



STUDENT-ATHLETE HANDBOOK

Welcome to Lakeland Community College! We would like to congratulate you on your decision to attend Lakeland and becoming a Laker. We have a great history at Lakeland and look forward to your contributions in our future.

We have developed this handbook and the Athletic Orientation Program to provide you with basic information that will help make your transition to Lakeland and the NJCAA successful. Please use this handbook as a source of reference throughout your stay at Lakeland. The contents will provide you with many answers.

In being a part of Lakeland, you will notice our Hall of Fame when entering the Athletic and Fitness Center (AFC). This is in large part due to the donations of past coaches and student-athletes and is set up to honor our All-Americans and national champions. There is also an area where individuals that have had a great influence in Laker athletics can be inducted. Perhaps through your efforts and abilities this could one day be you!

It is our goal that every student-athlete has a positive educational and athletic experience. Our academic goals are to prepare students so that they can become leaders in the world. This may occur through graduation or meeting the academic standards to transfer to a four-year institution. Our athletic programs provide many valuable lessons and we hope that all of our student athletes will have experiences that enrich their lives well beyond their years at Lakeland. Again, we welcome you and challenge you to be a successful student-athlete – please know that opportunity starts here – take advantage of that opportunity!

The mission of our athletic department is to promote success in the classroom, on the courts/fields, and in the community. This success may involve graduation or more simply the ability to transfer to the four-year institution of your choice. As a department we strive for excellence in these three areas.

Classroom – The work in the classroom is the most important focus of our athletic department. We are frequently discussing academic success and have developed an academic program to help foster that success. Our goal is for every student to graduate or meet the requirements to move on to a four-year institution.

Courts/fields – The work done on the courts/field is completed with eyes on moving on past Lakeland. Though this is certainly a key part in moving on, you cannot do it without the classroom! It is hoped that students will always compete to have athletic success.

Community – It is expected that every Laker is a key contributor in the community. The community involves both on-campus and off-campus environments. Many Lakers are involved with activities to help improve our community...there is an opportunity for you!

All student-athletes must adhere to specific rules and policies. These rules and policies are found within the Lakeland community College student handbook, the Lakeland Student-Athlete handbook, and the National Junior College Athletic Association (NJCAA) manual. Additionally, each coach may have specific rules and policies that student-athletes follow as a condition of



STUDENT-ATHLETE HANDBOOK

being a member of their respective team. The following sections highlight the rules and policies that effect the participation of our student-athletes. If you have any questions about any of these rules and their application to you as individual, please contact your coach, an Athletics Administrator, or the Associate VP/Dean of Students office.

It is a privilege and not a right to represent and be members of an intercollegiate athletic team at Lakeland Community College. Each student-athlete is a vital member of the college community and is expected to demonstrate good sportsmanship, honesty, and integrity. Student-athletes are among the most visible students on campus as well as in the local community and should serve as a positive role model and mentor. Each student-athlete also must abide by all applicable laws, ordinances, rules, regulations, policies and/or procedures, whether federal, state, local, college, departmental, team, conference, or NJCAA.

If you have a concern that cannot be resolved through the pages of this handbook, please feel free to contact us in our athletic office, room L102g.

Best Wishes and Good Luck during your season and throughout the academic year!

Scott Barlow
Athletic Director



STUDENT-ATHLETE HANDBOOK

TABLE OF CONTENTS

Introduction	1-2
Important Phone Numbers	4
Lakeland Code of Conduct	5
OCCAC Code of Conduct	5
Athletic Department Policies (start)	6
Academic Monitoring Program	10
Letters of Intent	12
Financial Aid/Scholarship	12-13
Registering for Classes	13-14
Lakeland ID	14
Right to Release	14
NJCAA Eligibility	14-15
NCAA Transfer Regulations	15-18
NAIA Transfer Regulations	18
Medical Services	18-19
Wrap-up	20
Appendix A	21
Student Athlete Signature Page	22

APPENDIX A

Schedule Change/Overload form
Fundraising Agreement Form
Transportation Form
National Letter of Intent
Parental Approval and Physical Examination Form
Student-Athlete Sports Information Form
Statement of Claim for Accident Insurance Form



STUDENT-ATHLETE HANDBOOK

Important Phone Number – Lakeland Offices

Admissions	440-525-7100
Registration	440-525-7101
Athletics	440-525-7302
AFC	440-525-7111
Counseling	440-525-7200
Kim Brown	440-525-7204
Ken Sharkey	440-525-7209
Financial Aid	440-525-7070
Learning Center	440-525-7019

