



  
**Muskegon Community College**  
**Student-Athlete Handbook**



## Contents:

	Page
WELCOME MESSAGE/AFFILIATIONS.....	1
STUDENT ATHLETE-CODE OF CONDUCT.....	2
VIOLATIONS OF STUDENT-ATHLETE CODE OF CONDUCT.....	4
SPORTSMANSHIP.....	5
HAZING/ DISCRIMINATION/ SEXUAL HARASSMENT .....	6
MCC STUDENT ATHLETE EXPECTATIONS.....	7
ACADEMIC ELIGIBILITY.....	8
REQUIRED PAPERWORK/ ACADEMIC EXPECTATIONS/ ACADEMIC INTEGRITY POLICY .....	9
TUTORING / STUDY TABLE / GRADE REPORTS/ .....	10
ATHLETIC SCHOLARSHIPS / TRANSFERRING.....	11



## WELCOME MESSAGE:

Welcome student-athletes! We are pleased that you have chosen to pursue your athletic and academic goals at Muskegon Community College.

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

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

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

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

## AFFILIATIONS:

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

The web site for the NJCAA is [www.njcaa.org](http://www.njcaa.org).

The web site for the MCCAA is [www.mccaa.org](http://www.mccaa.org).

We currently compete in 13 sports:

### **Men's Sports:**

Baseball, Basketball, Bowling, Cross Country, Golf, Soccer, and Wrestling.

### **Women's Sports:**

Basketball, Bowling, Cross Country, Soccer, Softball, and Volleyball.

## STUDENT-ATHLETE CODE OF CONDUCT:

### Introduction

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

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

### Responsibilities

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

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

## **Alcohol, Tobacco And Drugs**

Student-athletes are strongly encouraged not to use illegal or unauthorized drugs including alcohol, cigarettes and/or chewing tobacco. Any student-athlete who is charged with or receives a citation relating to the possession or illegal use of alcohol, illegal drugs and/or prescription drugs will be subject to the following disciplinary measures:

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

## **Social Media Policy**

The Muskegon Community College Athletic Department understands the popularity and usefulness of social media networking sites such as Twitter, Facebook, YouTube, Snap Chat, Yik Yak, Instagram, etc. and supports their use by student-athletes provided that:

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

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

- Before participating in any online community, understand that anything posted online is available to anyone in the world. **Any text or photo placed online becomes the property of the site(s) and is completely**

**out of your control the moment it is placed online - even if you limit access to your site.**

- You should not post any information, photos or other items online that could embarrass you, your family, your team, the Athletic Department or Muskegon Community College. **This includes information that may be posted by others on your page.**
- Never post your home address, local address phone number(s), birth date or other personal information. You could be a target of predators.
- Coaches and Athletic Department administrators may monitor these web sites and request that inappropriate posts be removed.
- Student-athletes could face discipline and even dismissal for violations of team, department, MCC and/or NJCAA policies.

**Muskegon Community College Campus Security and other local law enforcement agencies may monitor these websites regularly as may potential employers and internship supervisors as a way of screening applicants.**

In addition, many graduate programs and scholarship committees also search these sites to screen candidates. Muskegon Community College student-athletes should be very careful when using online social networking sites and keep in mind that sanctions may be imposed, including the loss of your eligibility for the season, if these sites are used improperly or depict inappropriate, embarrassing or dangerous behaviors.

#### **VIOLATIONS OF THE STUDENT-ATHLETE CODE OF CONDUCT:**

Any violation of the **student-athlete code of conduct** may result in disciplinary action including, but not limited to, reduction or revocation of athletic scholarship awards and suspension (temporary or permanent) from participation in Athletics.

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

## **SPORTSMANSHIP:**

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

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

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

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

## **HAZING:**

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

## **DISCRIMINATION:**

MCC policy and federal law prohibit discrimination on the basis of race, color, creed, religion, ethnic origin, age, gender, or disability. For information on filing a grievance in matters related to discrimination, please contact the Athletic Director.

