



## Mercer County Community College Athletic Department

### Athletic Participation Authorization Forms

Name: \_\_\_\_\_

Sport: \_\_\_\_\_ Date: \_\_\_\_\_

The following information is provided as the MCCC college and athletic department policies and responsibilities of the student-athlete who participate with a Mercer team.

Please read entire packet and sign/date where appropriate. Your signature indicates that you read and understand all information provided.

## Inherent Risk of Injury - An Agreement to Participate

I am aware that playing in any sport can be a dangerous activity involving risks, including injury. I understand that the dangers and risks of playing or practicing in any sport include, but are not limited to: death, serious neck and spinal cord injuries which may result in complete or partial paralysis or brain damage, serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular skeletal system and serious injury or impairment to other aspects of my body, general health and well-being. I especially acknowledge that contact sports can involve even a greater risk of injury than some other sports.

Because of the dangers of participating in the named sport(s), I recognize the importance of following the coach's instructions regarding playing techniques, training, rules of sport, and other team rules and obeying such instructions.

In consideration of Mercer County Community College (MCCC) permitting me to practice, play or try out for MCCC athletic team(s) and to engage in all activities related to the team, including practicing, playing, and traveling, I hereby voluntarily assume all risks associated with participation and agree to exonerate and save the harmless MCCC, their agents, servants and employees, the athletic staff of MCCC, the physicians and other practitioners of the healing arts treating me from any and all liability, claims, causes of action or demands of any kind and nature whatsoever which may arise by or in connection with my participation in any activities related to the MCCC athletic team(s).

The terms hereof shall serve as a release and as an assumption of risk for my heirs, estates, executor, administrator, assignees, and all members of my family.

I hereby agree to submit any disputes that may arise between myself and MCCC, its agents, its servants and employees, the Athletic staff of the MCCC, the physicians and other practitioners of the healing arts treating me, in connection with my activities at the MCCC, to binding arbitration before three arbitrators, in accordance with the Rules of the American Arbitration Association.

- I will not knowingly attempt to harm or injure an opponent through the use of proper or improper techniques.
- I will properly maintain any equipment in good working order issued to me and report any defects to the coaches, athletic trainer, or equipment coordinator.
- I understand that the administrators, coaches and medical staff hold my health and safety first and foremost in their minds.

Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\* Under 18 Parent/Guardian Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_

## Student Rights under FERPA

(Family Educational Rights and Privacy Act)

Currently enrolled students may withhold disclosure of any category of information under FERPA.

Information about student views, beliefs and political associations which professors acquire in the course of their work as instructors, advisors and counselors shall be considered confidential. Protection against improper disclosure is a serious professional obligation. The college has designated the following student information as public or Directory Information:

**Name— Dates/Semesters of attendance—Major Field of Study—Degrees and awards received—Previous institutions attended— Participation in officially recognized sports and activities—Weight and height of members of athletic teams**

To withhold disclosure, the Student Records Office must receive written notification within three weeks of the first day of classes for the semester in which the withholding of Directory Information is to take place.

MCCC assumes that failure on the part of any student to request specifically the withholding of categories of Directory Information indicates approval for disclosure.

Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\* Under 18 Parent/Guardian Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_

## Unofficial Transcript Release

While participating in intercollegiate athletics at Mercer County Community College, you may be scouted or recruited by 4-year college representatives. Your signature below will allow the coaching and administrative staff at MCCC to discuss, e-mail, fax or mail your unofficial grade report or transcript. This is to verify your academic record for acceptance and participation in the event you transfer at the four-year level.

Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\* Under 18 Parent/Guardian Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_

## Photography Consent and Release Form

I hereby authorize Mercer County Community College, its Board of Trustees and or its employees, to photograph me and publish information about me that I supply to them for such purposes, including my name and home town (not street address). Photos/videos may be published and distributed for print, computer or other medium, in whole or part for educational, instructional or promotional purposes as deemed appropriate by MCCC in perpetuity. I understand this is without remuneration to me. Said work and the components thereof shall become the sole property of MCCC and may be copyrighted in its own name or a name of its choosing.

