



STUDENT-ATHLETE HANDBOOK



Table of Contents

**San Jacinto College Mission, Vision, Athletic Purpose,
and Athletic Code of Conduct.....3**

**Welcome to San Jacinto College:
Dr. Brenda Hellyer, Chancellor..... 4**

About San Jacinto College5

Athletics Staff Directory.....7

Athletic Eligibility.....8

Getting Started..... 8

NJCAA Rules..... 8

NJCAA Requirements for Athletic Eligibility..... 8

Semester Eligibility..... 9

Region XIV Rules..... 10

Athletic Terms..... 10

Academic Success.....11

Academic Support.....11

Athletic Department Academic Coordinator.....11

Academic Assistance Program.....11

Academic Progress Reports.....11

Study Hall.....11

Student Success Center.....11

Tutoring.....12

Academic Success and Common Practices.....12

General Information..... 13

Areas of Study.....13

Cheating and Plagiarism.....13

Student Records and FERPA.....13

Financial Aid.....13

Hold on Records.....13

Commencement.....13

Athletic Training 14

Insurance Coverage and Procedures..... 14

Student Rights and Responsibilities.....15

Confidentiality of Medical Records /

HIPAA Compliance.....15

Training Room Policies and Procedures..... 16

Athlete Responsibilities 17

Athletic Code of Conduct.....17

Reporting Illness.....17

Drug Policy.....17

Prior Criminal History..... 19

Housing.....19

Social Networking.....20

Off-Campus Activities.....20

Cancellation of NJCAA Letter of Intent

Due to Infectious Disease.....21

Texas Senate Bill 15.....21

Forms 22



San Jacinto College Mission, Vision, Athletic Purpose, and Athletic Code of Conduct



Mission

San Jacinto College is focused on student success, academic progress, university transfer, and employment. We are committed to opportunities that enrich the quality of life in the communities we serve.

Vision

San Jacinto College will advance the social and economic mobility of all members of our community. We will be known for our excellence in teaching and learning, our intentional student-centered support, and our commitment to every student. We will be the preferred workforce and economic development partner in the region and a champion for lifelong learning. San Jacinto College will inspire students to explore opportunities, define their educational and career paths, and achieve their goals and dreams.

Athletic Purpose

The purpose of the San Jacinto College Athletic Department is to provide an environment that enables students and the College communities the opportunity to develop their full potential both physically and academically. Through athletic competition, the athletic department prepares students for lifelong success and personal enrichment in areas of discipline, teamwork, sportsmanship, cooperation, dedication, and respect.

Athletic Code of Conduct

The San Jacinto College Athletic Code of Conduct represents a philosophy that it is every student's personal responsibility to portray a professional and mature level of behavior while on campus and within the College community. The College and the athletic department seek to uphold and maintain high standards regarding student behaviors by imposing disciplinary actions in a consistent and equitable manner.



Office of the Chancellor

Dear Student-Athlete,

Welcome to San Jacinto College! We are glad you are here, and we are committed to your academic and athletic success. By choosing to attend our College, you are joining a community that values excellence in teaching and learning. We want to help you achieve your goals in the classroom and in your chosen sport.

San Jacinto College has a rich tradition of athletic success, which complements our excellence in academics. Our student-athletes have gone on to become professional athletes, business owners, engineers, educators, health professionals, executives, public servants, and community leaders. As a student-athlete, you have many opportunities to succeed here. Take an active role in your success and take advantage of our resources. We want to provide each of you the opportunity to graduate and win a championship. Our faculty and staff are committed to helping you reach your goals.

The San Jacinto College Athletics Department has high expectations of you on and off the field. You are expected to conduct yourself in a manner that positively reflects the College, Region XIV, and the National Junior College Athletic Association. This handbook outlines the department's expectations of you and the obligations and opportunities you will face as a San Jacinto College student-athlete.

We are here to help you in any way we can. If you are having difficulty in any area, please reach out for assistance.

Good luck in the upcoming academic and athletic seasons! We look forward to following you and celebrating your successes throughout the year.

