



Kansas City Kansas Community College

BLUE DEVILS

Preface

This handbook presents the philosophy, operating procedures, and policies of the Athletic Director of Kansas City Kansas Community College. It is designed to assist the orientation of student-athletes to department policies and procedures.

Introduction

The Kansas City Kansas Community College Athletic Department consists of the following intercollegiate sports:

Men's and Women's Basketball
Women's Volleyball
Women's Softball
Men's Baseball
Men's Golf
Men's and Women's Soccer

Kansas City Kansas Community College is a member of the Kansas Jayhawk Community College Conference (KJCCC) and the National Junior College Athletic Association (NJCAA). The college abides by rules and regulations of the above governing bodies.

Philosophy and Objectives KCKCC Athletic Department

The intercollegiate athletic program is an integral part of the Kansas City Kansas Community College. It is the duty of the Athletic Department to provide leadership in the department of educational values.

These values include intellectual, social, moral, emotional, and cultural growth, loyalty, cooperation, teamwork, physical health, and an ability to accept responsibility.

People Who Can Help

Many questions and/or problems may come up from time to time. Don't hesitate to seek assistance. Don't let problems grow whether they be with your classes, the coach, your family, alcohol, etc. If you have a problem of any type the following people may be contacted.

- Coach and/or faculty members
- Dr. Chris Meiers – Vice President for Student Affairs and Enrollment Management
Upper Jewel RM 3357. Phone 913-288-7618
- Tony Tompkins – Athletic Director.
Office located on lower level of the Fieldhouse.

- Dr. Shawn Derritt – Dean of Student Services.
Upper-Level Jewell RM 3376. Phone 913-288-7167
- Nicole Wilburn – Student Residence Life Director.
Upper-Jewell RM 3382. Phone 913-288-7586
- Linda Warner – Director of Counseling & Advocacy.
Upper-Level Jewell RM 3374. Phone 913-288-7194
- Alex Twitty – Vocational Specialist
Upper-Level Jewell RM 3388. Phone 913-288-2346
- Student Success Center – advising@kckcc.edu
 - Robert Roberson - rroberson@kckcc.edu
 - Brady Beckman - bbeckman@kckcc.edu
- [KCKCC Athletics Staff Directory](#)

Student-Athlete Handbook & General Expectations

Every student-athlete will have access to view the student-athlete handbook at any time on the [Blue Devil Athletics Website](#). Attempts will be made to meet with all student-athletes to discuss contents of the handbook and to answer questions. There will be a mandatory meeting scheduled with the Athletic Director at the beginning of the fall semester to discuss the student handbook.

- Every student-athlete is expected to maintain satisfactory academic progress **maintaining a minimum of 12 hours per semester and have a GPA of at least 2.0.**
- Every student-athlete is encouraged to attend all other KCKCC events, programs, and activities.
- Every student-athlete should take pride in KCKCC.

Student-Athlete Character Responsibilities

Code of Conduct: All student-athletes are subject to the rules and conditions as described in the KCKCC Student Code of Conduct which can be found on the college's website [KCKCC Student Handbook](#). This link includes the Title IX Sexual Harassment Sexual Violence policy. Student-athletes acknowledge that any violation of the code will result in appropriate progressive discipline as determined by the head coach, athletic director, and vice-president of student affairs.

Athletic Discipline

If a student-athlete is arrested they will be suspended until adjudication of the college. If the student-athlete is found guilty of a felony or pleads

guilty of a felony they will automatically lose their scholarship and will not be allowed to participate in Athletics at KCKCC. There will be discretionary discipline for a misdemeanor. Student-athletes acknowledge that they are a representative of KCKCC and non-campus related incidents will be subject to appropriate progressive discipline.

Grievance Procedures

Kansas City Kansas Community College is concerned with protecting the rights of its students. If a student-athlete feels he/she has been treated unfairly by a coach or any other college personnel, the student-athlete may wish to file a grievance. The student grievance procedure is explained in the college student handbook. Questions concerning the student grievance procedure may be addressed to the Dean of Student Services, Athletic Director, the Director of Counseling or other college personnel.

