2019-20
Student Athletic Handbook

For more information, contact the Department of Student Life at (210) 486-2135.
# Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus and Student Life Statement</td>
<td>3</td>
</tr>
<tr>
<td>Campus Links</td>
<td>3-4</td>
</tr>
<tr>
<td>SPC Athletic Program</td>
<td>4</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>4-5</td>
</tr>
<tr>
<td>Coaching Staff</td>
<td>6</td>
</tr>
<tr>
<td>Goals &amp; Objectives</td>
<td>7</td>
</tr>
<tr>
<td>Rosters/Practice Squad</td>
<td>7</td>
</tr>
<tr>
<td>Leadership &amp; Recognition</td>
<td>7-8</td>
</tr>
<tr>
<td>Orientation</td>
<td>8-9</td>
</tr>
<tr>
<td>Alcohol and Tobacco</td>
<td>9</td>
</tr>
<tr>
<td>Travel &amp; Transportation</td>
<td>9-10</td>
</tr>
<tr>
<td>Equipment</td>
<td>10</td>
</tr>
<tr>
<td>Academic Expectations</td>
<td>10-11</td>
</tr>
<tr>
<td>Procedures &amp; Activities</td>
<td>11-12</td>
</tr>
<tr>
<td>Academic Progress Report</td>
<td>12</td>
</tr>
<tr>
<td>Academic Action Plan</td>
<td>13</td>
</tr>
<tr>
<td>Academic Action Agreement Contract</td>
<td>14</td>
</tr>
<tr>
<td>Lateness</td>
<td>15</td>
</tr>
<tr>
<td>Title IX</td>
<td>15</td>
</tr>
<tr>
<td>Tutoring Policy</td>
<td>15-16</td>
</tr>
<tr>
<td>Expectations &amp; Disciplinary Action</td>
<td>17-18</td>
</tr>
<tr>
<td>College Service Hours</td>
<td>18</td>
</tr>
<tr>
<td>Fundraising</td>
<td>18-19</td>
</tr>
<tr>
<td>Injury Protocol</td>
<td>19-20</td>
</tr>
<tr>
<td>Document Required for Participation</td>
<td>21-24</td>
</tr>
</tbody>
</table>
Campus and Student Life Statement on Diversity and Inclusion

Campus and Student Life is dedicated to helping students, faculty, and staff build a sense of community and to providing opportunities and experiences community members to grow personally and professionally.

We have a profound commitment to the diversity of our community and are, focused on cultivating a respectful and inclusive environment where individuals with varying points of view and a broad range of life experiences can engage with and learn from one another.

Our community thrives when we recognize that our differences are starting point for greater understanding. We will constantly strive to honor those values as members of a thriving intellectual community, and in our process for resolving conflict.

Campus Links

Business Office - [https://www.alamo.edu/district/business-office/](https://www.alamo.edu/district/business-office/)

Career Services – [https://www.alamo.edu/spc/experience-spc/current-students/support-centers/career-services/](https://www.alamo.edu/spc/experience-spc/current-students/support-centers/career-services/)

Counseling Services - [www.alamo.edu/spc/counseling-services](www.alamo.edu/spc/counseling-services)

Disability Services - [http://www.alamo.edu/spc/disability-services/](http://www.alamo.edu/spc/disability-services/)


Financial Literacy - [www.TG.org/financialcoaching](www.TG.org/financialcoaching)

Good Samaritan Veteran's Outreach and Transition Center - [http://www.alamo.edu/spc/gsvotc/](http://www.alamo.edu/spc/gsvotc/)

Harassment Sexual Violence - [http://alamo.edu/spc/alamocares/](http://alamo.edu/spc/alamocares/)

Library Resources and Services - [http://www.alamo.edu/spc/library/](http://www.alamo.edu/spc/library/)

Scholarship Office – [https://www.alamo.edu/spc/admissions/pay-for-college/scholarships/](https://www.alamo.edu/spc/admissions/pay-for-college/scholarships/)

