



ATHLETIC POLICY AND PROCEDURE MANUAL

CONTENTS

INTRODUCTION

Member Colleges.....	3
Metro Athletic Council Members.....	3
Program Offerings.....	3
Vision.....	3
Mission.....	3
Program Objectives.....	4
Organization/Administration.....	4
Distinguishing Features of DCCCD Athletics.....	4

NCJAA ELIGIBILITY REQUIREMENTS

Requirements.....	6
Athletic Eligibility.....	8

TRANSFER FROM DCCCD

Policy.....	10
Probation Period.....	10
Appeal Process.....	10

POST SEASON TOURNAMENT RULES

Baseball.....	11
Basketball.....	13
Soccer (Women).....	15
Soccer (Men).....	17
Volleyball.....	19

INSURANCE PROCEDURES

Physicals.....	20
Insurance Coverage.....	20
Accident or Injury Procedures.....	20

SCHOLARSHIPS, FINANCIAL AID, AND GRANTS

Scholarship.....	21
Financial Aid.....	21
Pell Grants.....	21

SUBSTANCE ABUSE

Policy.....	22
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CODE OF CONDUCT

Student Code of Conduct.....	23
Coaches Code of Conduct.....	25

SPORTSMANSHIP

Ejections.....	28
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INTRODUCTION

MEMBER COLLEGES

Brookhaven College, Cedar Valley College, Eastfield College, Mountain View College, North Lake College, Richland College

METRO ATHLETIC COUNCIL MEMBERS:

Lynne Levesque, Athletic Director, Brookhaven College

Kezia Drake, Athletic Director, Cedar Valley College, District Director of College Programs

Anthony Fletcher, Athletic Director, Eastfield College

Reginald Osborne, Athletic Director, Mountain View College

Dan Joutras, Athletic Director, North Lake College

Tony Summers, Athletic Director Richland College

W.G. Garland, Commissioner, District Office

All MAC team's chief executive officer has ultimate responsibility for, and exercises appropriate administrative and fiscal control over, the institution's intercollegiate athletics program.

PROGRAM OFFERINGS

The intercollegiate athletic program currently includes the following sports (not all members offer all sports):

1. Baseball (Men)
2. Basketball (Men)
3. Golf (Men)
4. Soccer (Men)
5. Soccer (Women)
6. Tennis (Men)
7. Tennis (Women)
8. Volleyball (Women)

VISION

The Metro Athletic Conference is dedicated to developing competitive regionally and nationally recognized athletic programs for men and women, while striving to become the model athletic conference in the nation.

MISSION

The mission of the Metro Athletic Conference is to promote student success through academic and athletic preparedness.

The Metro Athletic Conference is committed to:

- Providing an educational environment that emphasizes the development of life skills.
- Providing academic advising that promotes transfer opportunities.
- Providing a culture that develops global citizenship.
- Providing an athletic and educational environment supportive of sportsmanship.
- Supporting educational programs that encourage and reflect student persistence.

PROGRAM OBJECTIVE

The overall objective is to provide facilities, programs and learning opportunities for our students. To accomplish this objective, the programs will do the following:

- Provide program variety
- Coordinate effectively the scheduling of events and maintenance of sports facilities with other campus units
- Provide extracurricular opportunities through participation and leadership roles designed to enhance social, psychological, intellectual and physiological development
- Contribute positively to the public relations efforts of the college
- Annually review and develop objective(s) as deemed necessary

ORGANIZATION AND ADMINISTRATION

Since the President at each DCCCD campus is accountable for the conduct of the institution, whether in the classroom or on the playing field, ultimate responsibility and authority for the administration of the intercollegiate athletics programs is vested in the President. The Vice President, Dean, and Athletic Director may share responsibility for the program.

Under the direct supervision of a Vice President, or Dean, is the college Athletic Director who plans, organizes, staffs, leads, and evaluates the programs on a continuing basis. The Athletic Director is responsible for attracting and selecting qualified coaches who will make effective decisions about their respective sports.

In order to coordinate the DCCCD program, the Metro Athletic Conference Council shall promulgate rules and regulations for the Metro Athletic Conference and/or the NJCAA. The council is composed of the college Athletic Directors and chaired by a District administrator. In addition, a paid District Director of College Programs coordinates the scheduling of athletic events, secures officials for tournament games, and a variety of other duties. The Metro Athletic Council reports to the Vice Chancellor of Educational Affairs.

DISTINGUISHING FEATURES OF DCCCD ATHLETICS

While not perfect, athletic competition in the DCCCD is different. Our athletic programs, relative to others, have successfully avoided, throughout their thirty plus year existence, the vast majority of problems, pitfalls and abuses characteristic of many "big time" programs that are routinely cited in and by the media. Program integrity has occurred because of prudent program design and management.

Widely varying scholarship practices among colleges and universities exist across the country, from institutions with full scholarships to institutions with partial scholarships to those, like our own, with no financial assistance at all. The focus of our programs are on the participant, rather than spectator. We do not have the need to fill large arenas with profitable gate receipts and we have avoided adverse publicity and corruption. Money and commercialization have frequently led to situations where the incentive to win has taken precedence over ethical behavior. This has not been the case in the DCCCD; allegations of improprieties have been extremely rare.

Other factors which have been instrumental in establishing the credibility of the DCCCD program include the fact that we do not have different admission, nor financial aid standards for student-athletes like some institutions. Out-of-control alumni and booster clubs do not exist and we do not worry about television contracts. Assimilation of our student-athletes into the mainstream of college life is easier at our commuter campuses. Since our athletic departments do not operate separate from the rest of the college in an autonomous manner, fiscal, academic, and ethical abuses do not occur easily nor could they remain easily hidden and/or tolerated.

We have cut programs in the past due to lack of student involvement, lack of travel funds to travel long distances for competition, and lack of student involvement versus money spent. Historically, teams have typically served as a club for a season or more, evolving then into intercollegiate teams. Sports offered vary from campus to campus.

RULES OF THE METRO ATHLETIC CONFERENCE

Section 1. Name of Organization: The name of this organization shall be the Metro Athletic Conference (MAC).