Sincerely,

Dr. Brenda Lang Hellyer, Chancellor
San Jacinto College



About San Jacinto College

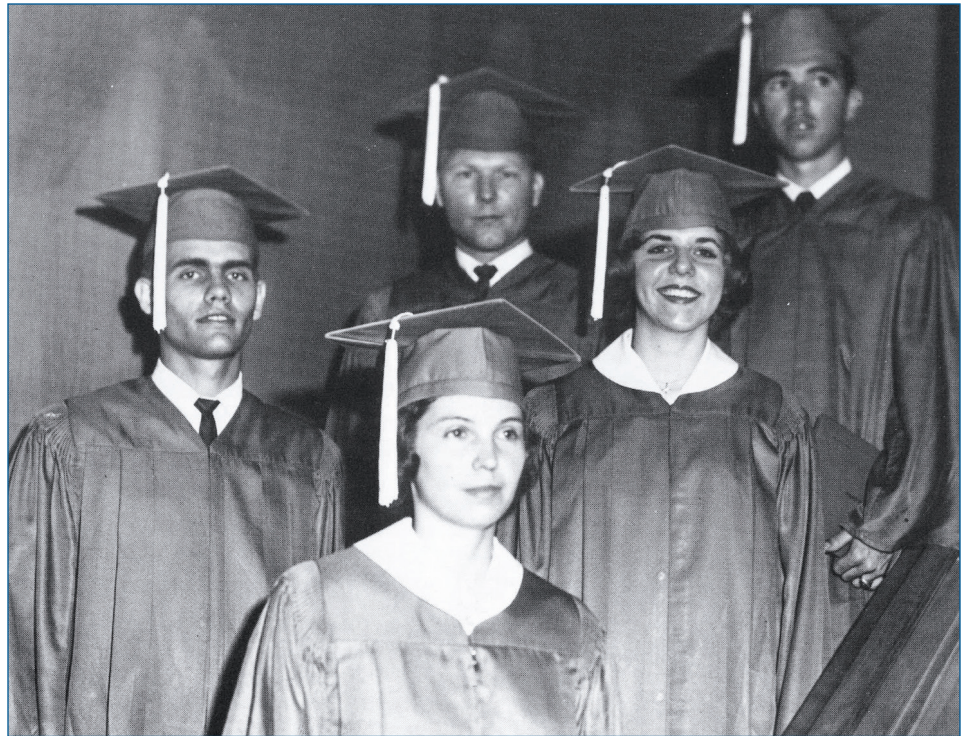
Surrounded by the monuments of history, industries and maritime enterprises of today, and the space age of tomorrow, San Jacinto College has served the citizens of East Harris County, Texas, since 1961. With multiple campuses and a simple tuition plan, the College offers a convenient, cost-effective pathway to higher education and the workforce.

San Jacinto College serves local businesses and industries, but at its heart is student success. A recognized leader in the national student completion movement, the College removes completion barriers, enhances student support, and expands academic excellence. The College has been honored as an Aspen Institute finalist for the last ten years, and is an Achieving the Dream Leader College.

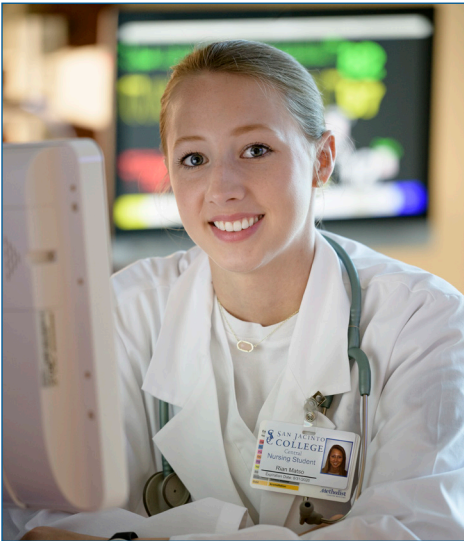
The College offers something for everyone – from diverse academic programs and workforce training to continuing education and innovative partnerships.

Academics: Because all students have unique goals and schedules, the College offers courses during the day, evening, and weekend and also online. Students may choose from more than 200 degrees/certificates across eight areas of study. Thanks to solid preparation, students enter the workforce or transfer to a four-year institution ready to succeed.

Workforce: The College develops a skilled, trained workforce in partnership with area industries. Fast-track, stackable credentials meet the workforce need and establish a clear pathway for students to gain immediate employment and progress in their careers.



Continuing Education: Corporate partners benefit from a robust training program through the continuing and professional development division, which also offers leisure learning classes to the public.



Partnerships: The College continues to lead Gulf Coast institutions in grant-funded partnerships and collaboration. These funds support student success through academic programs and initiatives promoting retention/completion, regional workforce training, and scholarships and tuition while creating pathways for middle and high school students to higher education and the workforce.

SAN JACINTOSM
COLLEGE
Your Goals. Your College.

Whatever path you take at San Jacinto College, you'll find a friendly community ready to help you achieve your dreams. Students, your success starts here.

Athletics Staff Directory

Dr. Allatia Harris

Vice Chancellor, Strategic Initiatives
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allatia.harris@sjcd.edu

Kelly Saenz

Interim Director of Athletics
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kelly.saenz@sjcd.edu

Baseball Staff

Eric Weaver – Head Coach

Josh Zeid – Int. Assist Coach/AAS

Kory Koehler – Assistant Coach

Troy Rabon – Athletic Trainer

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troy.rabon@sjcd.edu

Campus

North Campus

North Campus

North Campus

North Campus

Phone

281-998-6350 ext. 7296

281-459-7107

281-459-7157

281-998-6350 ext. 7213

Softball Staff

Kell Saenz – Head Coach

Kelsey Walters – Asst. Coach/AAS

Shane Caron – Athletic Trainer

Email

kelly.saenz@sjcd.edu

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Campus

South Campus

South Campus

South Campus

Phone

281-922-3413

281-998-6350 ext. 3524

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Athletic Eligibility

Getting Started

Get started by enrolling at sanjac.edu/admissions.

