

# Howard College Hawks

## Athletics Procedure Manual

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# INTRODUCTION

This manual was written to state the philosophy, goals and procedures of the Department of Intercollegiate Athletics. The administration feels that the Department will function more efficiently if its staff and students will follow the guidelines contained herein. This manual is within the framework of the philosophy of Howard College and in no way supersedes any official policy of the college. It is merely meant to expand on these policies and procedures that apply to athletics. Any general information concerning policy and procedure not contained in this manual can be found in the Howard College Employee Handbook, College Catalog, or Student Handbook or related supplements.

All questions or concerns not answered by this manual should be directed to the Athletic Director. Questions concerning policy should either be directed to the Dean of Students Services or the Administrative Dean of Instruction and Student Services.

## PURPOSE AND PHILOSOPHY

Howard College operates a strongly competitive intercollegiate athletics program consisting of men's and women's basketball, men's and women's rodeo, men's baseball, women's softball, men's and women's cheerleaders and student trainers. Each is conducted with a multipurpose philosophy.

The program serves as a unifying source that provides a sense of pride and loyalty with the community. Student-athletes provide entertainment and a positive way to allow the citizens of Howard County to show support to the College. They also give the College a common bond with the community and provide local, state, and national exposure. All students are given a rallying point and a sense of pride and identity in their school. Athletic events are a gathering and mixing place for the student body and allow for opportunities of fellowship and camaraderie.

The purpose of the program is as follows:

- (1) To provide student-athletes with quality academic programs. To guide and assist student-athletes in obtaining a two-year degree which will prepare them for further study or occupational careers. To provide an atmosphere in which a student-athlete can compete safely and effectively, and at the same time learn to manage their lives in such a way that they can gain life skills that include academic, social, and work competencies to allow their being the best they can be after leaving college.
- (2) To allow students at Howard College to experience top-flight competition. To learn the particular skills with which they compete and provide a basis for further athletic participation.
- (3) To provide a program that prepares students for citizenship in society.

The term student-athlete is a reality at Howard College; these young men and women are provided an opportunity to attend an academic institution second to none at the community college level. At the same time, they have the opportunity to pursue a goal and experience a part of college campus life. During their two years, they are given the opportunity to grow, mature, and develop not only as athletes but also as students in the pursuit of knowledge and life skills.

# GOALS

The primary goal of the Department of Intercollegiate Athletics at Howard College is to be successful. Measurement of this success can be performed in a variety of ways, with a meaningful balance between the following categories:

## ***ACADEMIC ACHIEVEMENT***

Most important to the future of a student-athlete is success in the classroom. To claim success on the athletic field, the athlete must also advance in the academic arena. With this in mind, Howard College strives to graduate athletes with an Associate Degree. This not only furthers their athletic career, but more importantly, draws them closer to an academic degree past the Associate level.

## ***ATHLETIC ACHIEVEMENT***

Team success is the most important goal. However, successful teams are composed of successful individuals. Because of our high level of competition, Howard College has produced many professional, All-American, All-Region, and All-Conference selections.

## ***COMPETITIVE ACHIEVEMENT***

Howard College has full scholarship, NJCAA Division I programs that are fully financed and supported by the College and the community. Facilities are second to none, and community support is tremendous. Therefore, the College would not expect to recruit and finance athletes that are not truly winners in every sense of the word.

## ***PERSONAL ACHIEVEMENT***

Away from the athletic arena, individual growth and development of the student-athlete must be an area of concern and, in the case of Howard College, pride. Teamwork, communication skills, a sense of personal satisfaction, reinforcement of positive attitudes, and self discipline are traits that will benefit the athlete personally and socially in the years after organized athletic participation at the community college level. Howard College can deliver more than praise on the court, as these young people are exposed to a wealth of positive values and skills that will form the basis of their future.

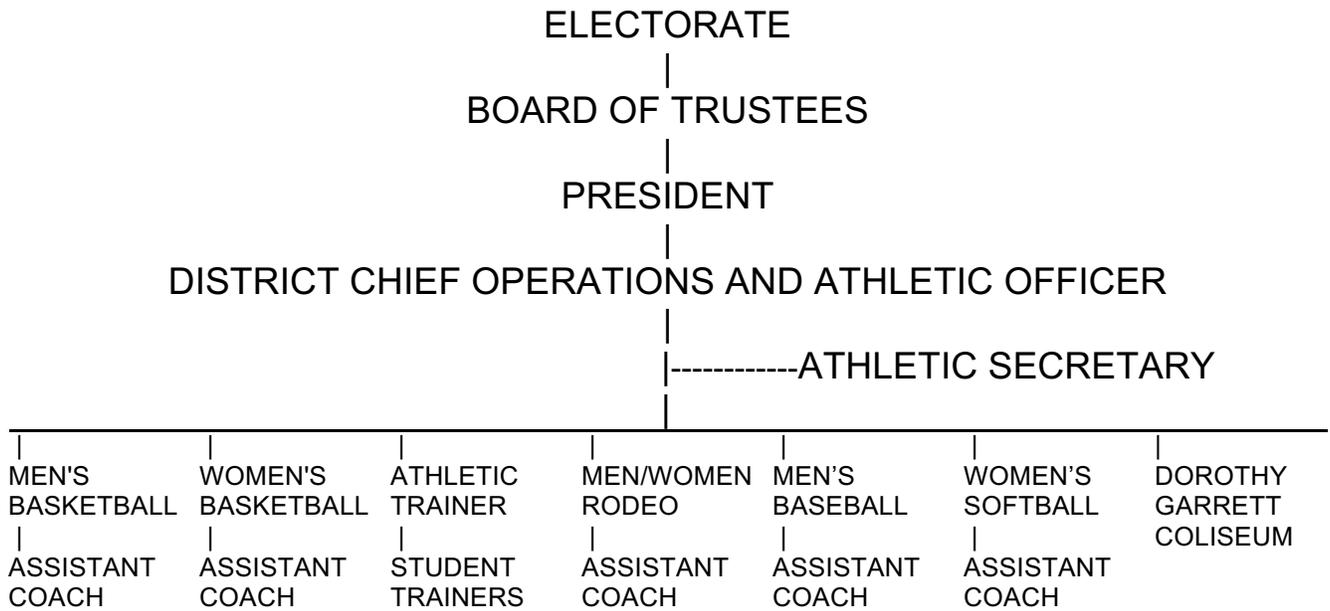
## ***PROMOTION OF COMPETITIVENESS***

All of the above goals are included in this phase. Expecting the student-athletes to be as "good as they can be" and fostering a competitive environment in the classroom as well as the athletic arena, promotes skills needed to survive in the "real world" after athletics and academics have ended. The futures of communities depend on the ability of individuals to become productive citizens; the competition and knowledge experienced at Howard College can translate into success after graduation. The College demands that the student-athletes play and act like winners, on and off the court. This is the ultimate goal of any athletic program.

## **SCHOOL IMAGE**

The Department of Intercollegiate Athletics, on the whole, is one of the most visible ventures of Howard College. Therefore, the image in which it is portrayed must always be positive. Whether at the local, state, regional, or national level, the student-athletes and Department of Intercollegiate Athletics staff must be a positive advertisement for the College and the community by their attire, speech, attitude, and actions.

# ORGANIZATIONAL STRUCTURE



## **FACILITIES**

There are many different facilities on the Howard College Campus that are utilized, supervised, or operated by the Department of Intercollegiate Athletics. These are:

### ***DOROTHY GARRETT COLISEUM***

The Dorothy Garrett Coliseum, the home of the Hawk basketball teams, seats 4500 people. It is equipped with individual arm rest seats, public address system, an electronic scoreboard and lighted elevated press sections. It is used for home basketball games, area high school play offs, graduation, and many other community activities.

### ***RACQUETBALL COURTS***

The Dorothy Garrett Coliseum has three racquetball courts. Courts may be used when the building is open. The courts are not available during coliseum events.

### ***HAROLD DAVIS FITNESS CENTER***

The Fitness Center houses an aerobic super circuit, walking track, basketball court, and free weight room. This facility is also utilized for Intramural and Extramural Activities that are opened to Howard College students, faculty and staff.

### ***JACK BARBER FIELD--BASEBALL PARK***

Howard College has a competitive baseball ballpark located on campus. The park has seating for 500 fans plus a field house. It is utilized by Hawk Baseball teams and public school baseball teams for playoff games.

### ***FOUNDATION FIELD--SOFTBALL PARK***

Howard College has a competitive softball ballpark located on campus. The park has seating for 250 fans and a concession stand with restroom facilities. It is utilized by Hawk Softball teams and public school softball teams for playoff games.

### ***RODEO ARENA***

The Howard College rodeo arena is the practice facility for the Rodeo teams at Howard College. This facility has stalling area for student's horses, a trailer parking area and houses the practice livestock for the Howard College Rodeo program.

### ***EVERETT BLACKBURN SPORTS MEDICINE FACILITY***

The Everett Blackburn Sports Medicine Facility is home to Howard College sports medicine. The facility is well equipped to treat injuries and illnesses for student-athletes and visiting teams. The facility has electrical stem and ultra sound machines, whirlpools, a rehab area and a taping area.

# **ADMISSIONS**

Howard College has an open door admission policy. Individuals that do not have a high school diploma may be admitted on an individual basis. For more information on the Howard College admissions requirements please see the Howard College Catalog that is available on the Howard College website.

The Advising Center located in the Administration Building is available to all students. Advisors discuss career and educational goals with students so that an educational plan can be drawn for each individual. The testing center, located within the STEPS lab, also makes available various types of tests to help student-athletes determine their aptitudes, interests, scholastic strengths and weaknesses that are helpful in making a career decision.