Athletics – Coaching Staff

SPORT	COACH	OFFICE NUMBER
Baseball	Head: Howie Krause	440-525-7826
	Assistant: Greg Gerland	
Men's Basketball	Head: Terry Bowe	440-525-7826
	Assistant: Ornette Gardenhire	
Women's Basketball	Head: Amanda Blazetic	440-525-7238
	Assistant: Roger McClinton	
Golf	Head: Bobby Cala	440-525-7826
	Assistant: Zach Underwood	
Soccer	Head: Djuro Peric	440-525-7826
	Assistant: Antonns Trifonovs	
Softball	Head: Jeff Morganti	440-525-7825
	Assistant: Shelly Monas	
Volleyball	Head: Russ Miozzi	440-525-7825
	Assistant: TBA	

Administrative Staff

President	Dr. Morris Beverage	440-525-7118
Chief of Staff and Senior VP for Inst. Dev. & Effect.	Cathy Bush	440-525-7112
Associate VP of Student Development and Dean of Students	Richard Novotny	440-525-7358
Athletic Director	Scott Barlow	440-525-7350
Assistant Athletic Director	Pat Gordon	440-525-7042
Athletic Secretary	Jeanne' Sudyk	440-525-7302
AFC Supervisor	Yvonne Andrews	440-525-7114
AFC Supervisor	Mike Burtscher	440-525-7502
Athletic Trainer	Julie Phillips	440-525-7499



STUDENT-ATHLETE HANDBOOK

Lakeland Student-Athlete Code of Conduct

It is expected that the general behavior of any student athlete representing Lakeland Community College, both on and off campus, will reflect favorably upon the college, student body and athletic department.

Should an athlete choose to behave in a manner that reflects negatively upon the college, student body or athletic program, then he/she shall be subject to disciplinary action by the coach and/or Director of Athletics.

Disciplinary action may result in temporary suspension from the team for a selected number of games, dismissal from the team for the duration of the season, loss of Talent Grant (Athletic Scholarship) or loss of the privilege to participate in intercollegiate athletics while a student at Lakeland Community College.

Student athletes suspended for disciplinary action have the right to appeal the decision. The first step is to discuss the issue with the head coach. The final appeal is made through the Director of Athletics and may involve the Associate Vice-President of Student Development and/or the College President.

OCCAC Code of Conduct

Athletes participating on intercollegiate teams in the Ohio Community College Athletic Conference (OCCAC) represent their institution, the conference, and collegiate athletics in general. It is expected that all team representatives display sportsmanlike conduct at all times. This is to include, but not limited to showing respect and courtesy for players, coaches, officials, fans, as well as the personnel and property of other institutions. At no time will the OCCAC, and its representative institutions, condone verbal or physical abuse of either person or property.

The OCCAC recognizes two (2) types of un-sportsman-like behavior for all sports sanctioned by the conference, these being:

1. Excessive Verbal or other non-contact Abuse: defined by the reigning official for the particular contest/sport.
2. Physical Altercation: defined as any physical contact not associated with the normal playing of any contest.

Offenses in either of these situations will be dealt with appropriately by each of the conference institutions and the OCCAC Board of Directors.



Basic Concepts

AMATEUR STATUS

In representing the College, student-athletes (or prospective student-athletes) are not permitted to receive any benefits not run financially through the College. The College cannot be involved with room or board (housing and meals) outside of providing you the information on possible rental opportunities and meals missed due to team travel.

SOCIAL NETWORKING

Lakeland athletics understands the importance of social media/networking with SA today. We know that it is sometimes helpful for communication and we support its' usage. However, with its' usage also comes responsibility and so we support it by student-athletes, coaches and staff provided:

1. No offensive or inappropriate pictures or comments are posted – as determined by the coach and/or athletic director. Do not post anything that could embarrass you, your family, or your team. Lakeland athletics, or the college; this includes information that might be posted by others on your page. Think before you post – if it is not something you want the world to know then do not post.
2. The photos or comments do not violate the Lakeland college policies.
3. Photos or comments do not depict inappropriate team-related or college identifiable activities (including wearing/using team uniforms or gear).
4. Knowledge that once posted, it's available to anyone in the world. Any text or photo posted on-line becomes the property of the site and is completely out of your control the moment it is placed on-line; even if you limit access to your site.
5. You should never post pictures of your home, your address, cell phone numbers, or your schedule. You could become the target of predators.
6. Knowledge that potential employers, internship supervisors, graduate and scholarship committees, recruiters from a four year college often will view these sites as a way to screen applicants. If you have a poor representation they probably will move on.