Section 2. Membership: The membership of this Conference shall consist of Brookhaven College, Cedar Valley College, Eastfield College, Mt. View College, North Lake College, and Richland College.

a. No member of the MAC may belong to another conference, unless the MAC does not offer a particular sport, then a member college can join another conference for that sport only.

b. All sports offered by a college wishing to participate within the MAC must play at the Division III level in all their sports.

c. All members must be a member of the National Junior College Athletic Association (NJCAA).

Section 3. Eligibility for Membership: Institutions recognized to be junior colleges by a state or regional accrediting association are eligible for membership in the conference. Colleges having academic classification above the junior college grades and conducting college programs for the upper division classes are not eligible for membership in the conference.

Section 4. Conditions for Membership: Members of this conference agree to the following:

a. To supervise and control athletics sponsored by this conference so that the activities will be administered in accordance with the rules and purposes as set forth in the Constitution, the By-Laws, the minutes of meetings of this organization, and the NJCAA.

b. To establish and maintain high standards of ethical control and fair play as indicated by the MAC and the NJCAA.

c. To pay the annual dues before the deadline as set forth by the conference.

d. All member colleges must use the same Official Assignor/Chapter.

Section 5. Admission for New Members: New members may be admitted only by a majority affirmative vote of the member institutions.

a. Prospective members must make request in writing to the Conference Commissioner at least sixty (60) days preceding the annual meeting.

b. The Conference Commissioner must notify all member colleges regarding membership applications forty five (45) days preceding the annual meeting.

Section 6. Membership Fees:

a. The annual membership fee: \$2,100 base fee and \$100 per sport (assignor fees as applicable). Annual fees are due by October 1st of every year.

b. There is a one time entry fee which is due within sixty (60) days of approval. The entry fee is 50% of your first year's annual membership fee.

c. Entry fees and membership fees are subject to change. Member colleges will be notified no later than July 1st.

Section 7. Termination of Membership

- a. Any member institution failing to maintain the standards as set forth in the Constitution and By-Laws may be terminated by a majority vote of the member institutions.

- b. Member colleges wishing to resign from the conference should submit a letter of resignation to the Conference Commissioner thirty (30) days prior to the practice start date as set by the NJCAA. The Conference Commissioner shall refer it to the member institutions for final disposition.

- d. No college formerly holding membership in this conference shall be reinstated to conference membership without full payment of all money due the conference at the time of resignation, expulsion, or suspension and must have a majority vote from the remaining conference colleges for reinstatement.

Section 8. Organized Conference Play

- a. There must be at least 3 teams within the Metro Athletic Conference to have conference play.

NJCAA ELIGIBILITY REQUIREMENTS

1. REQUIREMENTS FOR ENTERING STUDENT-ATHLETES

- A. A student-athlete must be a graduate of a high school with a duly recognized academic diploma or a General Education Department test (GED) that has been:
1. Authorized by a State Department of Education or other State recognized education agency.
- or**
2. Authorized by a Regional Association as defined by the United States Department of Education.
- or**
3. Approved by the NJCAA National Office after submission of a request letter, appropriate transcripts and documentation.
- B. Non-high school graduates can establish eligibility by completing one term of college work, passing twelve (12) hours with a 1.75 GPA or higher. This term must be taken after the student's high school class has graduated.

2. REQUIREMENTS FOR ATHLETIC ELIGIBILITY

- A. Student-athletes must be making satisfactory progress within an approved college program or course as listed in the college catalog.
- B. Student-athletes must be enrolled in full-time status using any combination of sessions within a term, and in classes that begin before the end of the sport season in which the student-athletes choose to participate, within 15 calendar days from the beginning of the term.
1. Student-athletes that do not conform to this rule will be ineligible for the remainder of the term.
- C. Student-athletes must maintain enrollment in 12 or more credit hours of college work as listed in the college catalog during each term of athletic participation. Student-athletes that drop below 12 hours are ineligible until full-time status is regained within that term.
- D. Prior to the 15th calendar day from the beginning date of the term for the second full-time semester, as published in the college catalog, a student-athlete must have passed 12 semester hours with a 1.75 GPA or higher.
- E. Prior to the 15th calendar day from the beginning date of the term for the third full-time semester, and all subsequent semesters thereafter, as published in the college catalog, a student-athlete must satisfy one of the following four requirements to be eligible for the upcoming term:
1. Pass a minimum of 12 semester hours with a 2.00 GPA or higher during the previous semester of full-time enrollment.
- OR**
2. Pass an accumulation of semester hours equal to 12 multiplied by the number of semesters in which the student-athlete was previously enrolled full-time with a GPA of 2.00 or higher.

OR

3. A first season participant must have passed a minimum accumulation of 24 credit hours with a 2.00 GPA or higher for the **initial term** of participation, regardless of previous term or other accumulation requirements (**NOTE:** This only establishes eligibility for the initial term, not subsequent terms.).

OR

4. A first *or* second season participant must have passed a minimum accumulation of 36 credit hours for a fall sport, 48 credit hours for a spring sport, with a 2.00 GPA or higher, regardless of previous term or other accumulation requirement.

F. Prior to a second season of participation in an NJCAA certified sport, student-athletes must pass a minimum accumulation of 24 semester hours with a 2.00 GPA or higher. (**This is in addition to satisfying 4.D or 4.E.**)

G. Student-athletes must be enrolled full-time (12 or more credits) at the college where they have chosen to participate when the regular season schedule of a sport begins. Student-athletes not enrolled during the term when the season begins remain ineligible throughout the season schedule unless they enroll on the first possible enrollment date following:

1. Their release from Active Armed Services of the United States with a discharge other than dishonorable.
2. Their return from a religious mission.
3. Their graduation from a high school or receipt of an equivalency diploma.
4. Their transfer from an NJCAA member college which has dropped a sport after the school year begins. Student-athletes that satisfy one of the four exceptions become eligible after the previous term has ended upon registration as a full-time student-athlete for the new term. (Student-athletes must be added to the eligibility form before participating.)
5. A student-athlete attending a multi-campus college may, if at the campus of his/her enrollment a sport is not offered, participate in that sport at any campus within the system that offers said sport. (DCCCD is not a multi-campus district.)

H. In the following sports, student-athletes are not required to be enrolled during the fall term to be eligible to participate in the sport during the spring season unless the records are carried over into the spring season: Baseball, Bowling, Golf, Lacrosse, Softball, and Tennis. If the fall records are carried over into the spring season, all student-athletes must be enrolled full-time (twelve or more credits hours) during the fall term when the schedule begins.

