

# SOUTHWEST WISCONSIN TECHNICAL COLLEGE ATHLETICS

Dear Southwest Wisconsin Technical College Student Athlete:

Welcome to the Southwest Wisconsin Technical College (Southwest Tech) Athletic Department. We hope you enjoy participating in the sport(s) of your choice while taking pride in being a Charger. We are committed to you as a student-athlete and our goal is to give our teams and our individuals the best opportunity to be successful both on the playing field and in the classroom. To excel in both areas will require your self-discipline, hard work and commitment.

As a student-athlete at Southwest Tech, you will be representing yourself and your family, as well as our college and community at all times. It is a privilege to participate in intercollegiate athletics. With any privilege comes responsibility and we expect our student-athletes to go beyond the normal call of duty in their actions on and off the playing field. This Student-Athlete Handbook is designed as a resource for you to better understand rules and regulations concerning intercollegiate athletes, as well as to give you a general outline of the expectations we have of you as a student-athlete at Southwest Tech. This handbook is not a complete set of our policies. We reserve the right to change, revise, eliminate, or supplement any of the policies and procedures in this handbook at any time. Student-athletes will be notified of changes via their student email account.

The staff and coaches are here to help make your experience the best. We invite you to take full advantage of this opportunity and hope we can assist you in becoming a well-educated, responsible, productive individual. Please feel free to contact us at any time for any questions or concerns. Our doors are always open, and we look forward to working with you. Go Chargers!

Sincerely,

Robin Hamel  
Athletic Director  
Student Life & Athletic Director

## Southwest Tech Athletic Programs

### Women's Sports

Golf  
Trapshooting

### Men's Sports

Golf  
Trapshooting

# Welcome and General Information

## **College Mission Statement**

Southwest Wisconsin Technical College provides individualized lifelong learning opportunities that focus on students and communities.

## **Athletic Department Philosophy and Objectives**

The Athletic Department at Southwest Tech is an integral part of the educational process. Accordingly, it is meant to provide learning and growth experiences for those students who participate. Our goal is to help develop the habits, attitudes and ideas necessary for ethical competition and cooperation in our society. Athletic participation at Southwest Tech should also provide students with unique opportunities for self-discipline, self-sacrifice, commitment, and loyalty to the community, the college, and the team.

The major purposes of the athletic programs are to encourage healthy rivalries between teams and the institutions they represent, friendships among the participants, the development of exceptional playing skills and sportsmanship, and improved community relations.

The Southwest Tech athletic department recognizes that the College is an integral part of the regional society, and has a major responsibility to help support the social development of the area. The athletic programs embrace the College objectives of providing for intellectual and social growth through the development of the individual student abilities, attitudes, values, interests, and knowledge. Furthermore, in accordance with College objectives, the athletic department strives to provide a community service that encompasses educational and general interest activities. Southwest Tech anticipates that offering athletic programs will:

- Provide opportunities for positive social interaction among student-athletes.
- Provide opportunities for leadership on and off the field.
- Promote social responsibility as well as meaningful interpersonal relationships. Student-athletes will develop coherent values and ethical standards to identify, examine, and construct meaningful values for a life of learning and responsible citizenship.
- Promote personal and educational goals.
- Assist student-athletes in developing effective communication skills.
- Engage student-athletes in active learning through experimentation, application, involvement, and reflection.
- Collaborate with student-athletes, faculty, administrators, and others to provide multiple perspectives on shared commitments and to foster healthy decision making.

## **Coach's Responsibilities and Rights**

It is the coach's responsibility to outline the program expectations beyond those outlined in this manual. These expectations could pertain to academics, how the student represents the college on and off the playing field, expectations in athletic training, or anything the coach deems to be appropriate for the program. Our coaches are expected to have an open line of communication with our student-athletes. Any problems or incidents involving team members should be addressed by the coach in a timely manner and communicated to the respective supervisor. Any coach has the right to remove individuals from their program when it is determined that the coach feels the individual is not meeting expectations of the program.

