Dear Student Athletes:

In today’s world, higher education has never been more important. In just a few years, the majority of life-sustaining careers across the nation will require some form of education beyond high school. A college degree or credential is your key to a better life. You are fortunate though, as your desire for that future along with your unique athletic abilities have led you to Laramie County Community College (LCCC). Now you join a legacy of exceptional students who have had the privilege of becoming a Golden Eagle!

While you should feel honored to have the opportunity to play competitive sports or compete in rodeo events at the next level, this honor also comes with a great responsibility. Here at LCCC, our athletics programs create a sense of community and belonging for everyone. Our students, their families, our faculty, staff, elected officials, and community members all identify the quality of LCCC with the image and impact of our teams and athletes.

Your performance on the court, on the field, or in the arena is important, both as a team and as an individual. However, your performance in the classroom is even more important. How you do as a student will impact how you do as an athlete while you expand your education at LCCC, at your next higher learning institution, and in your career after you graduate. Don’t worry though, we are here to support you in both areas, and we have a history of helping our students achieve greatness as students and as athletes.

It is a rare opportunity to continue to do the things you love while pursuing your higher education. Don’t take this opportunity lightly. You will build friendships and relationships here at LCCC, and I encourage you to pursue those to make your experience as a Golden Eagle one you will cherish for the rest of your life.

On behalf of the LCCC Board of Trustees, I want to again welcome you to Laramie County Community College and to our athletic program. I look forward to seeing you on the court, on the field, and in the arena this year.

Go Eagles!

Joe Schaffer, Ed.D.
President
MISSION STATEMENTS

The mission of Laramie County Community College is to transform our students’ lives through the power of inspired learning.

Laramie County Community College Department of Athletics inspires champions today and prepares leaders for tomorrow by providing an environment of excellence to enable student-athletes to achieve their highest academic, athletic, and personal aspirations. Our accomplishments will distinguish us from others, in turn benefiting the state of Wyoming and bringing pride to our communities.

The NJCAA’s mission is to promote, govern and foster a competitive environment for two-year college athletics. The NJCAA recognizes the diverse nature of its membership, providing at all times a consistent and inclusive structure that provides opportunities for all stakeholders and empathizes the academic, athletic and community involvement goals of all student-athletes.

The mission of the NIRA is to foster and develop rodeo at the college level so that it will provide educational and competitive opportunities for students.
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ATHLETIC DEPARTMENT DIRECTORY

Dr. Cindy Henning,
    Executive Dir. of Athletics, Exercise Science & Rec.  chenning@lccc.wy.edu  307.778.1185
Kim Castaneda, Administrative Assistant  kimc@lccc.wy.edu  307.778.1373
Megan Shifflett, Athletic Trainer  mshiffle@lccc.wy.edu  307.778.1314
DeWayne Saulsberry, RAC Building Manager  dsaulsberry@lccc.wy.edu  307.778.1323
Jose Arenas, Sports Information  jarencas@lccc.wy.edu  307.778.4377

Men's Basketball
Jason Ficca, Head Coach  jficca@lccc.wy.edu  307.778.1187
DeWayne Saulsberry, Assistant Coach  dsaulsberry@lccc.wy.edu  307.778.1323

Women's Basketball
Brian Ortmeier, Head Coach  bortmeier@lccc.wy.edu  307.778.1305
Danielle Rinaldo, Assistant Coach  drinaldo@lccc.wy.edu  307.778.1128

Rodeo
Seth Glause, Head Coach  sglause@lccc.wy.edu  307.778.1260
Dean Finnerty, Assistant Coach  dfinnert@lccc.wy.edu  307.778.1260
Vickie Segelke, Assistant Coach  vsegelke@lccc.wy.edu  307.778.1260

Men's Soccer
Vince Gibson, Head Coach  vgibson@lccc.wy.edu  307.778.1194
Jose Arenas, Assistant Coach  jarencas@lccc.wy.edu  307.778.4377
Kay Olivas, Goalkeeper Coach  kolivas@lccc.wy.edu  307.432.1636

Women's Soccer
Jim Gardner, Head Coach  jgardner@lccc.wy.edu  307.778.4393
Rebecca Valdez, Assistant Coach  rvaldez@lccc.wy.edu  307.432.1636
Kay Olivas, Goalkeeper Coach  kolivas@lccc.wy.edu  307.432.1636

Volleyball
Keri Coats, Head Coach  kcoats@lccc.wy.edu  307.778.4339
Madison Lacey, Assistant Coach  mlacey@lccc.wy.edu  307.432.1631

CAMPUS CONTACT PHONE NUMBERS

Student Hub.................................307.778.1265
Advising.....................................307.778.1214
Bookstore..................................307.778.1114
Ludden Library.............................307.778.1206
Campus Safety.............................307.630.0645
CARE Team................................307.637.2490
Title IX Office............................307.778.1217
Counseling & Campus Health..........307.778.4397
Disability & Support Services.......307.778.1359
Campus Food Pantry......................307.778.1279
Career Center............................307.778.1351
Exam Lab..................................307.778.1274
Testing Center..................307.778.1105
Student Life.........................307.778.1223
Residence Life.........................307.432.1798
INTRODUCTION

The LCCC Student-Athlete Handbook is provided to every student-athlete at Laramie County Community College. This handbook contains summary information important to the daily lives of a student-athlete. Information is collected and summarized from the governing authorities commonly involved in intercollegiate athletics and specifically involved with LCCC Department of Athletics. For additional information beyond the summaries provided, please refer to the specific rulebooks provided by the individual governing authorities or contact LCCC athletic administration or coaches for more direction.

All LCCC student-athletes are responsible for all information contained in the LCCC Student-Athlete Handbook.

GOVERNING AUTHORITIES

• Laramie County Community College •
  http://lccc.wy.edu/life/handbook/

• Laramie County Community College Department of Recreation & Athletics •
  www.golccc.com

• National Junior College Athletic Association (NJCAA) •
  http://njcaa.org/member_colleges/handbook

• National Intercollegiate Rodeo Association (NIRA) •

ADDITIONAL AUTHORITIES OF REFERENCE

• National Collegiate Athletics Association (NCAA) •

  Division I

  Division II

• National Association of Intercollegiate Athletics (NAIA) •
PERSONAL RESPONSIBILITY, SPORTSMANSHIP, & STUDENT-ATHLETE CODE OF CONDUCT

LCCC student-athletes are students first, therefore, they are responsible to uphold the policies and expectations of the Laramie County Community College Student Code of Conduct and the LCCC Department of Athletics Student-Athlete Handbook.

The LCCC Student Code of Conduct can be found at: http://lccc.wy.edu/life/handbook/index.aspx

Personal Responsibility

• Academics
  - Attend all classes and complete all assignments.
  - Listen attentively and respond appropriately to instructors.
  - Consult with academic counselors and attend tutoring sessions as directed.
  - Maintain an academic load of at least 12 credit hours per semester and make satisfactory progress toward a degree.
  - Accept responsibility for maintaining academic eligibility.
  - Obtain an Associate degree in 2 years.