***These are general guidelines only. For more information consult the NJCAA Handbook.**

TRANSFER FROM DCCCD

POLICY

The Metro Athletic Conference will not grant a transfer waiver or release agreement to a fellow Metro Athletic Conference school for the following year. This applies ONLY to student-athletes who have signed a National Letter of Intent and/or are on the submitted eligibility roster. The Metro Athletic Conference holds the same policy as the NJCAA. A student-athlete will not need a transfer waiver if one of the following provisions apply:

- 1) The college from which the student-athlete is transferring does not have a particular sport(s). (The student-athlete is immediately eligible only in the sport which is not offered.)
- 2) An NJCAA Transfer Waiver Form is signed by the Athletic Director and Chief Executive Administrator of the community college from which the student-athlete is transferring.
- 3) Student-athlete who has not participated in any sport, transfer from their first community college to any community college within their home district, county, or service area.
- 4) Student-athlete enrolls at the first possible opportunity in a newly established college or a college that initiates an intercollegiate athletic program within the student-athlete's home district, county, or service area.
- 5) The college from which the student-athlete is transferring has been placed on probation in the sport in which the student-athlete is participating. This provision does not apply to any student-athlete that is causatively involved in the problem resulting in the penalty.

In the case that a student-athlete, who is on a letter of intent or submitted on eligibility, at their home campus attends a fellow MAC campus for one semester and identifies intent to return to their home school, must be allowed to transfer back to their home campus with a transfer waiver. A memo from the home campus Athletic Director or designee must be submitted to the visiting campus Athletic Director or designee prior to the semester attending.

PROBATION PERIOD

A student-athlete who has attended an NJCAA member college as a full-time student and/or participated and who transfers from that college to another NJCAA member college may not participate for one (1) season. The season is interpreted as the season immediately following his/her last term of full-time enrollment.

APPEAL PROCESS

The appeal is submitted to a neutral committee comprised of the Commissioner of the MAC council (serves as the chair) and all Athletic Directors from non-involved schools. The student-athlete must fill out an appeal form and should submit the form and all college transcripts to the MAC District Director by December 24th or June 30th. You may obtain an appeal form at <http://www.dcccd.edu/MAC> under "forms". In addition, the coaches and Athletic Directors involved may submit a written statement to the committee. All documents will be received and date stamped by the MAC District Director and forward to the MAC Commissioner. Every Athletic Director will receive notification that an appeal has been submitted. The committee will meet every January and July. A letter of explanation will be mailed to the student-athlete as notification within 45 days of the submission deadline. If the student-athlete is not satisfied with the committee's decision the final level of appeal will be with the Commissioner's supervisor. All paperwork from the committee will be forwarded to this person immediately, if necessary.

REGULAR SEASON AND POST SEASON RULES

BASEBALL

GAME PLAY

All rules pertaining to the playing of MAC baseball games shall be as written in the current NCAA Baseball rules, except where specified below.

REGULAR SEASON CONFERENCE SERIES

1. MAC games use a ten run rule as defined in the NCAA rule book. In a 9 inning game, if one team is ahead by at least 10 runs, the game will be stopped after 7 innings. In a 7 inning game, the run rule applies after 5 innings.
2. If the first game of the 7/9 Saturday doubleheader extends into extra innings, the second game will be a 7 inning game instead of a 9 inning game.
3. Games postponed due to weather must be made up on the first available day thru **Tuesday**. MAC games supercede all other non-conference games. If weather does not allow games by Wednesday, the coaches involved need to mutually agree on a date ASAP, and notify the MAC director overseeing baseball.
4. A game that has been stopped at any time after its start because of inclement weather, darkness, light failure or curfew will be continued exactly where it left off. NCAA halted game rules apply. These games are completed before other contests in the series begin.
5. Conference games take priority over other scheduled non-conference games.
6. Conference games have to be completed prior to the District C tournament.
7. The home team is responsible for notifying the visiting coach in the case where a game is cancelled due to inclement weather or any other situation that is beyond their control.
8. In the first round of play, in case of inclement weather where the visitors field is playable and the home field is not, coaches should cooperate and change sites so the games can be played.
9. Situations not covered in the NCAA rules or in these MAC rules should be decided by mutual agreement of the teams involved and should be approved the MAC director overseeing baseball.

POST-SEASON

If no outside teams qualify for the NJCAA District C playoffs, the top four teams from the MAC shall qualify for the four spots in the NJCAA District C tournament. The seeding (1,2,3,4) shall be taken from the final MAC standings after regular season play is complete.

TIEBREAKERS

Tiebreakers for Tournament Seeding.

Top seed determined first, then #2, #3, #4.

1. Head to Head.

2. How you did against #1
3. How you did against #2
4. How you did against #3
5. How you did against #4
6. How you did against #5
7. How you did against #6
8. How you did against #7
9. One nine inning playoff game at a neutral site.

Tie-breaker Procedure for Three Teams:

1. Consider the collective head to head results of deadlocked teams, against only teams involved in the tie (round robin results for only teams that are tied).
2. If there is no winner after this process, compare records against the teams outside of those still deadlocked, beginning with the highest seeded team not involved in the tie and moving to the lowest not involved in the tie (regular tie-breaker procedure).
3. The process is cyclical, meaning that a team(s) is eliminated, based on round robin results, the tie-breaker process begins over again with all teams still tied, using the tie-breaker process appropriate for the number of teams remaining.
4. If none of the teams involved has a tiebreaker edge and it goes down to a flip of the coin, the three schools will flip until there is an odd man on the flip (either two heads and a one tail or two tails and one head) and that team receives a bye. The other two play a 9-inning game at the school with the bye or otherwise agreed upon site. The winner of that game plays the bye team.

Tie-breaker Procedure for Four Teams:

1. Use steps 1 through 3 above.
2. Flip for pairings. 9 inning games played at a neutral site.

ALL MAC TEAM

1. The ALL MAC team is a post season team that is selected by the coaches at the post season MAC meeting. The coaches shall decide how many players will be honored with ALL MAC.