## **Affiliations**

Southwest Wisconsin Technical College is a member of:

- National Junior College Athletic Association (NJCAA)
- Minnesota College Athletic Conference (MCAC)

Southwest Tech student-athletes will abide by all rules as set forth by the NJCAA and the MCAC.

# **Student Eligibility and Responsibilities**

## **Southwest Tech Student-Athletes Admission Requirements**

All student-athletes are required to be admitted and enrolled as a Southwest Wisconsin Technical College student while participating in Southwest Tech Athletics.

## **NJCAA Athletic Eligibility**

Southwest Tech student-athletes must maintain athletic eligibility as defined by the NJCAA. In addition, Southwest Tech student-athletes may be required to maintain standards set by Southwest Tech that are higher than NJCAA standards. **The student-athlete must submit the following items to the Athletic Director by the first day of classes in the fall semester in order to establish student-athlete's NJCAA eligibility:**

1. All college transcripts (past, present, and transfer).
2. Transfer Waivers from transfer student-athletes, where applicable.
3. Proof of high school graduation (official high school transcript) or GED. Both documents must include the date of graduation.
4. Documentation demonstrating whether a student-athlete attended three or more years of high school in the United States.
5. Medical Evaluation form
6. Signed and submitted letters of intent, where applicable.
7. Delay of enrollment statements for all student-athletes, where applicable.
8. Break of enrollment statements for all student-athletes, where applicable.
9. Other documentation certifying the student-athletes' eligibility, or as requested by the NJCAA.
10. Documentation of academic or medical hardship, certified learning disabilities hardship, 18 calendar month non-college attendance rule.

## **MCAC Athletic Eligibility \***

Southwest Tech student-athletes must maintain athletic eligibility as defined by the MCAC. In addition, Southwest Tech student-athletes may be required to maintain standards set by Southwest Tech that are higher than MCAC standards.

Contact the school's Athletic Director or Head Coach of the clay target team to receive team and League information.

**\*NJCAA is the governing body for the MCAC. Student participating under the MCAC will be subject to NJCAA rules as defined in this handbook.**

## **Code of Ethics for Southwest Wisconsin Technical College Student-Athletes**

It is the philosophy of Southwest Wisconsin Technical College and the National Junior College Athletic Association that participation in intercollegiate athletics is a privilege rather than a right. This is a privilege earned and maintained by the student-athlete. The following are some expectations of our Athletic Department that will aid in developing a quality team and quality individuals.

1. Strive for the highest degree of excellence.
2. Willfully abide by the spirit of the rules as well as the letter of the rules throughout all games and practices.
3. Exert maximum effort in all games and practices.
4. Be willing to train in order to achieve one's full potential.
5. Graciously accept constructive criticism.
6. Contribute to the effort to make each practice a success.
7. Keep personal disagreements away from practices and games.
8. Respect and accept the decisions of the coach.
9. Exhibit dignity in manner and dress when representing one's school both on and off the court or playing field and in travel.
10. Recognize the responsibility for proper conduct at any practice, contest, or tournament.
11. Maintain personal habits which enhance healthful living.
12. Refrain from partaking of drugs, alcohol and tobacco and/or related activities at all times.
13. Treat all players, coaches, officials, and college staff with respect and courtesy.

## **Code of Conduct for Southwest Wisconsin Technical College Student-Athletes**

To represent Southwest Tech in athletics is a privilege, not a right. Therefore, the expected behavior of a student is a step above the norm. Athletics provides the student an opportunity to grow emotionally, socially, and intellectually. With this in mind, this CODE OF CONDUCT and all the responsibilities and expectations outlined in this handbook have been adopted.