• Athletics
  - Abide by all institutional, NJCAA or NIRA team rules.
  - Maintain oneself in top physical condition, within accepted health standards.
  - Attend all organized practices and team events, unless officially excused.
  - Take proper care of equipment and return in good condition.
  - Treat officials and opponents with respect, and avoid undue confrontations. (refer to Sportsmanship Conduct on Page 6)

• General Conduct
  - Know and follow the LCCC Student Code of Conduct.
  - Obey residence hall policies and regulations.
  - Obey all federal, state and city laws.
  - Maintain proper standards of attire and grooming.
  - Use social media responsibly and respectfully. (refer to Social Media Policy on Page 16)
  - Abstain from using tobacco, alcohol and non-therapeutic drugs. (refer to Drug & Alcohol Policy on Page 14)

Sportsmanship Conduct - LCCC will not tolerate from its student-athletes the following and are subject to disciplinary actions based on team rules and individual sport regulations:

• Using obscene language and/or gestures and/or physical abuse towards an official, coach, athlete or spectator.
• Throwing objects at an individual, spectator or across the field or arena.
• Inciting players or spectators to violent action or any behavior which insults or defiles an opponent’s traditions.
• Making public statements which are negative, controversial or outside the Department of Athletics Media Policy. (refer to Social Media Policy on Page 16)

• Student-athletes are encouraged to:
Students maintain control during emotionally charged situations, including assisting a teammate or colleague who appears to be losing control.

- React in a positive manner to an aggressive action by an individual or group.
- Communicate calmly and appropriately with officials and opponents on routine matters during athletic events.

**Student-Athlete Code of Conduct** – Student-athletes are expected to conduct themselves, both on and off campus, in a manner that brings credit to the institution and their teams. Student-athletes must be concerned with any behavior that might embarrass themselves, their teams, and/or the institution. Behavior that will be punishable through the Department of Athletics Disciplinary Procedure are those that include but are not limited to:

- **Academic dishonesty** *(refer to Academic Integrity statement on page 9)*
- Lying
- Stealing
- Gambling *(refer to Gambling statement on Page 30)*
- Hazing *(refer to Hazing statement on Page 15)*
- Drug and/or alcohol abuse *(refer to Drug & Alcohol Policy on Page 14)*
- Discrimination and harassment *(refer to Discrimination and Harassment statement on Page 15)*
- Derogatory, obscene, inappropriate, or offensive use of social media *(refer to Social Media Policy on Page 16)*
- Sexual harassment or sexual assault
- Sale of athletics equipment issued by the athletic department or provided by commercial sponsors, to other outside buyers
- Any other unlawful activities that result in law enforcement intervention and subsequent punishment

**STUDENT-ATHLETE DISCIPLINARY PROCESS**

The purpose of the LCCC Student-Athlete Disciplinary Policy is to establish standards of personal conduct expected for student-athletes. Participation in intercollegiate athletics at LCCC is a privilege and there are responsibilities associated with that privilege. Below is the disciplinary policy, explaining potential consequences for a student-athlete’s behavior as it relates to local, state, or federal laws. Additionally, LCCC student-athletes are subject to the rules and regulations of their individual team, the NJCAA, NJCAA Region IX and Laramie County Community College. The Director of Athletics or designee has the authority to review and modify sanctions if circumstances of the violation warrant action.

**Dismissal Policy**

- A student-athlete may be held out of competition or suspended from all team activities by the head coach and/or Director of Athletics at any time for disciplinary reason and/or violation of team rules.
- A student-athlete may be dismissed from a team for a disciplinary reason by the Director of Athletics, head coach, and/or the institution.
  - In the event a head coach proceeds with dismissing a student-athlete from a team, the head coach must inform the Director of Athletics about the pending dismissal.
Grievance Policy

- In the event that a student-athlete has a grievance/concern that they are unable to resolve on their own, they should first consult their head coach with which they have a grievance. Student-athletes are not to use the grievance procedure to voice their concerns about issues that pertain to the coaches’ expertise (e.g. Playing time, recruitment, game strategy, etc.)

Reporting Misconduct

- The student-athlete has the responsibility to report any detainment by a law-enforcement agency; criminal charges filed by any agency; and other significant Code of Conduct violations to their head coach immediately (within 24-hours of the incident). Student-athletes failing to comply with this expectation may be subject to additional consequences.

Specific Consequences

- Criminal Violations of Local, State or Federal Laws
  - If LCCC Department of Athletics has information which leads to conclude that a student-athlete has been arrested or charged with a violation of local, state, or federal law involving violence (e.g. rape, assault), theft, drug (e.g. possession, distribution and/or possession with intent to distribute) or felony charges of any kind, the student-athlete shall be automatically suspended or dismissed from intercollegiate athletics competition and possibly practice.
    - Any suspension remains in effect until charges have been resolved by the legal system, applicable institutional or departmental disciplinary measure have been issued and/or the department lifts or modifies the suspension.
    - By suspending the student-athlete, the Department of Athletics is not prejudging guilt or innocence nor whether department discipline is necessary. The suspension protects the integrity of the department in instance where the student-athlete has been arrested or charged with a criminal offense.

- Other Infractions or Student-Athlete Code of Conduct Violations
  - Any student-athlete arrested or charged with other infractions (e.g. Non-level I violations, public intoxication, disorderly conduct, minor in consumption) or any violation of the student-athlete code of conduct will be subject to the following sanctions:
    - First Infraction: The student-athlete is required to meet with the Dean of Students, Director of Athletics and the head coach to review the infraction/violation. The student-athlete will be required to:
      - Required community service as set forth during the meeting.
      - If necessary, attend an assessment session with a licensed counseling provider to assess if more intervention is needed.
      - Miss a minimum of 1 competition, including post-season, beginning with the next event.
- Second Infraction: The student-athlete is required to meet with the Dean of Students, Director of Athletics and the head coach to review the infraction/violation. The student-athlete will be required to:
  - Required community service as set forth during the meeting.
  - If necessary, attend an assessment session with a licensed counseling provider to assess if more intervention is needed.
  - Miss a minimum of 2 competitions, including post-season, beginning with the next event.
- Third Infraction: The student-athlete is required to meet with the Dean of Students, Director of Athletics and the head coach to review the infraction/violation.
  - The student-athlete will be indefinitely suspended from competition and may be suspended from practice and potentially dismissed from the team.
    - The head coach, the Director of Athletics and Dean of Students will make every effort to confirm that the violation has occurred before the discipline infraction can be applied.
    - Additional sanctions based on the individual situation may be applied by the Director of Athletics and Dean of Students including, but not limited to, written warnings/reprimands, mandatory counseling sessions, additional community service, assigned probationary period, suspension from team activities, dismissal from team, and revocation/reduction/non-renewal of athletic related financial aid.
    - Student-athletes have the right to appeal a student discipline process or sanction imposed on them and must follow the guidelines in the Student Discipline Adjudication procedure 3.16P. In all cases, the head coach, Director of Athletics and Dean of Students will be notified. Student Discipline Adjudication procedure 3.16P can be found at: 
      [http://lccc.wy.edu/Documents/About/accreditation/2018/1-5/1P5a_Procedure_%20316P_Student_Discipline_Adjudication-p-3-7.pdf](http://lccc.wy.edu/Documents/About/accreditation/2018/1-5/1P5a_Procedure_%20316P_Student_Discipline_Adjudication-p-3-7.pdf)

**ACADEMICS**

Advising – Student-athletes will be required to meet with an assigned Academic Advisor. Academic meetings are intended to develop an academic plan outlining courses needed to complete a degree or certificate for transfer or entering the workforce. Academic Advising is located on the first floor of the Clay Pathfinder Building.

Grade Checks – Grade checks are required on a regular basis of all student-athletes through the entirety of the academic school year. Specific due dates for grade checks will be determined by the individual sport coaches.