COACHES

Brookhaven	Brandon Rains	972-860-4655-Office; 972-860-4632-Fax; brains@dccc.edu
Cedar Valley	Robert Dally	972-860-8008-Office; 972-860-8110-Fax; rdally@dccc.edu
Eastfield	Michael Martin	972-860-7643-Office; 972-860-8374-Fax; michaelmartin@dccc.edu
Mt. View	Christopher Chernisky	214-860-8671-Office; 214-860-8573-Fax; cchernisky@dccc.edu
North Lake	Corey Mercer	972-273-3242-Office; 972-273-3537-Fax; cmercerc@dccc.edu
Richland		972-238-6263-Office, 972-238-3736-Fax;

BASKETBALL

1st Round of the Metro Athletic Conference

Post Season Tournament at the 3rd seed

1st and 2nd place get a bye.

6:00 3rd vs 6th

8:00 4th vs 5th

Game times are estimates only, the next game will start 20 minutes after the previous game.

The home team has the option of what time they play.

2nd Round at Conference Champion or Highest Seed in the case of multiple champions.

6:00 1st seed vs the lowest remaining seed.

8:00 2nd seed vs the highest remaining seed.

Game times are 6:00 and 8:00 and the home team has the option to play either the early or late game.

MAC Championship at Conference Champion or highest remaining seed. 7:00

POST-SEASON TOURNAMENT FORMAT

- Cost may be split with the schools involved in each game.

- 1st round played at 3rd seed.

- Semi's and Finals played at Conference champion or highest seed.

- If the Conference champion and the tournament champion are not the same there will be a one game playoff at the Conference champions place to determine who will represent the M.A.C. at the National Tournament.

- Tiebreakers for Tournament Seeding. You must determine the top seed first and then proceed down.

1. Head to Head.

2. How you did against #1

3. How you did against #2

4. How you did against #3

5. How you did against #4

6. How you did against #5

7. How you did against #6

8. Flip of a coin

In the case where there are Co-Conference Champions and one team has the edge on the tiebreakers they will host the tournament and the if game. If neither team has a tiebreaker edge and it goes down to a flip of the coin, there will be a blind draw to see who calls the flip and the winner of the flip will have the option to either: 1) elect to take the top seed and host the second round (Thursday night) or, 2) elect to host the "if necessary game" should the Conference Co-Champions and Tournament Champion be different. Should either of the Co-Champions win the tournament that is a tie-breaker within itself and there would be no "if game". **In the case that there is co-champions and both are in the final game on Friday night, they will play at a neutral DCCCD site. The site will be determined by the two coaches involved.**

If both Co-Champions get knocked out of the tournament then the team that elected to host the "if game" would be the home team and playing against the tournament winner.

Tie-breaker Procedure for Three or More Teams

1. Consider the collective head to head results of deadlocked teams, against only teams involved in the tie (round robin results for only teams that are tied).
2. If there is no winner after this process, compare records against the teams outside of those still deadlocked, beginning with the highest seeded team not involved in the tie and moving to the lowest not involved in the tie (regular tie-breaker procedure).
3. The process is cyclical, meaning that a team(s) is eliminated, based on round robin results, the tie-breaker process begins over again with all teams still tied, using the tie-breaker process appropriate for the number of teams remaining.
4. If none of the teams involved has a tiebreaker edge and it goes down to a flip of the coin, the three schools will flip until there is an odd man on the flip (either two heads and a one tail or two tails and one head) and the odd man will be the number one seed. The two remaining teams will have a blind draw to see who calls the flip and the winner of the flip will be the number two seed and the loser the number three seed. Should any of the Tri-Champions win the tournament that is a tie-breaker within itself and there would be no "if game". If all Tri-Champions get knocked out of the tournament then the number one seed would host the "if game" against the tournament winner.

Extenuating Circumstances

If extenuating circumstances (power/equipment failure, wet floors, etc.) cause a game to be cancelled, the game will be rescheduled the next day. If the home team cannot get their gym ready they must find a neutral site that both coaches can agree on to play at.

Conference Game Dates and Times

Conference game dates shall not be changed unless there are extenuating circumstances that warrant such, and even then this must be done through the Athletic Directors, not the coaches, on each campus involved. Game times can be changed on an experimental basis if, and only if, both coaches and Athletic Directors on each campus involved agree.

MAC Representative at National Tournament

MAC Basketball Coaches do not give out film to opponents or their representatives who will be at the National Tournament, on the representing MAC school at the National Tournament.

COACHES

Brookhaven	Kevin Hurst	972-860-4838-Work; 972-860-4321-Fax; khurst@dccc.edu
Cedar Valley	Ron McDowell	972-860-8177-Work; 972-860-8110-Fax; rmcdowell@dccc.edu
Eastfield	Anthony Fletcher	972-860-7645-Work; 972-860-8374-Fax; anthonyfletcher@dccc.edu
Mt. View	LeRoi Phillips	214-860-8726-Work; 214-860-8573-Fax; lphillips@dccc.edu
North Lake	Tim McGraw	972-273-3521-Work; 972-273-3537-Fax; tmcgraw@dccc.edu
Richland	Jon Felmet	972-238-6244-Work; 972-238-3736-Fax; jfelmet@dccc.edu

SOCCER (WOMEN)

Thur.	Post Season Tournament at Conference Champion	
	#2 seed vs #3 seed	TBA
	#1 seed vs #4 seed	TBA
Sat.	Championship Game	TBA

CONFERENCE RULES

1. If there are only 5 schools participating in conference play the tournament reverts to a 3 team tournament.
2. If there are 6 schools or more participating the tournament will be a 4 team tournament.
3. Home teams are expected to provide adequate water and cups for both teams. There should be medical kit on hand if a trainer is not present and enough ice to treat injuries
4. The home team must notify the opponent team 4 hours prior to game time or by noon; whichever comes first, if there is going to be a cancellation. If this is not done, then both games will be at the opponents field and the other team must pay for officials one of the two games. The exception to this rule is unforeseen weather.
5. Games canceled must be made up on the next available date. This is an agreement between the two head coaches.
5. All nominees for All Conference/Region (1st Team, 2nd Team, and Honorable Mention) should be submitted to the MAC Director via email the Monday prior to the Post Season Tournament. There are no consequences in place if this requirement is not met.
6. 1st Team All Conference/Region will be selected using the following method: 1st place receives 4 spots, 2nd place receives 3 spots, 3rd-6th receives one spot; this totals 11 spots.