Sportsmanship Conduct

KCKCC Student Athletes must adhere to NJCAA rules of sportsmanship.

Sportsmanship is good citizenship in action. All athletes and coaches should display the behavior that would reflect a positive image at KCKCC. Following are a few points of emphasis.

- Be Courteous to all
 - Desirable behavior – shake hands before and after games; applaud during introduction of players; respectfully address officials; extend hospitality to visitors.
 - Unacceptable behavior - derogatory/disrespectful yells or remarks; waving; gestures or comments.
- Know the rules, abide by and respect the official's decisions.
 - Desirable behavior – utilize team captain to clarify calls; accept the officials' decisions; promote understanding the rules
 - Unacceptable behavior – booing or heckling officials; display of temper and arguing; derogatory remarks toward officials

- Win with character and lose with dignity
 - Desirable behavior – handshakes between players and coaches at end of contests, regardless of outcomes; friendly conversation; treating competition as a game, not a war; applaud good performances
 - Unacceptable behavior – refuse to shake hands; blame loss on officials, antagonize your opponents; taunting opponents
- Display appreciation for good performance
 - Desirable behavior – search out opposing participants to recognize them for outstanding performances; discuss these outstanding performances
 - Unacceptable behavior – laughing, pointing fingers, name calling, etc., of opponents; to degrade an excellent performance by opponents
- Exercise self-control and reflect positively upon yourself, team, and school
 - Desirable behavior – support the activity, display total unity
 - Undesirable behavior – display of anger, boasting use of profanity, unsportsmanship yells or gestures
- Permit only positive sportsmanship behavior to reflect on KCKCC or its activities
 - Desirable behavior – positively encourage those around you to display sportsmanship to college officials
 - Undesirable behavior – unwillingness to get involved and take a stand to defend, teach and promote good sportsmanship

Substance Abuse Policies

The use of any of these substances will not be tolerated at any KCKCC practices, athletic contests or in the gymnasium and/or ball field areas. Disciplinary action will be taken to deal with offenders.

Each year, student-athletes will sign a consent form demonstrating their understanding of the KCKCC drug testing program and their willingness to participate. This consent is required of all student-

athletes before participating in intercollegiate competition. Failure to complete and sign the statement annually shall result in the student-athlete's ineligibility for participation in all intercollegiate competition.

[KCKCC Drug Testing Policies & Procedures for Student-Athletes](#)

Travel Expectations

All members should be well dressed and groomed when representing KCKCC. Student-athletes should conduct themselves in a manner that would make them worthy representatives of the college. Image of our student-athletes and teams are very important not only to each student-athlete but to KCKCC.

Team members shall travel to away contests by vehicles provided by KCKCC. Remember, KCKCC insurance will not cover other than college provided transportation. Students are not to drive college vehicles unless authorized by the Athletic Director.

The coach and players are responsible for the condition of college vehicles upon return from trips. All trash should be picked up. To avoid having to pick up sunflower seeds, pop cans, etc. from the floor they should be placed in the trash bags provided.

In the event you choose to leave a KCKCC travel group all student-athletes will have on file a signed liability release yearly.

Student-Athlete Academic Responsibilities

Academic Load – Eligibility

To ensure that all student-athletes are progressing toward a degree, we require enrollment in 12 hours to receive a scholarship. The National Junior College Athletic Association rules states an athlete may not drop below 12 hours at any time during the season.

Coaches and other KCKCC personnel will be monitoring student-athletes class attendance and performance on a regular basis. If problems arise that cause a student-athlete to drop below 12 hours, the student-athlete must contact your Academic Advisor and the Athletics Office.

Academic Progress

KCKCC is very interested in the academic progress of its student-athletes. Academic success should be the primary objective of all student-athletes. The KCKCC staff will do as much as possible to help every student-athlete to be successful academically, but it is the responsibility of the student-athlete to be aware of their academic status at all times. To earn your Associates Degree a student-athlete needs to take 15 hours per semester (60 Credit hours to earn Associate's).

Each student-athlete must, however, do their part to ensure success. Attending class is a must! Student-athletes will miss some classes because of travel to athletic contests. Arrangements with instructors should be made in advance for these unavoidable absences. Student-athletes should talk with their instructor's regularly, get all assignments in when required and always be cooperative. If there is a problem the instructor should be contacted as soon as the problem is evident.

