



STUDENT- ATHLETE HANDBOOK

23-24



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WELCOME MESSAGE

Welcome student-athletes! We are pleased that you have chosen to pursue your athletic and academic goals at Kirtland Community College (hereafter known as “Kirtland” or “the College”).

Kirtland believes athletics enhances the overall college experience. Our goals are to:

- provide an awareness toward leadership
- physical fitness,
- the importance of life-long participation in physical activity,
- and character, all the while promoting overall growth.

This total development of the student-athlete, along with the higher education experience, creates a more well-rounded individual.

Maintaining the role of student-athlete requires intense effort – both in practice and in the classroom. Balancing both your athletic and academic efforts requires constant attention on your part.

This handbook has been prepared to clarify many of the things you will need to do to achieve a successful balance in your role as a student-athlete. It refers to procedures you need to follow and offers guidelines on how you can be more successful.

Outlined in this student-athlete handbook are the general requirements of Kirtland’s Athletic Department. This handbook is not a final source of information. It is YOUR responsibility to become fully aware of the policies and procedures of the College.

Contact your coach or academic advisor about any issues that are not clear to you. Feel free to make suggestions about how we can make this student-athlete handbook a more useful tool in the future. Best of luck as you pursue your academic and athletic goals!

AFFILIATIONS

Kirtland is a member of the National Junior College Athletic Association (NJCAA) Region 12 and the Michigan Community College Athletic Association (MCCAA).

The website for the NJCAA is www.njcaa.org.

The website for the MCCAA is www.mccaa.org.

The website for Kirtland Athletics is <https://www.kirtland.edu/athletics/>

We currently compete in 9 sports:

Men’s Sports:

Basketball, Bowling, Cross Country, and Golf

Women’s Sports:

Basketball, Bowling, Cross Country, and Golf

Co-Ed Sports:

Esports - The Esports director will provide a handbook relevant to Esports.

STUDENT-ATHLETE CODE OF CONDUCT

Introduction

Your membership on a Kirtland Community College Athletic team is considered a privilege, not a right. As a Kirtland student-athlete, you are expected to demonstrate good sportsmanship, honesty, integrity, and conform to the rules of this **student-athlete code of conduct** at all times. Additionally, you are required to abide by the rules set forth by the NJCAA and the MCCAAC pertaining to eligibility and participation. Please remember that each Head Coach has the right to establish additional rules and regulations regarding team membership.

As a student-athlete, you are held to a higher standard because you are looked upon as a role model, leader, mentor, and representative of Kirtland. Whenever violations of the **student-athlete code of conduct** occur, the Athletic Director and Head Coach will review the misconduct and apply the appropriate disciplinary action.

Responsibilities:

Student-athletes at Kirtland are subject to the standards and conduct embodied in the following:

- 1. State, federal, civil and criminal laws,**
- 2. [Kirtland Student Code of Conduct](#),**
- 3. Team rules,**
- 4. Athletic Department rules,**
- 5. [NJCAA rules](#)**

Student-athletes are responsible for their own actions during practices, pre-game activities, during, and after games. They are expected to conduct themselves professionally and to be a model of good sportsmanship. The rules of the **student-athlete code of conduct** continue to apply when traveling and participating at other institutions. Student-athletes are asked to dress in moderation and with good taste. Attire during practices and at home and away events is at the discretion of the coach.

Each student-athlete is expected to use college property and equipment in the manner for which it is intended. Uniforms and practice gear will be issued to each student-athlete and must be returned at the end of the season. Failure to do so will result in an academic hold on all records for the student. Any destruction to College property or to other property while representing Kirtland will not be tolerated. Violators will be subject to the disciplinary process of the College and the local police department.

Alcohol, Tobacco, and Drugs

No student-athlete shall consume or possess any alcoholic beverages, cigarettes, chewing tobacco, or unauthorized drugs in any college-owned or operated facility or at any college-sponsored event either on- or off-campus. Should a student-athlete be reported or found engaging in alcohol, tobacco, or drug use, he/she will be immediately suspended until further review.

- First Offense: Suspended for 10% of the remaining game schedule (minimum of two games).
- Second Offense: Suspended for 30% of the remaining game schedule (minimum of five games). In addition the student-athlete must undergo mandatory drug and alcohol counseling at his/her own expense.
- Third Offense: **DISMISSAL FROM THE TEAM.**
- Please note that the above actions are the **MINIMUM** established by Kirtland's Athletic Department. Each Head Coach has the option to levy additional discipline at his/her discretion.