I also release MCCC from any and all claims for libel, slander, invasion of privacy or other claims based on my appearance and or performance or use of the recordings of such and agree to hold MCCC harmless from any and all claims by third parties, including any claim based on allegation of copyright infringement from my appearance and or performance.

Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\* Under 18 Parent/Guardian Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_

## Sportsmanship Code

The strongest foundation to a positive athletic program is sportsmanship. At Mercer County Community College, building "good sports" is a task for all players, coaches and administrators as well as fans. MCCC believes that sportsmanship is everyone's responsibility. Athletes often lead the way in their communities with what they do outside of their sports by demonstrating their positive character. The MCCC community is watching everything you do both on and off the field. Your personal conduct is always subject to the scrutiny of your fellow students, fans, opponents, and the media.

As a model of good sportsmanship you should:

**Maintain** a dedication to the spirit of sportsmanship

**Play** hard at all times, but respect your opponent

**Do not assume** you can behave any differently just because you win

**Emphasize** sportsmanship at all team meetings throughout the year

**Play** within the rules and respect the officials

**Encourage** your teammates and acknowledge good performance efforts from both your team and your opponents

**Treat** all coaches, officials, players and fans with respect at all times

I agree to adhere to this Sportsmanship Code. I understand if I am involved in an unsportsmanlike incident, I made be subject to athletic, college-wide, municipal, and or civil disciplinary consequences.

Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\* Under 18 Parent/Guardian Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_

## Code of Ethics When Traveling

Adhering to the guidelines below is a responsibility of all student athletes of Mercer County Community College.

1. Meal Money should only be used for food and nutritional purposes
2. All hotel, motel and restaurant items are to remain in said establishment. This includes towels, blankets, pillows, silverware, glasses and all other items belonging to the hotel, motel, and restaurant. Loss or theft will be charges to individual or team.
3. Athletes are to be respectful to fellow guests or patrons in regards to noise level and appropriate behavior
4. The college will not pay for outside phone calls from hotel rooms. Students must use cell phones or calling cards.
5. All alcohol, tobacco, and illegal drugs are strictly forbidden while traveling and lodging with the team.
6. There shall be absolutely no outside visitors in any designated athletes' room without the knowledge and permission of coach.
7. After room checks, all athletes must remain in their room. Coach will mandate a set curfew.
8. Student Athletes cannot return early or leave the team travel party prior to the conclusion of the event without DIRECT permission from the Director of Athletics

**I understand that failure to comply with the above rule may result in:**

◦Dismissal From the Team   ◦Institutional Discipline   ◦Municipal Discipline   ◦Civil action

Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\* Under 18 Parent/Guardian Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_

## Alcohol and Drug Policy

**Any behavior by the student athlete that exhibits reasonable suspicion of alcohol or drug use may require the student athlete to be removed from practice or competition for safety concerns. Return to activity may be withheld until independent testing or intervention documentation is submitted.**

The college prohibits the presence, use, serving and distribution of any alcohol or drug substance on college property. Sanctions imposed upon students or employees for violations of the college's alcohol or drug policy will be determined by the circumstances of each case. Local, state, and federal laws, which apply to the purchase, consumption, and abuse of alcohol and/or drugs, will be fully enforced by MCCC.

Mercer County Community College is in a DRUG FREE ZONE. Since it is within 1000 feet of the Mercer County Special Services School, the penalties can be even more severe for those who take part in illegal drug and/or alcohol activities. In addition, legal consequences will apply:

- Anyone convicted of passing a drug can be considered a dealer there subject to prison without parole. (N.J.S.A. 2C:35-7)
- Anyone convicted of possession of any type of illegal drug will have to do at least 100 hours of community service. (N.J.S.A. 2C:35-10)
- Anyone convicted as an adult for passing any type of illegal drug, other than marijuana, will be sentenced to three years in prison without parole.
- Anyone convicted as an adult for dealing even a small amount of marijuana will get at least one year in prison without parole. (N.J.S.A. 2C:35-7)

**When traveling, you assume the consequences of the state in which you play.**

I understand and agree to abide by the above rules and regulations regarding drug and alcohol abuse as a Mercer County Community College student athlete.

Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\* Under 18 Parent/Guardian Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_

## Student-Athlete Authorization for Release of Information to Media

I, \_\_\_\_\_, HEREBY AUTHORIZE AND REQUEST that MCCC, and their duly authorized officers, employees and agents (including coaches, athletic trainers, physicians, and physical therapists) to furnish TO SPORTS INFORMATION AND/OR JOURNALISTS AND/OR OTHER MEDIA OUTLETS any and all information concerning or having a bearing on my participation in athletics at MCCC. This authorization shall include, but is not limited to, any and all information within their knowledge, or contained in any records under their supervision or control concerning my physical condition, illnesses, injuries, and any treatment, hospitalization, surgery, examinations, diagnostic testing, and otherwise, and to make such reports concerning myself to such persons or organizations as they may request.

This authorization DOES NOT apply to the release of any records pertaining to psychiatric, psychological or psychotherapeutic services.

I understand that a record will be kept of all individuals requesting information under this Authorization and the date of the request. This information is normally confidential and except as provided in this Authorization will not be otherwise released by the parties in charge of the information.

This Authorization remains valid for One (1) year following the date I sign below

I understand that I may revoke this authorization by providing a written revocation of authorization to the Athletic Director that specifically mentions release of information to MEDIA, including journalists, reporters, sports information, or any other media outlet representatives. I understand that a revocation is not effective to the extent that MCCC has relied on this authorization to use or disclose any information about me.

I hereby fully release and discharge MCCC and all its successors, assigns, trustees, officers, agents, and employees from any and all claims, demands, and causes of action whatsoever in connection with or in any way related to or arising out of the disclosure of information under the terms of this authorization.

Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\* Under 18 Parent/Guardian Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_

## Bullying/Cyber Bullying

**Mercer County Community College is committed to making athletics a safe place for all our team members. For that reason we prohibit Bullying against teammates.**

**Bullying** is defined as the use of force, threat, or coercion to abuse, intimidate, or aggressively impose domination over others. An essential prerequisite is the perception, by the bully or others, of an imbalance of social or physical power.

**Bullying** behavior may take many forms, including verbal acts and name calling; graphic and written statements, which may include use of cell phones, the Internet and other social media; it also may be expressed in other conduct that may be physically threatening, harmful, or humiliating.

**Bullying** does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

**Bullying** creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit an athlete's ability to participate in or benefit from the services, activities, or opportunities offered by the college.

**Bullying** should never be used as a motivational technique, or as a method for punishment

**I understand that if I exhibit any of the above behaviors I will be subject to the following disciplinary actions:**

Dismissal from the team   Institutional Discipline   Municipal Discipline   Civil Action

Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*Under 18 parent/guardian (printed) \_\_\_\_\_ Signature \_\_\_\_\_

## Hazing

### Mercer County Community College strictly prohibits all forms of HAZING

**Hazing** is considered as any action or situation created by an individual, group, or athletic team intentionally or unintentionally, whether on or off College premises, to produce mental or physical discomfort, embarrassment, harassment, ridicule, or in any way demean the dignity of another human being that is a condition for initiation to membership of the team.

Examples of **Hazing** include but are not limited to;

- o Forced consumption/restriction of alcohol, drugs, or any substance
- o Physical abuse or physically abusive exercises of any kind
- o Verbal harassment
- o Activities that promote or encourage the violation of state law or college policy

**I understand that if I exhibit any of the above behaviors I will be subject to the following disciplinary actions:**

Dismissal from the team   Institutional Discipline   Municipal Discipline   Civil Action

Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*Under 18 parent/guardian (printed) \_\_\_\_\_ Signature \_\_\_\_\_

## Sexual Misconduct/Sexual Harassment

Mercer County Community College is committed to making athletics a safe place for all our team members. For that reason, we prohibit all forms of Sexual Misconduct and Sexual Harassment.

**Sexual Misconduct/Sexual Harassment** is considered any sexual act that causes discomfort, embarrassment, or humiliation, and occurs without the consent of the other person or takes place when the other person is unable to give consent due to the victim's use of drugs, alcohol, and an intellectual or other disability.

**Sexual Misconduct/Sexual Harassment** is conduct of a sexual nature by any means including social media that creates an intimidating, hostile or offensive environment for another person. It is further defined as obscene or indecent behavior, which includes, but not limited to indecent exposure or sexual behavior that would reasonably be offensive to others.