## ***PROCEDURE***

Student-athletes should have their academic records sent to the registrar at Howard College and should complete an Application for Admission. All necessary records must be furnished before admission is complete and a transcript from Howard College can be obtained.

Student-athletes may be admitted to HCJCD in the same manner as any other student by meeting any of the admission criteria as stated in the HCJCD Catalog.

## ***PLACEMENT EXAMINATION***

To ensure that all student-athletes have the opportunity to succeed in their academic pursuits, the college requires that students participate in the mandated testing programs. If the test results indicate a need for rededication in any areas, the students will be placed in preparatory classes. More detailed information can be obtained in the HCJCD Catalog or by calling the Advising and Career Center.

## ATHLETIC SCHOLARSHIPS/FINANCIAL AID

Howard College offers scholarships in accordance with the guidelines of the NJCAA. A scholarship may consist of:

1. Tuition and Fees
2. Room and/or Board
3. Books and course-related material (see guidelines below). Scholarship monies do not pay for online course related materials from outside colleges.
4. Transportation costs one time per academic year to and from college.

These scholarships may be divided by tuition and fees only or other combinations according to scholarship agreements between the coach and the student-athlete. Any government financial aid awarded may be used for part of the student athletic scholarship.

The number of Scholarships/Letter of Intent that may be awarded are limited by NJCAA, WJCAC and Howard College. These scholarships are awarded on athletic prowess and ability to participate in the academic process successfully.

Two types of forms are used for scholarships. First is the NJCAA Scholarship/Letter of Intent form issued by the NJCAA. Each coach should be familiar with the instructions on these forms. Second is the Howard College Scholarship Agreement. The forms are kept on file in the Athletic offices...

All eligibility forms discussed in the previous paragraph must be completed for each student-athlete prior to disbursing athletic scholarship funds.

**GRANTS:** Student-athletes should apply for all types of financial assistance available through Howard College including grants, work study, and loans. The student's aid package is based on funds available from all sources at the time of packaging. Information on the types of aid available is listed in the current Howard College Catalog.

**SCHOLARSHIP BOOK LOAN GUIDELINES:** The fall and spring semester book scholarship amount is \$250 per semester. The summer book scholarship amount is \$100 per course. This program covers lab manuals, calculators, note packets, one-time use books, and books for Internet classes originating from Howard College. We will not purchase Internet books for VCT or other classes that do not originate from Howard College. This book loan program will not purchase computer disks, USB Flash drives, pens, paper, pencils, notebooks, backpacks or other "supplies" that the students may need for class. All books and materials loaned must be returned at the end of the semester on or before the specified return date. This is the responsibility of the student.

At the beginning of each semester, books, access codes, and all other materials must be picked up within the first two weeks of classes. A book return due-date will be set before books are released and will be provided to students in writing on the Athletic Book Scholarship Contract at book checkout time. Scholarship books and materials not returned on or before the required return date and time will be charged to the student. **Late returns will not be accepted.** Books, access codes, and all other materials charged to the student become the property of the student. The student's records will be held for the amount due, plus sales tax. A student's account must be cleared before a transcript will be issued or before the student can register for classes at Howard College.

## **ATHLETIC AUTHORIZATION TO PARTICIPATE POLICY**

Howard College's Head Athletic Trainer is to be the person who evaluates and recommends if an athlete, cheerleader, student athletic trainer, or student athletic manager should participate in any type of physical activity or official athletic assigned duties if they are injured or ill. If in the opinion of the Head Athletic Trainer that student needs further medical attention, he or his appointee will get the proper medical attention necessary, for the area of specialty for the needed medical attention, as soon as it is possible, for the indicated seriousness of the injury or illness. The Head Athletic Trainer is to use Howard College team physicians, dentists, and optometrist when possible.

The policy further states that:

1. If the Head Trainer is unavailable, the Head Coach, Sponsor, or Assistant Coach will be responsible to see that medical attention is secured. If possible they should use one of Howard College's team physicians, dentists, or optometrists.
  - A. The Head Athletic Trainer's job description states that he is to "recruit student athletic trainers who are knowledgeable concerning athletic injuries and illnesses. If the Head Athletic Trainer feels that any student athletic trainer is not capable of handling basic or emergency injuries or illnesses, he is to state that opinion to the Head Coach, Sponsor or Assistant Coach of the sport that the student trainer is covering.
  - B. It is suggested that on road trips the Head Coach, Sponsor, or Assistant Coach will consult with the student athletic trainer, other licensed athletic trainers in attendance or physicians, if Howard College's Head Athletic Trainer is unavailable.
  - C. The Head Athletic Trainer is to establish certain policies for student athletic trainers to follow concerning common basic emergencies due to injuries or illnesses.
  - D. If pre-existing conditions of injuries or illness are present, the Head Athletic Trainer is to discuss these and the possible problems that could arise and what to do if these problems do occur with the student athletic trainer, Head Coach, Sponsor, or Assistant Coach of that sport.
2. The Head Athletic Trainer is to notify the Head Coach, Sponsor, or Assistant Coach of any medical problem that is occurring with any athlete or cheerleader, and any further information received from physicians, dentists, or optometrists concerning this problem. Notification should be on a timely basis. Notification of emergency situations should be as soon as possible. The Head Athletic Trainer should also notify the student athletic trainer of any medical situations.
3. The Head Coach, Sponsor, or the Assistant Coach is to notify the Head Athletic Trainer or student athletic trainer of any medical problem that is occurring with any athlete, cheerleader, or student athletic manager and of any further information received from physicians, dentists, or optometrist concerning this problem, especially if it is from a non-

Howard College team physician, dentist, or optometrist. Notification should be on a timely basis. Notification of emergency situations should be as soon as possible. Student athletic trainers are to notify the Head Athletic Trainer of any type of injury or illness as soon as possible.

# ELIGIBILITY

## **ACADEMIC**

There are four levels of compliance for student-athletes at Howard College.

1. NJCAA - Athletes must maintain at least 12 semester hours per semester and must keep a satisfactory G.P.A. to be in compliance with the NJCAA.
2. WJCAC - Often the conference has stricter or narrower guidelines. These may be found in the conference handbook which is available in the Athletic Offices.
3. State - Texas has certain standards that pertain to all students. All incoming student-athletes must take the Texas Success Initiative Assessment (TSIA) during their first semester of college. Their score reveals the academic progress of each student upon entering college.
4. Howard College - The College has its own set of standards a student must meet in order to remain in good academic standing. Athletes must meet the same standards as any other student as described in the HCJCD Catalog, Student Handbook, or any other policy that applies to HCJCD students.

All participating student-athletes must be certified on an eligibility form that is sent to the NJCAA and Regional V Director each semester. The form is checked and signed by the Howard College certification officer. Any student-athlete not meeting any of the four levels of compliance is immediately removed from participation.

## REMOVAL OF SCHOLARSHIP

If a student-athlete fails to represent the college in an acceptable social, athletic, or academic manner, the student-athlete's scholarship may be removed by the head coach. The head coach will immediately inform the Athletic Director. These violations include, but are not limited to, violations of any of the rules contained in this Athletics Procedure Manual, a violation of the policies and/or procedures as outlined in the Howard College Student Handbook, the Howard College Catalog, the use of alcohol and/or drugs, poor class attendance, unauthorized absence from practice or contests, conduct which results in the student-athlete being removed from the residence hall or voluntary resignation of the student-athlete from the team.

The head coach will first meet informally with the student athlete to explain the basis for the removal of scholarship and to explain the student's right to a hearing.

Before a student-athlete's scholarship may be removed for one of the aforementioned reasons, the student-athlete will be afforded a hearing at which the charges and evidence against the student will be presented, and the student-athlete will be allowed to respond with his/her own explanation/evidence.

Prior to the hearing, the student-athlete will be provided written notice of the hearing, which will include the following information:

- a. the time, date and location of the hearing;
- b. the violation alleged to have occurred including the particular provision(s) of the Athletics Procedure Manual and/or the Intercollegiate Substance Abuse Program involved;
- c. if the violation involves a controlled substance the student-athlete will be informed of the particular type of alcohol or drugs alleged to have been found;
- d. a general description of the evidence and/or witness testimony which supports the alleged violation;
- e. that the student-athlete will have the right to have counsel present at the hearing. Howard College also has the right to have counsel present. If a student-athlete wishes to have counsel present, the student-athlete shall notify the Howard College Athletic Director\* in writing of the student-athlete's intention to have counsel present. The student-athlete must provide this written notice at least 5 business days prior to the date of the hearing.

A hearing will be conducted. At a reasonable time prior to the hearing, the student-athlete shall meet with the Athletic Director\*, at which time the student-athlete will have a chance to admit or deny the charges. If the charges are denied, the evidence against the student-athlete will be presented at the hearing. At the hearing, the student-athlete will be allowed:

- a. a reasonable period of time to present any evidence he/she feels pertinent, including documentary evidence and/or the presentation of witnesses;
- b. the student-athlete will be given a chance to cross examine any of Howard College's witnesses and to examine, review, and respond to each piece of evidence presented;
- c. after the presentation of evidence the matter will be taken under consideration and a ruling will be made based on the evidence and nothing else;
- d. the student-athlete will be provided with the ruling, and an explanation of the reasons for the ruling;

- e. the proceedings will be recorded by tape recorder and/or by stenographer.

The Athletic Director shall be the person with Howard College who is responsible for scheduling and organizing the hearing, and for providing written notice of the hearing to the student-athlete as described above.

If the student-athlete refuses to attend the hearing or is absent from the hearing, Howard College may reissue notice of the hearing if it so desires, or Howard College may take the charges as admitted, and shall issue a ruling and an explanation of the reasons of the ruling to the student-athlete's last known address.