Student-athletes will be responsible for delivering academic progress report sheets to all their instructors. The academic progress reports will be completed by the instructor and returned to the coach.

Recommended Standards for Study Hall/Tutoring in the Learning Commons

- Based on Core Classes and Cumulative Grade Point Average.
- All freshman students will attend 8 study hall hours per week in their first semester.
- After their first semester study hall hours will be determined by their GPA or at the coach's discretion.

3.0 GPA and Above:	0 Hours
2.5-2.99 GPA:	4 Hours
2.49 and Below:	8 Hours

Student-Athlete NJCAA Eligibility Requirements

[Link to NJCAA Handbook](#)

NJCAA Handbook Article V. Student Requirements for Participation in NJCAA

Athletics: In order to participate in an NJCAA certified 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.

Academic Eligibility:

General - In order to participate, a student-athlete must meet entrance eligibility requirements, enrollment requirements, and accumulation requirements, or meet qualifications for limited exceptions.

Student-athletes must be making satisfactory progress within an approved college program or course as listed in the college catalog.

Entrance Eligibility - A student-athlete must be a graduate of a high school with a state department of education approved standard academic diploma, state department of education approved general education diploma, or a state department of education approved high school equivalency test. A student-athlete who does not possess state department of education credentials as listed above must provide transcripts that have been translated to English, interpreted, and approved by the college's registrar.

Official transcript(s) of all previous schools attended must be on file in the KCKCC Registrar's Office. **This includes high school as well as all colleges attended.**

Enrollment Eligibility – Student-athletes must be enrolled on the 18th calendar day (not to end on a weekend or Federal Holiday) of the beginning of the regular term as listed on the college academic calendar maintained.

Student-athletes must be enrolled in full-time status at the college prior to competition and certifying NJCAA eligibility using any combination of sessions (regular term, mini term, fast track

term) within a term. **Full-time enrollment is defined as 12 or more credit hours.** A minimum of nine (9) credit hours must begin before the end of the published regular season schedule of the student-athletes 'chosen sport.

Last Academic Term Enrollment Exceptions will be evaluated on a case-by-case basis.

Mid-Term Enrollment Exceptions will be evaluated on a case-by-case basis.

Withdrawals – A student-athlete who drops below full-time enrollment, after the 18th calendar day (not to end on a weekend or Federal holiday) of the term, becomes ineligible 48 hours from the time of dropping the class(es) and remains ineligible until full-time enrollment is regained within the term.

Academic Progress Eligibility:

The basis for NJCAA eligibility is directly related to the number of full-time terms a student-athlete has previously attempted.

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 18th calendar day (not to end on a weekend or Federal Holiday) of the term or if they have participated.

First Season Academic Requirement: A first season participant must satisfy the academic progress eligibility requirement by meeting ALL of the requirements of at least ONE of the following rules or exceptions which apply to the student's situation:

- **Zero (0) Previous Terms of Full-Time College Enrollment:** A student-athlete who is in his/her first fulltime college term is deemed to have satisfied the academic progress eligibility requirement for their initial term of full-time enrollment or participation, OR
- **One Previous Term of Full-Time College Enrollment:** On or before the 18th calendar day (not to end on a weekend or Federal Holiday) 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 or More Previous Terms of Full-Time College Enrollment: On or before the 18th calendar day (not to end on a weekend or Federal Holiday) 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 18th calendar day (not to end on a weekend or a Federal Holiday) 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 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 18th calendar day (not to end on a weekend or a Federal Holiday) of the term the student-athlete wishes to participate in, a student athlete-must have accumulated passing credit hours with a GPA of 2.00 or higher in a number equal or greater than:
 - 36 total semester hours for a fall season or 48 total semester hours for a spring season, OR
 - 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 D.2.c or D.2.d to maintain eligibility.
- First Participating Term Accumulation Exception for student-athletes with prior enrollment in multiple fulltime 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 18th calendar day (not to end on a weekend or a Federal Holiday)
 - 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

NJCAA Transfers: Student-athletes may not participate in the same sport during the same academic year at two different colleges. Official college transcripts or copies of official college transcripts from a transfer student-athletes prior college must be used. 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 does not exempt the student-athlete from meeting this requirement.