**Examples of sexual harassment include:**

- o Repeated offensive sexual flirtations, advances, or propositions
- o Continuous or repeated verbal abuse of a sexual nature
- o Graphic verbal commentaries about an individual's body
- o Sexually degrading words used to describe an individual
- o The display of sexually suggestive objects or pictures
- o Acts of physical contact such as patting, pinching, or touching

**I understand that if I exhibit any of the above behaviors I will be subject to the following disciplinary actions:**

Dismissal from the team   Institutional Discipline   Municipal Discipline   Civil Action

Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*Under 18 parent/guardian (printed) \_\_\_\_\_ Signature \_\_\_\_\_

## Uniform and Equipment Policy

As a Student-Athlete participating on a Mercer County Community College (MCCC) Athletic Team, you will be issued game uniforms, and may be issued practice uniforms, travel apparel, and equipment. All apparel and equipment issued by the MCCC Athletic Department, in which you do not pay for, is property of the MCCC Athletic Department and **MUST** be returned to the MCCC Athletic Department.

### Apparel Return and Laundry Protocol

- Laundry is available for all athletic apparel; athletes will be issued a laundry loops for apparel to be secured to when placed in laundry chute.
  - Laundry chute is located in basement, on wall outside of laundry room.
- ALL practice uniforms **MUST** be returned to laundry chute after practice; laundered apparel will be available next day, specific times will be posted by Equipment Manager.
  - If not returned, you will not be issued practice gear and/or game uniform following day.
- ALL game uniforms and travel apparel **MUST** be returned after every game to be laundered and inventoried.
  - Returned immediately after games, both home and away.
  - If not returned, you will be charged **\$1/day per item** for each day the item(s) is not returned.
    - Includes: complete uniform and any travel apparel (shirt, warm ups, sweat shirt, jacket, bags)
  - If not returned, you will not be issued practice gear and/or game uniform following day.
- ***If any issued item(s) is lost, damaged, or not returned – you will be charged for the item(s). A HOLD will be placed on you academic account, which will prevent you from registering, getting a transcript, and/or graduating. You will not be able to complete any of those requests until the HOLD is removed, which is done when item(s) is either returned or paid in full for.***

Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*Under 18 parent/guardian (printed) \_\_\_\_\_ Signature \_\_\_\_\_



## Student Athlete Rights and Responsibilities



### MCCC Athletic Department Position Statement:

*We believe that as a member of the MCCC athletics program, you have a responsibility to uphold a high standard of behavior. To that end, if you are involved in an incident that runs counter to these expectations, undermines the hard work of your teammates and the reputation of our organization you will be disciplined accordingly.*

### As a student athlete, you have the right to expect the following College Provisions:

- Academic support services that include instruction, counseling, and tutoring as required
- Coaching and leadership
- An opportunity to make the team, a reasonable schedule of games or meets.
- College issued essential athletic equipment required for eligible competition
- Transportation to and from all away games
- Meal allowance on selected overnight trips \$20.00 per day. This is appropriately and adjusted based on the location of the trip and hotel accommodations. Meal money should be used for food and nutritional purposes only.
- Assistance in locating an appropriate transfer college
- Access to athletic trainer and referral to the college physician as needed
- Limited/secondary injury insurance coverage while participating in authorized athletic activities

### As a student athlete, you have the following responsibilities:

- Attend all classes (Classes have priority over all other activities)
- Establish and maintain your athletic eligibility with 12 credits minimum per semester with a 2.0 GPA
- Arrange for your own housing and related living expenses
- Maintain college issued equipment in reasonable condition during your season
- Return all college issued equipment immediately upon completion of your season (You will be required to pay for any equipment you fail to return due to loss, theft, or damage)
- Attend mandatory study sessions as scheduled by the Department of Athletics
- **BE MINDFUL OF WHAT YOU POST TO ANY SOCIAL MEDIA PLATFORM THIS INCLUDES POSTING PICTURES WEARING MERCER ATHLETIC APPAREL, POSTING TRAVEL PLANS, POSTING NEGATIVE COMMENTS ABOUT TEAM PERSONNEL OR FELLOW PLAYERS, POSTING ANYTHING INAPPROPRIATE, WHETHER PERSONAL OR TEAM RELATED THAT MAY CAUSE AN INDIVIDUAL OR MERCER COUNTY COLLEGE TO BE VIEWED IN A NEGATIVE WAY**