GAMBLING

Lakeland Community College does not condone gambling of any kind. Gambling is defined as risking something of value upon the outcome of a contest of chance or a future contingent event not under his/ her control or influence, upon an agreement or understanding that he/she or someone else will receive something of value in the event of a certain outcome.

Student-Athletes shall not knowingly:

1. Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition.
2. Solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value.
3. Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.



STUDENT-ATHLETE HANDBOOK

A student-athlete who engages in activities designed to influence the outcome of an intercollegiate contest or in an effort to affect win-loss margins (i.e. "point shaving") or who solicits or accepts a bet or participates in any gambling activity through a bookmaker, a parlay card or any other method employed by organized gambling that involves wagering on the student-athlete's institution shall permanently lose all remaining regular-season and postseason eligibility in all sports.

HAZING

Hazing is defined as an action taken to aid, abet or to annoy any person by playing abusive or ridiculous tricks upon her/him, to subject anyone to personal indignity or danger, or to use peer pressure or innuendo to cause involuntary exercises, personal servitude, etc. All acts of hazing both on and off campus, by an organization or any of its members or alumni, are strictly forbidden. Lakeland Community College defines hazing as any action taken or situation created, intentionally, or recklessly, to produce mental, physical, or emotional discomfort, pain, embarrassment, harassment, or ridicule.

Hazing is forbidden both on and off College property. Any comments or behaviors that are hurtful or derogatory to a specific gender via any medium (bodily, print, verbal, telephone, electronic, etc) are prohibited. Any student engaged in hazing may be subject to disciplinary action by the College, regardless of any claimed consent or assumption of the risk by the victim.

Additionally, hazing is illegal under Ohio law and any person engaged in hazing may face civil and criminal consequences, including possible jail time. See Ohio Revised Code Sections 2307.4, 2903.31, and 2307.44 for more information on Ohio's hazing laws.

EQUIPMENT/UNIFORMS

Lakeland College provides equipment/uniforms and apparel on a loan basis to its student athletes for practice and competition. The equipment must be signed out through the AFC staff. The students may be responsible for any of the items are not returned as directed. All equipment is property of the College and may only be used in accordance with the NJCAA rules and College guidelines.

LOCKER ROOMS

Varsity locker rooms are provided to individual teams based on facility usage, available space, and equity of programs. These rooms are expected to be properly maintained at all times. Any damage caused by an individual will be repaired at that individuals' expense and not that of the College.

Since more than one team use the facility, it is essential that only active team members are allowed to enter the locker room. Guests should wait in the hallway. Please remember that you must card swipe in to gain access to that area.

USE OF ALCOHOL AND TOBACCO

Alcohol, cigarettes, or tobacco products cannot be sold, advertised, or given as samples on campus. The Department of Athletics does not condone the use of alcohol, tobacco, or tobacco products. The use of alcohol or tobacco products is prohibited in connection with any



STUDENT-ATHLETE HANDBOOK

intercollegiate function and is a violation of NJCAA rules for student-athletes, coaches, and athletic staff.

USE OF ILLEGAL DRUGS

The possession of non-prescription drugs is strictly prohibited by the College and the use of such substances will result in a Code of Conduct violation. Please know the NCAA has drug testing and a list of banned substances can be found with the NCAA.

FUNDRAISING

Each sport is responsible for raising funds that may be used to supplement the athletic department budgets for the sport. Goals for fundraising will be set by each Head Coach in conjunction with the Director of Athletics.

All fund raising projects and gifts must be pre-approved and authorized by the Director of Athletics. Students may not attempt a project or try to secure a gift without this prior authorization.

All checks for fundraising must be made to Lakeland Community College – Foundation (name of sport). Coaches cannot cash checks that are made out to an individual sport or the Head Coach. Team fund raising is for the College and sport – not the individual. An individual gives up their rights to any monies even when they were involved with the fundraising activity and do not make a team.

Participation in fund raising does not guarantee a roster spot.