NJCAA Rules

NJCAA General Eligibility Information

1. Compliance with all NJCAA rules of eligibility is the express responsibility of all member colleges.
2. All NJCAA rules of eligibility are in effect as of August 1 of each school year.
3. A member college must be in good standing with the NJCAA and its region/conference to enter a team or individual in an activity sponsored by the NJCAA.
4. Students participating on an intercollegiate level in any one of the certified sports of the NJCAA shall conform to the requirements of the NJCAA rules of eligibility, the rules and regulations of the conference with which the college is affiliated, and the rules of the college at which the students are attending and participating.
5. Ineligible students shall not be allowed to dress for any contest.
6. Students who falsify their academic and/or athletic participation record shall be ineligible for further competition in an NJCAA member college at any time. This includes Macomb College Progress Reports.
7. Colleges having an intercollegiate athletic program above the junior / community college level shall not be allowed to participate in any of the certified sports of the NJCAA.
8. The word "term" is used within the eligibility rules and refers to quarter, semester, or trimester, whichever applies to the official unit of class. The term (i.e., unit credits, quarter term with semester credits, etc.) will be evaluated, and an interpretation entered in the casebook.
9. A student-athlete's GPA will be determined by dividing the accumulated quality points by the corresponding credit hours at each institution of attendance. NOTE: Passing and satisfactory grades may be contributed as "C" grades.
10. Student-athletes who earn an A, B, C, D, or equivalent grade in which the state/institution deems as a passing grade in a college-level course cannot repeat that course and have it count toward NJCAA eligibility more than once.

NJCAA Requirements for Athletic Eligibility

The following rules shall be used to determine a student's eligibility for athletic competition in any one of the certified sports of the NJCAA. THIS ENTIRE SECTION MUST BE READ BEFORE A STUDENT'S ELIGIBILITY STATUS CAN BE DETERMINED.

1. Student-athletes must be making satisfactory progress within an approved college program or course as listed in the college catalog.
2. Student-athletes must be enrolled in full-time status using any combination of sessions within a term and in classes that begin before the end of the regular sport season in which the student-athletes choose to participate, within 15 calendar days from the beginning of the term.
 - a. Student-athletes who do not conform to this rule will be ineligible for the remainder of the term.
3. Student-athletes must maintain enrollment in 12 or more credit hours of college work as listed in the college catalog during each term of athletic participation. Students who drop below the 12 hours become ineligible 48 hours from the time of the drop date and remain ineligible until full-time status is regained within that term.
 - a. CLEP hours may not be used to meet enrollment requirements or previous term requirement. CLEP hours may be used only to meet accumulation.
4. Student-athletes' enrollment should be verified 24 hours prior to national championship competition; if a student-athlete has maintained and currently is enrolled full time 24 hours prior to national championship competition, he/she will remain eligible throughout the national competition.

Athletic Eligibility

1. Student-athletes must be enrolled full time (12 or more credits) at the college where they have chosen to compete for and certifying NJCAA using any combination of sessions (regular term, mini term, fast track term) within a term. A minimum of six (6) credits hours must begin before the end of the published regular season schedule of the student athletes' chosen sport when the regular season schedule of a sport begins.
2. Last Academic Term Full-Time Exception
 - a. Student athletes in their last academic term MAY participate while enrolled in the number of credit hours required to graduate.
 - b. Is a one-time exception.
3. Graduation Exception
 - a. A student athlete who graduates with a degree from a NJCAA institution may participate in the term immediately following graduation and must be enrolled in a minimum of six (6) hours, provided enrollment is at the same institution from which he/ she graduated.
 - b. All six (6) hours must begin before the end of the published regular season schedule of the student athlete sport.
 - c. Is a one-time exception.
4. Student-athletes must be enrolled full time (12 or more credits) at the college where they have chosen to participate when the regular season schedule of a sport begins. Student-athletes not enrolled during the term when the season begins remaining ineligible throughout the season schedule unless they enroll on the first possible enrollment date following:
 - a. Their release from active armed services of the United States with a discharge other than dishonorable.
 - b. Their return from a religious mission.
 - c. Their graduation from a high school or receipt of an equivalency diploma.
 - d. Their transfer from an NJCAA member college which has dropped a sport after the school year begins. Student-athletes who satisfy one of the four exceptions become eligible after the previous term has ended upon registration as a full-time student-athlete for the new term. (Student-athletes must be added to the eligibility form before participating.)
 - e. A student-athlete attending a multi-campus college may, if at the campus of his/her enrollment a sport is not offered, participate in that sport at any campus within the system that offers said sport. Requirements for multi-campus designation:
 - i. The various campuses involved have a common title.
 - ii. The various campuses involved have a common CEO.
 - iii. The various campuses involved are not individually accredited.
 - iv. The various campuses do not duplicate any sports.
 - v. The various campuses involved must designate one individual per system as the contact.
 - vi. Multi-campus designation must be approved by the NJCAA.
5. In the following sports, student-athletes are not required to be enrolled during the fall term to be eligible to participate in the sport during the spring season unless the records are carried over into the spring season: baseball, bowling, golf, lacrosse, softball, and tennis. If the fall records are carried over into the spring season, all student-athletes must be enrolled full time (12 or more credit hours) during the fall term when the schedule begins.