When a student-athlete's scholarship is removed due to one of the above listed violations, the athlete may be responsible for financing applicable costs for their schooling from that day forward, if these rights are stated or adopted by reference in the "Other Conditions" section of the student-athlete's scholarship agreement. This financial burden will be computed on a daily pro-rata basis (the room charge and tuition is never pro-rated) and will begin the day following removal of the scholarship and will continue to the end of the semester.

When the student-athlete accepts a room waiver if the student-athlete fails to fulfill the requirements for the room waiver, any of the remaining room waiver funds will be forfeited. The student-athlete understands and agrees that the student-athlete may be responsible for fines in the amount of the room waiver received. The student-athlete further agrees and understands that if all criteria are not met, the student-athlete will not be eligible for this waiver for the next semester.

If a student-athlete voluntarily quits the team after the season has begun, (after the first contest) the student-athlete's scholarship may be removed and the athlete may be responsible for financing applicable costs for their schooling, if these rights are stated or adopted by reference in the "Other Conditions" section of the student-athlete's scholarship agreement. At its discretion, Howard College may prorate the scholarship from (1) the first date of the semester, or (2) from the date of departure to the end of the semester. If the student-athlete voluntarily leaves the team prior to the first contest, Howard College may remove the scholarship and charge the student-athlete for all educational expenses for the semester.

In the event that (1) the student-athlete is removed from the team for one of above-listed violations, or (2) the student-athlete voluntarily quits the team after the season has begun, and the right of Howard College to charge for educational expenses and costs is not set out in the "Other Conditions" section of the scholarship agreement, Howard College may require the student-athlete to attend practice and games, and to perform reasonable work (including but not limited to videotaping games, working with sports equipment, performing reasonable clean-up duties, etc.) in exchange for continuing to receive the scholarship. If the student-athlete does not comply, the scholarship may be revoked at that time for discipline reasons. If the student-athlete is removed from the team for one of the above-listed violations, or if the student-athlete quits the team after the season has begun, and if the student-athlete complies with all reasonable work asked to be performed, then the scholarship remains in effect through the end of the semester as stated in the scholarship agreement.

*\* If the athletic director is the head coach, then the head trainer will fulfill the procedural guidelines.*

## REMOVAL FROM TEAM

Separate and apart from the removal of a scholarship, if a student-athlete fails to represent the college in an acceptable social, athletic, or academic manner, the head coach of the team may also remove the student-athlete from the team without removing the scholarship. Both scholarship and non-scholarship student-athletes are subject to final removal from the team. The violations that warrant removal from the team include, but are not limited to, violations of any of the rules contained in this Athletics Procedure Manual, the use of alcohol and/or drugs, poor class attendance, unauthorized absence from practice or contests, conduct which results in the student-athlete being removed from the residence hall or voluntary resignation of the student-athlete from the team, and/or at the discretion of the head coach if the coach feels that the participation of the student-athlete on the team is counterproductive to the good of the team. The procedure for removal from the team is independent from the procedure for removal of a scholarship.

The head coach may remove the student-athlete from the team on an interim basis. Within (3) three days of the date the student-athlete receives notice of the removal from the team, the student-athlete shall have the right to request a meeting with the coach of the team and the Athletic Director, to discuss the circumstances and justification for the interim removal, and the possibility of reinstatement. The request must be in writing and submitted to the Athletic Director within (3) three days. If the student-athlete does not request a meeting within 3 days, the interim suspension from the team shall become final. The student-athlete's ability to participate in sporting events and practices during the time period of the interim suspension shall be left to the discretion of the head coach of the team. If the head coach of the sport in question is also the Athletic Director, then the meeting will be conducted by the Administrative Dean of Instruction and Student Services and the head coach plus any other College official or administrator appointed by the Administrative Dean of Instruction and Student Services. \*

*\* If the athletic director is the head coach, then the head trainer will fulfill the procedural guidelines.*

# RECRUITING

There are many types and combinations of programs on all levels of collegiate athletics. Some offer full scholarships (Division I), some tuition and fees (Division II) and none at all (Division III). Because athletics is a visible advertisement for a school, each school strives to obtain the best athlete available to represent their school. Therefore, recruiting is a very competitive practice on all campuses that compete in athletics.

Howard College is a NJCAA Division I school and a member of the Western Junior College Athletic Conference. The conference has the reputation of being one of the most competitive in the country. Recruiting quality athletes is high priority for our staff.

## ***PHILOSOPHY***

No school, regardless of size, can have a successful athletic program unless the philosophy of the entire program is similar. Our philosophy is consistent throughout the athletic department. The similar expectations of attitude, attendance, grades and team success cause togetherness among athletes of all programs. Because of these expectations, there are several basic criteria for the recruitment of athletes in all programs. Listed below:

1. Ability - To be competitive we must recruit talented athletes. We must recruit athletes that can contribute to the program.
2. Attitude - Athletes must work hard academically and athletically. Therefore, they must have a positive attitude. A poor attitude causes dissension and diminishes the program.
3. Academic achievement - All athletes at Howard College must maintain the proper hours and G.P.A. set forth by the NJCAA while progressing toward a degree. If these requirements are not met, they become ineligible and lose their scholarship.
4. Geographic Region - The recruiting philosophy at Howard College is based on region:
  - a. Local
  - b. Texas
  - c. Southern States
  - d. United States
  - e. International (see below)
5. International Athlete Policy
  - a. No actual recruitment outside of the United State - referrals only.
  - b. Ability to meet college foreign student admission requirements.
  - c. Each international athlete will be evaluated on a case by case basis and must be approved by the college administration.
  - d. The maximum number of foreign student-athletes\* will be six per year for the athletic program with no sport having more than two. These scholarships will be offset by Hawk Flight Club donations and gift in kind.
  - e. Men's and Women's Rodeo will be considered as separate sports.
  - f. All other requirement for student athletes must be met.

\* Student-athletes who graduate from U.S. High Schools and who intend to remain in the U.S. will be considered foreign students for NJCAA purposes, however, these students will not be

considered in the two students per sport limit for Howard College.

6. Criminal Convictions or Pending Criminal Charges

Coaches should screen prospective athletes for criminal convictions or pending criminal charges. It is the duty of prospective athletes with criminal convictions or pending criminal charges, or who is on probation or who is on deferred adjudication, to disclose this information to the coach.

Approval of any student with criminal charges or pending criminal charges to be on scholarship or to participate in any athletic program must be given in advance and in writing by the college administration prior to offering or signing any Howard College Letter of Intent or scholarship agreements. If approval is given, a meeting between the student, coach, athletic director and Dean of Student—Services Life will be held to prepare a learning/retention plan for the student.

## **METHODS**

Throughout our program there are basic methods used by coaches to find prospective athletes. These are:

1. Publications - Newspapers, magazines, newsletters all list an athlete's accomplishments.
2. Scouting Service - There are several of these services coaches can subscribe to.
3. Word of Mouth - Coaches hear from alumni, boosters and other coaches about prospects they have seen.
4. Actual Competition - Coaches continually travel to games, meets, rodeos and other competitions to observe talent.
5. Referrals - University coaches may refer athletes to Howard College coaches, hoping they can recruit them in two years. High school coaches may help seniors find a junior college where they may play.
6. Recruiting visits are regulated by NJCAA guidelines.

## **COORDINATION**

The recruiting process utilizes many areas of the college. The coach deals with the following after signing a prospective athlete:

1. Athletic Director - Scholarship approval, recruiting, travel and purchase orders.
2. Administrative Dean of Instruction and Student Services - Travel, vouchers, purchase orders.
3. President, or Administrative Dean of Instruction and Student Services and Athletic Director sign scholarships/ letters of intent.
4. Financial Aid Office - Scholarship processing and approval, grant applications, student loans, scholarship agreements.
5. Registrar's Office - Transcripts, pre-registration, etc.
6. Outreach/Recruiting Office – Admissions recruiting packets.
7. Dean of Students Services – Residence Hall reservations, meal plans.
8. Maintenance - Insures that facilities are in proper condition.
9. Head Athletic Trainer – To review all medical and insurance paperwork.

## **CONCLUSION**

Recruiting is a complex operation that never ends. The coaches are continually making contacts for future prospects.

Recruiting at Howard College is conducted within the guidelines of the NJCAA. Coaches are required to know and follow the policies and regulations to the full spirit of their intent.

## **IMPLEMENTATION STANDARDS AND SPECIFIC GUIDELINES GOVERNING THE ATHLETIC AGENT INTERVIEW PROGRAM - Howard College – Big Spring, TX**

- I. Scheduling of Interviews
  - a. Interviews will not conflict with any academic obligation.
  - b. Interviews will be after the conclusion of each sport's season.

The interview period will begin following the last contest of each sport's season:

    - Men's & Women's Basketball – Beginning post season in March
    - Softball – Beginning post season in May
    - Baseball – Beginning post season in May
  - c. Interviews will be no longer than ninety (90) minutes in length.
2. All interviews will be conducted in Charlie's Den (Hawk Room), located in the Dorothy Garrett Coliseum, 1001 Birdwell Lane, Big Spring, Texas.
3. The terms and conditions under which a registered athletic agent may contact a student-athlete during an interview period are as follows.
  - a. Requests will be made at least one (1) week in advance.
  - b. All requests will be made through the athletic director's office.
  - c. All requests must be in a hard copy format such as email, fax or U.S. Postal mail or other express carrier.

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## **ACADEMIC GUIDANCE**

At Howard College a top priority of the Department of Intercollegiate Athletics is the academic success of all student-athletes. The college also has many policies that aid in this goal. A student-athlete is given every chance for success through:

### ***TESTING***

Entering students are tested and placed in areas of remediation where needed.