## **Student-Athlete Conduct Subject to Sanctions**

- A. Acting in a manner which causes concern for the health and safety of oneself or others. Assaulting, threatening, verbally or physically abusing, or endangering in any other manner the health or safety of 1) a college student, staff member, or instructor or 2) any person on the campus or at a college sponsored or supervised function or event.
- B. Misusing or misappropriating college property or private property on campus or at off-campus college activities, including but not limited to the following: theft or attempted theft, burglary, willful possession of stolen property, and willful destruction, damage, defacement, or mutilation of property belonging to, or in the custody of, the college or member of the college community.
- C. Using or possessing any alcoholic beverage on college property, residence halls, or at college or housing sponsored functions. A student-athlete will be considered in violation of the alcohol policy when present at a gathering where alcohol is being consumed or when the apartment or room occupied by the student has full or empty alcohol containers present. Furthermore, any student-athlete who appears at any activity under the influence of alcohol will be subject to disciplinary action.
- D. Manufacturing, processing, selling, providing, using, or possessing any narcotic drug, marijuana, or other illegal controlled substance and/or drug related paraphernalia on college property, residence halls, or at college-sponsored events.
- E. Using or possessing firearms, ammunition, explosives, fireworks, or other dangerous articles within college buildings, on campus, in residence halls, or at college-sponsored events or supervised functions.
- F. Intentionally initiating a false alarm of a fire, bomb threat, or other catastrophe by verbally reporting one or by tampering with an alarm system or safety equipment. Engaging in the intentional setting of fires or explosions within college buildings, residence halls, or on the campus without proper authority. Threatening to place or attempting to place any incendiary or explosive device or material on or about the college premises, residence halls, or at the site of a college-sponsored activity.

## **Substance Abuse Policy**

The use of illegal drugs or performance-enhancing substances and the misuse of alcohol are detrimental to an individual's health, may create an unfair advantage, and negatively influence the integrity and character of the athletic program. At times, a student-athlete may find himself/herself in the presence of others who may be using drugs and/or misusing alcohol. If such circumstances arise, the Southwest Tech Athletic Department encourages student-athletes to take a firm stand against the use/abuse.

Alcohol is not compatible with achieving optimal athletic performance. All Southwest Tech student-athletes will comply with all NJCAA, MCAC and NCAA policies regarding alcohol and other substance use/abuse. Student-athletes must also abide by civil laws regarding alcohol use and possession. If a student-athlete is found in violation of the substance abuse policy and the "Student-Athlete Conduct Subject to Sanctions", the "Student-Athlete code of conduct Disciplinary Action" will be implemented.

Student-Athletes are also prohibited from possessing, distributing, manufacturing, selling, or purchasing and prohibited substance, any prescription without an authorized physician's approval, and any substance belonging to any of the classes of banned substances published by the NCAA. The College may test for any substance contained or not contained on the NCAA's list of banned substances. A participant found to have violated this policy will be subject to the "Student-Athlete code of conduct Disciplinary Action".

Any student-athlete who has a drug or alcohol problem is encouraged to seek help before a breach of this policy occurs and punitive action is taken. Any self-referral will be strictly confidential and no team or administrative sanctions will be immediately taken toward a student-athlete who has made a personal decision to seek professional assistance. However, such student-athlete may be referred to appropriate counseling services and withheld from athletic participation until such time as is determined by the Athletic Director that student-athlete is physically able to resume his/her participation.

## **Student-Athlete Code of Conduct Disciplinary Action**

- A. These actions are required through the Athletic Department; however, the disciplinary measures of the coach in their respective sport can supersede the actions listed below. Violations of the Code of Conduct will be adjudicated through the authority of the Head Coach and Athletic Director's and may be subject to one or all of the following measures:
1. Verbal and written warning.
  2. Probations for up to four weeks for lack of class attendance.
  3. Suspension from at least one or more games.
  4. Expulsion from the team.
  5. Eviction from student housing.
  6. Expulsion from Southwest Tech classes.
  7. Additional sanctions per the Southwest Tech Judicial Code and/or Residence Life Handbook.
  8. A filed report made to proper authorities for legal action or possible arrest by law enforcement officials for apparent violation of local, state, or federal laws pertaining to illegal use and/or possession of alcohol or other controlled substances.