INSTITUTIONAL, CHARITABLE, EDUCATIONAL, OR NON-PROFIT PROMOTIONS

As stated by the NCAA, please also know that Lakeland Community College or a recognized entity of the institution, its member conference, or a non-institutional charitable, educational, or non-profit agency may use a student-athlete's name, picture, or appearance to support its charitable or educational activities or to support activities considered incidental to the student-athlete's participation in intercollegiate athletics, provided the following conditions are met:

1. The student-athlete receives written approval to participate from the Director of Athletics.
2. The specific activity or project in which the student-athlete participates does not involve co-sponsorship, advertisement, or promotion by a commercial agency except as follows:
 - a. Identification (e.g. graphics, voice over, on-screen test) of the commercial entity must explain the commercial entity's affiliation with the permissible entity (e.g. entity is the official sponsor of the institution/event); AND the appearance or description of the commercial product or service or the commercial entity's logos may be included but may not exceed 25 percent of the total promotional activity. Further, language or action included in the promotion may not directly encourage the use or purchase of the commercial product or service (e.g. "drink this product") with which the commercial entity is associated;



STUDENT-ATHLETE HANDBOOK

- b. The student-athlete does not miss class;
 - c. All money derived from the activity or project goes directly to Lakeland Community College, the member conference or the charitable, educational, or non-profit agency;
 - d. The student-athlete's name, picture, or appearance is not used to promote the commercial ventures of any non-profit agency;
 - e. Any commercial items with names or pictures of student-athletes may be sold only by Lakeland Community College, the member conference, or the NJCAA, through outlets controlled by such entities or by the charitable or educational organization involved.
3. Spur of the moment autograph requests from fans do not have to go through this process. This process applies to organized charitable, educational, and promotional events.

STUDENT-ATHLETE EMPLOYMENT

Compensation may be paid to a student-athlete:

- 1. Only for work actually performed;
- 2. At a rate commensurate with the going rate in that locality for similar services; AND

An employer shall not use the athletics reputation of a student-athlete employee to promote the sale of the employer's product or services.

The athletic department is always seeking quality individuals who are looking to pursue careers in the sports industry or who have the desire to help work at sporting events. Such jobs include: Ball Person (Soccer), Line Judges (Volleyball), Scorebook (Volleyball, Basketball), Stat Input (Baseball, Basketball, Softball, Soccer) Scoreboard (Baseball, Basketball, Soccer, Softball, Volleyball), Setup (All Sports) and Video (All Sports). Anyone interested in game day jobs should contact either the Director or Assistant Director of Athletics.

TEAM TRANSPORTATION

On away trips, all team members will travel together in College provided vehicles to and from the contest. Team transportation may include the team, coaching staff, game day personal, trainer, or any employee from the College. Parents, friends, relatives, and ineligible student-athletes are not permitted to travel. Student-athletes should dress appropriately on the bus/van. All individuals in the party must travel together. If an individual must travel separately from the group, he/she must have prior approval from the director of Athletics. All drivers of Lakeland Community College vans are personnel of Lakeland Community College and have completed a van safety review.

CLASS ATTENDANCE

Participation in sports by a student athlete should not compromise or unrealistically interfere with classroom attendance and satisfactory academic performance.

Regular attendance in classes is expected of all students. Student-athletes are expected to miss their sporting activity to participate in class.



STUDENT-ATHLETE HANDBOOK

Student-Athletes:

Are not excused from class for practice.

Are expected to make-up all classwork they miss.

Are expected to communicate with each faculty member before the date of the game.

Must meet individual faculty requirements to complete work due for each missed class due to a game.

Will inform faculty of the game/event schedules at the beginning of each semester:

When weather is a factor in College sponsored events and games, the event or game may result in cancellation and require rescheduling.

It is the student's responsibility to inform the faculty of any change in the original schedule.

ACADEMIC MONITORING PROGRAM

The most important goal for a student-athlete at Lakeland Community College is to obtain an associate's degree or complete a pre-requisite program for transfer to a four year institution. Lakeland athletics supports that goal looks to promote and enhance the academic and intellectual goals of its student-athletes. However, each student-athlete is ultimately responsible for their academic success. The athletic department has structured a program to check the progress of all students in athletics. The following information briefly describes the primary functions of the Academic Program.

Student – Athletes Academic Program

The Academic Program is designed to increase the likelihood that student-athletes (SA's) at Lakeland Community College will experience success in the classroom as well as in their chosen sport. The program emphasizes SA participation and responsibility in maintaining the academic standards set by the National Junior College Athletic Association (NJCAA) and Lakeland Community College. Full participation will help enable students to succeed academically and compete at the highest level.

The Academic Program was developed as a joint effort between the student-athletes, athletic department, learning center, counseling center, library, and faculty liaisons. The function of the program is to implement strategies that will foster SA academic responsibility. The strategies include required study times, monthly meetings with coaches, tutorial for students having academic difficulty, weekly meetings with faculty liaisons, weekly attendance report sheets, pre-season meetings with athletic administrative staff, and recognition for outstanding SA's at the spring athletic banquet.