### ***MONITORING***

All student-athletes are graded on attendance and attitude and are monitored throughout the semester by the coaching staff through the Department of Intercollegiate Athletics Progress Report. The student-athlete is expected to sign a consent form allowing the Department of Intercollegiate Athletics to monitor their grades and attendance and to discuss these grades and attendance with parents, guardians, and recruiters.

### ***TUTORING***

Tutoring is available through the faculty and Educational Support Services Department. Students are encouraged to make use of all services including individual tutors, study halls, ABE, preparatory classes, the Tutoring Center.

### ***ADVISING***

Each student is required to receive academic advising. The Faculty Advising Team and services are provided via the Student Success Center.

### ***ACADEMIC INTEGRITY***

The goal of the Howard College Athletic Department is to promote the academic success of our student-athletes. This is to be done in a way that promotes the highest standard of academic integrity. All student-athletes may and should use tutoring and preparatory services as these are needed and available. All students are to do their own work. Tutoring and/or preparatory programs are only to supplement and to enhance the student-athletes' educational endeavors and the success of their educational achievements. No member of the athletic department or any other person is to do the student-athlete's work.

Any course work taken by a student-athlete through any other educational institution should only be initiated by the student-athlete through the Howard College Counseling office. Coaches or other athletic personnel are not to be involved with any course work done outside of Howard College. Student-athletes are solely and individually financially responsible for any and all costs for such courses taken outside of Howard College. Further, the student-athlete should bear any appropriate costs of any Howard College services or facilities used while completing such courses (long distance calls, postage, FAX, etc.). Coaches should not be a part of any financial arrangements for courses taken outside of Howard College.

## **RED SHIRT**

All NCAA student-athletes are guaranteed five years in which to participate for four years of athletic competition. There are three reasons for a student-athlete to red-shirt. One is due to the student-athlete not having accumulated enough academic hours to graduate at the end of the year. Therefore, this person attends classes and practices, accumulates hours but saves that year of athletic participation eligibility.

The second reason for red-shirting is to provide the student-athlete with a year of practice to improve their skill level in order to be able to secure an athletic scholarship from a four year institution.

Finally a student-athlete may red-shirt due to a season ending injury. This must occur before the athlete engages in interscholastic competition. If the student-athlete participated in a single sanctioned athletic contest, he/she will have to apply for a medical hardship request from the NJCAA. If the request is granted, the student-athlete will be awarded another year of athletic competition.

## **ATHLETIC ABSENTEE POLICY**

Class absences are unacceptable unless on an approved college trip or activity. The faculty is sent memoranda by the Dean of Students Services prior to all excused absences. Below is the information each Coach should submit to the Dean of Students-Services office 48 hours prior to the absence:

1. Date and time of the competition. (Practices are not excused.)
2. Time students need to be dismissed.
3. A list of all students, including managers and /or trainers that will be absent.

Students should be encouraged to meet with their instructors prior to the absence and make arrangements for make-up assignments and/or exams. Students may be required to complete assignments and/or exams prior to the absence.

Athletes who have unexcused absences or unexcused tardies in a class will be disciplined by the Coach or the Athletic Director.

All coaches are expected to support the faculty and demand that all athletes participate in classroom activities and assignments as required by each faculty member.

## **ATHLETIC EQUIPMENT**

All equipment issued to student-athletes is the property of Howard College and will be cared for in the proper manner.

It is the responsibility of each coach to see that this occurs. At the end of the season, all equipment will be returned, cleaned and stored for the next year.

All teams should have a positive appearance during competition, and a system of replacement should be in effect for each program.

All school issued equipment should be worn in practice or competition only.

When making approved purchases, each department must follow all Howard College policies and procedures as established by the Board and administration. Specific guidelines can be found in the Employee Handbook and the Purchasing Manual. Both documents are available on the Howard College website or from the purchasing department.

## **RESIDENCE HALLS**

Student housing is under the supervision of the Dean of Student Services.

### ***ATHLETIC RESPONSIBILITIES***

1. Each spring semester Coaches will reserve the number of beds he/she will need for his/her team for the next academic year. At this time the Head Coach and the Dean of Student Services will agree on the location of the rooms. Additionally, all roommate assignments will be made by the Head Coach and the Residence Hall Supervisor. Any student leaving a team may immediately be moved to a non-team held room. Any students whose roommate leaves the dorm may be reassigned to another room or have another student assigned to their room.
2. Each student must pay or have on file a \$100 dorm deposit prior to occupying a room in the residence hall.
3. Coaches provide assistance in supervision and for the behavior of their student athletes residing in college housing.
4. Curfews are set and monitored by individual coaches.
5. When leaving town overnight, student athletes must notify their coach.
6. Coaches should randomly and periodically check student athlete's rooms for cleanliness.

Other residence hall regulations are listed in the Student Handbook/Catalog available on the Howard College website. The Residence Hall Room and Board Contract is also available on the Howard College website.

## **POSITION DESCRIPTIONS**

Position descriptions for all employees in the athletic department may be found in the Human Resources Department. The position descriptions are also reviewed by both the supervisor and the employee during the evaluation process.

## TRAVEL

Throughout the year there is much off campus travel involving staff and athletic teams. This travel includes games, meets, matches or rodeos, scouting, clinics, recruiting and meetings. All college "Request to Travel" form must be submitted and approved prior to departure. Employee and student travel must follow all college policies. The travel policy can be found in the HCJCD Employee Handbook on the Howard College website.

### ***STUDENT USE OF COLLEGE VEHICLES***

**Students may never drive college vehicles without being under the direct supervision of a college employee** unless approved in advance and in writing by the Athletic Director or the Administrative Dean of Instruction and Student Services.

Students who are approved to drive college vehicles must be pre-cleared by the office of the Administrative Dean of Instruction and Student Services. A driving record check and 15 Passenger Van Safety Course will be required before a student can drive 15 passenger college vehicles. The 15 Passenger Van Safety Course is available at no charge at the College Library/LRC. A certificate of completion will be issued when the class is passed and the Administrative Dean of Instruction and Student Services' office will be notified when this class is passed. A request should be submitted at least one week in advance to obtain/complete these steps.

## **BUDGETING & EXPENDITURES OF FUNDS**

Budgeting and expenditure of funds follow standard college policies and procedures as established by the Board and administration. Specific guidelines can be found in the Employee Handbook and the Purchasing Manual. Both documents are available on the Howard College website or from the purchasing department.

## KEYS

All campus keys are issued through the Personnel Office. Issuance of keys to students must be approved by the Athletic Director, the Administrative Dean of Instruction and Student Services and the President.

Below are several important rules to follow concerning keys:

1. Never loan your keys to another person.
2. Always keep your keys in a safe place.
3. If for some reason your keys are broken, misplaced or lost, notify the Human Resources department immediately so procedures can be followed.
4. Lost or missing keys will be replaced and charged to the individual at a cost of \$40 per key. In addition, the employee may be responsible for the expenses of a relock for the affected areas. Stolen keys will be replaced at no cost if the request is accompanied by a copy of the police report.

Consult the Howard College Employee Handbook for the complete Key Policy.

# TELEPHONE

The telephone is a great tool in the operation of the Department of Intercollegiate Athletics. It is important that the telephone is used but not abused.

## ***OFFICE***

All calls should be of a business nature. Personal calls are not to be charged to the College.

## ***LONG DISTANCE CALLS WHILE TRAVELING***

Upon request, each coach may be issued a long distance calling card and/or cell phone. This card and number or cell phone should be kept in your possession only and not to be used by athletes.

## ***MONTHLY BILLING APPROVAL***

All coaches must review their monthly bill to guard against abuse or misuse by unauthorized persons. Exceptions should be reported to the College Business Office immediately.

## ***STUDENT LONG DISTANCE***

Students are never allowed to charge long distance calls to the college. Emergency calls may be placed by coaches or staff on behalf of student-athletes.

## ***CELL PHONES***

Cell phones may be approved for certain employees who are regularly required to be away from their respective work telephone or as deemed appropriate by the college administration. All calls or texts sent on cell phones provided by the College should be professional and appropriate to the mission of Howard College and Howard College Athletics.

## **FUND RAISING**

The funds collected through fund raising are deposited in a college account and are part of the college audit. This procedure complies with NJCAA and SACS rules.

Any fund raising by a special group within the Department of Intercollegiate Athletics must be coordinated with the college Development office and approved by the Athletic Director.

## **SPECIAL EVENTS**

Remembering that Howard College is an educational institution and that the Department of Intercollegiate Athletics exists ***only*** as a part of that education, there are several events that occur during the school year that demand mandatory attendance by all personnel. These events may include but are not limited to the following:

1. Graduation Exercises
2. In-Service Programs
3. Departmental Meetings
4. Committee Assignments
5. Faculty Meetings
6. Awards Convocation
7. Other Special Assignments

# **HOWARD COLLEGE**

## **DEPARTMENT OF INTERCOLLEGIATE ATHLETICS**

### **MEDICAL EXAMINATION POLICY**

Howard College requires that all athletes and cheerleaders receive a physician's medical examination and have a yearly completed medical history questionnaire before any type of Howard College sponsored physical exercise. This is to include all scholarship athletes or cheerleaders and those trying out or walk-ons. Student athletic trainers and student athletic managers are to receive a physician's medical examination and have a yearly medical history questionnaire as soon as possible and situation permits. They are never to be in an organized and structured exercise without this medical examination. Athletes are expected to pay for medical examinations. Athletes may be examined by team physicians at any time. The college may pay for physicals in some cases for scholarship athletes.