In addition to the athletic sanctions listed above, the Kirtland Student Code of Conduct may also be applied on a case-by-case basis.

Social Media Policy

Kirtland's Athletic Department understands the popularity and usefulness of social media networking sites such as Twitter, Facebook, YouTube, Snapchat, Tik Tok, Instagram, etc. and supports their use by student athletes provided that:

- No offensive or inappropriate pictures are posted.
- No offensive or inappropriate comments are posted.
- Any information placed on these outlets does not violate college, Athletic Department or student-athlete codes of conduct.
- Photos and/or comments posted on these sites should not unfavorably depict team-related or college identifiable activities - including wearing/using team uniforms or gear inappropriately.

Student-athletes must remember that they are representatives of Kirtland and are in the public eye more so than other students. Keep the following in mind as you participate in social networking:

- Before participating in any online community, understand that anything posted online is available to anyone in the world. **Any text or photo placed online becomes the property of the site(s) and is completely out of your control the moment it is placed online - even if you limit access to your site.**
- You should not post any information, photos or other items online that could embarrass you, your family, your team, the Athletic Department or Kirtland. **This includes information that may be posted by others on your page.**
- Never post your home address, local address, phone number(s), birth date or other

personal information. You could be a target of predators.

- Coaches and Athletic Department administrators may monitor these web sites and request that inappropriate posts be removed.
- Student-athletes could face discipline and dismissal for violations of team, Athletic Department, Kirtland, and/or NJCAA policies.

Kirtland's Department of Public Safety and other local law enforcement agencies may monitor these websites regularly as may potential employers and internship supervisors as a way of screening applicants. In addition, many graduate programs and scholarship committees also search these sites to screen candidates. Kirtland's student-athletes should be very careful when using online social networking sites and keep in mind that sanctions may be imposed, including the loss of your eligibility for the season, if these sites are used improperly or depict inappropriate, embarrassing, or dangerous behaviors.

VIOLATIONS OF KIRTLAND CODES OF CONDUCT

Any violation of Kirtland's codes of conduct may result in disciplinary action including, but not limited to, reduction or revocation of athletic scholarship awards and suspension (temporary or permanent) from participation in Athletics.

The Head Coach, subject to the review and approval of the Athletic Director, may bar a student-athlete from participating in team activities for violations of the **Student-Athlete Code of Conduct**. This sanction may be imposed as soon as the Head Coach notifies the student-athlete of the violation, gives the student-athlete a chance to explain what happened, and determines that a sanction is justified after consideration of the student-athlete's statement.

STUDENT-ATHLETE EXPECTATIONS

Student-athletes are one of the most visible groups in the college community due to their public exposure via the competitive arena and the media. Consequently, what you do and the way in which you do it requires exemplary behavior. Basic courtesies are your responsibility as a representative of the Athletic Department. Your conduct will be closely scrutinized as you compete on-campus, as you travel, and as you compete off-campus. You will be looked upon as a role model, and it is important that your personal conduct be above reproach at all times. It is expected that when you are a representative of Kirtland as a student-athlete, either at the College or on road trips, you will:

- Treat instructors and classmates with courtesy and respect and always use good manners.
- Abide by all team rules, training rules, and travel rules as outlined by your coach.
- Dress appropriately and remember that you are a representative of the College.
- Be courteous to, cooperative with, and patient with fans, officials, community members, and media personnel.

- Refrain from use of inappropriate language, signs, symbols, or unsportsmanlike conduct.
- Refrain from loud, attention-drawing, or discourteous behavior on-campus or when traveling, staying in hotels, visiting other campuses, or when in similar conditions.

Remember that if you do things in groups with other student-athletes, your behavior invites the judgment of athletics as a whole. If you sit in class with other student athletes, your behavior should reflect positively on the Athletic Department and your sport in particular. Your behavior has a definite impact on the reputation of the Athletic Department and the attitudes the campus community has toward you and your fellow student-athletes.

SPORTSMANSHIP

Certain standards of behavior are expected of all student-athletes participating in any NJCAA event. Student-athletes are guests at any event, and their participation is a privilege, not a right. Additionally Kirtland student-athletes are ambassadors of the College. They, therefore, have the responsibility to conduct themselves with honesty and good sportsmanship during games and competitions. They also bear the responsibility of behaving with dignity, sportsmanship, and respect at all times. This dignity, sportsmanship, and respect should be reflected in the student-athlete's behavior toward fellow participants, coaches, officials, spectators, medical, or media personnel, etc. Behavior at all times must reflect the high standards of honor and dignity that characterize participation in competitive intercollegiate sports. Student-athletes shall conduct themselves in a manner reflecting positively on the reputation of Kirtland both on and off the "field of play," and when traveling to and from other institutions.

