

SOUTHWESTERN ILLINOIS

COLLEGE

STUDENT-ATHLETE

HANDBOOK



Southwestern Illinois College Student-Athlete Manual

Welcome to Southwestern Illinois College and the Blue Storm intercollegiate athletic program! Our goal is to execute a well-respected athletic program. We achieve this goal by striving for excellence:

1. An insistence that athletes are students first, with graduation rates that compare favorably to other full-time, degree seeking students.
2. Participation in a range of sports with balance between men's and women's sports.
3. Teams that are well-coach, competitive, and representative of high standards and personal conduct.

Southwestern Illinois College is a member of the Great Rivers Athletic Conference (GRAC). Members of this conference associate with NJCAA through Region XXIV. Colleges participating in the GRAC include: John A. Logan College, Kaskaskia College, Lake Land College, Lincoln Trail College, Olney Central College, Rend Lake College, Southeastern Illinois College, and Wabash Valley College.

Your Responsibility as a Student-Athlete

You are the athletic teams and individuals that represent Southwestern Illinois College and the communities of the seven counties in our district. We expect each student/athlete to maintain a high quality profile. You are expected to take responsibility for your actions, interact appropriately with the community, and represent Southwestern Illinois College with class and respect. Inappropriate behavior in the community, classroom, or on the field will not be tolerated. Disciplinary action will be enforced for conduct/behavior deemed inappropriate.

Athletic Department Directory

(618) 235-2700

2500 Carlyle Avenue, Belleville, IL 62221

www.swic.edu

Athletic Director Office – MC0504

Staci Clayborne	Vice President for Student Development	ext. 5093	staci.clayborne@swic.edu
Michael Juenger	Athletic Director/Softball Coach	ext. 5370	michael.juenger@swic.edu
Vicki Channer	Assistant to the Athletic Director	ext. 5271	vicki.channer@swic.edu
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Angie Stewart-Brown	Academic Advisor for Men	ext. 5492	angie.stewart-brown@swic.edu
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Business Office	Tuition Payments	ext. 5661	

Members of: NJCAA (National Junior College Athletic Association, www.njcaa.org), Region XXIV,
GRAC (Great Rivers Athletic Conference).

CODE OF CONDUCT

***In addition to the institutional Code of Conduct, student-athletes are responsible for adhering to the Code of Conduct specific to athletics.**

Student conduct on or off Campus, at all College-sponsored activities, and at the Athletic Housing complexes is governed by the rules of the community. Violations of federal, state, and local laws on or off-campus, will be considered a violation of the Student Conduct Code and violators will be subject to disciplinary action. **Rules that govern athlete housing are as follows:**

- Southwestern Illinois College, through its designated agents, may enter the student-athlete's apartment in order to inspect, leave notices, or for any other reasonable purpose consistent with College policy and the student code of conduct. Southwestern Illinois College reserves the right to enter the premises whether or not the student-athlete is present and no prior notice on the part of Southwestern Illinois College is required.
- Student-athletes in housing will pay a security deposit to the landlord. If, after the property is inspected at the termination of the lease, the premises are not in good condition and require repair, the student-athlete must pay any sum owed for damages and shall be liable for any excess after application of the security deposit. If, at any time during the school year, a student-athlete moves out of the apartments, the security deposit is forfeited.
- Responsibility for damage is that of the resident student-athlete and the party guilty of the damage. Apartments will be inspected and a checklist confirmed before the student-athlete is permitted to move-in. Apartments will be re-inspected with the same checklist at the conclusion of the student-athlete's residency. Failure to pay damages will result in a hold on transcripts if student-athlete is leaving Southwestern Illinois College. If student-athlete is returning to Southwestern Illinois College, he/she will not be able to move back into athlete housing until all damages are paid in full.
- 15 calendar days prior to the end of the semester, the landlord shall inspect the apartment and set standards for cleaning. Athletes will not be permitted to leave for the semester until cleaning standards are met. Additional repair costs may be incurred. Personal property left in a room following the termination of occupancy will be deemed to have been abandoned and the abandoned items become the property of the athletic department.
- Utilities are the responsibility of the student-athletes residing in the apartment. Payment of the utilities will be the responsibility of the student-athletes. Cable and Wi-Fi setup are also the responsibility of the athletes.
- Student-athletes receiving tuition scholarship during the summer session will be responsible for rent, utilities and any other bills incurred during summer residency.
- Alcohol and illicit drugs are strictly forbidden in athletic housing. Occupants will be held accountable if illegal substances or alcohol are found on the premises. Violation will result in a minimum of a 2 game suspension with further suspensions possible. Additional violations will result in dismissal from housing and possible team dismissal with forfeiture of scholarship.
- Loud music is not permitted out of respect for others. Violation will result in a warning to all occupants for the first complaint; subsequent violations will result in additional consequences up to team dismissal.
- Parties are strictly forbidden. A maximum of one non-athlete guest per student-athlete is permitted at the residence. No visitors are authorized after 12:00am. Parties where alcohol is involved will result in discipline up to team suspension. Subsequent violations will result in further discipline, including but not limited to additional suspensions, dismissal from housing and possible forfeiture of scholarship.
- Overnight guests are strictly prohibited unless approved by your coach and the Athletic Director. Warning will be given for the first violation; subsequent violation will result in a 2 game suspension. A third violation will result in dismissal from housing and possible forfeiture of scholarship.