The policy further states that:

1. If any of the above mentioned persons require further tests for major medical problems before they are cleared to participate by Howard College team physicians, in Howard College athletics, cheerleading or official assigned athletic duties, they will have to pay for these required examinations and tests themselves. Howard College will release any athlete, cheerleader, student athletic trainer, or student athletic manager who can not pass the medical examination.
2. During the recruiting process Howard College coaches and sponsors are encouraged to appropriate medical and insurance information as possible about the recruit.
3. If a scholarshiped recruited person fails to mention any major medical problem before coming to Howard College, it is not the responsibility of Howard College to keep this person on scholarship. Also, the college is not responsible for their transportation home, if they choose to leave Howard College.

#### **PERSONAL PRIMARY INSURANCE**

All Howard College athletes participating in competitive sports must have primary insurance coverage that provides coverage in Texas with a deductible amount of \$1,500 or less per occurrence. This coverage may be provided by the student's family or may be individually purchased by the student. If the student does not have primary accident insurance that provides coverage in Texas with a deductible amount not greater than \$1,500 per occurrence, the student will be required to purchase coverage prior to participating in any practice or sport while at Howard College. Scholarship funds may be used to purchase this insurance if sufficient funds are available. If primary coverage is provided by the student, it is the responsibility of the student to maintain this coverage while at Howard College. If said coverage lapses while the student is at Howard College, the student is required to purchase replacement coverage either individually or through Howard College's provider. If the student's insurance lapses and the student does not secure other primary coverage, the limit of liability of expenses that will be provided by the college is \$1,500. The student will be responsible for all costs above this amount. For athletic related injuries, the College will cover deductibles up to \$1,500 plus co-pays of up to \$2,500. The student will be responsible for costs above these deductible and co-pay limits. The coverage provided by the college's secondary injury/accident policy will also still apply.

For convenience to the student athlete, and if desired by the student athlete or parents/guardian Howard College will handle the payment for an insurance plan meeting the above requirements through a local agent. You may contact the Head Athletic Trainer for the most current rates,.

## **SECONDARY INJURY / ACCIDENT POLICY**

Any Howard College athlete, cheerleader, student athletic trainer, or student athletic manager who is injured while participating in a practice, game, or performing official athletic assigned duties, while on-campus or off-campus, for Howard College must report that injury as soon as possible to one of the following:

1. A student athletic trainer
2. The Head Athletic Trainer
3. The coach or sponsor of their sport

The policy further states that:

1. Proper medical attention will be provided by Howard College through its Head Athletic Trainer or his appointee, for the above mentioned athletic related injuries/accidents. If the opinion of the Howard College's Head Athletic Trainer or his appointee is that the injury/accident requires further medical attention, an appointment for services to the proper injury/accident related physician or visit to a hospital will be arranged by the Head Athletic Trainer or his appointee. Emergency situations will be handled on a case by case scenario.
2. The above mentioned persons are not to go to a physician or hospital without prior approval of Howard College's Head Athletic Trainer or his appointee in order for Howard College to pay for that visit. Emergency situations will be handled on a case by case scenario.

## **INJURY / ACCIDENT INSURANCE**

The Howard College athletic injury/accident policy provides secondary insurance for its athletes, cheerleaders, student athletic trainers, and student athletic managers while participating in the play, practice, athletic related travel or official assigned athletic duties. It is in excess or secondary to any other primary collectible insurance benefits. This simply means that any claim for benefits must first be filed with the insurance company providing primary coverage to the above mentioned persons through their own or their parents and/or guardian's insurance company or through the primary insurance coverage purchased through Howard College when the student-athlete does not come to Howard College with a personal accident policy that provides benefits in Texas.

Bodily injury/accident is generally defined as an injury resulting from participation in a Howard College sporting event, including activities or travel directly related to participation on Howard College teams in contests or in official college practices supervised by a coach.

Howard College at their discretion may pay for minor athletic related injuries/accidents that are under the cost of \$500.00 without filing on insurance.

Howard College will not pay for the following athletic injuries/accidents, but will make an attempt to see that the above mentioned persons get to a physician or hospital. The student will be responsible for any charges for care provided to them.

1. If the above mentioned students are not currently enrolled at Howard College.
2. If the athletic injury/accident is non-related to the Howard College Athletic Program.
3. If the injury/accident is related to a prior injury before attending Howard College.

## **ILLNESS POLICY**

Howard College does not provide health insurance or pay for charges associated with major illnesses of athletes, cheerleaders, student athletic trainers, and student athletic managers. Transportation will be provided or arranged, if needed. Howard College may not be listed as the responsible party for treatment or care of these illnesses.

For example, Howard College will not pay for care due to illnesses such as appendicitis, but will make an attempt to see that the student gets to a physician and/or hospital. Howard College will not be responsible for treatment of sexually-transmitted diseases.

## **DENTAL POLICY**

Howard College will pay for dental injuries to athletes, cheerleaders, student athletic trainers, and student athletic managers that occur while they are participating in a practice, game, or performing official athletic assigned duties, while on-campus or off-campus, for Howard College. They are to report that injury as soon as possible to one of the following:

1. A student athletic trainer
2. The Head Athletic Trainer
3. The coach or sponsor of their sport

The policy further states that:

1. Howard College will not pay for basic dental needs such as having cavities filled, and extraction of teeth. If transportation is needed to get to a dentist, it will be provided. Howard College will not pay for dentist ordered prescriptions for the above mentioned dental problems.
2. Howard College will not pay any other dental needs, extended dental work, or oral surgery, unless it is a Howard College athletic related injury. Howard College will make an attempt to see that if the above mentioned persons fall into this area, that they get a dentist or oral specialist.
3. The above mentioned persons must be currently enrolled or waiting for immediate enrollment (5 days) to Howard College to be covered under the Howard College Athletic Dental Policy.

4. The above mentioned persons are not to go to a dentist or oral specialist without prior approval of Howard College's Head Athletic Trainer or his appointee if Howard College is expected to pay for that visit, any tests or medications prescribed unless it is an emergency situation.

## **DENTAL INSURANCE**

Howard College does not carry dental insurance except that which is covered under Howard College's Athletic Injury/Accident Insurance Policy, for its athletes, cheerleaders, student athletic trainers, or student athletic managers.

## **OPTICAL POLICY**

Howard College will not pay for eye examinations for athletes, cheerleaders, student athletic trainers, or student athletic managers. If an eye examination determines that glasses or contacts are needed, due to a Howard College athletic related injury or assigned athletic duties, this cost may be paid for by the college. If the eye examination determines that glasses or contacts are needed, and the need was not caused by the above mentioned reasons HC will not pay for the glasses or contacts.

Howard College will pay for the replacement costs of glasses or contacts of the above mentioned persons, if they are currently wearing glasses or contacts and they are damaged or lost (contacts only) in Howard College athletic related practices, games, or official athletic assigned duties. These are to be basic replacement costs and not an upgrade of glasses or contacts.

1. The above mentioned persons must be currently enrolled or waiting for immediate enrollment (5 days) to Howard College to be covered under the Howard College Athletic Optical Policy.
2. The above mentioned persons are not to go to an optometrist without prior approval of Howard College's Head Athletic Trainer or his appointee. Without prior approval, Howard College may not cover these costs.

## **OPTICAL INSURANCE**

Howard College does not carry optical insurance except that which is covered under Howard College's Athletic Injury/Accident Insurance Policy, for its athletes, cheerleaders, student athletic trainers, or student athletic managers.

## **INJURY AND ILLNESS RESPONSIBILITIES**

Howard College athletes, cheerleaders, student athletic trainers, or student athletic managers are to notify one of the following if they are injured or become ill due to participation in practice or games or official athletic assigned duties.

1. Head Athletic Trainer
2. Another Student Athletic Trainer
3. Head Coach or Sponsor of that sport or group
4. Assistant Coach of that sport or group

See the Athletic Injury/Accident Policy, Athletic Illness Policy, Athletic Dental Policy or the Athletic Optical Policy for additional information.

# INTERCOLLEGIATE ATHLETICS SUBSTANCE ABUSE PROGRAM

The term “*athlete*” shall mean and include all athletes, cheerleaders, student athletic trainers, and student athletic managers.

## Introductory Statement

The Administration of the Howard County Junior College District (HCJCD), as well as its health service professionals, substance abuse counselors and coaches, strongly believe that the use and/or abuse of the drugs listed later in this policy (excluding those drugs prescribed by a physician to treat a specific medical condition) can:

1. Seriously affect the performance of individuals as students and as athletes;
2. Be detrimental to the physical and mental well being of its student athletes, no matter when such usage should occur during the year;
3. Be dangerous to the athlete and his/her teammates in athletic competition to practice; and
4. Be detrimental to the spirit of fair competition.

Consequently, the use and/or abuse by a student athlete of the drugs listed later in this policy (excluding those drugs prescribed by a physician to treat a specific medical condition when taken in accordance with the prescription), is deemed a violation of the student athlete’s intercollegiate athletic team rules and shall subject the student athlete involved to the sanctions provided in this policy.

Therefore, the HCJCD is implementing the substance abuse program for its student athletes using many of the resources already available to all college students.

**ATHLETES ARE FREE TO REFUSE TO CONSENT TO DRUG TESTING UNDER THIS PROGRAM. HOWEVER, ATHLETES WHO DECLINE PARTICIPATION IN THE PROGRAM, WHICH IS DESIGNED TO PROTECT THE HEALTH AND REPUTATION OF THE STUDENT ATHLETE, WILL NOT BE ELIGIBLE FOR, NOR SHALL BE PERMITTED TO RECEIVE FURTHER SCHOLARSHIPS OR TO PARTICIPATE IN, INTERCOLLEGIATE ATHLETICS FOR THE HCJCD. AN ATHLETE WHO REFUSES TO TEST FOR DRUGS AS PROVIDED IN THIS POLICY, AFTER INITIALLY CONSENTING TO DRUG TESTING, SHALL BE CONSIDERED TO HAVE MADE A DECISION **NOT** TO PARTICIPATE IN THE HCJCD PROGRAM AND AGREE TO FORFEIT HIS/HER SCHOLARSHIP IMMEDIATELY.**

An athlete who is already in the HCJCD’s intercollegiate athletics program and who refuses to participate in this drug testing program will be notified of his/her ***impending*** probation from the District’s intercollegiate athletic program before such prohibition takes effect.