TOURNAMENT SEEDING TIEBREAKERS

2 Way Tie:

1. Points: Win= 3 pts; Loss= 0 pts; Tie= 1 pts (for all conference games)
2. Goal differential for all conference games
3. Goal scored/for all conference games
4. Head to Head play

3 Way Tie:

1. Points: Win= 3 pts; Loss= 0 pts; Tie= 1 pts (for all conference games)
2. Goal differential for all conference games
3. Round Robin; full game; draw numbers for spots

TOURNAMENT OVERTIME

1. NCAA overtime rules call for two 10 minute overtimes. Each half is sudden death or golden goal.
2. If still tied after the overtime halves it goes into a penalty kick shootout.
3. If tied after the 5 kicks then it goes to a 1 for 1 sudden death penalty kick shootout.

Any player on the roster may take the kicks and they do not have to be one of the 11 on the field at the time regulation time ends to be included in the penalty kick list. The movement of GK during the penalty kicks must be established.

STATS AND GAME RESULTS

Schedules, stats and game results should be updated after each game at the NJCAA website. Stats and records should be sent weekly to the NJCAA soccer rep or Paul Baldwin for updates.

COACHES

Brookhaven	Amy Cloutier	no office phone; 972-860-4632-fax; amyanncloutier@yahoo.com
Cedar Valley	Krasi Kolarov	972-860-2978-W; 972-860-8110-Fax; kkolarov@dcccd.edu
Eastfield	Amy Miller	972-860-7378; 972-860-8374-Fax; amymiller@dcccd.edu
Mt. View	Steve Rodriguez	972-860-8216-W; 214-860-8573-Fax; srodriguez@dcccd.edu
North Lake	Adrian Gonzales	972-273-3539-W; 972-273-3537-Fax; agonzales@dcccd.edu
Richland	Scott Toups	972-238-6796-W; 972-238-3736-Fax; stoups@dcccd.edu

SOCCER (MEN)

Wed., Oct. 27	Game 1: #2 seed vs. #3 seed (at #2 seed)	7:00
Sat., Oct. 30	Game 2: Winner of Game 1 vs. #1 seed (at #1 seed)	7:00
Fri., Nov. 5	District 2 Tournament Semi-Finals at Region 4	TBA
Sat., Nov. 6	District 2 Championship Game	TBA
Nov. 13 and 14	NJCAA Division III National Tournament Hosted by Herkimer County Community College, NY	

REGION V REGULAR SEASON SOCCER FORMAT

1. Each Team in Region MUST play each other twice in a home/away format.
2. Away team will wear Dark & Home team will wear White/Light (unless the two teams agree differently)
3. Home team must provide to the Away team: benches, water, and cup/bottles
4. Five (5) game balls need to be present and inflated to appropriate specifications
5. Players may not transfer within Region 5 participants
6. MAC Basketball Coaches do not give out film to opponents or their representatives, on the representing MAC school at the National Tournament.

REGIONAL SOCCER TOURNAMENT FORMAT

- I. Tournament will be held last weekend of October
- II. Games must be finished by Sunday; with 48 hours between games (if possible)
- III. Location : See schedule for details
- IV. All teams will split cost of referees for each game they participate
- V. Format will be:
3 teams: 2nd v 3rd, w/ winner playing 1st in final
- VI. Tournament Seeding:
 - A. Will be based on win-loss-tie point system, win = 3 points, tie = 1 point, loss =0
 - B. Tie Breakers
 1. Head to Head
 2. Head to Head goal differential
 3. Head to Head least goals conceded
 4. Head to Head goals scored
 5. Goal differential in Region play
 6. Least goals conceded in Region play
 7. Goal scored in Region play
 8. Best Away record in Region play
 9. Best Home record in Region play
- VII. Tournament Overtime
 - a. NCAA overtime rules call for two 10 minute overtimes. Each half is sudden death or golden goal.
 - b. If still tied after the overtime halves it goes into a penalty kick shootout.

- c. If tied after the 5 kicks then it goes to a 1 for 1 sudden death penalty kick shootout.

Any player on the roster may take the kicks and they do not have to be one of the 11 on the field at the time regulation time ends to be included in the penalty kick list. The movement of GK during the penalty kicks must be established.

VIII. Host College Responsibilities

- A. Schedule officials for tournament (teams will split cost of referees for each game they participate in)
- B. Provide five (5) game balls need to be present and inflated to appropriate specifications
- C. Provide four (4) ball boys.
- D. Provide water, cups, or bottles
- E. Provide changing rooms if possible
- F. Provide an Athletic Trainer

IX. Awards

- A. Champions will receive plaque (provided by the Region)
- B. All Region Selection
 - 1. 3 –team format
 - a. 1st place team 4 selections
 - b. 2nd place team 4 selections
 - c. 3rd place team 3 selections

COACHES CONTACT

Cisco Freddy Drago 325-794-4477-W; 325-260-8918-C; 325-692-2530-F; fdrago@cisco.edu

Mt. View Steve Rodriguez 214-860-3688-W; 469-767-4453-C; 214-860-8573-Fax; srodriguez@dcccd.edu

Richland Sean Worley 972-238-6243-W; 214-862-3528-C; 972-238-3736-Fax; sworley@dcccd.edu

VOLLEYBALL

Post Season Tournament at Conference Champion

2:00 #1 seed vs #4 seed

Immediately following the 1st match: #2 seed vs #3 seed

8:00 Championship game

CONFERENCE RULES

Home team should furnish competent scorekeepers and linesmen.

Assistant coaches cannot call lines.

Home team should furnish two (2) game balls and towels.

Home team should furnish practice balls if possible.

Schedules, stats and game results should be updated after each game at the NJCAA website. Specifically: Stats should be updated on the NJCAA website by Tuesday for games played through the previous Saturday. This means stats must be input by Monday at midnight for uploading. This policy is effective starting the first Tuesday after opening day per the NJCAA sports procedures. For every week that stats are not input, that school will be penalized with one less vote for post season voting. (Each school is allowed 4 votes from their team for post season voting.) In the case that you are not able to post your scores by 9 a.m. on Tuesday, you should call the MAC Director with the intended time for posting. In this case, you will not be penalized. Records and scores should be sent to the MAC Director every Monday by 10 a.m. for National polling.