Kirtland's objective is for our student-athletes to always maintain an attitude of respect toward our opponents. As models of good sportsmanship, Kirtland student-athletes should look for ways to encourage and appreciate quality play and effort, regardless of whether it is exhibited by a teammate or an opponent.

While intense and emotional game action and conduct are certainly a reasonable part of intercollegiate sports contests, the intent of Kirtland student-athletes should never be to demean the dignity and personhood of the opponent. To that end, student-athletes are prohibited from engaging in the following behavior at any Kirtland intercollegiate sporting events:

- Striking or physically abusing an official, coach, player, or spectator.
- Intentionally inviting participants or spectators to violent or abusive action.
- Using profanity, vulgarity, taunts, ridicules, or making obscene gestures.
- Publicly criticizing any game official, conference personnel, a member institution, or institutional personnel.
- Engaging in negative recruiting by making statements which are unduly derogatory of another institution or its personnel to a prospective student athlete, parents, or others in the community.
- Entering the competing area for an unsportsmanlike purpose, or
- Any other act of unsportsmanlike conduct not specifically stated.

HAZING

Student-athletes are prohibited from engaging in **any** hazing activities. This is defined as any act that injures, degrades, harasses, or disgraces any person.

DISCRIMINATION

It is the policy of Kirtland that no person shall, on the basis of race, color, religion, national origin or ancestry, age, sex, disability, physical proportions, sexual orientation, marital status, or genetic information be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service, or in employment. For information, or to register a grievance, contact the office of Human Resources, 4800 W. 4 Mile Road, Grayling, MI 49738, 989-275-6763 ext. 239, or hr@kirtland.edu. A grievance may also be initiated by completing the BIT Form, located on the college's website at https://cm.maxient.com/reportingform.php?KirtlandCC&layout_id=0.

SEXUAL HARASSMENT

Kirtland is committed to providing workplaces and learning places that are free from sexual harassment of any kind.

In general, sexual harassment encompasses any sexually related conduct which causes discomfort, embarrassment, or humiliation, and any harassing conduct, sexually related or otherwise, directed toward an individual because of that individual's gender. View Kirtland's sexual misconduct policy at:

<https://www.kirtland.edu/policies-and-procedures/personnel-procedures/pro-5-440-sexual-misconduct>

REQUIRED PAPERWORK BEFORE COMPETING

Kirtland requires a current physical to be on file in the Athletic Office for any student-athlete who will be participating in any Kirtland Community College sanctioned open gym/workout/practice. This physical **MUST BE COMPLETED ON THE PHYSICAL FORM**.

In addition, you must also complete all of the following forms:

- **Athletics Release of Liability,**
- **Student-Athlete Registration Form,**
- **Parent/Guardian Student Information Sheet (1st Agency).**

INJURIES & HOSPITALIZATION

In the event of an injury, an injury report will be filed and given to the Athletic Director. If there is a serious injury and no athletic trainer is available, coaches will call Kirtland's Public Safety

Department. 9-1-1 should be called if Kirtland's Public Safety Department is unavailable. If a student-athlete sees the trainer or a medical doctor, he/she must be cleared before returning to participate. If a student-athlete misses rehab, this may cause him/her not to be cleared to play.

If a student-athlete sees a doctor or goes to the hospital, he/she must provide a note to the coach or A allowing them to participate from the doctor before returning to practice or play a game.

TRANSPORTATION & TRAVEL

Only official Kirtland coaches, staff/personnel (volunteer assistants and/or statisticians), designated drivers, and players on the ACTIVE ROSTER are allowed to travel with the team. It is common practice for the team to meet in the gym lobby or Event Center area to be picked up by the coaches in College vehicles.

MEALS FOR TRAVEL

The College will provide one meal for student-athletes during home games as per the league rules. The limit for this is \$15.00 per athlete or the same limit per employee.

Kirtland will provide access to an appropriate meal for athletes during travel to away games as per league rules up to \$15.00 per athlete.