Academic Integrity – Aligning with the LCCC Student Handbook, academic integrity is the moral code or ethical policy of academia. This includes values such as avoidance of cheating or plagiarism and maintenance of academic standards. Maintaining academic integrity involves: creating and expressing your own ideas in course work; acknowledging all sources of information; completing assignments independently or acknowledging collaboration; accurately
reporting results when conducting your own research or with respect to labs; and honesty during exams. Additional information can be found at:

http://lccc.wy.edu/Documents/About/accreditation/2018/1-5/1P5aProcedure_%20316P_Student_Discipline_Adjudication-p-3-7.pdf

All LCCC students are expected to display appropriate conduct while on campus or attending college-sponsored activities. The College will take appropriate action for any demonstrations of academic dishonesty. Academic dishonesty is defined as willful perversion of truth, or stealing, cheating, or defrauding in instructional manners. Students will have engaged in academic dishonesty if they copied the work of another without attribution, willfully allowed another to copy their work, falsified information, participated in unauthorized collaboration, obtained an examination prior to its administration, used unauthorized aid(s) during an examinations, knowingly assisted someone else during an examination, submitted the work of another as though it were their own, or committed other acts of plagiarism or actions deemed to be dishonest by the instructor.

Plagiarism occurs in many formats and if you are unsure, please visit plagiarism.org for additional information.

Summer School – Summer school attendance and athletic aid for summer school classes is determined by the individual sport coaches. Details regarding summer school should be discussed as early as possible to ensure all available, necessary and appropriate resources are being utilized.

Attendance – Class attendance is mandatory for all student-athletes. Every available effort is made to schedule practices and team events around class schedules, and in the event there is a conflict, the expectation is that the student-athlete attends the class.

- Excused Absences –
  - Absences that occur as a result of unexpected events (illness, accident, inclement weather, death in the immediate family) are excused at the faculty’s discretion. The faculty may require documentation (doctor’s note) for the absence. Faculty may also require the student to make up the missed work and/or may require appropriate substitute assignments for unique, in-class learning experience.
  - Absence for Athletic Activity –
    - Individual sport coach will notify the student-athlete’s faculty and representing Dean in writing of anticipated missed class at least two weeks prior to the scheduled departure or absence.
    - Student-athletes must personally notify faculty in writing or by email one week prior to the absence.
    - Student-athletes assume responsibility for all missed class material or assignments. If a student-athlete fails to provide advanced notice of the absence, the faculty may consider the absence unexcused.
    - Faculty may require specific terms regarding make-up work, alternate times to exams and due dates, and additional assignments.
    - Attendance expectations should be outlined early in the class and the student-athlete is expected to communicate with their faculty member.
regarding their extra-curricular participation, as well as with their coach regarding classes with specific attendance policies.

Change in Class Registration and/or Class Schedule – Student-athletes who are on an athletic scholarship may drop, add or change classes with the approval from their sport coach and academic advisor.

Online Courses – Internet or online learning courses are not preferred for student-athletes, and all attempts to enroll in face-to-face classroom sessions should be made. Internet or online learning courses may be approved in certain instances and requests for taking these courses must be accompanied by a clear rational and approved by both the head sport coach and the Director of Athletics.

• Instances where an internet or online learning course may be taken:
  o Course is needed for graduation in the immediate term and is not available in a face-to-face classroom session.
  o Course is ONLY offered online AND is required for graduation.

**FINANCIAL AID & SCHOLARSHIPS**

Financial Aid – Student-athletes should be familiar with the terms and conditions of athletic aid, scholarships, and Federal Financial Aid. To defray other educational costs, all qualifying student-athletes are required to apply for additional funding through the Financial Aid Office, including completion of the FAFSA. This can be a lengthy process, and student-athletes can apply as early as October 1. The FAFSA can be completed online at www.studentaid.ed.gov.

Athletic Scholarships – A National Letter of Intent (LOI) is a binding agreement between LCCC and the student-athlete. Student-athletes who have signed a LOI with LCCC are not permitted to sign a second LOI or contact another institution during the term of their contract. Terms of the contract generally run from August 1st of each year through July 31st of the following year.

Non-Athletic Scholarships – Student-athletes are encouraged to apply for other available scholarships to assist with the cost of attendance. Information and the application process can be found at [http://lccc.wy.edu/services/financialaid/index.aspx](http://lccc.wy.edu/services/financialaid/index.aspx) or through the Student Hub located on the first floor of the Clay Pathfinder Building.

**ELIGIBILITY**

*Eligibility standards are set by the governing authority in which the student-athlete participates under; either the NJCAA or the NIRA. Additionally, LCCC has academic edibility standards for all students. If the student-athlete plans to transfer to another institution under a different governing authority, e.g. NCAA or NAIA, he/she is held to those eligibility standards as well and can be found on page 19 under transfer rules.*

LCCC Institutional Academic Eligibility: Satisfactory academic standing must be maintained during attendance at the college so students may accomplish their educational goals. A system has been designed to encourage and assist students to attain these goals.

• Every student must have a minimum of a 2.0 (C) cumulative grade point average to be granted a degree.
• Students may progress toward this goal of satisfactory academic standing if the following standards are met:
  o Minimum required cumulative grade point average
    ▪ 2.0 or better = satisfactory standing
    ▪ 1.99 or less = academic probation
    ▪ Two consecutive semesters with a cumulative GPA of 1.99 or less = academic suspension.

NJCAA Academic Eligibility: As defined by the NJCAA: In order to participate in an NJCAA sanctioned sport, a student-athlete must be in good academic standing; in accordance with the rules and bylaws of the NJCAA, the member region and the individual institution. He/she must be an amateur; who has not exhausted his/her eligibility; and who is in good health.

• Must be enrolled in at least 12 credits each semester and maintain at least 12 credits throughout the course of each semester. If you drop below 12 credits at any point in a semester, you have 48 hours to become enrolled in 12 credits. If you fail to do so you will become immediately ineligible for:
  o Practice (including weight training and conditioning)
  o Competition
  o Sideline privileges
  o Complimentary tickets
  o Game day activities
  o Team meeting that have an athletic purpose
  o Possibly financial aid
  o Occasional meals
  o Team travel
  o Use of athletic training room and weight room for voluntary practice activities.

• General GPA requirements for maintaining eligibility during academic progress is directly related to the number of full-time terms a student-athlete has previously attempted.
  o Full-Time Term – A student-athlete is charged with attempting a term of full-time enrollment when they remain enrolled in full-time status beyond the 15th calendar day of the term or if they have participated.
  o First Season Academic Requirements – A first season participant must satisfy the academic requirement by meeting ALL of the requirements of at least ONE of the following rules or exceptions which apply to the student-athlete’s situation.
    ▪ Zero (0) Previous Terms of Full-Time Enrollment – A student-athlete who is in his/her first full-time college term is deemed to have satisfied the academic progress eligibility requirements for their initial term of full-time enrollment or participation, OR;
    ▪ One Previous Term of Full-Time College Enrollment – On or before the 15th calendar day of the student-athletes second full-time college term must have accumulated 12 credit hours with a GPA of 1.75 or higher, OR;
    ▪ Two are More Previous Terms of Full-Time College Enrollment – On or before the 15th calendar day of the third full-time, and all subsequent terms of full-
time enrollment, a student-athlete must have passed 12 credit hours with a GPA of 2.00 or higher in the previous term of full-time enrollment, OR;

- **Best Hours Accumulation Rule** – On or before the 15th calendar day of the term the student-athlete wishes to participate in, a student-athlete must have accumulated passing credit hours with an associated GPA of 2.00 or higher in a number of equal or greater than the student-athlete’s terms of full-time enrollment multiplied by twelve, OR;
- **Total Hours Accumulation Rule** – On or before the 15th calendar day of the term the student-athlete wishes to participate in, a student-athlete must have accumulated passing credit hours with a GPA or 2.00 or higher in a number equal to or greater than:
  - 36 total semester hours for a fall season or 48 total semester hours for a spring season, OR;
  - 54 quarter hours for a fall sport, 63 quarter hours for a winter sport, or 72 quarter hours for a spring sport.
  - A student-athlete may only use this rule once per sport within the same semester. Once this rule is exhausted, the student-athlete must meet the requirements of “Two or More Previous Terms of Full-Time College Enrollment” or “Best Hours Accumulation Rule” to maintain eligibility.