## **Social Networking**

The Southwest Tech Athletic Department believes in protecting the rights of student-athletes to freedom of speech, expressions, and association including their right to use internet social networks (i.e. Facebook, Twitter, etc.). Use of the social networks can be a positive experience. Misuse of the social networks can have a long-term effect on personal and professional lives. Please remember that you are a student-athlete and that you are representing yourself, your teammates, family, team, college, and community. Misuse or inappropriate postings will result in disciplinary action either by the head coach of the student-athletes particular sport and/or the Southwest Tech Athletic Department.

## **Responsibilities of a Southwest Tech Student-Athlete in the Classroom**

Each student-athlete at Southwest Tech is required to meet certain expectations with regards to the performance in academics and the classroom. In exchange we will do our best to provide you with a rewarding collegiate academic/athletic experience. As a department, we expect the following from every student-athlete:

1. All student-athletes must meet individually with an Advisor at least once per semester. These meetings are for the purpose of developing an academic plan and scheduling classes.
2. Attend **all classes** on a regular basis.
3. Study and make every attempt to earn a “C” or better in each class.
4. Meet with your Coach and Advisor, **BEFORE** dropping a class. Dropping a class could cause you to become ineligible immediately.
5. All Southwest Tech student-athletes must enroll in a minimum of 12 credit hours each semester to progress forward to graduation. Unless it is your last semester on campus and you did not qualify for nationals (golf).
6. Check with an Advisor to see your progress in completing the requirements for graduation. During the spring semester of your final school year, all students must fill out a **request to graduate form**.
7. **Take responsibility for yourself.** College is different from high school in many ways and students often find that what worked for them in high school doesn’t work as well in college. One way to adjust better to college life is to be aware of these differences and to develop new ways of behaving as a student.
8. Student-athlete must contact instructors when student-athlete is going to miss classes due to athletic competition. Student-athlete must contact instructors **PRIOR** to the absence and take responsibility for making up missed work and/or class time.

For many students the biggest adjustment problem is getting accustomed to taking total responsibility for getting their work done. It may seem like there are fewer daily assignments than in high school and you may go for weeks without having a test or paper due. If you’re absent, it’s up to you to make up for what you missed.

One of the great things about college is the increased freedom and independence - no one stands over you watching your every move. But this freedom can make it tempting to coast along.

## **NJCAA Letter of Intent/Release Form**

As a member of the NJCAA, Southwest Wisconsin Technical College will abide by the rules and regulations of the NJCAA Letter of Intent. Student-athletes who are issued a Letter of Intent by Southwest Tech coaches are encouraged to read and understand all portions of the form before signing. The policies and procedures of the Letter of Intent and the NJCAA Release Agreement form are as follows:

1. An Academic year is defined as August 1 through July 31.
2. A student-athlete must have completed his/her junior year in high school in order to be signed to a NJCAA Letter of Intent.
3. NJCAA Letters of Intent supersede all current regional and/or conference Letters of Intent. Regions and/or conferences, however, may impose more stringent restrictions than current NJCAA regulations.
5. If a student-athlete decides to enroll in another NJCAA member college, having already signed a valid NJCAA Letter of Intent and prior to fulfilling the terms of the original Letter of Intent, that student-athlete would be ineligible to compete for any NJCAA college for the academic year, with the following exceptions:

- a. If, by the opening day of classes in the fall, the student-athlete has not met the requirements for admission to the original institution or the academic requirements for financial aid to athletes.
  - b. If the student-athlete receives a NJCAA Release Agreement from the original NJCAA member college, signed by that NJCAA Member College's President (Chief Executive Officer) and Director of Athletics.
  - c. If the student-athlete should serve on active duty with the Armed Forces of the United States or on an official church mission for at least 18 calendar months.
  - d. If the sport is discontinued by the institution with which the student-athlete signs.
6. The student-athlete will forfeit all NJCAA eligibility if he/she falsifies or has knowledge of his/her parent/legal guardians falsifying any information contained on the Letter of Intent.
  7. Student-athletes may be released from the Letter of Intent by receiving a signed copy of the NJCAA Release Agreement Form signed by the Athletic Director, the President of the Institution and the student-athlete/(and parent when necessary) **as required on the form.**

## **RECRUITABLE ATHLETE**

### **1. Staff and member colleges**

An athletics staff member or other representative of the institution's athletics interests shall not make contact, for any reason,

- a. With any student-athlete that is in season or enrolled in the term in which the sport season ends at a NJCAA member college.