All of those that travel to and from the events with the team in its vehicles (with the exception of a paid driver) will receive a meal. Ineligible student-athletes or anyone not approved for travel with the team (both to and from the event) will not receive a meal. The team may stop after the game to give the players/staff the option to eat when returning back to the college.

ATHLETIC ORIENTATION

An Athletic Orientation will be held for all student-athletes who plan on playing a sport during the academic year. The orientation is used to inform all student-athletes on the eligibility process, receive necessary documentation, discuss what is expected of the student-athletes, and provide an opportunity to meet the coaches and Student Services staff. The orientation will be held twice a year, once prior to the fall semester and once prior to the winter semester.

ATHLETIC SCHOLARSHIPS

Each Head Coach may award one scholarship to an athlete in compliance with institutional and NJCAA guidelines. If an athlete receives a scholarship, they will be sent a Letter of Intent (LOI) which must be returned to the Athletic Director in a timely manner. Once the Student Financial Services Office receives approval from the Athletic Director and a copy of the LOI, the award will be credited to the athlete's tuition bill.

Athletic scholarships are granted for up to one academic year. Renewal of the scholarship for a second year is up to the discretion of the Head Coach and awarded to athletes who meet all eligibility requirements.

Requirements for Kirtland Athletic Scholarships:

- Be eligible for athletic competition under the rules of the NJCAA.
- Athletic capability as determined by the head coach or athletic director.
- Expected Family Contribution and/or financial need as identified by the FAFSA.
- Maintain a minimum 2.0 cumulative GPA at Kirtland.
- Transfer students must have an incoming 2.0 cumulative GPA from their most recently attended college.
- Maintain a 67% completion rate for credits attempted at Kirtland.

Athletic scholarships may be canceled/reduced if a student-athlete:

- Voluntarily withdraws from the team prior to the first contest or does not complete the required practice times.
- Renders themselves ineligible for athletic competition such as falling below the 12 credit minimum.
- Misrepresents information on College and/or NJCAA documents.
- Engages in serious misconduct (academic, athletic, on-campus housing) that warrants a substantial disciplinary penalty.
- Refuses to follow the directives of his/her coach.

If a scholarship or other financial aid is canceled/reduced, it is the student's responsibility to reimburse the College.

ACADEMIC EXPECTATIONS

1. Have an academic plan to follow.
2. Attend every class as scheduled.
3. Graduate in two years with your declared program of study.

ACADEMIC ELIGIBILITY

Requirements for entering student-athletes - Student-athletes must be a graduate of a high school with an academic diploma, or have earned a General Education Diploma (GED).

General Requirements for Athletic Eligibility - Student-athletes must be making satisfactory progress within an approved college program and course as listed in the College Catalog.

Student-athletes must be in regular attendance in accordance with the published census date(s)

for the term in which the student chooses to participate.

Student-athletes must maintain enrollment in twelve (12) or more credit hours of college work as listed in the college catalog during each term of athletic participation. ***Note: student-athletes should not adjust their course schedule without first consulting with their academic advisor. Failure to do so could result in NJCAA ineligibility.***

Semester Eligibility of GPA and Credits - Students must comply with the following NJCAA academic requirements effective August 1, 2023:

Number of Previous Full-Time Semesters	Accumulated Credits Required	Overall GPA Required	Notes
0	0	X	Must meet all enrollment eligibility requirements.
1	6	2.00	GPA based on the accumulated credits utilized to meet requirements.
2	24	2.00	
3	33	2.00	
4	48	2.00	
5	57	2.00	
6+	57	2.00	Must earn 12 credits with a 2.00 GPA during previous full-time semesters.

Specific questions regarding eligibility should be directed to the Athletic Director.

TRANSFERRING

Student-athletes should see the Athletic Director and their academic advisor for information and rules regarding transferring to OR from another institution.

ACADEMIC INTEGRITY POLICY

Kirtland expects all student-athletes will adhere to high standards of personal and academic honesty. This means that all academic work will be done by the student-athlete to whom it is assigned without unauthorized aid of any kind.

Academic dishonesty consists of, but is not limited to the following:

- **Cheating** is defined as using or attempting to use, giving or attempting to give, and obtaining or attempting to obtain, materials or information, including computer material pertaining to a quiz, examination, or other work that a student is expected to do alone.
- **Plagiarism** is defined as the use of another's words or ideas without acknowledgement.

Penalties for violation of the standards of conduct may result in sanctions of up to and including suspension or expulsion from Kirtland Community College.