- **First Participating Term Accumulation Exception** for student-athletes with prior enrollment in multiple full-time semesters – A student-athlete entering his/her first season of participation in a sport must have accumulated passing credit hours at a minimum of 24 semester hours or 36 quarter hours with a GPA of 2.00 or higher, on or before the 15th calendar day of the term.
  - The First Participating Term Accumulation Exception may only be used once to establish a student-athlete’s eligibility in the initial term of participation. This exception may not be used to establish eligibility in subsequent terms.

- **Second Season Academic Requirements** – Prior to a student-athlete’s participation in a second season of a sport he/she must meet the appropriate academic requirements of a first season participant, AND;
  - Have accumulated 24 earned/passing semester hours with a GPA of 2.00 or higher, OR;

- **Official Grades**: Only credits recorded on an official college transcript or copy of an official college transcript may be used.
- **Incomplete Grades**: To be counted for academic eligibility, course hours must be graded and completed as reflected on the student-athletes transcript; hours graded “incomplete” are not passing grades.
- **Awarding Credits**: Only credits awarded or recognized by a degree awarding institution are permitted to be used for NJCAA academic requirements.

For specific rules, guidelines and definitions regarding eligibility please refer to the NJCAA Handbook & Casebook at [http://njcaa.org/member_colleges/handbook](http://njcaa.org/member_colleges/handbook).
NIRA Academic Eligibility

- **Required grade-point average** – To be eligible to participate, a student must meet the minimum grade-point average requirement of a 2.00 GPA accumulation based on all college courses completed or a 2.00 GPA based upon the previous term (12 hours) of enrollment during which twelve academic hours were completed.

- **Twelve Hours of Credit** – Twelve hours academic credit must be completed each term that a student has competed in NIRA rodeos to be eligible for competition for the following term. A student must pass at least 9 academic hours each term. Rodeo (activity, production, judging or similar courses) work experience, and/or physical education activity courses do not count as academic credit hours. If a student is taking classes at two institutions, they must pass nine academic credits at the institution for which they are competing.
  - All courses to be used for completed numbers of credit hours must generate a course title and number, grade and credit hours within the 4.00 grading system. The grades of P (passing), S (satisfactory), and CR (credit) may be used as passed hours of credit for both completed and passed hours and not generate grade points. Repeat courses must document hours of credit for at least one term the course was taken. Repeat classes will be counted every time they are taken. A grade is never dropped, no matter how many times the same class is taken.
  - Passing mean a “D” grade or better in a letter grade course and an “S”, “P”, or “CR” in a pass/fail course.
  - A grade of “U” on an official transcript will not be counted toward passed hours, but will be counted as completed hours. It will not be used when figuring a student’s GPA.


**Drug & Alcohol Policy**

_Laramie County Community College strongly believes that the use and abuse of illegal and/or banned substances by a student-athlete:_

1. **Is detrimental to the health and well-being of the student-athlete, both physically and psychologically.**
2. **Interferes negatively with the academic performance of the student-athlete.**
3. **Is dangerous to the life and health of the student-athlete and his/her teammates during athletic competition and practice.**
4. **Compromises the integrity and spirit of intercollegiate athletics.**

_Thus, the Department of Athletics’ stance is that the use and abuse of illegal and/or banned substances will not be tolerated. There is no intent to intrude upon the private lives of the student-athletes, but rather recognize the addictive results of illicit substance use, and provide education, treatment, counseling and rehabilitation for any student-athlete upon request._

- Student-athletes will be asked to sign a waiver consenting to random drug testing performed in house by the Department of Athletics.
• Use of substances and/or alcohol with result in disciplinary action set forth by both the LCCC Drug Testing Policy as well as the Student-Athlete Code of Conduct, as well as any disciplinary action sanctioned by the LCCC Dean of Students in regards to the Student Code of Conduct.

• If the student-athlete finds they are in need of assistance for substance abuse or have questions regarding substance use, abuse or supplements, they are to contact their head coach, the athletic trainer or Counseling and Campus Health.

For complete information on LCCC’s drug testing policy and substance abuse, please refer to the Drug & Alcohol Testing Policy under Inside Athletics/Sports Medicine at www.golccc.com or contact the athletic trainer at 307.778.1314.

**DISCRIMINATION & HARASSMENT**

Harassment is defined as verbal or physical conduct designed to threaten, intimidate or coerce. Also, verbal taunting (including racial and ethnic slurs) which, in the student’s opinion, impairs his or her ability to perform as a student at LCCC. Examples of harassment include but are not limited to:

1. Verbal conduct defined as comments which are unflattering regarding a person’s nationality, origin, race, color, religion, gender, sexual orientation, age or disability; this also includes epithets, slurs and negative stereotyping.

2. Non-verbal conduct defined as distribution, display of or any written or graphic material that ridicules, denigrates, insults, belittles, or shows hostility or aversion toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, disability, marital or other protected status.

3. Harassment also encompasses other forms of hostile, intimidating, threatening, humiliating or violent behavior which are not necessarily illegal discrimination, but are nonetheless, prohibited by this procedure.

**HAZING**

The LCCC Department of Athletics does not condone or support and will not tolerate any form of hazing by its athletic teams. Hazing is defined as harassment, abuse of humiliation by way of initiation. This includes both physical and mental forms of hazing.

**FACILITY USE**

Recreation & Athletics Complex - Use of the LCCC Recreation and Athletics Complex (RAC) is available for sanctioned athletic practices and events. Other use of the gym, multi-purpose room, weight room and/or cardio room is available during posted open hours and all rules must be followed. All student-athletes must check in using their student ID at the front desk with any use of the facility other than sanctioned athletic practice and events. Additionally, it is highly suggested student-athletes keep their lockers locked and the space cleaned up when not present, as the facility is available for public use. Areas that are locked, e.g. Athletic Training Room, coach’s offices, storage room, etc., are only to be opened by a coach, athletic director, administrative assistant or athletic trainer. At no time are student-athletes allowed access
during non-sanctioned activity hours to those areas unless previously approved by their sport coach or athletic staff member.

On-Campus Equine Boarding - Student-athletes boarding horses on campus must follow LCCC’s Equine Boarding Health Protocol. This protocol includes vaccine information, stall and run use and requirements, bio-security practices, illness reporting and recommendations for on-site services. For a complete copy of the document, or for more information, please contact the head rodeo coach.

**SOCIAL MEDIA & ATHLETIC COMMUNICATION**

*Laramie County Community College Department of Athletics and its teams are aware that its image affects the reputation of the entire college and urges the student-athlete to exercise care when making statements to the media or posting anything on social media.*

**Media Interaction Guidelines**

- Student-athletes have a responsibility to the College, coaches and teammates to cooperate with the media whenever possible.
- Student-athletes should never agree to a telephone or in-person interview unless the arrangements are coordinated through the Head Coach. If an interview request is received by telephone, text or via email, that request is to be reported to the head coach so arrangements can be made.
- An image that is consistent with the ideals and high standards of Laramie County Community College should always be presented when dealing with the media.
- Tips for giving an interview or speaking with Media:
  - Be confident, courteous and prompt.
  - Cooperating with the media allows the student-athlete to give their side of the story, positive opinions and message. Complimenting a teammate or the opposition in an interview is a safe and sportsman like approach.
  - Be on time for the interview. If conflict arise, student-athletes should notify the head coach immediately so the interview can be rescheduled.
  - Control the interview – student-athletes are not obligated to answer any questions that make them uncomfortable. The proper way to answer a question is, “I’d rather not discuss that at this time” or “I’d rather not make a comment on that at this time.”
  - Never say anything that may be embarrassing to see or hear in the newspaper, radio or television.