## **SEXUAL HARRASSMENT:**

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

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

Examples of sexual harassment include:

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



## **MCC STUDENT-ATHLETE EXPECTATIONS:**

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

- Treat instructors and classmates with courtesy and respect and always use good manners.
- Abide by all team rules, training rules, and travel rules as outlined by your coach.
- Dress appropriately and remember that you are a representative of MCC.
- Be courteous to, cooperative with, and patient with fans, officials, community members, and media personnel.
- Refrain from use of inappropriate language, signs, symbols, or unsportsmanlike conduct.
- Refrain from loud, attention-drawing, or discourteous behavior on campus or when traveling, staying in hotels, visiting other campuses, or similar conditions.

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

## ACADEMIC ELIGIBILITY:

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

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

Students must be in regular attendance within fifteen (15) calendar days from the beginning of classes of the term in which the student chooses to participate.

Students must maintain enrollment in twelve (12) or more credit hours of college work as listed in the college catalog during each term of athletic participation.

**Continued Academic Eligibility – GPA and Credits** - Prior to the last official date to register for the second full-time semester, and all subsequent semesters thereafter, (as published in the college catalog), a student must satisfy one of the following requirements to be eligible for the upcoming term:

Pass a minimum of 12 semester hours with a 2.0 GPA or higher, during the previous semester of full-time enrollment, OR

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 2.0 or higher, OR

A first season participant must have passed a minimum accumulation of 24 credit hours with a 2.0 GPA or higher for the initial term of participation, regardless of previous term or other accumulation requirements, OR

A first or second season participant must have passed a minimum accumulation of 36 credit hours for a fall sport, 48 hours for a spring sport, with a 2.0 or higher, regardless of previous term or other accumulation requirements. 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 2.0 GPA.

*\*Any specific questions regarding eligibility should be directed to the Athletic Director.*

## REQUIRED PAPERWORK BEFORE COMPETING:

Muskegon Community College requires that all student-athletes who plan to participate in any MCC sanctioned open gym/workout/practice must first complete and turn in a current physical on our physical form, along with all other forms that are required. You can find a link for the forms on the college website under “Athletics” and “Athletic Forms”. You can find the link at: <http://www.muskegoncc.edu/athletics/wp-content/uploads/sites/56/2015/06/all-forms-together.pdf>

In addition there is an open letter from Marty McDermott, AD that contains information regarding how the college insurance works. You can find that link here: <http://www.muskegoncc.edu/PDFFiles/Athletics/welcome%20from%20AD.pdf>

## ACADEMIC EXPECTATIONS:

1. Have an academic plan to follow.
2. Attend every class.
3. Graduate in two years with your Associate in Arts & Science Degree.

## ACADEMIC INTEGRITY POLICY:

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

Academic dishonesty consists of, but is not limited to:

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

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

## **TUTORING:**

We work hard to provide tutoring services, free of charge, to our students. Please contact the Tutoring Center at 231-777-0393 for more information. In addition, the Student Success Center is open weekdays and some evenings. All you have to do is stop in and ask for help!

## **STUDY TABLES:**

All student-athletes are expected to complete a set number of hours of study time during the week. You **MUST** be on time and **MUST** stay the entire scheduled time. Study tables hours are set by each individual athletic program.

**Everyone must attend study tables unless you have earned a cumulative grade point average of 2.5.** Depending on your coach's policy, you may attend either supervised or unsupervised study tables.

## **GRADE REPORTS FOR STUDENT ATHLETES:**

Grade reports will be distributed to instructors in order to monitor student-athletes' class performance and progress toward graduation. If the student-athlete is not attending class, successfully completing homework assignments, passing unit exams, and/or avoiding study tables, they will be referred to the head coach or academic advisor.

## **ATHLETIC SCHOLARSHIPS:**

Each sport can award an athletic scholarship to a student-athlete. Scholarships and amounts awarded are at the discretion of each team's coach. Athletic scholarships are one year commitments that can be renewed for a second year if all requirements are met. Once awarded, scholarships can be removed from the student-athlete for the following reasons:

1. Student-athlete becomes ineligible according to NJCAA rules.
2. Student-athlete participates in or commits an act which brings dishonor to the athlete and/or the MCC Athletic Department.
3. Student-athlete does not complete the required amount of practice time (pre-season) or chooses to quit the sport that the scholarship was awarded for prior to the end of the season.
4. Student-athlete refuses to follow directives of his or her coach.

## **TRANSFERRING:**

Please see Athletic Director for information and rules regarding transferring to another institution.

**NOTES:**

**NOTES:**