- Criminal issues (theft, vandalism, assault, etc.) on or off campus are serious offenses that will result in severe consequences up to dismissal from team, dismissal from housing, and possible forfeiture of scholarship after review by the Athletic Director and Vice President.
- Absolutely no dogs, cats, birds or other pets are permitted during your occupancy of this apartment.
- By entering into this Housing Agreement, student-athletes are liable for the rent payment either through housing scholarship or personal means for the entire academic year.

Rules governing substance abuse screening/procedures are as follows:

- Substance abuse screening will be conducted as part of these procedures to ensure the safety and well-being of the student-athlete and to uphold the ideals of this institution.
- Screening of the athletes shall be conducted on a random basis. Reasonable suspicion and/or evidence of substance abuse may also support the necessity for the drug test.
- The determination of individual or team testing will be the decision of the Athletic Director.
- Failure to submit to a drug test will cause the athlete to be removed from athletic participation and may result in forfeiture of scholarship.
- Screening will be conducted by a certified health organization with qualified personnel as selected by the Athletic Director. It will be the responsibility of this organization to collect and document the specimens to ensure a valid drug screening.
- The results of the screening will be reported immediately to the Athletic Director and Head Coach for further course of action. All records of the screening are to be kept on file in the Athletic Office and remain confidential. The release of any information regarding the drug screenings is solely at the discretion of the Athletic Director.
- Any incident thought to involve substance abuse shall be reported to the Athletic Director, Vice President for Student Development and the President of the College. Investigative procedures will follow to determine the validity of the reported incident. The Director of Public Safety will also be notified. The college reserves the right to notify law enforcement officials as appropriate, and to remove the athlete from athletic participation while allegations are under investigation.
- Information concerning confirmed incidences may be reported to the NJCAA office and become a part of the student-athlete's disciplinary records.

Substance Abuse Sanctions/Procedures:

- Student-athletes are prohibited from possessing, using, buying, selling, or participating in the distribution of illicit drugs. Violation of possessing or using at any time will result in an automatic two week suspension. Reinstatement to the team is at the discretion of the Athletic Director with the approval of the institution's Administration. Violation of buying, selling, or distributing will result in indefinite team suspension and the risk of forfeiture of athletic scholarship. The student-athlete may also risk other penalties up to and including expulsion from the institution.
- Student-athletes are prohibited from misuse or distribution of prescription or over-the-counter drugs. Violation will result in a one game suspension for the first offense. A second offense will result in an indefinite team suspension and the risk of forfeiture of athletic scholarship.
- Student-athletes are prohibited from the possession and/or consumption of alcohol. Violation where a student-athlete is arrested, ticketed for DUI/DWI, public disorder, or any incident involving the police or public safety, will result in an indefinite team suspension. Subsequent violations will result in further discipline, including but not limited to additional suspensions, dismissal from housing and possible forfeiture of scholarship. Violation where the police are not involved will result in a two game suspension for the first offense. Subsequent violations will result in further discipline, including but not limited to indefinite suspension and possible forfeiture of scholarship.

- Student-athletes are prohibited from the misuse of tobacco products. Violation will result in a one game suspension for the first offense and a two game suspension for the second offense. Subsequent violations will result in further discipline, including but not limited to indefinite suspension and possible forfeiture of scholarship.
- Student-athlete will not engage in the advertising of illicit drugs, alcohol or tobacco products. This includes the wearing of clothing with any of these logos present. Violation will result in a one game suspension for the first offense and a two game suspension for the second offense. Further violations will result in a team suspension with reinstatement at the discretion of the Athletic Director.
- Student-athletes will submit to drug screening at random or upon reasonable suspicion of substance abuse. Failure to submit to a drug test is automatic assumption of guilt and results in a two week suspension and requirement to enter into a substance abuse program.