**Social Media Policy**

- Student-athletes should be aware of the consequences of the abuse of social media. They should always keep in mind that information posted on Social Networking (examples: Facebook, Twitter, Instagram, Snapchat) is public, and is a direct representation of themselves, their families, teams and/or Laramie County Community College. Laramie County Community College promotes free speech, but believes that
students should be aware of the amount of people potentially affected by these sources of information.

- Student-athletes are a direct representative of the Laramie County Community College. Please keep in mind the following guidelines for participating on social networking websites:
  - Use caution when using social media websites.
  - Information should not be posted that would cause embarrassment to the individual, family, team or Laramie County Community College.
  - Before posting on any online community, be aware that any information posted becomes public knowledge. Photos, videos and/or texts can be quickly circulated once posted, even if they are deleted.
  - Exercise caution when adding a “friend” or “follower” on social networking sites. There are people looking to take advantage of student-athletes.
  - Coaches and administrators can and do monitor these web sites.
  - Student-athletes could face discipline and even dismissal for violations to team policies, athletic department policies and/or NJCAA polices.

Please contact Sports Information for any further assistance and/or questions, at 307.778.4377.

ATHLETIC ACCIDENTAL INSURANCE POLICY

The LCCC Department of Athletics carries a secondary athletic accident policy for injuries sustained while participating in sanctioned competition, practice, weight training and conditioning during intercollegiate sports under the direct supervision of a coach.

- It is highly suggested that student-athletes carry or are covered under a primary health insurance policy, not only for possible athletic related issues, but also general medical and non-athletic incidents that may occur while attending college. If you are looking to purchase one, or already carry one, please make sure the policy covers the following:
  - Intercollegiate sport participation.
  - Injuries incurred in all 50 states and possible out-of-network providers.
  - The entire school year, August 1st through May 30th with no breaks.
- If the student-athlete chooses not to carry a primary insurance policy, or if that primary insurance policy, travelers insurance or any other insurance does not cover injuries sustained during intercollegiate sports, the LCCC secondary policy will act as a primary insurance and the student-athlete will be responsible for the deductible in the amount of $250.
- Any bills occurred beyond coverage of the primary health insurance plan and LCCC’s accidental insurance plan, including but not limited to: charges due to an unmet deductible, out-of-network costs, co-pays, treatments not covered by plan, etc. will be your personal financial responsibility.
HEALTH INFORMATION & POLICIES

Pre-participation physicals – All student-athletes participating in any of the NJCAA certified sports must have passed a physical examination administered by a qualified health care professional licensed to administer physical examinations.

- LCCC student-athletes will have a physical examination on-site through the Sports Medicine Department prior to the first practice. The physical examination will be performed by the LCCC team physician or his/her designee.
- Physical examinations from an outside provider will not be accepted.
- Participation in any sanctioned LCCC physical activity is not permitted until the physical examination is conducted and passed and the student-athlete officially deemed cleared for physical activity by the LCCC team physician or his/her designee.

Medical Disqualification - The team physician has the final responsibility to determine when a student-athlete is removed or withheld from participation due to an injury, an illness or pregnancy. In addition, clearance for that individual to return to activity is solely the responsibility of the team physician or that physician’s designated representative.

- Only a LCCC official team physician or that physician’s designated representative can medically disqualify a student-athlete from participation in intercollegiate athletics.
  - A student-athlete may not be medically disqualified and/or reinstated based upon the opinion of an “outside” physician.
- In the event a student-athlete is deemed disqualified for medical reasons as determined by an LCCC appointed physician, they will receive athletic grant for the current Letter of Intent. Generally, a student-athlete who is medically disqualified will not be approved for aid to attend summer school.
- A student-athlete who is deemed disqualified for medical reasons will commit to the following:
  - Be enrolled in at least a full time academic schedule each semester for the duration of the grant.
  - Maintain eligibility requirements for student-athletes.
  - Maintain all NJCAA, Region IX and LCCC eligibility standards.
  - Be subject to all LCCC institution, LCCC athletic department, and individual team policies and regulations.
- Should the student-athlete fail to meet the above commitment guidelines, his/her grant will be cancelled. A letter will be issued to the student-athlete at the time of the medical disqualification, stating the above terms and advising him/her that grant has been cancelled. The letter will be signed by the student-athlete during his/her meeting with the Director of Athletics.
Concussion Policy – Concussions are serious health risk for all student-athletes.

- LCCC has a concussion management plan in place which involves the following steps:
  - Baseline testing prior to the season for all student-athletes.
  - Any student-athlete who exhibits signs and/or symptoms of a concussion will be removed from activity immediately.
  - If a teammate or coach notices a student-athlete exhibiting signs and/or symptoms of a concussion, they are required to report to the Sports Medicine staff immediately.
  - A health care provider will evaluate the student-athlete and is not permitted to return to physical activity until cleared by team physician or his/her designee.
  - The student-athlete will be monitored and re-evaluated regularly after injury for any deterioration or change in signs and/or symptoms.
  - Assistance with academics will be provided and collaborated between LCCC Department of Athletics Sports Medicine Staff and the student-athletes instructors.
  - The student-athlete must be symptom free before the team physician or his/her designee will allow him/her to return to full participation.
  - The team physician or his/her designee will have the final authority to allow the student-athlete to return to full participation.

- Student-athletes will receive educational materials on concussions prior to being allowed to practice. Each student-athlete is required to sign a statement that they are responsible for reporting their injury or illness or the injury or illness of another student-athlete to the LCCC Sports Medicine Staff.

Sickle Cell Testing – Sickle cell trait does not prevent the student-athlete from participating in intercollegiate activity. However, it is necessary for the health and safety of the student-athlete to know his/her Sickle Cell Trait status.

- LCCC will provide all student-athletes with the opportunity to test for sickle cell trait if they so choose and the team physician or his/her designee will create an appropriate plan for participation based on those results.
- Student-athletes will receive educational materials on Sickle Cell Trait prior to being allowed to practice.
- Student-athletes will have to sign a waiver either forgoing testing for Sickle Cell Trait, choosing to undergo testing for Sickle Cell Trait, or acknowledging their negative status for Sickle Cell Trait.

Cardiac Health & Screening - Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens blood stops flowing to the brain and other vital organs. Death or permanent brain damage can occur in just a few minutes.

- Each student-athlete undergoes a comprehensive physical exam, including a cardiac screening by the team physician or his/her designee. It is the student-athletes responsibly to report any past SCA symptoms at the time of the screening.
- If a student-athlete has experienced any SCA symptoms in the past, he/she must report those symptoms accurately on the medical history form and an appropriate cardiac screening and, potentially, further diagnostic testing, will be performed by the team.
physician or his/her designee prior to participation in LCCC intercollegiate athletic activity.

- Any student-athlete who has signs or symptoms of SCA must be removed from activity. These symptoms can happen before, during or after activity.
- Before returning to activity, the student-athlete must be evaluated by the team physician or his/her designee and clearance to return to activity must be in writing.

**STUDENT TRAVEL POLICY**

*LCCC believes that student learning is supported through student travel opportunities. Travel by students enrolled at LCCC is a privilege. The objective of the Student Travel Policy is to support reasonable and necessary travel related to achieving LCCC’s educational mission. While LCCC prioritizes student learning, student safety is of utmost importance.*

- General Rules within the Student Travel Policy
  
  o No alcoholic beverages or illegal substances shall be transported or consumed during college-sponsored student activities by any participants during travel.
  
  o If the required information is not provided by the established deadline, the participant will not be allowed to participate in the travel experience. If rules, policies or procedures are violated, the participant who has violated the rules, policies or procedures may be subject to disciplinary procedures up to and including termination, expulsion as well as being returned to LCCC at the participant’s expense. The disciplinary decisions while on the trip are made by the Travel Supervisor in consultation with the Authorizing Administrator. Upon return to campus the student discipline policy will be applied to the student.
  
  o All participants shall have a current, signed Student Activity and Travel Waiver Agreement assuming personal responsibility for participation in said activity. A parent’s or guardian’s signature is also required on the Student Travel Waiver for participants under the age of 18 for minor approval to assure parental or guardian knowledge of, and permission for, the activity.
  
  o If the trip requires an approved driver to transport a participant’s livestock, the college nor the approved driver shall be liable for any harm to come to the livestock. The owner of the livestock must sign a Livestock Transportation Agreement/Assumption of Risk and Waiver, prior to transportation of the livestock.
  
  o Students who travel to a College sponsored event and wish to travel with a parent, friend, or drive themselves home, must sign the Alternative Travel Waiver before leaving for the event.