Semester Eligibility

First Season Athlete – the student athlete has not yet competed in any intercollegiate sport at the varsity, JV, or club level at any institution.

1. Academic requirements
 - a. Must meet accumulation requirements OR earn 12 credits with a 2.0 GPA during previous full-time term.

Figure 1 - Semester Academic Grid

Number of Previous Full-Time Semesters	Accumulated Credits Required	Overall GPA Required	Notes
0	0	X	Must meet all enrollment eligibility requirements.
1	6	2.00	GPA based on the accumulated credits utilized to meet requirement.
2	24	2.00	
3	33	2.00	
4	48	2.00	
5	57	2.00	
6 +	57	2.00	Must also earn 12 credits with a 2.00 GPA during previous full-time term. **

** Student-athletes that utilized Article V, Section 2.C.2.c or C.2.c.i in their previous term are not required to meet the 12 credits in their previous term.

Second Season Athlete – the student athlete has competed in one season of intercollegiate participation at any college or university.

1. Academic requirements
 - a. Must meet accumulation requirements OR earn 12 credits with a 2.0 GPA during previous full-time term and
 - b. Must have earned 33 credits with a 2.0 GPA.

Figure 1 - Semester Academic Grid

Number of Previous Full-Time Semesters	Accumulated Credits Required	Overall GPA Required	Notes
0	0	X	Must meet all enrollment eligibility requirements.
1	6	2.00	GPA based on the accumulated credits utilized to meet requirement.
2	24	2.00	
3	33	2.00	
4	48	2.00	
5	57	2.00	
6 +	57	2.00	Must also earn 12 credits with a 2.00 GPA during previous full-time term. **

** Student-athletes that utilized Article V, Section 2.C.2.c or C.2.c.i in their previous term are not required to meet the 12 credits in their previous term.

Athletic Eligibility

Region XIV Rules

Article VII-Rules of Eligibility

Section 1. Article V, Section 4 of the current NJCAA Handbook and Casebook will be the rules of eligibility for the conference.

Section 2. Members may provide a student with the NJCAA National Letter of Intent to participate in any given sport. The NJCAA letter of Intent must be electronically submitted in the NJCAA online Letter of Intent system for all athletic scholarship recipients. Said NJCAA Letter of intent must be submitted prior to any expenditure of funds or conveyance of benefits take place.

Section 3. Any athlete having ever signed a letter of intent at a Region XIV institution will be considered a transfer. No student transfers are allowed within Region XIV except for the transfers back to an athlete's home legislative service area (as determined by the official residency under state rules [SB 397] at the time of original signing) or being granted an official NJCAA waiver by the previous Region XIV institution. A member institution must complete a transfer waiver for any athlete returning to his or her home legislative service area to satisfy a potential NJCAA audit (updated September 2012).

Athletic Terms

Amateur Standing: All student-athletes must be amateurs and have never been paid for participation in the sport they are competing in at the College.

Units Carried / Enrollment: Continuously and actively enrolled in a minimum of 12 units during the sport season.

1st Season of Competition: Also known as the freshman year, this is the very first season a student-athlete competes in a particular sport.

2nd Season of Competition: Also known as the sophomore year, this is the second season of competition in a particular sport. All student-athletes must maintain a continuous 2.0 or higher GPA and have completed 24 units to be eligible for any sport during their second season.

12/9 Rule: The number of required units to be taken to be eligible during the competition season. Student-athletes must be continuously enrolled in 12 units overall, nine of which must be academic (toward a degree or transferable unit) during their entire competition season. However, 15 units per semester is recommended to be on pace for graduation.

24/18 Rule: This rule applies only to second season student-athletes. Twenty-four is the cumulative number of units that must be completed with a grade of "0" or better, and 18 of those units have to be directly connected to the SEP. The 24/18 includes units taken during the first competition season and the units taken prior to the semester of the second competition season. These units must be completed before the semester of the second competition season starts.

Transfer Student: Any student-athlete coming to San Jacinto College from another college, whether it is another community college or a four-year institution.

Residency - In-District: Student resides inside the San Jacinto College taxing district as determined by the Harris County Appraisal District.

Residency - Out-of-District: Student resides outside the San Jacinto College taxing district as determined by the Harris County Appraisal District.

Participation: Any involvement in any scheduled game, meet, or match constitutes participation for that season. This does not apply to scrimmages or non-traditional contests.

Seasons Allowed: Any student-athlete is allowed to play two seasons of each sport at the community college level.

"Red Shirt": A student-athlete who practices with the team and is academically eligible but does not participate in any contest for one full season of competition.

"Grey Shirt": Someone who is enrolling in fewer than 12 units for the purpose of saving a season of play and saving time on the NCAA Division I eligibility clock.