He/She will be given the opportunity to meet with the Athletic Director, the student athlete’s Head Coach, assistant coach so designated by the Head Coach, and any other college official as

appointed by the Athletic Director to be heard on the matter of the impending prohibition from participation in the intercollegiate athletics program.

## **PURPOSE OF THE PROGRAM**

The purpose of the college's Substance Abuse Program is not to interfere unduly with the private lives of student athletes. Its primary purpose is to aid the student athletes directly. Such assistance is consistent with the specific goals of the program which are to:

1. Provide educational counseling concerning the effect of substance abuse on athletic activities;
2. Deter substance abuse by student athletes;
3. Identify in a confidential way any participant in the Program who may be abusing a specific drug;
4. Counsel any participant in this Program so identified regarding such involvement as it may affect him/her and his/her teammates;
5. Encourage the proper treatment of any chronic chemical dependency;
6. Provide reasonable safeguards that every participant in the Program is medically fit to engage in intercollegiate athletic competition; and
7. Encourage discussion at all appropriate levels about usage of controlled substances.

## **IMPLEMENTATION OF THE PROGRAM**

When an athlete is recruited to engage in an intercollegiate athletic sport, the program will be discussed with the recruit, who will be given a copy of the program which they must sign and return. All new and returning athletes will be required annually to sign a form acknowledging receipt and understanding of the program and shall be requested to give their consent to participate in the program on a Drug Consent Form to be provided.

## **TYPE OF DRUG TESTING**

Howard College may drug test by the following methods:

*Entire athletic team*  
*Random*  
*Reasonable cause*  
*Post accident*  
*Return to participation*

Drug test may be conducted for the substances listed below:

A. COCAINE	B. BENZODIAZEPINES	C. MARIJUANA
D. METHADONE	E. AMPHETAMINES	F. PROPOXYPHENE
G. OPIATES	H. METHAQUALONE	I. PHENCYCLIDINE (PCP)
J. ALCOHOL	K. BARBITURATES	L. STEROIDS
M. ANY OTHER ILLEGAL SUBSTANCE AS DEFINED BY FEDERAL, STATE OR LOCAL LAWS		

**Howard College reserves the right to test for any illegal substance, including, but not limited to the above list including any other illegal substance, chemical or synthetic drug. Drug tests will only be scheduled by the Head Athletic Trainer in conjunction with the Athletic Director. Drug tests may be scheduled in the early morning hours or at any other time of the day as necessary or appropriate.**

### **ENTIRE ATHLETIC TEAM**

Howard College may drug test any entire team an unlimited number of times, including the cheerleaders, student athletic trainers and managers whenever it is determined to be in the best interest of the athlete, the team or the College.

### **RANDOM DRUG TEST**

Howard College may randomly drug test its athletes, cheerleaders, student athletic trainers, or student athletic managers one or more times each semester or enrollment period. Student athletic managers are considered to be within the sport for which they work. Student athletic trainers are considered a separate group from any other team or group. Names of the above mentioned students will be selected by a random selection process and the number of athletes tested in each group will be pre-determined by the College before the random sample is taken.

### **REASONABLE CAUSE DRUG TEST**

Howard College may drug test at any time any athlete, cheerleader, student athletic trainer, or student athletic manager if there is reasonable cause. Reasonable cause is to be considered from the following:

1. Tardiness or missing of enrolled classes.
2. Tardiness or missing of scheduled practices and games.
3. Inconsistency of grades and performance, including athletics.
4. Personality changes or withdrawal from usual activities.
5. Financial problems or unexplained financial gains.
6. Poor conditioning proportion to the time of year as compared to the amount of time to condition.
7. Unexplained depression, euphoria, or hyperactivity.
8. Abrupt or dramatic change in friends.
9. Confrontation with teachers, staff members, or administrators.
10. Breaking of the general Howard College rules and regulations, including those of the Residence Hall and Student Union, Code of Student Conduct, or athletic team rules.
11. Fighting
12. Abnormal personal behavior at athletic practices or games.
13. DWI, police involvement, fighting, or any abnormal behavior.
14. Self admittance.
15. Any other behavior which suggests the possible use of illegal substances.

Quick Tests: Quick Tests will be allowed under this policy and these may be administered by the Head Athletic Trainer or Coaching Staff Members at the direction of the Athletic Director. If positive test results are indicated, the Quick Test will be followed by a test administered by the College's current drug testing provider to confirm the suspected positive results.

## **POSITIVE TEST RESULTS**

If the results of said test show a positive use of illegal drugs, steroids, or alcohol, a meeting will be scheduled to take place within a reasonably prompt period of time, when reasonably possible not to exceed 48 hours, so that the student-athlete will have an opportunity to discuss the matter. The Athletic Director shall be the person with Howard College who is responsible for scheduling and organizing the meeting, and for providing notice of the meeting to the student-athlete as described above. On a case-by-case basis, the Athletic Director shall determine which Howard College officials will attend the meeting. These persons may, if possible, include the Athletic Director, the Head Coach of the sport, the Head Athletic Trainer, and any other college official deemed appropriate by the Athletic Director. If the Athletic Director is also the coach of the sport in which the athlete participates, then the Administrative Dean of Instruction and Student Services will fill the role of the Athletic Director in the above procedures. At the meeting, the student-athlete will be given an opportunity to present any rebuttal evidence or mitigating circumstances he/she feels important. No decision may be made prior to this meeting. During the meeting, the student-athlete will be explained the minimum automatic penalty process and made aware of the necessary steps to return to competition.

### Minimum Automatic Penalty Process for a Positive Drug Test

1. Student-Athlete will be suspended from competition until a negative test result may be obtained. The Head Coach or the Athletic Director may impose a suspension period. The Student-Athlete, the Athletic Director and the Head Coach together will determine the date of a re-test to regain competitive playing status. This date may not be longer than 42 calendar days from the date of the original test.
2. Re-tests will be scheduled by, and under the supervision of, the Head Athletic Trainer.
3. During the competitive suspension the student-athlete will be allowed to practice with their respective team with the approval of the Head Coach of that program.
4. A positive result on a retest will result in the student-athlete becoming ineligible for competition for the remainder of the school year.
5. A negative result on a retest may allow the Student-Athlete to return to competition with the approval of the Athletic Director.
6. The student-athlete may be automatically tested from that time through the remainder of the school year during any tests administered by the Athletic Department.
7. A subsequent positive test will remove the student-athlete from competition for the remainder of the school year.
8. Student-Athletes will bear the cost of all re-tests.
9. The Dean of Student Services will be informed of positive test results and may use this knowledge in conjunction to aid in maintaining safety and order in dormitories and to aid in enforcing the Code of Student Conduct.

### Returning Student-Athletes Who Tested Positive In A Prior Term or Semester

1. Student-Athletes may be subject to all future tests administered by the Athletic Department, this may include any tests that may be administered for any reason.

2. In the event of a positive test in a subsequent term or semester:
  - The student-athlete will be subject to all of the penalties listed in the automatic penalty process and may be subject to a mandatory 10:00 pm curfew for the remainder of the school year.

In addition to the minimum automatic penalties imposed above, other penalties may be imposed by the College. These may include but not necessarily limited to the following:

1. A probationary period for a designated period of time.
2. Suspension from the team for the remainder of the semester or the remainder of the school year.
3. Removal from the team as allowed by the **Removal from Team** section of the Athletics Procedure Manual.
4. Loss of scholarship as allowed by the **Removal of Scholarship** section of the Athletics Procedure manual.
5. Other disciplinary actions by Head Coach or Athletic Director in accordance with college policy or the Athletics Procedure Manual.

In all situations where a scholarship is removed, student-athletes will be informed of their right to a hearing. If the student-athlete refuses the hearing, the student-athlete must sign a form stating their acknowledgment and understanding of their right to a hearing and their waiver of the hearing. These procedures are outlined in the **Removal of Scholarship** section in the Athletics Procedure Manual.

If the student disagrees with being removed from the team he/she will be informed of their right to a meeting as outlined in the **Removal From Team** section of the Athletics Procedure Manual.

## **RETURN TO PARTICIPATION DRUG TESTING**

Return to Participation Drug Testing will be conducted before the Student-Athlete may return to the team for competitive play.

## **ADDITIONAL INFORMATION ON DRUG TESTING**

Howard College's designated On Campus Athletic Drug Test Program administrator is its Head Athletic Trainer under the direction of the Athletic Director. The Head Athletic Trainer shall be responsible to see that the correct rules and guidelines are followed.

Results of all drug test screens will be shared with parents and/or legal guardians of the athlete without the athlete's consent as allowed by FERPA.

Specimen collection and processing will be carried out by the College's current drug testing provider, however, Howard College reserves the right to use another drug testing company if it so desires.

The name and address of the company selected to do drug testing will be provided upon request.

Every practical effort will be made to assure the accuracy and confidentiality of the test results. The records will be secured by the Head Athletic Trainer.

## **AMENDMENTS OR MODIFICATIONS TO THE PROGRAM**

This program may be modified or amended, with the approval of the President and Board of the HCJCD. Such amendments or modifications shall apply to, and be effective for, all athletes in the HCJCD intercollegiate athletics program. The HCJCD Substance Abuse Program, its Board of Trustees, its offices, employees and agents are hereby released from any legal responsibility or liability as a result of their compliance herewith.