*For more information on the Student Travel Policy or for the full policy, please refer to [http://policies.lccc.wy.edu/Files/Procedure%204.4.2P%20Student%20Travel-CCoct27-17.pdf](http://policies.lccc.wy.edu/Files/Procedure%204.4.2P%20Student%20Travel-CCoct27-17.pdf).*

**NOTEWORTHY NJCAA, NAIA, NCAA & NIRA RULES**

*Although some rules or policies may not apply directly to student-athletes during their participation at LCCC, they may be of concern if and when the student-athlete choses to compete under another governing authority.*
Transfer Policies

• NJCAA – Transfers from one NJCAA member college to another NJCAA member college.
  o If the student-athlete was signed to a Letter of Intent (LOI), at any time, in the previous, current or upcoming academic year, a fully executed NJCAA Transfer Waiver is required. An NJCAA Letter of Intent Release do not exempt the student-athlete from meeting this requirement.
  o Release Agreements – A student-athlete who has signed an NJCAA Letter of Intent may be released for his/her commitment under the following conditions:
    ▪ The release agreement must be signed by the student-athlete (and parent, when the student-athlete is under the age of 18), the athletic director and the president of the member institution, if:
      • The student-athlete transfers to another NJCAA institution;
      • The member college checks the “Other” box on the Release Agreement. If the box is checked, a detailed explanation by the member college must be included, detailing the reason for the release.
    ▪ The student-athlete’s signature is NOT required under the following conditions:
      • The student-athlete fails to enroll at the member college, OR
      • The student-athlete loses academic eligibility, OR
      • The student-athlete graduates from the member college, OR
      • The student-athlete withdraws from the member college, OR
      • The student-athlete is disciplined by the campus authority responsible for campus discipline, and not related to athletic performance or team violations.
    ▪ By signing a release agreement, the student-athlete forfeits any financial assistance provided by the member college’s athletic department (e.g. scholarship money) at the time of signing.

For specific rules guidelines and definitions, related to amateurism please refer to the NJCAA Handbook & Casebook at http://njcaa.org/member_colleges/handbook.

• NCAA Division I – A student who transfers to a member institution from a two-year college or from a branch school that conducts an intercollegiate athletics program must complete an academic year of residence unless the student meets the following edibility requirements.
  o Terms:
    ▪ Qualifier: A qualifier shall be eligible for financial aid, practice and competition during the first academic year of residence. A qualifier is defined as one who is a high school graduate and who presented with the following academic qualifications:
      • A minimum cumulative grade point average in a successfully completed core curriculum of at least 16 academic courses (English, Mathematics, Natural or Physical Science, Additional English, Mathematics or Natural or Physical Science, Social Science, Additional
Academic Courses in foreign language, philosophy or nondoctrinal religion);
• A minimum combined score on the SAT critical reading and math sections or a minimum sum score on the ACT. The required SAT or ACT score must be achieved under national testing conditions on a national, state or district testing date, and;
• Completion of 10 of the required 16 core courses before the start of his or her seventh semester (or the equivalent) of high school. Seven of the 10 core courses must include English, mathematics and natural or physical science. The 10 core courses used to fulfill this requirement and the grades achieved in such courses shall be used in determining the student-athlete’s eligibility for financial aid, practice and competition during his or her first academic year of residence and shall not be replaced by courses or grades achieved in subsequently completed core courses, including courses completed after the core-curriculum time limitation.
  ▪ Non-qualifier: A non-qualifier is a student who has not graduated from high school or who, at the time specified in the regulation, did not present the core-curriculum grade-point average and/or SAT/ACT score required for a qualifier or an academic redshirt.
  o Qualifier – A transfer student from a two-year college who was a qualifier is eligible for competition in the first academic year of residence if the student meets requirements for a non-qualifier to be eligible for competition.
    ▪ Has spent at least one full-time semester or one full-time quarter in residence at the two-year college (excluding summer sessions).
    ▪ Has presented a minimum grade point average of 2.50; and
    ▪ Has satisfactory completed an average of an average of at least 12-semester or quarter hours of transferable-degree credit acceptable toward a baccalaureate degree program at the certifying institution for each full-time academic term of attendance at the two-year college.
  ▪ In basketball, a qualifier who satisfies the above provisions, but initially enrolls at the certifying institution as a full-time student after the conclusion of the institution’s first term of the academic year, shall not be eligible for competition until the ensuing academic year.
  o Non-qualifier
    ▪ Eligibility for Financial Aid, Practice and Competition – A transfer student from a two-year college who was a non-qualifier is eligible for institutional financial aid, practice and competition during the first academic year of residence only if the student:
      • Has graduate from a two-year college;
      • Has completed satisfactorily a minimum of 48 semester or 72 quarter hours of transferable-degree credit acceptable toward any baccalaureate degree program at the certifying institution, including six-semester or eight-quarter hours of transferable English credit,
three semester or four quarter hours of transferable math credit and
three semester or four quarter hours of transferable natural/physical
science credit;
• Has attended a two-year college as a full-time student for at least
three semesters or four quarters, excluding summer terms, AND;
• Has achieved a cumulative grade point average of 2.50

Eligibility for Financial Aid and Practice – A transfer student from a two-year
college who was a non-qualifier is eligible for institutional financial aid and
practice during the first academic year of residence only if the student:
• Has graduate from a two-year college;
• Has completed satisfactorily a minimum of 48 semester or 72 quarter
hours of transferable-degree credit acceptable toward any
baccalaureate degree program at the certifying institution, including
six-semester or eight-quarter hours of transferable English credit,
three semester or four quarter hours of transferable math credit and
three semester or four quarter hours of transferable natural/physical
science credit;
• Has attended a two-year college as a full-time student for at least
three semesters or four quarters, excluding summer terms, AND;
• Has achieved a cumulative grade point average of 2.00


• NCAA Division II – A student who transfers to a member institution from a two-year
college or form a branch school that conducts an intercollegiate athletics program must
complete an academic year of residence, unless the student meets the following
eligibility requirements applicable to the division of which the certifying institution is a
member of.
  o Eligibility for Competition, Practice and Athletics Aid – Graduation from Two-Year
College – A transfer student from a two-year college who has graduated from the
two-year college is eligible for competition, practice and athletics aid during the first
academic year of residence provided:
    ▪ The student-athlete has completed at least two semesters or three quarters
      (excluding summer sessions) of enrollment as a full-time student at the two-
year college; and
    ▪ At least 25 percent of the credit hours used to fulfill the student’s academic
degree requirements are earned at the two-year college that award the
degree.
  • Application: If a two-year college transfer has never attended a four-
year college as full-time student, then the full-time
semester(s)/quarter(s) and academic degree(s) from any two-year
college(s) attended shall be considered.
• Exception – Previous Four-Year College Attendance – Graduation
  After One Semester or Quarter – A student who transfers from a four-
  year college to a two-year college and then to the certifying
  institution is eligible for competition, practice and athletics aid during
  his or her first year at the certifying institution, provided the student:
  o Attend the last two-year college as full-time student for only
    one semester or one quarter; and
  o Graduated from that two-year college.