SPC Feed the Tiger - [http://spcweb.alamo.edu/feedback/index.html](http://spcweb.alamo.edu/feedback/index.html)
St. Philip’s College Athletic Program

The athletic program is an integral part of student life at St. Philip’s College (SPC). The Department of Student Life has developed the Athletic Handbook to serve as a guide for the student-athlete. It is intended to help the student have a rewarding and positive co-curricular experience. The handbook will orient the student-athlete on Alamo Colleges District policies and procedures, St. Philip’s College expectations and guidelines, and the Student Code of Conduct.

To better meet the needs of the student-athletes participating in sports, additional information concerning educational programs, degree requirements, course descriptions, student personnel policies, financial assistance, support services, etc., can be found in the College Academic Catalog and Student Handbook located on the SPC website. These documents are intended to help student-athletes meet their academic, career and personal goals.

St. Philip’s College Athletics

In accordance with Alamo Colleges District’s Board Policy (F.5.2 (Policy) Student Contests and Competitions), the Department of Student Life offers competition in five intramural and club sports: Tiger Spirit Squad, Men’s Basketball, Women’s Basketball, and Women’s Volleyball. SPC is a member of the Texas Collegiate Club Sports League (TCCSL).

Mission Statement

The Department of Student Life offers athletics to engage students in extra-curricular activities that promote wellness, sportsmanship and persistence. In addition, student-athletes will have an opportunity to develop their character and integrity. They will in turn, apply those traits in their academic, athletic, and personal pursuits.
The SPC athletics program emphasizes personal development, professional preparation, and degree completion. Our intent is to prepare student-athletes for transfer to four-year institutions, productive careers, responsible citizenship, and life-long learning.

The college strives to provide adequate resources to promote school pride among student-athletes and the college community. The program will operate with fiscal responsibility and compliance under the rules, policies, and procedures of the Alamo Colleges District, St. Philip’s College, Texas Collegiate Club Sports League (TCCSL), and other appropriate governing bodies.

The Department of Student Life is committed to the following:

- Ensuring that intercollegiate competition is an integral part of student life;
- Encouraging the broadest possible student involvement in its competitive programs;
- Maintaining high ethical standards through commitment to the principles of self-monitoring and self-reporting; and
- Evaluating the competitive program in terms of the educational purpose of the College.
- Maintaining high ethical habits of fitness, competitiveness, drive and discipline.
- Ensuring that intercollegiate competition provides a validation of purpose, balance with support, and encourage athletes to learn in a manner that is active, interactive, reflective, and mindful.
- Ensuring a positive environment in which an athlete is given a chance to develop academically, athletically, and personally.
SPC Athletics Program

Organizational Structure

Paul Lede
Coordinator of Student Success
Office 210-486-2581
plede@alamo.edu

Coaching Staff

Coach Arron Cochran
Men’s Basketball
210-454-9761
acochran9@alamo.edu

Coach Willie Flowers
Women’s Basketball
210-325-6837
wflowers2@alamo.edu

Coach Alexandra Warren
Volleyball Coach
210-486-2840
awarren24@alamo.edu

Coach Kimberly McDow
Tiger Spirit Squad
210-486-2840
kmcdow@alamo.edu
Goals & Objectives

Goals

St. Philip’s College is committed to providing quality educational experiences by offering club and intramural sports designed to foster the personal growth of each student without regard to race, sex, age, income, religion, disability, or occupation. Our program encourages individual and team achievement and strives to enhance the academic success, social development, and well-being of the student-athlete.

Objectives

- To encourage and stress the importance of academic success.
- To integrate physical development, emotional development, and scholastic achievement.
- To provide opportunities for students to develop effective leadership and interpersonal skills.
- To celebrate contributions and achievements of the athlete on and off of the field of play.
  - Individual Sport Acknowledgement of Participation Form
  - Athletic Code of Conduct
  - Current Physical

Rosters/Practice Squad

Each athlete will be selected through tryouts conducted through the first week of school at the beginning of both fall and spring semesters.