Positive Drug Test Sanctions:

First positive test: The testing agency will be requested to notify the Athletic Director of positive test results. Any student-athlete with a positive test will be automatically suspended from athletic participation for a minimum two-week period. During that suspension, the athlete will enter a substance abuse program. Student-athlete will be responsible for any costs of the treatment program. Failure to comply will result in removal from the team and forfeiture of scholarship. Reinstatement to athletic participation is at the discretion of the Athletic Director and the Vice President. The student-athlete must maintain satisfactory progress in the treatment program to be considered for reinstatement. The student-athlete will be subject to all subsequent drug screening tests during his/her tenure at the institution.

Second positive test: A second positive test will result in removal from the team and forfeiture of scholarship.

Student-athletes and the athletic staff shall serve as role models and represent Southwestern Illinois College in a distinct manner. The success of a substance abuse prevention effort relies on the foundations set by all individuals involved and the effort put forth to uphold policy. It is the responsibility of the athletes, coaches, and college to ensure the integrity of athletic competition is upheld.

Student-athletes also have the responsibility to:

- Strictly adhere to the rules and regulations of the NJCAA and standards of the SWIC Athletic Department
- Follow the rules, policies and guidelines as established by the team's coaching staff
- Treat others fairly, respectfully, regardless of the gender, race, birthplace, sexual orientation, religion, political beliefs, or economic beliefs.
- Refrain from public criticism of fellow athletes, coaches, or college staff through verbal, written or social media
- Communicate and cooperate with athletic trainers/doctors regarding injuries, treatments, and management of athletic injuries
- Uphold the rules and spirit of your sport
- Abstain from the use of tobacco products, consumption of alcohol, the use of performance enhancing or mind altering drugs
- Consistently display a high personal standard of excellence on the field and in the classroom

Student-athletes are subject to the institution's Code of Conduct for actions as they result in violations of the Code. Any violations of the Code of Conduct will be referred to the Athletic Director and the Vice President of Student Development for disciplinary action.

ACADEMICS

All student-athletes are responsible for:

- Making appointments with Academic Advising to ensure the proper scheduling of classes and enrollment in a minimum of 16 credit hours, changes in enrollment status, keeping track of ongoing requirements for graduation and transfer.
- Passing a minimum of 12 credit hours with a 2.0 GPA to maintain NJCAA athletic eligibility and Financial Aid guidelines.
- 6 hours of study time a week in the Academic Center for all new SWIC athletes and returning athletes unless you have a GPA of 3.0 or higher. The six hours can include tutoring in the Success Center. Violation will result in a one game suspension for the first offense and a two game suspension for the second offense. Subsequent violations will result in further discipline, including but not limited to indefinite suspension and possible forfeiture of scholarship.
- Attending your scheduled classes. Your instructors may drop you from the class for excessive absences. Student-athletes that drop below 12 credit hours risk forfeiture of their scholarship and dismissal from the team however, maintain all financial responsibility tied to athletic housing. Failure to meet financial obligations will result in a hold on academic records.
- Making up any coursework due to away travel with your teams.
- Adhering to the instructors' syllabi and classroom procedures. Misconduct in the classroom will not be tolerated.
- Making sure all official high school and post-secondary transcripts are turned in prior to your team's first contest. Athletes are not eligible to participate until all official transcripts are turned in.

SEXUAL HARASSMENT

All student-athletes are required to attend the Dating Violence and Violence Against Women Training Seminar which is conducted by the Southwestern Illinois College Public Safety Department. Information discussed during this seminar is important as it relates to the Student Code of Conduct policies.

STUDENT WORK

- A. **Employment:** Students interested in campus employment must submit an application to the Financial Aid Office. The FAFSA application must be complete in order to be eligible for work/study. Students will be processed and added to payroll by the Financial Aid Office. You will not be added to payroll until all forms and paperwork have been completed. A copy of your driver's license or state ID and a copy of your social security card must also accompany your paperwork.
- B. **Hours:** A student/athlete should not work more than the number hours assigned by the Financial Aid Office or the Athletic Director. Work hours will not exceed a maximum of 20 hours per calendar week when school is in regular session. You must take a half-hour break per 6 consecutive hours worked.
- C. **Timesheets:** Timesheets are the responsibility of the student-athlete. Timesheets are completed electronically through your eStorm account and must be submitted according to the posted deadlines. Deadlines for each pay period are posted in the Academic Center and in the Main Athletic Office. Failure to meet those deadlines will result in no paycheck. All hours are approved by your supervisor before being submitted to the payroll office.

STATEMENT OF UNDERSTANDING

I have read and understand the Code of Conduct and agree to conduct myself in a manner that demonstrates the standards set forth at Southwestern Illinois College. I also understand that the Code of Conduct applies to my conduct in the classroom and in the community. I understand that if I violate the Code of Conduct, I am subject to suspensions of practices/games and/or removal from the team.

Name of Athlete _____

Signature _____

Date _____