TIEBREAKERS

2 Way Tie:

- Head to head game differential
- One 3 out of 5 playoff match at the 3rd seed or other agreed upon gym. If the 3rd seeds gym is not available they must provide an alternate site. If two lower seeds are tied then they use head to head game differential to decide seeding. If there is still a tie they use head to head game differential against the first place team. If it is still tied then they use head to head game differential against second place team. If there is still a tie they will play.

3 Way Tie:

- Head to head game differential
- 2 out of 3 round robin playoff played at the 4th seed or other agreed upon gym. If the 4th seeds gym is not available they must provide an alternate site.

4 Way Tie:

- Seeding tiebreakers will be used.

COACHES/A.D.'S

Brookhaven	Jason Hopkins	214-862-4626-Cell; 972-860-4321-Fax; jhopkins@dcccd.edu
Cedar Valley	Paul Wisden	972-860-8178-W, 972-860-8110-Fax; pwisden@dcccd.edu
Eastfield	Audrey Glasscock	972-860-7324-W; 972-860-8374-Fax; aglasscock@dcccd.edu
Mt. View	Joy Walton	214-860-8796-W; 214-860-8573-Fax
North Lake	Steve Cummings	972-273-3522-W; 972-273-3537-Fax; scummings@dcccd.edu
Richland	Zelda Smith	972-238-3774-W; 972-238-3736; zrs8450@dcccd.edu

INSURANCE PROCEDURES

1. PHYSICALS

A. Physicals are required for all N.J.C.A.A. sports and for all athletes. Comprehensive Orthopaedic physicals must be part of the full physical exam.

2. INSURANCE COVERAGE

A. All athletes are covered under a District policy. Participants should not rely on this type of accident insurance as their primary means of health insurance coverage. This accident insurance is provided as a service to our sports team participants and in no way assumes liability beyond coverage provided by that policy. It is an excess policy to other policies the student-athlete may be covered under (ie parent's insurance).

B. Athletic insurance carries a **\$100.00** deductible, for out-of-network service, that the student-athlete is responsible for.

C. Limits of coverage are:

1. \$25,000 per incident per participant.
2. \$500 sublimit on Dental treatment.

3. ACCIDENT OR INJURY PROCEDURES

An Athletic Trainer will be present at all games. Athletic Training services are provided through Texas Health Sports Network. If the Athletic Trainer determines that a student-athlete needs to go to the emergency room, call campus police to have them call an ambulance. You may contact campus police at 972-860-4290 from a cell phone or call 911 from a campus phone. It is beneficial to fill out an insurance claim form before going to the emergency room, if there is time. In the event that a student-athlete is instructed, by the Athletic Trainer, to see a doctor they need to see their coach or Athletic Director. An appointment needs to be made and the insurance claim form needs to be filled out in advance.

SCHOLARSHIPS, FINANCIAL AID, AND GRANTS

- A. **NON-ATHLETIC SCHOLARSHIPS** - are available through the DCCCD Foundation for students who meet the criteria of the scholarship funds.
- B. **FINANCIAL AID** - All students should complete the Financial Aid Application (FAFSA) online. It must be completed using data from the Federal Income Tax Return.
- C. **GRANTS** - The Pell Grant is a federally funded program designed to help undergraduate students continue their education. The purpose of this program is to provide eligible students with a "foundation" of financial aid to assist with the cost of attending college. Eligibility for Pell Grant is based on financial need which is done through the FAFSA application.

SUBSTANCE ABUSE POLICY

It is a violation of the DCCCD Code of Student Conduct and the NJCAA to use or possess alcohol or any controlled substance or illegal drug on college premises at college-sponsored activities.

Texas law prohibits the possession, dispensing, delivery or administration of an anabolic steroid or growth hormone in any manner not allowed by state law. State law also provides that body building, muscle enhancement, or increasing muscle bulk or strength through the use of an anabolic steroid by a person who is in good health is not valid medical purpose. Violation of state law concerning these substance is a criminal offense punishable by law.

The NJCAA prohibits the use of all tobacco products by any player or coach involved in a sanctioned event within the confines of the playing area.

Per the NJCAA, an annual Drug and Alcohol Orientation will be held on each campus. Attendance for student-athletes is mandatory.

CODE OF CONDUCT

STUDENT CODE OF CONDUCT

Students who represent the Dallas County Community College District (DCCCD) in athletic competition are expected to:

- Understand that participation in intercollegiate athletics is a privilege, not a right.
- Demonstrate good citizenship, sportsmanship, honesty, and integrity on the field or court, on the campus, in the classroom and in the community and assist teammates in doing so as well. When traveling as official representatives of the DCCCD to athletic competitions (including travel time to away contests), events and appearances, and any other event affiliated with the Athletic Department, student athlete's actions should reflect favorably on the college, their team, and themselves.
- Attend and be prepared for every class.
- Develop and follow an academic plan to obtain a certificate, an AA Degree, or attain transfer status.
- Seek assistance from the instructor and/or Academic Support Services before and/or when academic difficulties occur.
- Attend Study Hall, tutorial, and counseling sessions as required.
- While the DCCCD provides a variety of services, the ultimate responsibility for success lies upon the student athlete.
- Demonstrate and understand that participation in athletics is contingent upon adherence to all NJCAA, Metro Athletic Conference and DCCCD rules and regulations.
- Acknowledge that any violation of the Code will result in appropriate discipline as determined by the Head Coach and Athletic Director.
- Adhere to the DCCCD Policy regarding academic integrity and honesty.
- Maintain NJCAA minimum course hour requirement per semester of 12 credit hours and maintain an academic load that will ensure second season eligibility by passing 24 credit hours with at least a 2.00 GPA.
- The use of illegal and/or "performance enhancing" drugs is totally inconsistent with the purpose of intercollegiate athletics and creates a danger to the health and safety of student athletes and their teammates. Student athletes are specifically cautioned against illegal or unauthorized use of alcohol, drugs, and other intoxicants.
- Compliance with individual sport team rules, as established by the Head Coach and/or Athletic Administration, is required of each student athlete.