The active rosters, the athletes who will travel, and have uniforms and bags, will have 15 players and the maximum of 5 players for the practice squad. Every athlete including the practice squad athletes will be issued practice uniforms. All athletes including those in the practice squad will have to adhere team rules, (for example; attendances, grades, and discipline).

Leadership & Recognition

Leadership provides valuable opportunities for student empowerment and strong partnerships; competency and skill development in and out of the classroom, and an appreciation for civic responsibility and community engagement. SPC’s athletic program believes in fostering the following:
Leadership Skills

- Promote the development of leadership and management skills by encouraging athletes to assume leadership roles within the different team sports.
- Involve student-athletes in team sports that require them to be cooperative and to develop their interpersonal skills in order to achieve both team and individual success.
- Require teams to participate in community service projects at least once a semester, promoting vital servant-leadership traits necessary for personal and professional success.

Athlete Recognition

Committed student-athletes work hard to uphold the values of SPC and the athletic program and should be rewarded for such. The following highlight a few ways our athletic program recognizes the contributions of our student-athletes:

- Allow student-athletes who exhibit the best abilities AND attitudes to receive the greatest amount of play during the game.
- Provide student-athlete recognition and sports awards to all athletes and sports scholars.
  - Athletic Scholar Awards
  - Student-Athlete Awards (Leadership)
- Distribute material on the athletic ability of all student-athletes in order to enhance their opportunities for continuing their education and career after graduating from St. Philip’s College.

Orientation

All student-athletes are required to attend and participate the mandatory Student-Athlete Orientation meeting. A written record is kept of those in attendance. This orientation will cover a variety of topics and offer services specific to student-athletes. Student-athletes who do not attend are not eligible to participate in athletic competition.

Individual Rules

Ethical decision-making is critical to student success both on and off the field of play. Student-athletes are expected to use the following steps in making decisions:

- Determine the facts
- Identify the options
- Consider the consequences for you and others
- Make and ethical choice and take the appropriate actions.
This process will help avoid all situations that will embarrass the athlete, their family, or the College. Student-athletes represent St. Philip’s College at all times and are responsible for protecting the integrity of the institution. Just as other student leaders, student-athletes are expected to behave in a manner that positively promotes the College and serve as an example of the caliber of student St. Philip’s College expects. Every student-athlete is expected to be an ambassador and abide by the college standards. The St. Philip’s College Standards are:

- Student-athletes will show RESPECT for Coaches, College officials, faculty members, community members, opposing teams, game officials, and fellow players.
- Student-athletes will be on time and maintain satisfactory attendance in all classes as outlined in the syllabus.
- Student-athletes will be on TIME for all College and team functions, with all required equipment necessary to compete or participate in the activity.
- Student-athletes will take extreme care of all equipment and property that belongs to the College.
- Student-athletes will DRESS NEATLY and use GOOD PERSONAL HYGIENE at all times.
- Student-athletes will wear appropriate attire for games, travel and events.
- Student-athletes will abide by all College and area rules.
- Student-athletes will obey all city, county, state and/or national laws.

All Alamo Colleges District, St. Philip’s College, and Department of Student Life policies, procedures and guidelines apply. Failure to follow policies, guidelines, and standards will result in disciplinary action to include removal from the team.

Any College official may report a policy violation to the Coach or Director of Student Life. Coaches are responsible for ensuring that all Student-athletes, managers, and officials adhere to policies.

Use of Alcohol and Tobacco

Alcohol, cigarettes, or tobacco products cannot be sold, advertised, or given as samples on campus. The Department of Student Life does not condone the use of alcohol, tobacco, or tobacco products. The use of alcohol or tobacco products is prohibited in connection with any campus function.