### As a college athlete, you are accountable for the following personal behavior:

- Compliance with all aspects of the Student Conduct and Discipline Code as presented in the NJCAA Handbook and Mercer County College Student Handbook
- Prohibited Activities:
  - Participating in non-sanctioned NJCAA sport while you are a member of a Mercer County College team during published season schedule
  - Gambling
  - Use of tobacco products during practice or competition
  - Use of alcohol during practice or competition (and abuse of alcohol during the season of your sport)
  - Use of alcohol 48 hours before competition (see code of ethics while traveling)
  - Use of controlled substances and/or performance enhancing drugs
  - Piercings that are presumed dangerous must be removed to play or practice (i.e. tongue, nose, lips, ears, and eyebrows)
  - Good sportsmanship: Develop and foster respect for teammates, coaches, officials and spectators
  - Exercise restraint under pressure or when you are confronted with threats, violence or flagrant acts during the contest
  - Must wear proper safety equipment during participation as required by your sport: Shin guards, Helmets, Face Guards, respectfully at practice and games on and off campus.

By signing this form, you agree to the above statement about student athlete rights and responsibilities and agree to abide by these obligations as a student athlete at Mercer County Community College.

Athlete Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Student Athlete Academic Progress/Eligibility Regulations

**Academic Progress Eligibility:** the basis for NJCAA eligibility is directly related to the number of full-time terms a student athlete has previously attempted.

1. **Full-Time Term:** A student-athlete is charged with attempting a term of full-time enrollment when they remain enrolled in full-time status beyond the 15<sup>th</sup> calendar day of the term or if they have participated.
  
2. **First Season Academic Requirement:** A first season participant must satisfy the academic progress eligibility requirement by meeting ALL of the requirements of at least ONE of the following rules or exceptions which apply to the student's situation:
  - a. **Zero (0) Previous Terms of Full-Time College Enrollment:** A student-athlete who is in his/her first full-time college term is deemed to have satisfied the academic progress eligibility for their initial term of full-time enrollment or participation, OR
  - b. **One Previous Term of Full-Time College Enrollment:** On or before the 18<sup>th</sup> calendar day of the student-athletes second full-time college term must have accumulated 12 credit hours with a GPA of 1.75 or higher, OR
  - c. **Two or More Previous Terms of Full-Time College Enrollment:** On or before the 18<sup>th</sup> calendar day of the third full-time, and all subsequent terms of full-time enrollment, a student-athlete must have passed 12 credit hours with a GPA of 2.00 or higher in the previous term of full-time enrollment, OR
  - d. **Best Hours Accumulation Rule:** On or before the 18<sup>th</sup> calendar day of the term the student-athlete wishes to participate in, a student-athlete must have accumulated passing credit hours with a and associated GPA of 2.00 or higher in a number equal or greater than the student-athlete's terms of full-time enrolment multiplied by twelve, OR
  - e. **Total Hours Accumulation Rule:** On or before the 18<sup>th</sup> calendar day of the term the student-athlete wishes to participate in, a student-athlete must have accumulated passing credit hours with a GPA of 2.00 or higher in a number of equal or greater than:
    - i. 36 total semester hours for a fall season or 48 total semester hours for a spring season, OR
    - ii. 54 quarter hours for a fall sport, 63 quarter hours for a winter sport or 72 quarter hours for a spring sport
    - iii. A student-athlete may only use this rule once per sport within the same semester. Once this rule is exhausted, the student-athlete must meet the requirements of c or d to maintain eligibility.
  - f. **First Participating Term Accumulation Exception for student-athletes with prior enrollment in multiple full-time semesters:** A student-athlete entering his/her first season of participation in a sport must have accumulated passing credit hours at a minimum of 24 semester hours or 36 quarter hours with a GPA of 2.00 or higher, on or before the 15<sup>th</sup> calendar day of the term.
    - i. The First Participating Term Accumulation Exception may only be used once to establish a student-athlete's eligibility in the initial term of participation. This exception may not be used to establish eligibility in subsequent terms.