Medical Hardship: A student-athlete who sustained a season-ending injury. The athletic trainer and treating doctor must fill out the appropriate paperwork.

Academic Success

You will juggle many commitments while at San Jacinto College – classes, study, practice/game schedules, work, and family – so you must develop time management and self-management skills. Invest your time wisely and make quality choices to get what you want from your academic plan. Set goals for your studies, team participation, work, family, social activities, and, most importantly, yourself! We encourage you to use the College's academic resources to help you while you're here. These resources include the Center for Advising, Career, and Transfer; athletics department academic coordinator; Academic Assistance Program; and academic success common practices.

The San Jacinto College Athletics Department believes in safety first, academics second, and athletics third. Athletics motivates academic success.

No matter what the season's end dates, every student in the San Jacinto College Athletic Department Academic Assistance Program will follow the guidelines for academic monitoring and mentoring for the entire academic year. Failure to follow these may result in sanctions, loss of eligibility status, or loss of student aid or athletic scholarship.

Academic Support

Academic advising is a dynamic and collaborative process. Through ongoing sessions, our advisors help guide you toward clarifying and realizing your life and career goals. The process helps you make clear, informed decisions and make the most out of your education. Academic advising supports personal and professional growth, so you can succeed in school and beyond. You can sign up for academic advising at any time.

sanjac.edu/support/academic-support/

Athletic Department Academic Coordinator

The athletic department academic coordinators answer student questions about athletic eligibility, transfer status, and intercampus relationships with the Educational Planning, Counseling, and Completion Office. The athletic department academic coordinators understand the differences incoming freshmen and transfer students face regarding specific eligibility and transfer rules and regulations set forth by the NJCAA, NAIA, and NCAA. They help student-athletes develop class schedules, learn the San Jac GPS system, and put holds on student-athletes' accounts to protect their eligibility. They also create the academic progress reports for each student-athlete and work in conjunction with the advising, career, and transfer office.

Academic Assistance Program

A structured Academic Assistance Program is available for every student-athlete in the intercollegiate athletic program. Since you may not participate in any intercollegiate practice or game if you do not meet eligibility criteria, the Academic Assistance Program helps you meet these criteria and achieve optimum academic success. The Academic Assistance Program is a four-tiered structure of monitoring and mentoring your academic success through academic progress report forms, tutoring center, study hall, and academic lab.

Academic Progress Reports

Academic progress reports are required for all student-athletes throughout the entire academic year. If you choose not to participate in the academic progress report program, you will forfeit your eligibility to continue participating on the current team. Grant-in-aid students will lose their scholarships for the following semester/year if reports are not turned in.

The academic coordinator and/or head coach issues the individual student progress report forms, which are completed at least twice each semester. You must submit a completed academic progress report form to the head coach on the required dates to maintain intercollegiate academic eligibility. Current grades and attendance record, along with instructor signature, must be in place to be classified as a completed report. If there are no current grades available, the instructor must note that in the area provided on the form. Each submitted report will be validated for authenticity of signatures and information. If you falsify these academic documents in any way, you will be suspended from all athletic activities and team-related functions and may forfeit Grant-in-Aid and/or athletic scholarship.

Based on the reported grades, a current GPA will be calculated. You must maintain a 3.0 GPA or better. If you are academically below a 3.0 GPA as indicated by the progress report form, you will perform select hours of study hall as designated by the respective head coach.

Study Hall

Study hall helps students academically, especially those who are having academic challenges. The athletic academic coordinator and/or head coach arranges study hall sessions.

Study hall is immediately required of all new students, including freshmen, transfers, and students who are academically challenged as indicated on their academic progress reports.

Student Success Center

All students engaged in intercollegiate athletics must fulfill a minimum of five lab hours per week in an academic lab. The Student Success Center (SSC) is a mandatory academic assistance program for all students engaged in intercollegiate athletics at San Jacinto College. Weekly hours accumulated by students in the SSC are reviewed by the athletic academic coordinator and/or head coach. If a student does not complete the required weekly hours in the SSC, the athlete shall be suspended from all athletic activities and team-related functions and may forfeit Grant-in-Aid and/or athletic scholarships.

Academic Success

Tutoring

Student Success Center tutors are available for face-to-face and online tutoring. Tutoring centers are in the campus library. Get more information and schedule a virtual appointment online here:

sanjac.edu/support/academic-support/student-success-center.

Students can join their tutor's Zoom room through the link in TutorTrac up to 15 minutes early and wait for their appointment to start. Students who do not show up within the first 15 minutes forfeit their session.

Several resources SSC offers include:

- Free tutoring in math, English, science, and many other subjects. The tutors are college professors and/or students certified by the College Reading and Learning Association (CRLA) and highly recommended by their instructors.
- Calculators for check-out. Calculators may be used only in the SSC, and you must provide a driver's license, which will be returned after you return the calculator. The center holds TI-83s and TI-30s.
- Textbooks and solution manuals for tutoring subjects and lab practical books to study for lab exams.
- Computers for academic use. You may not use these for social media, such as Facebook and Instagram.
- A quiet learning environment for individuals and small groups.
- A conversation hour, which helps English as a second language students practice speaking skills through different activities.