  o Eligibility for Competition, Practice and Athletics Aid – All Other Qualifiers, Partial
    Qualifiers and Non-qualifiers – A transfer student from a two-year college is eligible
    for competition, practice and athletics aid during the first academic year in residence
    at the verifying institution, provided:
    ▪ The student-athlete has completed at least two semester or three quarters
      (excluding summer sessions) of enrollment as a full-time student at the two
      year college;
    ▪ The student-athlete has satisfactorily completed an average of at least 12-
      semester or 12- quarter hours of transferable credit accepted toward any
      baccalaureate degree program at the certifying institution for each full-time
      academic term of attendance at the two-year college.
    ▪ The student-athlete has satisfactorily completed the following transferable
      credit-hour requirements:
      • Six semester or eight quarter hours of English;
      • Three semester or four quarter hours of math; and
      • Three semester or four quarter hours of natural or physical science.
        o Remedial credit hours may not be used to satisfy these
          requirements. A transfer student may use transferable
          English, math and science credits earned while enrolled full
          time or part time at a previous two-year or four-year
          institution to satisfy these requirements.
      • The student-athlete has presented a minimum grade-point average of
        2.20 earned in transferable degree credit.

For specific rules guidelines and definitions, related to NCAA Division II transfer rules, please refer to the

• National Athletic Intercollegiate Association (NAIA)-
  o A student previously identified with an institution of higher learning, who then
    transfers to a member college or university must complete the Official NAIA Transfer
    Player Eligibility Statement, and the institution must mail this statement to the
    eligibility chair prior to the student participating.
  o A student whose immediately previous identification and participation was with a
    two-year institution and who transfers to an NAIA member institution shall not be
    required to meet the 16-week residency requirement. The student shall fulfill all
    academic requirements of the NAIA and is entitled to only four seasons of
    competition in a given sport at the intercollegiate level.

- National Intercollegiate Rodeo Association (NIRA)
  - Generally
    - If a student transfers within the mid-year within the region, they take their individual points, but leave their team points with the previous institution.
    - If a student transfers within the mid-year outside of the region, they leave both individual and team points with the previous institution.
  - Transfer Eligibility
    - Transfer Student Defined:
      - A student shall be considered a transfer from an institution at which the student was officially registered and enrolled on the opening day of classes in the current term, or the student attended a class or classes in the current term, or the student was officially enrolled on the opening day of classes in the current term, or the student reported for regular rodeo team practice prior to the beginning of the current term.
    - Transfer Rule
      - A student who transfers from one institution to another institution is subject to the requirements of the NIRA rulebook. The 25% rule shall not be applied after the student has become academically eligible.
    - 25% Rule
      - Except provided below, a transfer student shall not be eligible until the student has missed 25% of the rodeos held within the region during the previous year.
  - Transfer Student Responsibility
    - It is the responsibility of the student that transfers to notify the faculty director of the region in which he/she plans to compete, and the NIRA National Office. Further, it is the student’s responsibility to provide all information and documentation required for determining eligibility to the regional faculty director and the NIRA National Office.
    - A student shall not be considered a transfer student after:
      - Summer school, night school or extension course.
        - Enrollment or attendance only at classes in a summer school, night school, or extension course, as long as the student returns to his/her originated school, will not be considered a transfer.
      - Institution does not sponsor an event.
        - Enrollment or attendance at a non-member school, and the student did not compete in NIRA sanctioned events at that institution, will not be considered a transfer.
      - Is not a member for previous fiscal year.
• A student shall not be considered a transfer student if the student was not a NIRA member the previous NIRA fiscal year.
  o Waiver of transfer penalty from a junior college.
    ▪ Junior College Defined:
      • For purpose of this rule, a junior college is defined as an institution, university branch, or extension center not having a regular four year academic degree program and includes both one and two year post high school institutions.
    ▪ Two year college which offers a four year degree:
      • A student who graduates from a two year college which also gives a four year degree in his/her field is not subject to the junior college transfer exemption rules, but to the rules regarding transfer from one four year institution to another.
    ▪ Penalty Waiver
      • A student who transfers from junior college shall be immediately eligible under the following conditions:
        o Hour and GPA Requirements
          ▪ The student presents a minimum of 48 semester or 72 quarter hours of passed degree credits from previously attended junior colleges with a cumulative minimum GPA of 2.00 or;
        o AA Degree
          ▪ The student is a graduate with an AA Degree from the junior college, and the student meets the requirements of this rulebook. If a student receives an AA Degree in less than 2 years, he/she may transfer without penalty.


Amateurism

• NJCAA Student-Athletes
  o Amateur athletes are those who engage in sports for the physical, mental and/or social benefits they derive from participation and whom athletics is an avocation and not a source of personal financial remuneration. Only amateur athletes are permitted to participate in the certified sports of the NJCAA.
    ▪ An athlete must maintain amateur status at all times once they reach their 19th birthday or initially enroll as a full-time student in college, whichever comes first. They must maintain their amateur status until their NJCAA eligibility in a sport is exhausted.
    ▪ An athlete loses amateur status and shall be deemed permanently ineligible for competition in an NJCAA certified sport if any of the following criteria applies once the athlete reaches their 19th birthday or once they enroll in college as a full-time student, whichever comes first:
• The athlete uses his/her athletic skill (directly or indirectly) for pay in any form in that sport; OR
• The athlete accepts promise of pay even if such pay is to be received following completion of intercollegiate athletics participation; OR
• The athlete signs a contract or makes a commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received; OR
• The athlete receives, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistant from a professional sports organization based on athletics skill or participation; OR
• The athlete competes on any professional athletics team; OR
• The athlete enters into a profession draft; OR
• Try out with a professional sports organization or team while enrolled full-time during any part of the academic year unless they have exhausted their eligibility in that sport (in this instance the academic year is defined as beginning at the start of the fall term and ending at the end of the spring term including any intervening period): OR
• Contracts in writing to be represented by an agent in the marketing of athletic ability or reputation in a sport OR
• Competes professional or contracts to compete professionally in a sport regardless of its format.

Rules Governing Amateur Status of Student-Athletes: in determination of amateur status the following guidelines have been established:

- Student-athletes are permitted to:
  • Accept scholarships and educational grants-in-aid from their institution in accordance with provisions of Article VI of the bylaws of the NJCAA.
  • Officiate sport contests, providing the compensation received does not exceed the going rate for such employment provided the employment is not arranged by the institution or a representative of its athletic interests.
  • Serve as coaches or instructors for compensation in a physical education class outside of their institution of participation, provide the employment is not arranged by the institution or representative of its athletic interests.
  • Serve as paid supervisors of children’s sport programs, such as counselors in a summer camp, or in a recreation department program. Their duties may include teaching techniques or skills in their sport, provided that any instruction is a part of the overall terms of employment (teaching and coaching shall not exceed more than half of their employed time).
  • Give lessons for compensation provided such compensation is appropriate and the standard rate for the service area.
• Have their names or pictures appear in books, films, or other publication without jeopardizing their amateur status, under the following conditions:
  o Appearance in such publication is for the purpose of demonstrating athletic skill, analysis of a sports event, or instruction in sport.
  o There is no indication that the student-athlete expressly or implicitly endorses a commercial product or service.
  o The student-athlete is not paid.
  o The student-athlete has signed a release statement detailing the conditions under which his/her name or image may be used and has filed a copy of that statement with the institution he/she attends.

  ▪ Student-athletes must not:
    • Be employed to teach any class in any coaching capacity for their college during the academic year in which he/she is a participant.
    • Be employed or receive compensation for teaching or coaching sport skills or techniques, if the employment is arranged by the student-athlete’s institution or a representative of its athletics interests.
    • Be engaged in employment arranged by a member college or any representative of its athletic interests.