Travel and Transportation

All travel related to sports and athletics within 175 miles radius of the Alamo Colleges District is permitted per Alamo Colleges District Board Policy: F.5.2 (Policy) Student Contests and Competitions.
The Department of Student Life will provide ground transportation for sanctioned club sports contests outside of Bexar County. It is the responsibility of the Coaches to ensure that all players travel with the team and are under his/her supervision. Players will not be allowed to use personal travel for contests outside of Bexar County. Team transportation may include the team, coaching staff, game day personal, trainer, or any employee from the College. Parents, friends, relatives, and ineligible student-athletes are not permitted to travel. Student-athletes should dress appropriately on the bus/van. All individuals in the party must travel together. If an individual must travel separately from the group, he/she must have prior approval from the director of Athletics. Student-athletes are responsible for providing their own transportation to local contests and intramural activities. While traveling with an athletic team, student athletes, regardless of age, are not permitted to drink alcoholic beverages. Early College High students must submit a signed permission form for any St. Philip’s College off campus activity. The Department of Student Life will be a correspondence letter given to each Early College High School student for each off campus activity. Permission slips would not be required if parent provides transportation.

**Equipment**

It is the responsibility of the Coaches 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 the property of St. Philip’s College. Failure to properly care for or replace lost/damaged items could result in removal from team. There are certain items that will be regarded as personal items that the Department of Student Life will not furnish. In such cases, the student-athlete will be responsible for obtaining these items for personal use. Student-athletes will be financially responsible for uniforms and equipment not returned to the Department of Student Life. Student-athletes who fail to return College issued equipment will also have a restitution hold placed on their account, which will deny future class registration until the bill is paid in full.

**Academic Expectations**

**Goals**

St. Philip’s College is committed to providing quality educational experiences by offering club and intramural sports designed to foster the personal growth of each student without regard to race, sex, age, income, religion, disability, or occupation. Our program encourages individual and team achievement and strives to enhance the academic success, social development, and well-being of the student-athlete.

**Objectives**

- To encourage and stress the importance of academic success.
- To integrate physical development, emotional development, and scholastic achievement.
- To provide opportunities for students to develop effective leadership and interpersonal skills.
- To celebrate contributions and achievements of the athlete on and off the field of play.
Procedures & Activities

Eligibility

- Student-athletes must be in good standing with the college (academically and in terms of discipline).
- Student-athletes must be enrolled in and maintain a minimum of 9 hours at SPC.
- Student-athletes must maintain a minimum GPA of 2.0 and as meet all other SPC rules and regulations in order to participate.
- Coaches will gather and review academic progress reports a minimum of three times per semester to ensure student-athletes are maintaining the required GPA and are attending classes. Progress reports will be submitted to the coaches on Mondays before practice in a timely manner for appropriate action and record keeping.
- The student-athlete is responsible for monitoring and reporting their academic progress. If needed, students are to seek academic assistance to prevent poor or failing grades. Coaches may choose to remove student-athletes from athletic participation until grades are brought up to an acceptable level.
  - 1st warning – The student-athlete must implement a goal setting action plan and meet with your academic advisor (see attachment pages 12-13).
  - 2nd warning – The student-athlete will meet with his/her Coach.
  - 3rd warning – The student-athlete will meet with the Coach and the Athletic Coordinator. Any student-athlete that has failing grades must sit out a one game suspension and cannot travel with the team off-campus.

- Student-athletes must complete four hours of tutoring or academic reinforcement per week.
  - Submit weekly log.
  - Submit all required progress reports with instructor signatures.
  - Attend 1 hour of teaching with their perspective coach.