Student-athletes will be referred to academic counselors Kim Brown or Ken Sharkey. Students should meet with their counselor for academic counseling, career counseling, and course scheduling. When making appointments, students should identify their area of study so that they may be assigned to the right counselor.



STUDENT-ATHLETE HANDBOOK

Goal

The goal of the athletic department is to have 100% of its student-athletes meet the NJCAA's requirements for eligibility and either Lakeland's graduation requirements or the requirements necessary for the SA to transfer to a four-year institution successfully.

Participation

In addition to the NJCAA eligibility standards, all student-athletes must participate in the Academic Program in order to maintain eligibility for participation in athletics.

Academic Program Activities

1. Student Athletes are required to turn in weekly progress forms with their instructor's signature. Forms should be picked up on Mondays and must be returned no later than Friday at 5pm (or as designated by the coach and the faculty liaison). It is the responsibility of the student athlete to pick-up and return the forms to the faculty liaison. Forms may be picked up in the athletic office weekly.
2. Student-athletes will be provided with a schedule that has bus departure times in the beginning of the semester. It is the responsibility of the student to ensure their instructors are aware of any possible missed class time at the beginning of the semester. If the missed class time for athletics will negatively affect grades, speak with an academic counselor about what options you may have – this should be done during the first week of the semester. Students should not miss class for athletics if the instructor indicates it will negatively affect their grade.
3. Two contact forms for specific grade reports will be sent to each of the SA's instructors during the semester. They will be sent approximately the 4th – 5th week and the 10th – 11th weeks of the semester.
4. Each program will have weekly mandatory study tables. The coach, hopefully with the help of the faculty liaison will set up a time for this. Students are expected to be there, dressed appropriately, and have enough work to keep them busy. Cell phone use, etc. is not permitted during this time.
5. SA's demonstrating academic difficulty on the academic reports (below a "C" or poor marks with no grades assigned is considered academic difficulty or missed classes) will be required to modify the hours of study. For each class where difficulty is shown, SA's will be required to have one hour of documented study time on the subject in question with either a tutor or with an instructor per week. Our brightest student-athletes frequently use the tutorial or meet with their instructors during office hours!
6. Due to the practice and game schedules, registration is extremely important. It is the SA's responsibility to set up an appointment's with their academic counselor prior to registration. Due to the high enrollment this appointment should be made several weeks in advance.



STUDENT-ATHLETE HANDBOOK

7. At the Spring Athletic Banquet, outstanding SA's will be recognized if they meet the following criteria:
 1. 3.0 or better overall G.P.A.
 2. Demonstrates quality character

CONSEQUENCES OF NON-PARTICIPATION

The athletic department works hard to provide and promote an environment that emphasizes academics as well as athletics. Students who are successful in the classroom and in the realm of athletics will be more successful throughout life. At Lakeland, it is hoped that students will learn valuable lessons that will benefit them as they mature. Unfortunately, some student-athletes may choose not to follow the guidelines. If a **student-athlete chooses** not to meet the athletic department's expectations, the **student-athlete chooses** the following:

Non-attendance of meetings, study table, or tardy to class

Students choosing to miss class or be habitually late as indicated by the academic reports will choose the following:

1. Team consequence
2. Meet with Athletic Director, consequences may include:
 - A. Loss of Talent Grant **and/or**
 - B. Suspension/Dismissal from team

NJCAA NATIONAL LETTER OF INTENT

This form is given to all student-athletes receiving athletic funds and participating in athletics at LCC. Once the Letter of Intent is signed, you must follow all of the guidelines listed on the form. The form is designed to protect the college as well as the athlete. The LOI is an agreement with the College – not a coach. If you have not signed this form with the athletic department, than no monies can or will be awarded from the athletic department.

(See example of National Letter of Intent form in appendix A)

LAKELAND ON-LINE

Lakeland offers many on-line services. These services can be accessed at www.lakelandcc.edu. With these services you can register for classes, pay your bill and view your grades and transcript. Please take the time to familiarize yourself with these and many other services – you should have learned these and your passwords through the new student orientation.

FINANCIAL AID

Financial aid is available to student - athletes through the Financial Aid department, or through Talent Grants that are distributed through the Athletic Department.