I understand that failure to meet these requirements may result in loss of eligibility to participate in intercollegiate athletics at Mercer County Community College.

Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*Under 18 Parent/Guardian Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_



---

**Statement of Equality, Diversity and Inclusion**

**Mercer Athletics is committed to creating a safe and inclusive environment in which the values of equality, diversity, inclusiveness and respect are fostered and supported. Mercer Athletics provides equitable opportunities for student-athlete participation. Diversity and inclusion are established and maintained by promoting a culture that encourages respect, tolerance, responsible behavior and kindness. Any discrimination based on gender, race, national origin, sexual orientation or any other defining characteristics will not be tolerated.**

---

*I, (Print Name) \_\_\_\_\_ have read the above statement. As a member of a Mercer Athletic Team (Print Sport) \_\_\_\_\_, I understand that I am responsible for my behavior while representing my team and Mercer. Any violation of the above statement will put me at risk of disciplinary action and will be reported to the Mercer Student County Community College Conduct Officer and/or the Title IX Coordinator.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

*Parent/Guardian Signature if under age 18*

Date



## Student-Athlete Grievance Procedure



The Mercer County Community College Athletic Department is committed to protecting the health, safety, welfare, and fair treatment of student-athletes at all times. MCCC has institutional processes in place for handling certain types of complaints, including discrimination and sexual/gender harassment. Therefore, certain matters brought to the attention of the Athletics Department should be referred to the office of Student Affairs and a formal grievance review may be requested by filing a Student Grievance form with the office of Student Affairs, SC245.

A grievance is defined as *“an official statement of complaint over something believed to be wrong or untrue”*. The MCCC Athletic Department is committed to providing an atmosphere in which conflicts are addressed in a constructive manner through open and honest communication. The Student-Athlete Grievance Procedure is designed to address conflicts specific to the MCCC Athletic Department and to help student-athletes resolve issues that arise as a result of their participation in MCCC athletics.

### General Grievance Process

Step 1: The student-athlete is encouraged to discuss the issue directly with the coach or staff member involved in an attempt to resolve the conflict.

Step 2: If the student-athlete cannot reach a satisfactory resolution of the issue through direct communication or is uncomfortable making direct contact with the coach, and/or staff member, the student-athlete should report the grievance to the Athletic Director. In an effort to resolve the matter, the Athletic Director will facilitate a conversation between the involved parties.

Step 3: if the issue cannot be resolved informally, or if a student-athlete is uncomfortable pursuing their concerns with the coach or parties involved, the student-athlete may report their grievance to the Athletic Director and/or Associate Athletic Director in writing. The statement must be written by him or herself. The statement should include the nature of the concern, the steps that have been taken, and the outcome that the student-athlete is seeking. The Athletic Director will review the issue. The following steps will be taken for the review process:

- i. A copy of the student-athlete’s grievance statement will be shown to the coach and/or parties involved, but the coach will not be provided a copy of the statement.
- ii. The coach will be given an opportunity to provide his or her own statement in response to the student-athlete, within a time frame set by the Athletic Director. The coach’s statement will be shown to the student-athlete, but a copy will not be provided.
- iii. The Athletic Director will investigate the grievance. All parties involved may suggest particular individuals who can provide knowledgeable facts of the situation. The Athletic Director may interview those individuals to clarify events reported in the statements.
- iv. The Athletic Director, or designee athletic administrator will write a formal review of the grievance and determine best action to resolve the issue.
- v. Issues relative to a student athlete’s playing, status, playing time, or performance on the field or court, and honors recognition are not grievance matters.



## Automobile Registration

As a prospective student athlete there will be times, due to late practice, games, or team travel, you will need to park in the faculty tennis court parking lot with prior permission. We offer you this opportunity without the risk of being ticketed provided that you register your car with the athletic department.

Any ticket that you receive because you have parked during prohibited times, which is any time the gate is down, will be your responsibility.

Name: \_\_\_\_\_ Sport: \_\_\_\_\_

License Plate #: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Year: \_\_\_\_\_ Model: \_\_\_\_\_

Model: \_\_\_\_\_ Color: \_\_\_\_\_