- Student-athletes must complete and submit all required paperwork:
  - Acknowledgement of Athletic Handbook
  - Signed Consent to Participate Form
  - Completed Emergency Contact and Insurance Form
  - Previous Illness/Injury Form
  - Individual Sport Acknowledgement of Participation Form
  - Athletic Code of Conduct
  - Current Physical
  - Student-Athlete Agreement
  - Social Media
T.I.G.E.R.S.
Student Athlete Progress Report

Name: __________________________ Sport: __________________________

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Grade</th>
<th>Prof Signature</th>
<th>Comments***</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

***Comment Codes

1. Good attendance  
2. Always prepared  
3. Pleasure to have in class  
4. Missing assignments  
5. Poor Attendance  
6. Low test scores

Thank you in advance for your time and cooperation. St. Philip’s College is committed to providing its student-athletes a quality education and academic support. Should you have any questions regarding this form, please feel free to contact Paul Lede, (6x2581)

Athletic Coordinator
ACADEMIC ACTION PLAN

STUDENT NAME:

ADVISOR NAME:

SEMESTER/YEAR:

ACADEMIC REGULATIONS

<table>
<thead>
<tr>
<th>Status</th>
<th>Reason</th>
<th>Subject</th>
<th>Teacher</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Warning</td>
<td>Failing Grade</td>
<td>Implement a Goal Setting Action. Discuss your performance with your academic advisor.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd Warning</td>
<td>Continue to have failing grades.</td>
<td>Discuss your performance with your coach.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd Warning</td>
<td>Cumulative GPA of less than 2.0.</td>
<td>Discuss your performance with the Coach/ Athletic Coordinator.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This Academic Action Plan is designed to help you identify, refine and discuss your goals for the upcoming term, and the changes you will make/have made to improve your academic progress.

Based on my academic status:

✓ I acknowledge that I will meet with my Academic Advisor to discuss my academic progress.
✓ I acknowledge the requirements that must be met to improve my academic progress.
✓ I acknowledge the importance of developing an Academic Action Agreement Contract.
✓ I acknowledge that if I do not meet the requirements of improving my academic progress, I may be dismissed from participating in club sports.

Student Signature: ________________________________________

Date: ____________________________________________________

Coach’s Signature: _________________________________________
### Self-Assessment

**Challenges** — In your own words, please describe the factors that contributed to your academic difficulties.

---

### Develop Your Plan of Action

List the steps you will take to reach your goal and the date by which you will complete those steps. Keep in mind that you may use a variety of resources of in putting your action plan into motion:

<table>
<thead>
<tr>
<th>How can I alleviate the problem/factor that contributed to academic difficulty?</th>
<th>What will this solution require of me in terms of time and effort?</th>
<th>Write timelines for the next two weeks, two months, and semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Sample Goals

**Your SMART-R Goals**

| S – Specific: Make your goal as specific as possible. | S – Specific: |
| Example: I will develop a time management plan that includes at least 4 hours per week of study time. | |

| M – Measureable: Be sure that your goal is measureable. | M – Measureable: |
| Example: I will be able to measure how many hours per week I study throughout the semester. | |

| A – Attainable: Set goals that you can achieve. | A – Attainable: |
| Example: I have mapped my personal, family & work schedule in a planner and know that my goal is achievable. | |

| R – Realistic: Set realistic goals. | R – Realistic: |
| Example: I will spread my study time across multiple days per week to make my goal realistic. | |

| T – Timely: Establish a timeline for reaching your goal. | T – Timely: |
| Example: I can achieve my goal by the 2nd month of the term. | |

| R – Rewards: Find meaningful ways to celebrate meeting your smart goals by rewarding yourself. Remember your achievements, and celebrate them – you deserve it! | R – Rewards: |

---

Student Name: __________________________________________  
Date: __________________________________________________
Lateness

Nothing irritates an instructor as much as a student who is frequently late. Lateness is a sign of disrespect, lack of interest, and lack of commitment. Be on time to class and practices.