*For specific rules guidelines and definitions, related to amateurism please refer to the NJCAA Handbook & Casebook at [http://njcaa.org/member_colleges/handbook](http://njcaa.org/member_colleges/handbook).*

• NAIA – Acts the results in loss of amateur standing:
  o The following acts will cause a student to lose amateur standing for participation in intercollegiate competition recognized by the NAIA in the sport in which any or all acts occur:
    ▪ Receiving (directly or indirectly) expense reimbursements beyond actual expenses of travel, meals and lodging only. Expenses must be itemized and properly documented.
    ▪ Signing a contract with any professional team.
    ▪ Participating in any athletics contest as a professional or as a member of a team where the student in question receives remuneration exceeding the actual expenses of travel, meals and lodging only.
    ▪ Receiving remuneration for a public or media appearance if the appearance makes reference to the students’ intercollegiate athletic participation in a given sport or any institution with which the student has established identification.
    ▪ Receiving remuneration for use of name or picture to promote any commercial product or enterprise if remuneration is based on the individual’s intercollegiate athletic participation in a given sport, or reference with the use of marks, logos or names any institution with which the student has established identification.
Entering into an agreement of any kind to compete in professional athletics, with either a professional sports organization or with any individual or group of individuals authorized to represent the athlete with a professional sports organization.


Extra Benefits
As a student-athlete you are not allowed to accept gifts, meals, clothing, loans, discounts and transportation that are offered to you based on your status as a student-athlete. The NCAA defines these types of benefits as “extra benefits”. An extra benefit is any special arrangement by an institutional employee or a representative of the institution’s athletic interests (boosters) to provide a student-athlete or the student-athlete’s relative or friend a benefit not expressly authorized by the NCAA legislation. The easiest way to look at extra benefits is if the benefit is not available to the general student body or student group (e.g. international students, sorority, and student organizations) it is not permissible for you to receive as a student-athlete. This rule also applies to your family and friends. If your family or friends receive any type of extra benefit based on your status as a student-athlete, this will jeopardize your eligibility.

- Nothing can be provided to you for free, or at a reduced rate, or arranged for you because you are a student-athlete. Below are a few common examples of extra benefits (not an exclusive list).
- Cash or loans (including cosigning a loan) in any amount from a coach, staff member or booster.
- Use of an automobile belonging to a coach, staff member or booster.
- Receipt of free of discount meals or services at a commercial establishment (e.g. 10% discount each time you shop).
- Benefits surrounding off-campus housing (e.g. reduced rent, free storage).
- Use of personal property of a department employee or booster (e.g. storage, lodging).
- Receipt of inappropriate academic assistance by a coach, faculty or staff member.
- Receipt of free or reduced-cost services such as car repairs, legal advice and medical services (e.g. dental costs, chiropractic).
- Receipt of gifts of any kind, including birthday/holiday gifts and congratulatory gifts from boosters and/or faculty and staff members.

• Exceptions to the rule:
  - Student-athletes are permitted to have an occasional meal at the home of an athletic representative (booster) or and athletic department employee (coach) if the meal is not excessive (well beyond the normal campus meal).
  - It is permissible for the individual to give the student-athlete a ride from campus or home and back for the meal.
  - Athletic department staff members (not mentor, booster or fan) can provide an occasional meal at a local restaurant.
o Athletic department staff members are able to provide student-athletes with reasonable local transportation on an occasional circumstance.


Gambling

- While the NJCAA does not have specific rules or consequences regarding student-athletes and gambling, LCCC has incorporated it into the Student Code of Conduct and therefore will hold its student-athletes accountable to the standards in which the NCAA has set for gambling.
- The NCAA has established strict guidelines and sanctions concerning involvement in gambling activities for student-athletes. Not only are these activities against NCAA rules and regulations, but there are also state and federal law which prohibit gambling and accepting bribes. Gambling is a serious problem and can have tragic consequences for a student-athlete who may be tempted to engage in such activities. Gambling also poses a significant threat to the integrity of intercollegiate athletics. It is your responsibility to maintain a clear understanding of what constitutes gambling and bribery activities and recognize that participation in these activities will result in severe disciplinary action by LCCC and the NCAA, as well as local, state and/or federal prosecution of the involved individual(s).
- Student-athletes are required to report any offers of gifts, money or favors in exchange for supplying team information or for attempting to alter the outcome of any contest to their coach or the Director of Athletics. Student-athletes should also communicate with their coach or other department personnel when questions concerning appropriate release of team information occur.
- NCAA Bylaw 10.3 states that student-athletes and staff members of the athletic department shall not knowingly:
  o Provide information to individuals in or associated with organized gambling activities concerning intercollegiate athletics competition;
  o Solicit a bet on any amateur, intercollegiate or professional team (e.g. fantasy leagues, super bowl squares, online sports betting, NCAA Tournament bracket pools).
  o Accept a bet on any team representing the institution.
  o Solicit or accept a bet on any intercollegiate competition for any item (e.g. shoes, meals, clothes) that has tangible value.
  o Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card, or any other method employed by organized gambling.

Redshirt/Medical Hardship

Medical Hardship: A medical hardship is available for a student-athlete who suffers an injury or illness which results in the student-athlete’s inability to complete a season.

Non-Participant/Red Shirts: A student-athlete may “red shirt” without being charged a season of participation, provided that he/she complies with these regulations:

- Definition: As defined by the NJCAA, a red shirt student-athlete is a student-athlete who is eligible to and may practice, but who has not been submitted on the eligibility form, and who must not participate in any official competition.
- Open Competition: A red shirt student-athlete may not utilize college funds, equipment, etc. in open competition.
- Partial Season Red Shirt: The NJCAA does not utilize a partial season red shirt under any circumstances; any student-athlete who participates in any portion of a season shall be charged a season of eligibility.

For specific rules guidelines and definitions, related to hardship or red shirts please refer to the NJCAA Handbook & Casebook at http://njcaa.org/member_colleges/handbook.

Playing/Practice Limitations

In-Season Practice

- In-season practice begins the first day practice is allowed for that particular sport as defined in the NJCAA Sports Procedures Chart and concludes when the team or individual is eliminated from advancement to the national championship either by elimination or their own choice.
  - Limits: The NJCAA recommends that all member colleges limit in-season practices and contests to a combined twenty (20) hours per week, on the basis of the philosophical ideal of the student-athlete.
  - In-Season Activities: Participation by one or more coaches and/or one or more student-athletes in the following activities is confined to the time period defined as in-season, and are subject to in-season regulations.
    - Filed floor, course, track, pool or on court activity, OR
    - Activities conducted as a physical education class which is open exclusively to members of an intercollegiate team, OR
    - Leadership activities if they are conducted at a site on or off an institution’s campus for no more than 48 hours contact time. Leadership activities with a measurable outcome such as a ropes courses and/or other related leadership development activities are permitted once per athletic team per academic year. Expenses may be paid for leadership development activities.

Off-Season Practice

- Off-season practice begins when the team or individual is eliminated from advancement to the national championship either by elimination or their own choice.
  - Voluntary: All off-season activities must be voluntary.
  - Location: All off-season activities must be limited to on campus, or at the designated home facility.
- Eligible Participants: A participant in off-season activities must be enrolled/registered in the current term at the college and have a valid physical on file.
- Funds: No college funds or benefits may be used or provided for any current or prospective student-athlete during the off-season.
- Equipment: No college equipment may be used off campus for any current or prospective student-athlete.

For specific rules guidelines and definitions, related to practices & scrimmages please refer to the NJCAA Handbook & Casebook at http://njcaa.org/member_colleges/handbook.