[Transfer Waiver Form](#)
[Transfer Tracking Form](#)

Amateur Status

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.

Rules Governing Amateur Status:

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, provided the employment is not arranged by the institution or a representative of its athletic interests.
- Serve as paid supervisors of children's sports programs, such as counselors in a summer camp, or in a recreation department program. Their duties may include teaching techniques or skills in their sport, provided that any instruction is a part of the overall terms of employment (teaching and coaching shall not exceed more than half of their employed time).
- Give lessons for compensation provided such compensation is appropriate and the standard rate for the service area.

Student-athletes must not:

- Be employed to teach any class or 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 sports 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.

Name, Image & Likeness:

The following acts shall not cause a student-athlete to lose their amateur status:

- Participating in radio or television programs for the purpose of promoting an amateur athletic event.
- Receiving compensation for supervision of physical education, playground, or recreational activities.
- Receiving compensation for use of name, image or likeness to promote any commercial product or enterprise, or public or media appearance so long as it does not conflict with the institutions existing partnerships, sponsorships, and agreements.
- A member institution allowing a student-athlete to receive compensation in compliance with their state law.

The following acts remain prohibited:

- Institutional employees or boosters making direct payment to athletes; and
- Direct payments from the institution in exchange for athletic performance or as a recruiting inducement.

Scholarships & Financial Aid

Letters of Intent

Your coach may offer you a Letter of Intent for one year of participation. The letter of intent serves as a contract between the student-athlete and Kansas City Kansas Community College.

Financial Aid & Other Scholarships

All student-athletes should complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov . By completing this you may apply for the Pell Grant, the Supplemental Educational Opportunity Grant, Federal Student Loans, work study, and some scholarships. If you are selected for verification, you must submit all necessary income documents to the Financial Aid Office. If you are interested in a Federal Student Loan, you must complete a Federal Student Loan Request form available in the Financial Aid Office or on the KCKCC webpage. It is necessary to apply for financial aid each year of college. This money can be used for room and board or athlete educationally related expenses

Student-athletes are encouraged to apply for any other on campus scholarship that they meet the criteria for. [Student Scholarships](#)

KCKCC Textbook Rental Policy

KCKCC Student Housing

Athletic Holds

Holds will be placed on records if financial obligations are not paid by the student-athlete. When holds are placed on student-academic records, transcripts will not be sent and the student-athlete will not be allowed to enroll. Athletes should contact the Athletic Department Office to clear holds. Holds are placed for the any of the following:

- Anytime student-athletes do not live up to their obligations as stated in the section on scholarships.
- When equipment issued to a student-athlete is not checked in by the appropriate time.
- If rental books are damaged or not turned in by the assigned date.

- When financial obligations to KCKCC or to the Athletic Director are not met.

After KCKCC

In order to transfer to another college or university and participate in athletics certain conditions must be met. It is important that student-athletes understand eligibility requirements and conditions that may affect a transfer. More specific information can be obtained from the transferring school.

Any student-athlete interested in transferring to another college can find links on the Athletics Website for NAIA and NCAA Transfer guidelines

Athletic Transfer and Release

In the case a student-athlete wants to transfer to another NJCAA member college the following steps outline the process:

- Visit with the Head Coach about your intent to transfer. The Head Coach will contact the Athletic Director and request a release be granted to the student-athlete.
- Once the release is granted the AD will have the President sign the release as well as the student-athlete sign if needed,
- After signatures are obtained the release is submitted to the NJCAA electronically. At this time the student-athlete will receive a copy of the release agreement.

The release agreement allows a student-athlete to receive a scholarship (NJCAA Letter of Intent) from another NJCAA member college. This does not, however, allow a student-athlete to participate in a sport for the coming year at a NJCAA member college without a signed transfer waiver and transfer tracker, unless the sport is not offered by KCKCC.

KCKCC will not grant transfers to other KJCCC schools unless there are special circumstances.