Pell Grants

This grant can be obtained by completing the Free Application for Federal Student Aid (FAFSA). It is available on line at <https://fafsa.ed.gov/>. The FAFSA must be completed correctly and received by Lakeland's Financial aid office before any financial assistance



STUDENT-ATHLETE HANDBOOK

is awarded. Please contact our Financial Aid Office immediately if the award is not showing on your schedule.

Scholarship Application

This is a required application to be completed before Talent Grant is awarded. It is completed on-line under the financial aid section of our web site. It will require you to write an essay and automatically puts one in-line to receive any and all of the applicable scholarships at Lakeland.

LCC Talent Grants

A Letter of Intent must be completed before a talent grant will be created.

(See example of Athletic Department Scholarship/Grant form in appendix A)

Criteria for a student-athlete to receive a Lakeland Community College talent grant.

1. Student-athletes must meet NJCAA eligibility regulations as specified in the current NJCAA Handbook.
2. Student-athletes must participate in the Academic Retention Program.
3. Student-athletes are expected to maintain satisfactory attendance and be making satisfactory progress towards graduation (2.0 overall GPA).
4. Student Athletes are required to attend the annual Orientation Program offered in the Fall. Student-athletes are expected to attend the Athletic Awards Banquet in May.
5. Student-athletes must apply for financial aid (FAFSA and Scholarship Application) before they can receive Talent Grant allocations.
6. Student-athletes are responsible for all financial obligations or loaned Lakeland equipment, if they fail to complete the season of competition.
7. The student, in the coaches' opinion, must have a desirable athletic talent that is a need for the team.

Each coach has been allotted a specified amount of Talent Grant money to assist in the athlete's education at LCC. Not all student-athletes receive a Talent Grant Scholarship. An athlete's disregard for the criteria outlined above, or lack of responsibility towards meeting these requirements, **could** result in the athlete losing his/her Talent Grant.

Work Study Money

Work study employment is limited to undergraduate students who have been awarded work study from the Lakeland Community College Financial Aid Office. These awards are determined at the time a student is admitted to the College and appear on the student's Financial Aid Award letter each academic year. The award is divided between fall and spring semester. Award amounts are dependent upon each student's financial need and available funding. Occasionally, changes in policies, regulations, and financial need may cause a student's financial aid award to be adjusted or reduced. Regulations are established and enforced by the federal government.



STUDENT-ATHLETE HANDBOOK

REGISTERING FOR CLASSES

Please be advised that early registration for the upcoming term is generally offered near the 12th week of the term in which you are enrolled. Subsequently, counseling appointments should be made prior to that time. To schedule an appointment, please call the Counseling Office at 525-7200. Identify yourself as a student-athlete and see an Academic Athlete Counselor. Academic Counselors for Athletes are Kim Brown and Ken Sharkey.

When planning your schedule, please be aware that there is a minimum of 12 credit hours a student-athlete must carry to be eligible to participate in athletics. Most eligibility questions may be answered in the NJCAA Eligibility section of this handbook. Any other questions should be addressed to the Athletic Department or to your counselor when they arise.

If you chose to add or drop a class, you will need to receive approval from Scott Barlow, Athletic Director, or Pat Gordon, Assistant Athletic Director. To obtain the proper approval you will need to complete the Schedule Change/Overload form located at Registration and have the Athletic Director's/Assistant Athletic Director signature on the form. A form signed only by the instructor is not the proper approval and should not be accepted.

Changes made to the schedule during the first week of classes will receive a 100% refund, during the second week a 50% refund, after that there is no refund. If a student does not pay for the course initially, they should not expect to receive a refund check. Attendance is required to receive any scholarship funds.

(See Example of Schedule Change/Overload form in Appendix A)

LAKELAND ID

A Lakeland ID is required for anyone to enter the Athletic and Fitness Center (AFC). No exceptions will be made because you are an athlete. You will need to take a photo ID and your LID number (Lakeland ID number, located at the top of your class schedule) to the Welcome Center desk in the AFC to receive your Lakeland ID.

RIGHT TO RELEASE STUDENT INFORMATION

Student-athletes authorize Lakeland Community College to release any and all athletic and academic information for reporting and transferring purposes. Information may include, but not limited to, athletic statistics, height, weight, age, academic transcripts, course schedules, and year in school, etc.

NJCAA ELIGIBILITY

The National Junior College Athletic Association (NJCAA) has established requirements for participating student-athletes to follow in order to maintain their eligibility status. Questions that arise about this eligibility should be addressed to the athletic department.