Title IX

St. Philip's College is committed to providing a supportive learning environment and to fostering, safe, healthy relationships among our students. In this effort, Alamo Colleges has initiated AlamoCARES, a prevention, education and support program regarding dating violence, domestic violence, sexual assault, and stalking. It is our sincere hope that AlamoCARES will empower you to make well-informed decisions about life issues that affect your college years and beyond.

Within the AlamoCARES site, you will find information on rights granted by Title IX and resources to help educate and assist you when dealing with harassment and sexual violence. Coming soon are events, training and opportunities for bringing awareness to difficult issues and creating discussion opportunities with students.

Any student or employee who believes he or she has been a victim of sex discrimination, sexual harassment, or sexual violence is encouraged to contact the District AlamoCARES (Title IX) Coordinator or the college Vice President for Student Success. The SPC Feed the Tiger portal allows access to the AlamoCARES (Title IX) reporting form.

There is a link below with more information.
https://spcweb.alamo.edu/feedback/index.html

Student-Athletes Tutoring Policy

Tutoring Requirements:

As part of their eligibility requirements, student-athletes are required to complete 4 hours of tutoring a week and 1 hour of Study Hall. It can be explained in two ways:
Athletic Study Hall:

Student-athletes will have to attend one Study Hall Session per week in the Health & Fitness Center Room 101, during their regular scheduled practice time. The student-athletes will have a log that must be signed by the coach overseeing the Study Hall Session. The sessions will include time management skills, goal-setting skills, financial literacy, and test taking strategies.

Tutoring Labs on campus:

Student-athletes can also track other tutoring hours (4) on campus and have their tutor/professor sign off on completed hours. Acceptable tutoring opportunities that meet this requirement include: 1:1 professor tutoring, Math World, Byrd Sanctuary, Rose R. Thomas Writing Center, English (INRW Lab), Reading Lab, and TNT.

*If tutoring sessions are not productive (the student is not studying, watching you tube, on the internet but not for academic purposes, etc.), the tutor will not sign the log.

How Tutoring will be tracked:

Once a student-athlete has completed their required hours, they will need to submit their tutoring logs to their coach on Mondays at their scheduled practice time. Each Tuesday, after receiving a report of the previous week’s tutoring hours, the Coordinator will review and approve hours.

If a student-athlete has met their requirements by noon each Monday, they will be cleared to participate in the following basketball game or performance. If a student-athlete does meet the requirements, he/she WILL NOT be eligible to participate in the first half of their next scheduled game.

Class Schedules and Drop/Add

St. Philip’s College provides each student with an academic advisor. The student-athlete is responsible for meeting routinely with their advisor to ensure satisfactory academic progress is maintained. The Coach will support and serve as a resource to the student-athlete by being aware of important dates, available academic resources, and critical activities of the semester (i.e. midterms and final exams).
Institutional Policies

The Athletic Handbook is a supplement to the Alamo Colleges District’s Board Policies, Student Code of Conduct, and the St. Philip’s College guidelines. All of the aforementioned documents will govern the student-athlete’s behavior and help provide an experience that will benefit the athlete and the College.

Expectations and Disciplinary Actions

St. Philip’s College works diligently to provide students with a quality athletic experience. We provide students with practice, game, and warm-up uniforms for use during the season. In so doing, we expect all teams to look professional and polished when representing the college. In an effort to ensure good stewardship and responsible use, each student-athlete is financially responsible for their uniform. The student-athlete must return the complete uniform in good condition at the end of each semester. Failure to return complete uniform will result in a hold on the student-athlete’s account until the uniform is returned or restitution is paid for lost or damaged item(s).