Academic Success and Common Practices

- Make good choices.
- Just like doing athletics practices, you learn through repetition, and daily preparation is key.
- Go to class prepared.
- Review assignment expectations to improve focus.
- Include study time in your day.
- Get help quickly from your coach, an instructor, or a tutor.
- Understand how to listen.
- Review or even rewrite and organize lecture notes after class while content is still fresh.
- Identify what your instructor is asking, and highlight things to remember.
- Review often, not just right before a test/exam.

General Information

Areas of Study

San Jacinto College offers more than 200 degree and certificate options. Check out our areas of study that can help you reach your career goals: sanjac.edu/programs/areas-of-study.

The core curriculum, or “the basics,” is required no matter what your major. All Texas undergraduates take these classes for a solid foundation in general subjects. These requirements ensure a well-rounded and balanced education. At San Jacinto College, we’ve put together specific plans to help you knock out these basics and apply them toward four-year degrees. The College also has strong partnerships with universities to ensure your core curriculum transfers.

Our career centers offer a career assessment quiz to help you choose your path. They can also help you find part-time work while you attend school or connect you to job opportunities after you graduate.

Cheating and Plagiarism

The following cheating and plagiarism policies and procedures apply to all students. Education and honesty go hand in hand. An act of cheating or plagiarism in any degree subjects a student to the following disciplinary procedures: sanjac.edu/about/policies-procedures/V-5001-B-a-Cheating-Plagiarism-Collusion-and-Fabrication.pdf.

Cheating

The College defines cheating as dishonesty of any kind on exams and written assignments: illegally possessing exams; possessing crib notes during an exam, whether used or not; illegally obtaining information during an exam from the exam paper or from another student; assisting others to cheat; altering grade records; and/or illegally entering or being present in any office. Complete honesty is required of students in presenting any and all coursework as their own. This includes exams of whatever length, as well as final exams, daily written reports, and themes.

Plagiarism

Offering another’s work as your own without proper acknowledgment is plagiarism. Therefore, students who do not give appropriate credit for ideas or material they take from another, whether a fellow student or resource writer, are guilty of plagiarism. The College may contract with companies or organizations that provide plagiarism-detection services. Such companies may receive a student’s work product for purpose of comparing the student’s work with a reference database. Students enrolling at the San Jacinto College agree as a condition of their enrollment that their work product may be submitted to such companies for plagiarism detection and that the company may retain a copy of the work for plagiarism-detection purposes. Such organizations will not copy, use, distribute, or re-disclose the student’s work.

Student Records and FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) helps protect the privacy of student education records.

The act provides for the right to inspect and review education records, to seek to amend those records, and to limit disclosure of information from the records. The legislation strives to protect the rights of students and to ensure the privacy and accuracy of education records. The act applies to all institutions that receive federal aid administered by the secretary of education. Institutions that fail to comply with FERPA may have funds administered by the secretary of education withheld. Any inquiry about student information should be referred to the registrar’s office or human resources.

To complete the required NJCAA eligibility form and assist in the advancement of students to a college or university of higher learning, the student must sign the Buckley Amendment consent form, which allows San Jacinto College to release student records, pre-college test scores, appropriately related information concerning any exam for which college credit is claimed, correspondence course information, financial aid records, and other information obtained by San Jacinto College pertaining to student academic eligibility and academic status.

Buckley Amendment consent form: sanjacsports.com or Student Athlete Handbook

Financial Aid

At San Jacinto College, we never let finances stand in the way of our students’ success. Beyond low tuition and expenses, we offer many financial aid opportunities. We are dedicated to making sure your education here is excellent and affordable.

Various factors determine what kind of financial aid you can receive. You’ll find many resources available to you at San Jacinto College, along with some important dates and details that will need your attention. But don’t worry – we’ll help you understand everything you need to know and guide you through everything you need to do so you can pursue your goals. For more information about financial aid, visit sanjac.edu/admissions/paying-for-college/financial-aid.

Hold on Records

The campus business office can help you identify and deal with any holds on your record. You cannot register if you have a hold on your record due to lost, damaged, or unreturned uniforms or equipment. You may also have a hold if you have a pending debt to the athletics department or any other department.

Commencement

San Jacinto College holds two commencement ceremonies each year – one in December and one in May. Caps, gowns, invitations, class rings, etc., are sold at all campus bookstores. For more information, visit sanjac.edu/support/commencement.

Athletic Training

Insurance Coverage and Procedures

San Jacinto College provides athletic accident insurance for its student-athletes. Insurance coverage is available for injuries sustained during covered intercollegiate sports competitions or practices. This policy provides secondary coverage to primary coverage held by the student-athlete.