The requirements are:

1. Students must be a high school graduate or have received an equivalency diploma or passed the GED.



STUDENT-ATHLETE HANDBOOK

2. During the first semester, students must pass twelve credit hours with a minimum G.P.A. of a 1.75. Please note that being eligible below a 2.0 does not ensure you will keep your Talent Grant.

3. First Semester of eligibility (1st season of competition)

PROGRESS	Satisfactory progress must be maintained
ATTENDANCE	Must be in regular attendance within 15 days from the start of the classes of the semester the athlete will be competing
CREDIT HOURS	Must be enrolled in a minimum of 12 hours

Second Semester of eligibility (1st season of competition)

CREDIT HOURS	Pass at least twelve (12) semester hours
GRADE POINT AVG.	Obtain a 1.75 G.P.A. or higher
CREDIT HOURS	Or 24 G.P.A. 2.0 (no term requirements)

Second year of eligibility (2nd season of competition)

Besides the requirements listed for the first semester of enrollment, you must meet the following:

CREDIT HOURS	Pass a minimum of 24 semester hours
GRADE POINT AVG.	Obtain a 2.00 G.P.A. or higher
CREDIT HOURS	Or 36 for Fall Sport; 48 for Spring Sport, with a 2.0 G.P.A. (no term requirements).

The Lakeland Athletic Department maintains an up-to date copy of the NJCAA Handbook that describes other aspects of athletic eligibility. In addition, there is information available about transferring to a four-year institution (NCAA or NAIA).

NCAA TRANSFER REGULATIONS

It is the goal of many students to eventually participate in a sport at a four-year college or university. There are different ways to qualify for eligibility at these institutions.

The first thing to do is register with the NCAA Initial-Eligibility Clearinghouse to determine your qualifying status. All athletes will be qualified based on their high school record. Division I, Division II, Division III, and the NAIA have different Academic Requirements for transfers. Please see your Coach or Athletic Director with specific questions.

The following tables briefly describe what you need to do once the results from the Clearinghouse are in.



STUDENT-ATHLETE HANDBOOK

TRANSFER TO NCAA DIVISION I INSTITUTION

ENROLLMENT AT LAKELAND AFTER AUGUST 1, 2012
QUALIFIER? (See 1-2 on previous page)



NO, then student needs	YES, then student needs
AA/AS degree AND 48 hours of transferable degree credit with 2.50 G.P.A. (must have at least 3 hours of math and 6 hours of English) AND Minimum of three semesters academic residence, summer excluded	Transferrable credit hours with 2.50 G.P.A. AND One semester academic residence, summer excluded AND Average of 12 hours transferable credit for each FT semester attended Lakeland



NO	YES	NO	YES
Not eligible for financial aid, practice (unless 2.0-2.49) or competition if below a 2.0	Eligible for financial aid, practice and competition	Eligible for financial aid and practice	Eligible for financial aid, practice and competition



STUDENT-ATHLETE HANDBOOK

TRANSFER TO NCAA DIVISION II INSTITUTION

ENROLLMENT AT LAKELAND AFTER AUGUST 1, 2012
QUALIFIER?



NO, then student needs	YES, then student needs
Attend Lakeland as a full time student for at least two semesters; summer excluded AND Graduate from Lakeland OR Average of 12 hours transferable credit for each FT semester attended Lakeland, a 2.00 G.P.A. (must have at least 3 hours of math and 6 hours of English if enrolled after 8/1/11)	Transferrable credit hours with 2.00 GPA AND One semester academic residence, summer excluded AND Average of 12 hours transferable credit for each FT semester attended Lakeland



NO	YES	NO	YES
Not eligible or practice and competition, or athletic aid	Eligible for financial aid, practice and competition	Can receive financial aid, can practice, can not compete	Eligible for financial aid, practice and competition



STUDENT-ATHLETE HANDBOOK

If Partial-Qualifier

Did you:
Attend Lakeland as a full time student for at least two semesters; summer excluded
AND
Graduate from Lakeland
OR
Average of 12 hours transferable credit for each FT semester attended Lakeland, a 2.00 G.P.A. (must have at least 3 hours of math and 6 hours of English if enrolled after 8/1/11)



No	Yes
Can practice	Can practice
Receive athletic aid	Receive athletic aid
Can not compete	Can compete

TRANSFER TO NCAA DIVISION III INSTITUTION

If practiced or played at Lakeland:

YES – Can practice and play if he would have been academically and athletically eligible had they stayed at LCC

NO – can practice and then play after transfer.