Finally, the success of the athletic program depends on each student-athlete being accountable for his/her actions. We expect the student-athlete to uphold their commitment to their teammates, the athletic program, and the College. Failure to do so will result in disciplinary action up to and including being removed from the team. Listed below are violations and automatic consequences:

Drop below 2.0 GPA or 9 semester hours:
- Suspended from team until grades improve
- Suspended from team until enrolled in at least 9 credit hours

Unexcused Absences (class or team activities):
- 2 = half a game suspension
- 4 = One game suspension

Incomplete tutoring hours:
- 1st time <5hrs = half a game suspension/mandatory hours makeup
- 2nd time = No travel or 1 game suspension

Un-sportsman like conduct:
- Verbal Confrontation (practice or game) = Coaches discretion
- Physical Confrontation = Suspension pending conduct investigation

Disrespect of College Employee (any coach, staff, faculty or administrator) = Cut from team

**College Services Hours**

Student-athletes are college ambassadors, peer role models, and student leaders. As such, student-athletes are expected to attend 3 campus events per semester. The purpose of attending campus events is to give the athlete an opportunity to engage with the campus community. **Every student-athlete is expected to attend all Homecoming activities (Pep-Rallies, Game, Photo Shoot, and Dance).** In addition, student-athletes are required to attend 3 campus events by participating in activities. Examples include the SPC Community Garden, Club Rush, Spirit Day, MLK March, Spring New Student Convocation, Culture Fest, Men of SPC, EMBODI Conference, Cheer Competition, Juneteenth parade, and the Caesar Chavez March.

SPC students are expected to achieve their academic goals. Those goals include: maintain a productive grade rate; successfully complete courses; persist semester to semester and year to year; and graduate. We expect that students will adhere to the academic requirements as outlined in this handbook. Failure to do so will result in disciplinary action.

**Fundraising**

Each sport is responsible for raising funds that may be used to supplement the athletic department budgets for the sport. Goals for fundraising will be set by each Head Coach in conjunction with the Athletic Coordinator. All fund raising projects and gifts must be pre-approved and authorized by the Athletic Coordinator. Students may not attempt a project or try to secure a gift without this prior authorization. All checks for fundraising must be made to St. Philip’s College – Foundation (name of sport). Coaches cannot cash checks that are made out to an individual sport or the Head Coach. Team fund raising is for the College and sport – not the
individual. An individual gives up their rights to any monies even when they were involved with the fundraising activity and do not make a team.

**Injury Protocol**

- To ensure the safety and well-being of our student-athletes, the Department of Student Life requires medical clearance to participate in sports. If a student athlete has had a major injury/illness since the last competitive season (requiring surgery or extensive rehabilitation) or has a history of a specific chronic injury, the student athlete must be cleared by the treating physician. In addition, if a student-athlete is injured during a game or practice, they are required to provide a doctor’s note or equivalent document clearing them for participation before engaging in further physical activity. All Coaches will have a medical bag. We will follow NCAA rules as it relates to Coaches and personnel responding to injuries on the floor. If a player gets hurt, the referee must wave the Coach, parent, or College personnel onto the floor. If a Coach, parent or College personnel goes on the floor without permission, it can result in a technical foul for the team.
- Athletes must make coach aware of injuries prior to practices and game to make ample time for treatment.
- If athlete is injured outside of practices or games they must tell coach as soon as possible prior to returning to practice.
- All coaches will abide by HIPPA regulations regarding confidentiality of medical information.
- Coaches will fill out injury report as soon as possible after injuries occurred.
- If injuries fall in one of the following categories, athletic Coaches will respond accordingly:

  **Level One Injuries** - Bumps, bruises, minor cuts, scrapes and scratches. The Coaches may treat the student with Band-Aids, wraps, ice packs, etc. as needed. The Coach will determine if the student can return to the game and practices.