## **SOCIAL MEDIA POLICY**

Howard College student-athletes are representatives of the college and are expected to be at all times, a positive reflection of the college, and the program that they represent. This includes social media and all forms of such media. It is the responsibility of the student-athlete to be discerning regarding any public postings by means of social media including, but not limited to: Tweets, Posts, Pictures, etc... Such uses of social media shall not reflect in a negative light the player, program or college itself. Student-athletes that do not comply with this policy as determined by the Head Coach, Athletic Director or any campus administrator will be asked to remove such negative material and may be subject to disciplinary action.

## **EMOTIONAL WELL BEING**

The College strives to provide a positive state of emotional well-being for the student athlete through a multi-area approach.

The living conditions, academic guidance, personal counseling and self-esteem building are some of the ways to make them feel comfortable and accepted in the academic environment.

## **STUDENT ACTIVITIES PHILOSOPHY**

In accordance with Howard College's concern for the overall development of the student, the philosophy of Student Activities is to contribute to that development by offering educational, recreational, social leadership, and governance programs. These programs are designed to compliment the college's academic programs and to enhance the personal development of the student. It is the desire of Student Activities to offer programs which will allow the student the opportunity to get involved as an active participant or simply participate passively. The programs are designed to be educational as well as entertaining and of such a variety that there is something for everyone. By providing such programming, the student is given the opportunity to grow both personally and socially and learn more about themselves.

A variety of clubs and organizations including academic, social, special interest, and honorary societies are available to the student. Student Government Association helps students develop their leadership and governmental skills, and student intramurals are offered as additional extracurricular activities.

## **INTRAMURAL PROGRAM**

Howard College conducts an Intramural Program through the fall and spring semesters that provides a physical outlet for all students. Student athletes are eligible for participation in all but their scholarship sport with the consent of their head coach.

The Intramural Program is administered by college employees or scholarship students and is partly funded by Student Activities fees. The Intramural Program director reports to the Director of the Fitness Center who reports to the Athletic Director.

A successful Intramural Program is vital to campus life. Therefore, the Athletic Staff should always be cooperative and sensitive to concerns and needs of the Intramural Program.

# EVALUATION

## ***EMPLOYEE EVALUATION***

All personnel will be evaluated according to the evaluation schedule specified by College Policy.

## ***PROGRAM EVALUATION***

The athletic program will be evaluated by the Program Review Committee during regularly scheduled meetings of this committee as specified by College Policy. Files of these evaluations will be maintained by Howard College.

## ***ATHLETIC COMMITTEE REVIEW (evaluation)***

The athletic program will be reviewed by the Athletic Committee of Howard College. Files of these committee minutes will be maintained by Howard College.

## **IMPLEMENTATION STANDARDS AND SPECIFIC GUIDELINES GOVERNING THE ATHLETIC AGENT INTERVIEW PROGRAM**

Howard College – Big Spring, TX

1. Scheduling of Interviews
  - a. Interviews will be at the conclusion of each sport's season
  - b. Interviews will not conflict with any academic obligation
  - c. The interview period will run post season by sport January through December inclusive
    - Men's & Women's Basketball – March
    - Softball – May
    - Baseball – May
  - d. Interviews will be no longer than ninety (90) minutes in length
2. All interviews will be conducted in:  
Charlies Den  
Dorothy Garrett Coliseum  
Howard College  
1001 Birdwell Lane  
Big Spring, Texas 79720
3. Terms and conditions under which a registered athletic agent may contact a student-athlete during an interview period
  - a. Requests will be made one (1) week in advance
  - b. All requests will be made through the athletic director's office
  - c. All requests must be in a hard copy format such as fax, U.S. Postal mail or other express carrier delivered to:

Mike Yeater  
Athletic Director  
Howard College  
1001 Birdwell Lane  
Big Spring, TX 79720  
432-264-5000  
myeater@howardcollege.edu



## **ATTACHMENTS AND FORMS**



# Howard College Student-Athlete Insurance Acknowledgment Form

Pursuant to the Howard College District Athletics Procedure Manual, each student-athlete is required to provide and maintain primary insurance coverage for the duration of each academic year. Personal primary insurance policies shall provide coverage in the State of Texas with a deductible amount of \$1,500.00 or less per occurrence.

I, the undersigned, hereby acknowledge and attest that I have current primary insurance that meets or exceeds these specifications. I understand that under no circumstance may a student-athlete participate in any practice or sporting event without said coverage.

I understand that it is my responsibility to maintain coverage and should my personal primary insurance policy lapse and/or be found not in effect in the State of Texas and I do not secure other primary coverage, Howard College is thereby released from all liability above and beyond the \$1,500.00 deductible limit and the \$2,500.00 co-pay limit respectively. I am accepting full responsibility for all medical costs above the \$4,000.00 combined deductible and co-pay limits.

\_\_\_\_\_  
Printed Name of Student-Athlete Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student-Athlete

\_\_\_\_\_  
Signature of Parent or Guardian (Must have if not 18 years old)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Howard College Head Coach

\_\_\_\_\_  
Date

\_\_\_\_\_  
Howard College Head Athletic Trainer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Howard College Athletic Director

\_\_\_\_\_  
Date



Student - Athlete General Information

Sport \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_

Middle \_\_\_\_\_

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Sex \_\_\_\_\_

Current

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

Transfer Student-Athlete? Yes / No  
School \_\_\_\_\_

Previous

**Father/Guardian** \_\_\_\_\_

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Current Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

Employer's Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Employer's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Insurance Company \_\_\_\_\_

Insurance Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Group / Policy # \_\_\_\_\_ Certificate # \_\_\_\_\_

Plan \_\_\_\_\_ Type \_\_\_\_\_

Is your son or daughter covered under the above policy ? Yes No (circle one)



Mother/ Guardian \_\_\_\_\_

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Social Security Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Current Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

Employer's Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Employer's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Insurance Company \_\_\_\_\_

Insurance Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Group / Policy # \_\_\_\_\_ Certificate # \_\_\_\_\_

Plan \_\_\_\_\_ Type \_\_\_\_\_

Is your son or daughter covered under the above policy ? Yes No (circle one)

**Please attach copies of insurance and prescription cards here**

Name \_\_\_\_\_ **Medical History**  
Please Print

DOB \_\_\_\_ / \_\_\_\_ / \_\_\_\_



HOWARD COLLEGE ATHLETIC DEPARTMENT



Complete the following medical history and explain any YES answers in the space provided. I hereby state that, to the best of my knowledge, the answers to the above questions are complete and accurate.

Student-Athlete Signature

Date

Medical history form with questions 1-9, including sections for allergies, injuries, heart health, and skin problems. Includes a table for explaining YES answers with columns for Date and Description.



Pre-participation Physical Evaluation

Name \_\_\_\_\_
Sport \_\_\_\_\_
Sex \_\_\_\_\_ Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_
Pulse \_\_\_\_\_ BP \_\_\_\_ / \_\_\_\_ Vision R 20/\_\_\_\_ L 20/\_\_\_\_ Corrected Y N

Table with 4 columns: Medical, Normal, Abnormal Findings, Initials\*. Rows include Appearance, Eyes/Ears/Nose/Throat, Lymph Nodes, Heart-Auscultation (supine/standing), Pulses, Lungs, Abdomen, Genitalia (males only), Skin, Marfan's Stigmata.

Table with 4 columns: Musculoskeletal, Normal, Abnormal Findings, Initials\*. Rows include Neck, Back, Shoulder/Arm, Elbow/Forearm, Wrist/Hand, Hip/Thigh, Knee, Leg/Ankle, Foot.

\* Station-based examination only

Clearance (Please check one below)

- o Cleared
o Cleared after completing evaluation/rehabilitation for \_\_\_\_\_
o Not Cleared for: \_\_\_\_\_
Reason \_\_\_\_\_

Recommendations: \_\_\_\_\_

The following information must be filled in and signed by either a Physician, or a Physician's Assistant licensed by a State Board of Physician's Assistant Examiners, A Registered Nurse recognized as an Advanced Practice nurse by the Board of Nurse Examiners. Examination forms signed by any other health care practitioner, will not be accepted

Name (print or type) \_\_\_\_\_ Date of Examination: \_\_\_\_\_
Address: \_\_\_\_\_
Phone Number: \_\_\_\_\_
Signature: \_\_\_\_\_

Must be completed before a student participates in any practice or game (both in-season and out of



season).

**FAMILY EDUCATION RIGHT TO PRIVACY ACT RELEASE**

The Family Education Right to Privacy Act (F.E.R.P.A.) is a federal law that governs the release of a student’s education records, including personally identifiable information (name, address, social security number, etc.) from those records. Medical information is considered part of a student athlete’s educational record. In 1998 this law was amended and parents will be notified by Howard College officials when the student violates Federal, State, Local or college alcohol and/or drug laws or policies.

This authorization permits the athletic trainers, team physicians, and athletic staff (including coaches) of Howard College to disclose information concerning my medical status, medical condition, injuries, prognosis, diagnosis, and related personally identifiable health information to the authorized parties listed below. This information includes injuries or illnesses relevant to past, present or future participation in athletics at Howard College.

The purpose of a disclosure is to inform the authorized parties of the nature, diagnosis, prognosis, or treatment concerning my medical condition and any injuries or illnesses. I understand once the information is disclosed it is subject to re-disclosure and is no longer protected.

I understand that Howard College will not receive compensation for its disclosure of the information. I understand that I may refuse to sign this authorization and that my refusal to sign will not affect my ability to obtain treatment. I may inspect or copy any information disclosed under this authorization.

I understand that I may revoke this authorization at any time by providing written notification to the Athletic Director. I understand revocation will not have any effect on actions the college has taken in reliance on this authorization prior to receiving the revocation. This authorization expires six years from the date it is signed.