You must complete the enclosed insurance questionnaire and return to the athletic training department. Please provide:

- Accurate and current insurance
- Emergency contact information
- Copy of your primary insurance ID card (front and back), showing insurance provider and policy/group numbers

The athletic trainer must receive the completed questionnaire and copy of insurance card before you participate in athletic competitions or practices.

These documents are required annually. If you are a returning athlete, you must resubmit the documents whether modifications have occurred.

If your primary coverage is an HMO or a PPO that requires a primary care physician (PCP), please include the PCP's name, address, and phone number on the insurance questionnaire. Training staff will make every effort to get approval from the HMO or PPO so you may be treated by a physician within the College policy's network. If approval is not received, you must seek treatment from your approved provider. Some HMO or PPO plans will allow guest benefits that enable treatment from a local PCP as long as you are enrolled as an approved College athlete. Contact your HMO or PPO to ask about this benefit.

Please review your current insurance policy and be familiar with its coverage. Some insurance policies do not cover injuries sustained while participating in college athletics and/or have limited or no out-of-state or out-of-network coverage. These limitations should be provided on the insurance questionnaire.

If you are injured during covered intercollegiate sports competitions or practices, you are responsible for filing the initial medical claim on your primary policy. Once you have satisfied this obligation, the athletic trainer will file a claim on the College's secondary policy, and any existing balances over usual and customary will be the College's responsibility.

If you have ending balances that neither primary nor secondary insurance covers, San Jacinto College will be responsible for those expenses as long as they pertain to the injury and are usual and customary.

Please review the following procedures governing the insurance coverage provided to you:

- Immediately report all athletic-related injuries to your athletic trainer, head coach, or assistant coach, whether or not medical attention is required.
- The athletic trainer must complete an accident claim form.
- The athletic trainer will schedule all physician appointments,

diagnostics, surgeries, and any other medical arrangements related to the injury sustained during College athletics.

- If medical attention is required, your athletic trainer, head coach, assistant coach, or their designee should accompany you, if possible.
- Provide the admitting clerk at the medical facility with your accurate name and address (or parent's/guardian's) as the responsible party.
- Provide the admitting clerk at the medical facility with **YOUR** primary insurance information, as well as the College's insurance information. When possible, the athletic trainer will provide this information. Explain that you are a San Jacinto College athlete with secondary coverage under the College's excess policy.
- Your physician must provide a release to your coach or trainer before you return to practice or competitive play.
- After your primary insurance has paid its portion of the medical claim, you will need to ensure that the remaining balance is filed with AG Administrators. Your athletic trainer will assist with this process.
- Payments for medical services will not be processed by **AG Administrators** until after they have received proof of payment from your primary insurance. To expedite secondary insurance payment, a copy of the explanation of benefits, which is provided to you by your primary insurance, must be sent to the **San Jacinto College Safety/Risk Management Office, 4620 Fairmont Pkwy, Suite 204, Pasadena, Texas 77504, or given to the athletic trainer.**
- The college's secondary insurance will serve as primary insurance for athletes who are not insured. This primary coverage is for injuries sustained during covered intercollegiate sports competitions or practices. A release must be signed stating that you are not insured.
- Neither San Jacinto College nor AG Administrators will be responsible for any pre-existing conditions, whether medical treatment has been received. Athletes must disclose any condition or injury they have incurred and/or are receiving treatment for to the College's athletic training and medical staff.
- Insurance provided by the College is responsible only for those medical expenses incurred for an injury sustained while representing the San Jacinto College Athletics Program, i.e., at games or practices.

Again, an accurate and completed insurance questionnaire as well as a copy of your primary insurance identification card must be received by the athletic training department before you participate in athletic competitions or practices.

Please respond promptly to these requirements. If you have any questions, contact any of the following:

San Jacinto College Safety/Risk Management Department: 281-998-6183

Interim Athletic Director:
Kelly Saenz, South Campus / 281-922-3419 / kelly.saenz@sjcd.edu

Training Department:
Troy Rabon, North Campus / 281-998-6350 ext. 7213 / troy.rabon@sjcd.edu
Shane Caron, South Campus / 281-929-4648 / shane.caron@sjcd.edu

Athletic Training

Student Rights and Responsibilities

The San Jacinto College athletic trainers give you the best health care and customer service possible. As a student-athlete here, you will receive considerate, respectful care. We will honor your rights to be informed and involved in making decisions about your care. You have these rights and responsibilities as a student-athlete at the College:

Student Rights

- Privacy and confidentiality regarding your medical care.
- Confidential medical records. Access to your information will be limited to those legitimately involved in your care. Your medical records will be released only in cases of medical emergencies, in response to court-ordered subpoenas, or to people you specify with your written consent.
- Access to all information contained in your medical record.
- Knowledge about your injury/illness and proposed treatment and participation in developing a plan of care. Sports medicine staff or physicians will share information in an understandable way, including why you need a surgical procedure or treatment and who will perform that procedure or treatment. You have the right to refuse care or treatment and to know what may happen if you do not have this care or treatment.
- Necessary information to participate in decisions about your care, including cost, risk benefits, and limitations of and alternatives to diagnostic and therapeutic modalities.
- Ability to give your informed consent before any diagnostic or therapeutic procedure.
- Professional, courteous, and caring treatment that does not discriminate because of age, race, disability, national origin, religious beliefs, gender, sexual orientation, or veteran status.
- A second opinion or appropriate referral (may be at athlete's expense).
- Opportunity to express suggestions and concerns appropriately.
- Knowledge of names and positions of people involved in your care by official name tags or personal introduction.