Good Sportsmanship

Student athletes are ambassadors for the DCCCD and enjoy certain privileges with such status. They also bear the responsibility of behaving with dignity and sportsmanship. Student athletes should conduct themselves with honesty and good sportsmanship before, during, and after games and competition. Behavior must, at all times, reflect the high standards of honor and dignity. Student athletes will conduct themselves in a manner reflecting positively on the reputation of the DCCCD both on and off of the field/court of play, and when traveling and participating at other institutions. Student athletes must always maintain an attitude of respect toward opponents. As models of good sportsmanship, 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 is certainly a reasonable part of intercollegiate sports contest, the intent of student athletes in the DCCCD should never demean the dignity and individuality of an opponent, an official, or of the athletic contest. To that end, student

athletic contest. To that end, student athletes are expressly prohibited from engaging in the following behavior at any intercollegiate sporting event:

- Fighting opponents, fans, or officials
- Taunting opponents or their fans
- Inappropriate “celebrations” with the intent to demean opponents
- Disrespectful attitude toward opponents
- Inciting crowd hostility in an unsportsmanlike manner
- Using profane and vulgar language and/or gestures

Student Athlete Acknowledgement of Conduct Requirements and Consent for Communication With Parents, Transfer College Officials and Representatives, Professional Scouts and Agents and Medical Professionals

I, _____, have read and I understand the foregoing Student **Athlete Code of Conduct**, and I have been given the opportunity to ask questions and have clarification. All my questions concerning the Student Athlete Code of Conduct have been answered to my satisfaction. I understand that the agreement to, and compliance with, the Student **Athlete Code of Conduct** is required for my participation in DCCCD Athletics. I understand that if I conduct any violation of the Student Athlete Code it may result in disciplinary action against me, including, but not limited to, suspension (temporary or permanent) from participation in athletics in the DCCCD and all privileges associated with being an athlete. My signature below, in addition to acknowledging the requirements of the Athlete Code of Conduct, also is consent for officials of the DCCCD, while acting within the scope of their employment, to communicate with colleges and universities, and my parent(s) or legal guardians(s) concerning violations, academic progress, academic records and transcripts, financial aid information including all financial aid documents, citizenship concerns and my athletic participation. Furthermore, I understand that DCCCD officials, acting within the scope of their employment, may request information from a team physician or other health care professional. My signature acknowledges and gives permission to the officials of the DCCCD to release this information without notifying me in advance. I hereby promise to comply with the DCCCD Code of Conduct and will actively encourage my teammates to adhere to the code.

Student Athlete Signature

Date

Head Coach Signature

Date

This student fully acknowledges his/her responsibilities and has met the minimal requirements outlined in this handbook in order to begin practice and competition.

This student HAS NOT fully acknowledged his/her responsibilities and HAS NOT met the minimal requirements outlined in this handbook in order to begin practice and competition.

Athletic Director

Date

COACHES CODE OF CONDUCT

NJCAA Coaching Ethics Code

Introduction

This ethics code is intended to provide standards of professional conduct that can be applied by the National Junior College Athletic Association and its member institutions. Whether or not a coach has violated the ethics code does not by itself determine whether he or she is legally liable in a court action, whether a contract is enforceable, or whether other legal consequences occur. These results are based on legal rather than ethical rules. However, compliance with or violation of the ethics code can be admissible as evidence in some legal proceedings depending on the circumstances.

The Code is intended to provide both the general principles and the decision rules to cover most of the situations encountered by coaches. It has as the primary goal the welfare and protection of the individuals and groups with whom the coaches work. The code also provides a common set of values upon which coaches build their professional work. It is the individual responsibility of each coach to aspire to the highest possible standards of conduct. Coaches respect and protect human and civil rights and do not knowingly participate in or condone unfair discriminatory practices.

The first section of this code is devoted to specific principles designed to enhance the experience of those athletes and individuals participating in athletic programs sponsored by member institutions of the National Junior College Athletic Association. As a member of the United States Olympic Committee family, the National Junior College Athletic Association has also elected to adopt the United States Olympic Committee's Coaching Code of Ethics. The second section of this document encompasses the general principles and standards of that code.

National Junior College Coaching Principles

Principle I - Professional Practices

As coaches involved in an athletic program sponsored by the National Junior College Athletic Association, I will:

- Use my knowledge, skills and professional association(s) for the benefit of the athletes I serve.
- Continue personal and professional growth, remaining current on new developments in the field through continuing education.
- Always strive to be truthful and put colleagues, the National Junior College Athletic Association and other member institutions in a positive light.

Principle II - Coach/Athlete Relationships

A. Conduct all of my relationships from a perspective of dignity and sound educational and scientific practice to:

- Direct comments or criticism relative to the performance and not the athlete.
- Ensure that all activities I provide are suitable for the experience and ability levels of the athletes that I coach.
- Educate athletes as to their responsibilities in contributing to a safe environment and do my best to ensure that all facilities and equipment meet safety standards and that they are appropriate for the ability level of my athletes.
- Consider the athlete's future health and well-being as foremost when making decisions regarding an injured athlete's ability to continue competing or training and seek professional medical opinions to serve as a basis for my decisions.
- Be aware of the academic responsibilities of my student athletes and conduct practices and competitive schedules in a manner so as not to unduly interfere with their academic success. Never encourage,

condone or require any behavior that threatens the eligibility of the athlete. Strive always to reinforce the importance of the athlete's academic performance.

- Comply with all of the ethical guidelines for recruiting practices as defined by the National Junior College Athletic Association and my region/conference.
- Strive to develop individual and team respect for the ability of opponents. Set standards that reinforce the importance of maintaining that respect during competition.
- Prioritize being present at all practices and competitions and, when unable to, assure knowledgeable and safe supervision.

B. Work with and strive to develop every member of the team.

C. Show sensitive regard for the moral, social, religious and sexual orientations of others and communities. I will not impose my beliefs on others.

D. Recognize the trust placed in, and the unique power of, the coach and athlete relationship. I will not exploit the dependency of athletes and will avoid dual relationships (e.g., business or close personal relationships) that could impair my professional judgment, compromise the integrity of the process and/or take advantage of the relationship for my own gain.

E. While serving in a professional capacity or as a role model, avoid any drug, tobacco or alcohol use while in the presence of athletes. I will discourage by way of education any consumption of these substances by minors and will remain at all times within the limits of the law with regard to legal substances. I will avoid illegal ones entirely

F. Not engage in physical, verbal or emotional harassment, abusive words or actions, or exploitative coercion of current or former athletes. I will report any suspected cases of abuse to the appropriate authorities immediately.