Furthermore:

This is to authorize the Howard College Athletic Trainers, Team Physicians, and Athletic Coaches to release medical information: to parents/guardians, Howard College Media Relations Department, various media outlets, professional athletic organization and other collegiate athletic departments who may request any information concerning illness or injury relative to my past, present or future participation in athletics at Howard College.

Further, the above persons may communicate with my instructors, coaches, professional staff, and administrators of Howard College concerning the above mentioned items

\_\_\_\_\_  
Initial

**ATHLETIC DEPARTMENT POLICIES OFFER**

I have been informed that I may request to review the following policies for the athletic department at any time during regular office hours. I understand that these policies are available to me in the athletic training department or the athletic director’s office and that any questions about these policies should be directed to either the athletic director or head athletic trainer.

- 1) Howard College Junior College District Intercollegiate Athletics Substance Abuse Program.
- 2) Howard College Athletic Injury/Accident Policy.
- 3) Howard College Athletic Medical Examination Policy.

\_\_\_\_\_  
Initial



MEDICAL LIABILITY RELEASE

I hereby release Howard College, its officials, coaches and other employees, or agents from any/all claims or action resulting from any/all accidents, illnesses, or injuries that I may sustain while participating in any/all phases of the Howard College Athletic Program. I certify that I am eighteen years of age or older and legally responsible for my actions.

\_\_\_\_\_  
Initial

MEDICAL/INSURANCE POLICY

1. Howard College will pay the provider(s) only for medical expenses resulting from athletic injuries that are sustained while participating in official HC practices and games.
  - a. HC's insurance personnel will first file a claim on the student-athletes/parent's personal insurance.  
**ALL STUDENT ATHLETES MUST HAVE A PRIMARY HEALTH INSURANCE POLICY.** If the student athlete/family does not have a primary insurance policy Howard College will provide the avenue for them to purchase one.
  - b. Howard College Athletic Health Insurance will be a secondary policy if needed.
  - c. H.C. will not be responsible for any conditions, whether athletic or non-athletic related.
  - d. All medical appointments needed as a result of an athletic injury are to be made by the athletic training staff. If this procedure is not followed, the student athlete/parent may be held responsible for the medical costs incurred. Any treatments performed by a personal or family physician should be coordinated through the athletic training staff.
2. Non-athletic injuries/illnesses are the student athlete's/parent's financial responsibility.
  - a. Although the HC athletic program does not assume financial responsibility for non-athletic injuries/illnesses and prescriptions, we will assist the student athlete in arranging appointments with the appropriate physicians when possible.
  - b. These physicians work on a "payment at the time of service" basis, but will usually assist in filing insurance claim forms for student athletes in the event of a major expense.
3. Prescriptions for student-athletes are handled in the same manner as described in numbers one and two.
4. The HC athletic program **IS NOT RESPONSIBLE** for the Pre-Participation Physical Evaluation. It is required as a part of our medical information process and allows for a much smoother pre-participation screening process for our program. This physical should be completed by a family physician prior to arriving at HC.
5. All international student athletes are required to have a personal health care plan to cover athletic injuries in the United States and more specifically the State of Texas.
6. Any and all out of state insurance policies must cover athletic injuries in the State of Texas. In the event a student athlete does not have proper insurance, Howard College will provide a policy to be purchased by the student athlete at the student athlete's expense.

\_\_\_\_\_  
Initial



**MEDICAL CONSENT**

I hereby grant permission to the Howard College Team Physicians and/or their consulting physician to render any treatment or medical or surgical care that they deem reasonably necessary to the health and well-being of the student-athlete.

I also hereby authorize the athletic trainers at Howard College who are under the direction and guidance of the Howard College Team Physician to render any preventive, first aid, rehabilitative or emergency treatment that they deem reasonably necessary to the health and well-being of the student-athlete. Also, when necessary for executing such case, I grant permission for hospitalization at an accredited hospital.

\_\_\_\_\_  
Initial

**WAIVER OF LIABILITY HOLDS AND HARMLESS AGREEMENT**

In consideration for receiving permission to participate in Howard College athletics, I hereby release, waive, and discharge the right to sue Howard College, The State of Texas, their officers, agents, servants, or employee (hereinafter referred to as RELEASEES) from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or any of the property belonging to me, whether caused by the negligence of the releasees, or otherwise, while participating in such activity, or while in, on or upon the premises where the activity is being conducted.

I am fully aware of the risks involved and hazards connected with athletic participation including but not limited to injury, catastrophic incident or death, and I hereby elect to voluntarily participate in said activity with full knowledge that said activity may be hazardous to me and my property. I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death, that may be sustained by me, or any loss or damage to property owned by me, as a result of being engaged in such an activity, whether caused by the negligence of releasees or otherwise.

I further hereby agree to indemnify and hold harmless the releasees from any loss, liability, damage or costs, including court costs and attorney fees that they may incur due to my participation in said activity.

It is my express intent that this Waiver of Liability and Hold Harmless Agreement, shall bind the members of my family and spouse, if I am alive, and my heirs, assigns, and personal representative, if I am deceased, and shall be deemed as a release, waiver, discharge and covenant not to sue the above named releasees. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of Texas.

In initialing this release, I acknowledge and represent that I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; in oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this release for full, adequate and complete consideration fully intending to be bound by same. I acknowledge that I have read and understand all documents related to participation in athletics at Howard College.

\_\_\_\_\_  
Initial



DRUG TEST CONSENT FORM

I \_\_\_\_\_ hereby consent to have samples of my urine collected and tested to determine if certain drugs are present. I understand that urinalysis testing is required by the Howard College Athletic Department and is part of the approved policies governing the institution. The results of said test will be kept confidential and can only be viewed by the Athletic Director, Head Coach of my sport, Assistant Coach, the Head Athletic Trainer, Dean of Students and any administrator so designated by the college.

If the results of said test show a positive use of illegal drugs as determined by Howard College (reference Athletic Manual), steroids or alcohol or other controlled substances the athlete will have an opportunity to discuss the matter with the Athletic Director, Head Coach of my sport, Head Athletic Trainer and the Dean of Students, and to present evidence of any rebuttal or mitigating circumstances which he or she feels important. Following this discussion, a decision concerning my participation in athletics at HC will be made at that time by the Athletic Director, Head Coach of my sport, Dean of Students, and the Head Athletic Trainer. The decision being one of the following:

- *A probationary period with immediate loss of scholarship for a designated period of time.*
- *Suspension from the team with immediate loss of scholarship for the remainder of the school year.*
- *Sanctions issued by the Dean of Students.*

Furthermore, if the results of said test show a positive use of illegal drugs as determined by Howard College (reference Athletic Manual), steroids or alcohol or other controlled substance, that athlete or their specimen can be retested to assure the athlete continues to show negative use of illegal drugs, steroids, or alcohol has occurred, and the cost of these test will possibly be charged to the student.

You are free to refuse to consent to drug testing under this program. However, upon declining participation in the testing program, which is designed to protect your health and reputation, you will not be eligible for a scholarship or to participate in any intercollegiate sport offered by Howard College. If you refuse to test for drugs as provided in this policy, after initially consenting, you shall be considered to have made a decision not to participate and will forfeit your scholarship immediately. I also acknowledge that I have been provided with a copy of Howard College’s drug testing policy. I understand that under the Family Education Right to Privacy Act (F.E.R.P.A.), that Howard College officials will release alcohol and drug violations and results of drug test to parents or legal guardians.

Howard College, its Board of Trustees, administrators, employees and agents are hereby released from any legal responsibility or liability as a result of their compliance.

\_\_\_\_\_  
Printed Name of Student-Athlete

\_\_\_\_\_  
Signature of Student-Athlete

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Parent / Guardian

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date



## **ACKNOWLEDGEMENT AND AGREEMENT TO ABIDE BY HOWARD COLLEGE'S ATHLETICS PROCEDURE MANUAL**

By my signature on this form, I acknowledge that I am aware of Howard College's Athletics Procedure Manual and furthermore I agree to conform and abide by all provisions therein.

---

Signature of Student-Athlete

Date Signed



# SIGNATURE SHEET

I / we have read and completed all of the forms in this document. By signing this document, I / we acknowledge that I / we have read and understand all these documents related to participation in athletics at Howard College.

***No student athlete will be allowed to participate in practice or competition until these forms have been received and approved.***

\_\_\_\_\_  
Printed Name of Student-Athlete

\_\_\_\_\_  
Signature of Student-Athlete

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Parent / Guardian

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date



HOWARD COLLEGE EMERGENCY INFORMATION CARD

Athlete's Name \_\_\_\_\_ D.O.B \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Age \_\_\_\_\_

Athlete's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Athlete's Social Security Number \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Sport \_\_\_\_\_

Do you have Hospital (Medical) Insurance? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, covered by: (Check One): Parent's Policy \_\_\_\_\_ Your Policy \_\_\_\_\_

If Parent's Policy: Father or Mothers' Name \_\_\_\_\_

Social Security Number: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of Insurance Company \_\_\_\_\_

Company Address \_\_\_\_\_

Insurance Certification # \_\_\_\_\_

Group # \_\_\_\_\_

Type \_\_\_\_\_

In case of serious accident or illness, permission is given for emergency treatment, routine immunization, x-rays, skin tests for diagnosis and hospitalization.

\_\_\_\_\_  
SIGNATURE OF PARENT / GUARDIAN / STUDENT ATHLETE, IF 18 YEARS OF AGE OR OLDER

IN CASE OF EMERGENCY, CONTACT:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: Home \_\_\_\_\_

Business \_\_\_\_\_

Other \_\_\_\_\_

Family History: List serious illnesses of close relatives, example: Diabetes, Heart Disease, Tuberculosis, etc.:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_