**Or**

- b. With a student-athlete who is signed to a NJCAA Letter of Intent.

### **2. Student-Athletes**

A student-athlete or other representative of the student/athlete's athletic interests shall not make contact with another NJCAA member school or its representatives, for any reason,

- a. While any student-athlete is in season or is enrolled in the term in which the sport season ends.

**Or**

- b. While the student-athlete is signed to a NJCAA Letter of Intent.

## **Financial Aid**

Southwest Tech student-athletes are strongly encouraged to apply for federal financial aid.

## **Insurance**

- A. The NJCAA and Southwest Tech shall not be liable or responsible for injury to any individual, or damages of any nature, resulting from participation in any postseason events sponsored by the NJCAA or MCAC.
- B. The NJCAA or MCAC and Southwest Tech shall not be liable or responsible for injury to any individual, or damages of any nature, resulting from participation in any regular season or post-season events.
- C. **Athletic Physicals:** All student-athletes participating in any one of the NJCAA and MCAC certified sports must have passed a physical examination administered by a qualified health care professional licensed to administer physical examinations, prior to the first practice for each calendar year in which they compete. The cost of the athletic physical is the responsibility of the student-athlete.
- D. **Injury Procedure:** Each coach shall report all injuries to the Athletic Director. Injuries serious in nature should have a doctor's explanation of injury sustained.

- E. **Medical Release:** Each student-athlete is asked to complete a medical history form.
- F. **Student-Athlete Non-Athletic Injury/Personal Illness:** All non-athletic injuries and personal illnesses experienced by a student-athlete are the responsibility of the student-athlete. All financial expenses are covered by the student.

**Transportation for Student-Athletes for Southwest Tech Related Events**

The Southwest Tech coaching staff or an authorized college representative will provide student-athletes with transportation in the Southwest Tech vehicle fleet to and from any out of town athletic competition other than the home event. No transportation is provided to practices.

Should a student-athlete, coach, or support participant choose to provide his/her own transportation, he/she does so at his/her own risk. The operator of the personal vehicle will be personally liable for any and all personal injury, property damage, damages, losses, and expenses, including attorney fees, which may arise out of the operation of the personal vehicle.

# Southwest Tech Athletic Participation Guidelines Acknowledgment

A student-athlete becomes a member of the Southwest Wisconsin Technical College Athletic Department for the forthcoming 2019-2020 school year under the provisions of the Student/Athlete Handbook upon signing this Acknowledgment Form at the end of this booklet, with the understanding that all rules herein are applicable and enforced up to the start of the subsequent academic/athletic year. Student athlete also agrees to abide by all NJCAA and MCAC guidelines, a listing of which can be found at [www.njcaa.org](http://www.njcaa.org).

I hereby consent to random drug screening and authorize the employees or agents of Southwest Wisconsin Technical College to send my sample to a professional laboratory of the College's choice for actual drug testing. I also authorize the employees or agents of Southwest Wisconsin Technical College to provide the results of all drug tests to the President, Athletic Director, Head Coach, substance abuse counselor(s), and my parent(s) or legal guardian(s). I hereby release Southwest Wisconsin Technical College, its Board of Directors, its officers, employees, and agents from any and all liability that may result from the release of such information and records as authorized by this form.

**Please complete this acknowledgment and return to the Athletic Director.**

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Your signature indicates your willingness to help us provide you with the best possible athletic experience. Your signature also indicates your understanding of the rules as set forth in this handbook. Failure to follow the rules, Code of Conduct, Code of Ethics, College Policies, and NJCAA guidelines will result in the loss of privileges to participate in intercollegiate athletics at Southwest Wisconsin Technical College.

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

Print Full Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Student-Athlete**