G. Recognize that all forms of sexual abuse, assault or harassment with athletes are illegal and unethical, even when an athlete invites or consents to such behavior or involvement. Sexual abuse and harassment is defined as, but not limited to, repeated comments, gestures or physical contacts of a sexual nature. I will report all suspected cases of sexual assault or abuse to law enforcement as required by law.

Principle III - Confidentiality

I will respect the integrity and protect the welfare of all persons with whom I am working and pledge to safeguard information about them that has been learned or obtained during the coaching relationship, including performance reviews, statistics and all personal confidences. Further, I will obtain permission from athletes before sharing videotape recordings or other data of them with anyone excepting the recognized coaching staff; when current or former athletes are referred to in a publication, while teaching or in a public presentation that is not laudatory, their identity will be thoroughly disguised. The only exception to this will be that I will not use these standards of confidentiality to avoid intervention when it is necessary (e.g., when there is evidence of physical abuse or psychological abuse or minors or legal issues).

Principle IV – Staff/Employee Relationships

All relationships with employees and staff will be maintained on a professional and confidential basis, and I will avoid exploiting their trust and dependency.

Principle V - Process Relating to Violation of Code

This code of ethics is administered under the authority of the National Junior College Athletic Association and its member regions and institutions. A violation of this code is subject to the processes and disciplinary action of those bodies.

In addition, I recognize that it is part of my coaching responsibilities to be aware of all rules of the NJCAA and will adhere to those rules

Signature of Coach

Date

Signature of Athletic Director

Date

ARTICLE XVIII - SPORTSMANSHIP

A basic principle of NJCAA athletic competition is to develop and foster respect for fellow participants, coaches, officials and spectators. The following handbook section applies to all athletic events involving NJCAA member institutions. Conferences, Regions and sport rule books may apply rules and regulations that are more restrictive than those found in this section.

- A. Participants will recognize their responsibility for proper conduct before, during, and after every contest.
- B. Coaches and Athletic Directors will recognize and assume responsibility for the behavior of themselves, players, staff, game management personnel and representatives of the respective NJCAA member institution.

Ejections: (a game-ejection form can be found in the forms section of the Handbook/Casebook)

- A. Ejection for violent behavior
 1. Violent behavior is defined as:
 - a. An act in which physical contact or an attempt to make physical contact occurs with the purpose to do damage, harm, intimidate, incite a fight or otherwise injure a player, coach, referee, spectator, game management personnel or damage property.
 - b. An act in which any bench personnel other than the coaching staff leave the bench area when a fight may break out or has broken out.
 2. The following penalties will be assessed if a game official ejects a player, coach, team personnel, staff member, or game management personnel for violent unsportsmanlike behavior:
 - a. Immediate ejection and removal from the venue.
 - b. Mandatory ejection and removal from the venue for any bench personnel other than the coaching staff who leaves the bench when a fight may break out or has broken out.
 - c. A two contest suspension to be served during the next two regularly scheduled or post season contests. Suspension of a coach or player at the end of a season of play shall carry over to the following season.
 - d. Should the player, coach or team personnel be ejected for violent behavior a second time during the season, that individual shall be prohibited from participating in athletic contests of that institution for the remainder of the academic year including post season play.
 - e. Penalties shall be imposed automatically by the offending institution with suspensions to be in effect for the next two regularly scheduled contests as appearing on the published schedule of the institution at the time of the ejection.
 - f. The referee may end the contest.
 - g. Failure to report and/or comply will result in:
 1. For the first occurrence, the penalties will double and a letter of reprimand shall be sent to the Director of Athletics and the President of the institution.
 2. For the second occurrence, the penalties will double and a sanction of probation shall be given to the offending institution for that sport in that year.
 3. Games in which a suspended player, coach or team personnel participates shall be forfeited.
- B. Ejection for non-violent unsportsmanlike behavior:
 1. Non-violent unsportsmanlike behavior is defined as profanity, vulgar gestures, trash talking, taunting or abusive language directed at players, coaches, referees, game management personnel and/or spectators. The use of tobacco or alcohol during NJCAA sponsored events is prohibited within this rule.
 2. The following penalties will be assessed if a game official ejects a player, coach, team personnel, staff member, or game management personnel for non violent unsportsmanlike behavior:
 - a. Immediate ejection and removal from the venue
 - b. A one contest suspension to be served during the next regularly scheduled or post-season contest. Suspension of a coach or player at the end of the season of play shall carry over to the following season.
 - c. Penalties shall be imposed automatically by the offending institution with suspensions to be in effect for the next regularly scheduled contest as appearing on the published schedule of the institution at the time of the ejection.
 - d. Failure to report and/or comply will result in:
 1. For the first occurrence penalties will double and a letter of reprimand shall be sent to the Director of Athletics and the President of the institution.
 2. For the second occurrence penalties will double and a sanction of probation shall be given to the offending institution for that sport in that year.
 3. Games in which a suspended player, coach or team personnel participates shall be forfeited.
- C. Entering Spectator area prohibited: No player, coach or bench personnel may leave the playing area and enter into the spectator area of the facility to engage in any type of verbal or physical conflict. Penalty for violation of this rule shall be immediate ejection from the contest and suspension from all intercollegiate athletic contests of that institution for the remainder of the academic year including playoffs.
- D. Ejection of the coach: the game shall be terminated and a forfeit declared if the head coach is ejected and there is no assistant coach or other college staff contractually bound to the institution willing to assume responsibility for the team.
- E. Reporting structure
 1. The Athletic Directors of the member institutions involved in the contest shall notify, in writing, their respective Region Director (or designee) following the ejection/s by noon local time of the first business day following the event.
 2. The Region Directors (or designee) shall keep a record of all ejections in their respective region. The record shall include the name and institution of the person ejected, the date of the ejection, the reason for the ejection, and the penalty imposed.
 3. The Region Director or designee shall supply an end of the year report of the ejections occurring in the Region. The report shall include the number of ejections and the penalties assessed by sport. Copies of the end of the year report shall be given to the Region, the Sport Committee, and the Standards and Ethics Committee by June 15 of that academic year.

