule of each quarter on file in the Athletic Department. It is the student athlete's responsibility to notify the head coach and the Athletic Director of any change in the schedule.

Student athletes are not permitted to drop or add a course during the semester without prior approval from the head coach.

ADVISING AND COUNSELING

Prior to registration for each semester, the head coach will arrange for the student athlete to be advised and counseled concerning the curriculum of his/her chosen field of study.

INSTITUTIONAL POLICIES

The institutional policies found in the general catalog are the minimum requirements for students attending at this college. The Athletic Department recognizes that athletics require more guidelines to insure proper function within the system. Therefore, student athletes must adhere to all policies of the institution and the Athletic Department.

APPEAL PROCESS

In the event that a student athlete has a complaint, the matter should be resolved by following the athletic chain of command. The student athlete should first notify the head coach and together with the coach try to resolve the matter. If the complaint cannot be satisfactorily resolved, the coach, student athlete, and athletic director, should meet to solve the problem. In the event that the complaint cannot be settled to the satisfaction of all parties involved, the Athletic Director will request a meeting with the Vice President of Student Development. In the event that the Vice President of Student Development also serves as Athletic Director, this person can request a meeting with the President or the President's designated representative.