Transfer waiver and transfer tracker forms are initiated by the institution the student-athlete is transferring to.

Transferring to a four-year college does not require any of the forms listed above.

Athletic Participation & Athletic Training

Risk of Athletic Participation

Every student-athlete should be aware that there are certain risks when participating in athletics. Chances of injury are high in some sports.

Examples – soccer, basketball, baseball, softball, and golf.

It is very important that student-athletes follow the rules set forth by the coaching staff pertaining to training, practice procedures, travel, games, use of equipment, etc.

Possible injuries and/or death could occur as a result of:

- Vehicular accidents going to and from contests
- Collisions of athletes during practices or competition
- Being struck by balls or objects
- Unexplained collapse during participation
- Unforeseen catastrophes or situations that might occur

Most injuries are of lesser nature although some can be severe. Some examples of typical KCKCC athletic injuries are:

- Sprains (running, throwing, sudden movement, landing improperly)
- Contusions (collisions, being hit, running into objects)
- Fractures (collisions, falls, being hit, running into objects)
- Abrasions (fall, collisions)
- Cuts (fall, collisions)

Pre-Participation Examination

Prior to each school year every student-athlete, to meet eligibility requirements is required by Kansas City Kansas Community College athletics department to obtain a pre-participation physical exam. The Kansas City Kansas Community College team physician will administer the P.P.E.'s to each student athlete free of charge. No athlete will be allowed to participate in (practice, game, weight lifting, conditioning) until the KCKCC team physician has cleared them for participation. Each student athlete will be notified by his or her coach or the sports medicine staff as to the date and time of their P.P.E.

Insurance Coverage

The KCKCC Athletic Department carries excess medical coverage for injuries incurred while participating in KCKCC sponsored athletic activity. This means our insurance starts payment after the student-athletes' insurance stops paying. It is very important that all medical information be on file with our athletic trainer. The athletic trainer is the person who processes these bills.

Illness and injuries that are pre-existing, non-athletic related or sustained elsewhere are not covered. Each student-athlete should have insurance to help in cases of car accidents, miscellaneous injuries, or sickness (the College Nurse has information about student health insurance).

All injuries should be reported to the Athletic Training Staff immediately. Each injured student-athlete should report to the training staff daily. The athletic trainer will monitor progress, supervise necessary rehabilitation, and release the student-athlete to participate when deemed ready.

It is highly recommended prior to participation the athletic trainer have insurance information for student-athletes participation in any area of KCKCC Athletics.

Athletic Training Room Rules

The Athletic Training Staff has an obligation of treating athletic injuries and helping with rehabilitation. The athletic training room is not a player lounge. Horseplay and foul language will not be tolerated. Hours of the athletic training room will be variable because of the nature of the work. The athletic trainer will be travelling with teams many times but will have late hours when teams are practicing, etc.

General rules for the Athletic Training area are:

- No cell phones!
- Avoid self-treatment and taping.
- Student-athletes should shower before coming to the athletic training room for treatment.
- No treatment will be given after 20 minutes prior to the beginning of practice.

- Shoes, warm-ups, etc. should be left in the locker room. The athletic training staff will not be responsible for lost articles or theft.
- Be on time for appointments
- Show courtesy and respect to the athletic training staff.

Guidelines for the Prevention of Serious Infectious Disease

Every precaution should be taken in an effort to minimize the possibility of transmission of any infectious disease, especially by blood-borne pathogens such as the Hepatitis B virus and the Human Immunodeficiency Virus (HIV). Proper handling of the injuries that occur during practice and/or games that result in bleeding should be handled with extreme care. The following precautions should be followed.

- All open wounds must be covered before competing.
- Student-athletes should administer personal first aid to themselves whenever possible if blood is involved.
- Wear gloves when helping others, when blood, open wounds or mucous membranes are involved.
- If you get someone else's blood on your skin you should wipe the blood off with a disposable towel and dispose of it properly.
- If you begin to bleed during practice or a game you should stop until the bleeding has been stopped and the wound covered.
- Take a shower using soap and hot water after each practice and competition.
- You should practice good hygiene. Towels, cups and water bottles should not be shared.