  **Level Two Injuries** - Twist, strain, slight sprain, major, dislocation. The Coach will determine if the student can stay and watch the game. If the injury is downgraded to a Level One, they may be able to return to the game and practices.
**Level Three Injuries** – Head injuries (Concussion protocol), Torn ligaments, dislocated bones, breakages. Any injuries that stop the player from physically being able to play. Taken away by family, emergency personnel, etc.
Documents Required for Participation

The following documents are to be completed and submitted to the Coach PRIOR to any athletic participation:

- Acknowledgement of Athletic Handbook
- Consent to Participate form
- Emergency Contact and Insurance form
- Previous Illness/Injury form
- Individual Sport Acknowledgement of Participation form
- Athletic Waiver form
- Athletic Social Media Contract
- Student – Athlete Agreement

Athletic Handbook:

I acknowledge receipt of the Athletic Handbook and the rules of conduct. I understand the rules and realize that I am subject to disciplinary measures if I violate them. I do agree to participate and conduct myself in accordance with the rules of our Athletic Department and any other specific rules of the College or the coaches.

Printed
Name_________________________________________________________

Banner ID Number___________________________________________

Sport ______________________________________________________

Signature ______________________________________  Date: ___________

Parent’s Signature: _______________________________ Date: ___________
(If under the age of 18)
Intercollegiate Athletics Consent to Participate

I give my permission and understand that the coaching staff, administrators, or other College officials can use their own judgment to apply first aid until medical help becomes available or secure medical aid and ambulance service in the event a parent cannot be reached. I voluntarily accept their service on my behalf and grant permission for them to perform their necessary duties as described above.

**Identification**

First Name _______________________  MI ____  Last Name ____________________________

Preferred Name/Nickname __________________________  Banner ID # _____________

Cell Phone ______________________  Home Phone _________________________________

**Stats**

Height _______________________  Weight ________________________

Birthday _____________________  Age ___________________________

**Emergency Contact**

Name ________________________________________ Relationship ______________________

Cell Phone ______________________  Home Phone _________________________________

**Medical Clearance**

Any Lasting Medications Currently Taking ____________________________________________

Withstanding Medical Condition ____________________________________________________

Allergies to Medicine or Food ____________________________________________________

Do you wear contact lenses/glasses? ☐ yes ☐ no

Any there other medically related conditions that may affect emergency care? ________________

__________________________________________
**Previous Injury/Illness Release**

To ensure eligibility for participation, this form must be completed and returned immediately.

I authorize any Health Care Provider, Insurance Company, Person, or Organization to release information regarding medical, dental, mental, alcohol or drug abuse history, or treatment to the Plan Administrator, or their employees and authorized agents for the purpose of validating eligibility to participate in competitive sports. I further authorize release of this information to the St. Philip’s College Department of Student Life.

**Student-Athlete Signature** ________________________________  **Date** __________

**Parent/Guardian Signature** ________________________________  **Date** __________

If there has been an injury or any medical condition that prevented, limited, or altered your participation in, or preparation of athletic activity within the last 12 months, you must be medically released by the treating physician before being allowed to participate in St. Philip’s College Athletic activities.

What was the injury/condition that prevented, limited, or altered the student athlete named above from participation or preparation for athletic activity?

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

Comments

Health Care Provider Only:

On the basis of my treatment, and/or evaluation, I have found no reason which makes it medically inadvisable for the student-athlete to fully and completely participate in any intercollegiate activities and release this student-athlete for intercollegiate participation.

**Physician Name** __________________________________________

**Physician Signature** __________________________________________  **Date** __________
Emergency Contact & Insurance Information Form

To ensure eligibility for participation this form must be completed and returned immediately.

Student-Athlete Information

Name _______________________________________________________
Date of Birth _________________________________________________
Sport(s) ______________________________________
Banner ID Number _________________ Academic Year _______________

Emergency Contact

Name _______________________________________________________
Address _______________________________________________________
Cell # _________________________________________________________
Home # _______________________________________________________

Insurance Information

Insurance Company ______________________________________________
Address __________________________________________________________
Phone Number ____________________________________________________
Group Number __________________________________
Policy ID _________________________________________
Policy Holder Name ________________________________
Relationship to Student-Athlete _____________________________________________
Effective Date of Policy ___________________________ Expiration Date ___________________________

Does policy cover athletically related injuries?
________________________________________