CLASS ATTENDANCE & ABSENCES

In keeping with the Intercollegiate Athletics philosophy of “student first, athlete second”, the educational experience for the student-athlete will be emphasized at all times. **When practice schedules conflict with class schedules, student-athletes are required to attend class.** Coaches will make every effort to minimize the student-athlete's absences from class in scheduling athletic competitions.

All student-athletes are expected to:

1. Report to each class on time and remain for the duration of class, for the duration of the semester.
2. Be responsible for all material covered and announcements made within class, even when absent from class.
3. Notify their instructor(s) prior to an absence to make plans to complete all work assigned if a class is missed due to a scheduled competition.
4. Come to class prepared (completed homework and readings).
5. Maintain an atmosphere conducive to the teaching/learning process.
6. Silence all electronic devices during class.
7. Adhere to classroom policies set by their instructor(s) in the class format/syllabus.
8. Submit assignments on time (in the proper format), participate in class discussions, and prepare for tests.

PROGRESS REPORTS

If a student-athlete receives an At-Risk Progress Report, the Head Coach and Athletic Director will be notified. It will be the responsibility of the student-athlete to meet with their academic advisor to devise a plan to rectify the situation.

TUTORING

Kirtland works hard to provide tutoring services, free of charge, to all students. Contact the Tutoring Center at <https://www.kirtland.edu/tutoring> for more information.

STUDY TABLES

Study tables may be available, as needed, in the Library/Learning Commons. Depending on a coach's policy, a student-athlete may attend either supervised or unsupervised study tables.

REGISTRATION PROCESS

New Student Athletes steps for registration:

1. **ADMISSIONS APPLICATION:** Potential student-athletes must complete the application for admission to Kirtland.
2. **PLACEMENT DOCUMENTS:** These documents are required to ensure correct course alignment. Official high school/GED or college transcripts, AP scores or ACT/SAT scores should be sent to Kirtland immediately after application.
3. **TRANSCRIPTS:** Any and all OFFICIAL transcripts must be sent to Kirtland to ensure appropriate placement and financial aid awards.
4. **FAFSA APPLICATION:** A current year FAFSA is required prior to consideration of an Athletic Scholarship.
5. **EMAIL:** Kirtland Kmail should be activated and reviewed daily.
6. **ADVISING APPOINTMENT:** An advising appointment is mandatory in order to register for each semester. Student-athletes will need to recognize team practice/game schedules and work with an advisor to avoid conflicts.
7. **KEY ACADEMIC DATES:** Student-athletes should review each semester's [KEY ACADEMIC DATES](#) for important semester information.
8. **MAILING ADDRESSES:** Student-athletes should file and keep current mailing addresses that reflect their residency both **during** and **before and after the semester** should the College need to contact the student-athlete by mail.

RESIDENCY

It is the policy of Kirtland to assess tuition rates based on the residence address of each student.

The four possible tuition rates are:

1. **In-district tuition rate** – is assessed to students whose residence address lies within the boundaries of the Kirtland District, who own property within the Kirtland District, or whose parents/guardian owns property within the Kirtland District.
2. **Out-of-district tuition rate** – is assessed to students whose residence address lies within Michigan, but outside of the Kirtland District.
3. **Out-of-state tuition rate** – is assessed to students whose residence address is outside of Michigan.
4. **International tuition rate** – is assessed to students who are not U.S. citizens but are attending Kirtland Community College under an F-1, J-1, or J-2 visa.

- Students residing in on-campus housing, excluding international students, will be charged the in-district tuition rate.
- A new student will be classified as in-district if he/she can prove that he/she resides in the Kirtland District prior to the first day of the semester of attendance at Kirtland.

Acceptable proof: driver's license, verifiable rent receipts (if rent receipts are not available, a notarized letter from the landlord will be accepted), a dated lease agreement, voter's registration card, place of residence property tax receipt, Secretary of State identification card. Verifiable rent receipts must contain all the following information: the address of the property being rented; the date of payment; signature, address and phone number of the landlord.

STUDENT-ATHLETE AGREEMENT FORM - KIRTLAND COMMUNITY COLLEGE

I, the undersigned, have been presented with a copy of the Kirtland Community College Student-Athlete Handbook (requirements and procedures). My signing indicates an understanding of and agreement to comply with the policies and procedures in order to participate in intercollegiate athletics at Kirtland Community College.

Printed Name of Student-Athlete

Signature of Student-Athlete

Date: _____