TRANSFER TO NAIA INSTITUTION

- No residency requirement
- Required to complete 24 semester hours of institutional credit in last 2 semesters
- Before 2nd season, need 24 semester hours, before 3rd season need 48 semester hours

MEDICAL SERVICES

The athletic department has an insurance program that is a rider policy to the student and/or parent's insurance policy. Additionally there is "Catastrophic Insurance". Lake Health will also supply an athletic trainer to Lakeland for all of its sports teams.

To be covered by this rider policy and to compete in athletic competition at Lakeland, the following forms must be submitted prior to any participation:



STUDENT-ATHLETE HANDBOOK

1. The physical examination form
2. The parent information form
3. The athletic eligibility worksheet
4. The student-athlete sports information form

Uninsured Student Athletes: It is strongly recommended that you purchase a personal health insurance policy. Lakeland Community College offers a health policy to all of its students.

THE ATHLETIC DEPARTMENT IS NOT FINANCIALLY RESPONSIBLE FOR INJURIES SUSTAINED BY STUDENT ATHLETES PARTICIPATING IN EVENTS NOT SPONSORED BY LAKELAND COMMUNITY COLLEGE ATHLETICS.

PROCEDURE FOR INJURED ATHLETES

1. If an athlete is injured during a home event or practice, please let the assigned Lakeland athletic trainer know as soon as possible. It is important that the athletic trainer provided by Lake Health is aware of all injuries.
2. Should an athlete be injured in such a way that requires immediate attention, they should be taken to the emergency room at the nearest hospital. The athlete should present their insurance card to the admitting nurse. The treatment will be billed through the athlete's insurance and the balance of the bill will be billed through the school's insurance.
3. In the event that his/her own physician sees an athlete, they must present a note from the physician stating that the athlete is A) cleared to participate in activity, B) the limitations that the athlete has in participation or C) that the athlete can be treated at the discretion of the athletic trainer. If this note is not presented to the trainer, the athlete will not participate in any activity until one is turned into the trainer.
4. The athletes must have on file with the athletic trainer their insurance information so that we can fill out claim forms in the event of injury. If this information, along with your physical exam card, is not in your medical file, you will not be able to participate in practice.

(See example of LCC Student Participation, Parental Approval, and Physical Examination form in appendix A)

(See example of Parent Information form in appendix A)

(See example of Athletic Eligibility Worksheet form in appendix A)

(See example of LCC Student-Athlete Sports Information form in appendix A)

(See example of Statement of Claim for Accident Insurance form in appendix A)

Lakeland Community College is a great college that offers each of you an abundance of opportunities to develop the skills necessary to be successful throughout life. It is hoped that you choose to be successful and take personal responsibility to meet your goals. Good luck this semester!



STUDENT-ATHLETE HANDBOOK

Wrap up

STUDENT-ATHLETES MUST:

1. Register for classes thru college policy – must be enrolled full-time at all times in season.
2. Comply with the Academic Program. Academic Integrity must be followed.
3. Meet and comply with the eligibility rules of Lakeland Community College, the Ohio Community Athletic Conference, and the NJCAA.
4. Adhere to all college and department policies and procedures.
5. Must participate in practices and competition except when declared unable to participate either by the College, Athletic Department, a doctor, the athletic trainer, or the head coach. If a student-athlete feels they are unable to participate in a practice or game, they must contact the head coach immediately. If it is due to a medical condition, then the athletic trainer must be notified immediately.
6. Act appropriately at all times – you are representing yourself, your family, the College, your coach, and the athletic department. Fighting, taunting, hazing, harassment, or unethical conduct will not be accepted. The use of profane language (at the sole discretion of Lakeland athletics) will also not be accepted.
7. Depart and return from a Lakeland athletic sponsored event with the team unless the coach releases you and you sign the transportation form.
8. Participate in interviews concerning athletics (including media interviews) that are arranged by Lakeland Community College or approved by a Lakeland administrator.
9. Comply with all parts of this handbook and most importantly... ask questions – it is your future!

Appendix A



STUDENT-ATHLETE HANDBOOK

Student Athlete Signature Page

I have received the Lakeland College Student Athlete Handbook. I understand that I am responsible for knowing the contents of the handbook as it relates to rules, regulations, policies, conduct, and my eligibility status.

I also understand that I am authorizing Lakeland Community College to release any and all athletic and academic information for reporting and transferring purposes. Information may include, but not limited to, athletic statistics, height, weight, age, academic transcripts, course schedules, and year in school, etc.

Student –Athlete Signature _____ Date _____

Student-Athlete Printed Name _____ Sport _____