Student Responsibilities

- Ask questions and seek clarification if you do not understand the explanation of your diagnosis, treatment, prognosis, or any instructions.
- Provide accurate information about your present illness and past medical history and wishes for your medical care.
- Follow instructions concerning medications, follow-up visits, education recommendations, and other essential steps in your treatment plan and notify the sports medicine staff if this plan cannot be followed or if problems develop.
- Treat sports medicine staff respectfully.

- Arrive as scheduled for appointments and notify the athletic trainer in advance in case of canceled appointments.
- Follow all rules and regulations posted by the athletic trainer.
- Follow through on your agreed plan of care.
- Consider and respect the rights of others.
- Be courteous.

Confidentiality of Medical Records / HIPAA Compliance

San Jacinto College ensures that the athletic training staff values and respects the confidentiality of student-athlete medical records and maintains compliance with Health Information Portability and Accountability Act (HIPAA) federal regulations.

Confidentiality of students' medical records must be maintained, as these are considered legal documents. Records are not permitted to leave the athletic training department. Any questions or concerns from the press, professional scouts, or others must be directed to the staff athletic trainer. If medical records are needed for a case study, then the athletic trainer must fill out a Student-athlete Medical Records Release Form and have it approved by both the athlete and the athletic director before using any information obtained from such records. This form provides the athletic trainer access to the medical records of only the athlete noted on the form. The records still may not be taken out of the facility or photocopied under any circumstances. Anyone associated with access to documents that are the property of the athletic training department will fully comply with all regulations set forth by HIPAA. Sports medicine staff members must remember that discussing the status of a student-athlete with other student-athletes is forbidden. This is considered a breach of confidentiality. The staff member must always be aware of his/her surroundings when discussing the health status of a student-athlete.

Athletic Training

Training Room Policies and Procedures

- Notify athletic trainer if receiving any treatment (self-assistance or otherwise).
- Respect other people and equipment.
- Don't post another athlete's injuries, treatments, or rehabs on social media.
- Cell phone use may be prohibited if it becomes distracting.
- Treatment will begin an hour before practice time unless noted otherwise.
- If you need treatment at a different time than office hours, call ahead to set up an appointment.
- Proper attire is required for treatment.
- Ask before taking anything unless it comes out of the scrap tape box.
- Only San Jacinto College athletes are allowed in the training room for treatment.
- Report all injuries immediately.
- If you are not following the athletic training room rules, you may lose facility privileges. Coaches will be notified of any student-athlete who does not follow the rules, and disciplinary action will be taken.

Athlete Responsibilities

Athletic Code of Conduct

According to the San Jacinto College Athletic Code of Conduct, every student has the responsibility to demonstrate professional, mature behavior while on campus and within the College community. Participation in athletics is a privilege. With this privilege comes the responsibility to maintain character, integrity, and honor on and off the playing field. The College and the athletics department uphold and maintain high standards regarding student behaviors by imposing disciplinary actions consistently and equitably.

Reporting Illness

1. All student-athletes must report any sort of illness to the athletics staff.
2. Depending on the symptoms, student-athletes must take the appropriate action, such as:
 - a. Not participating in team activities
 - b. Completing a wellness check
 - c. Seeking medical attention
 - d. Receiving a medical release

Drug Policy

San Jacinto College commits to the health, safety, and welfare of its student-athletes and maintenance of an education conducive to student-athletes developing to their fullest potential academically, athletically, and socially. The College further recognizes that substance abuse and dependency can jeopardize student safety and inhibit learning. Thus, the College adopts policies and practices that will promote the health, well-being, and safety of student athletes.

This policy's objectives include:

- Promoting the health, safety, and welfare of student-athletes who participate in the College's programs and in intercollegiate athletics.
- Educating student-athletes about the risks of abuse/misuse of banned substances, including enhancing drugs and illegal substances.
- Deterring drug and alcohol use/abuse among student-athletes to maintain an environment that promotes their optimal health and well-being.
- Assisting students who would benefit from counseling, education, and treatment.
- Maintaining the integrity of the athletics department and fair competition.
- Providing appropriate sanctions to ensure compliance with this policy.

Students are prohibited from using or being under the influence of illegal drugs and other substances prohibited by College policy. Additionally, students are prohibited from the misuse or abuse of legally permitted drugs. Such conduct violates the Drug Policy and Athletic Code of Conduct and may result in sanctions. The policy also prohibits possession and

distribution of illegal and/or controlled substances and possession and distribution of paraphernalia associated with the use of illegal drugs and other controlled substances.

All athletes are subject to random drug screening. Drug screening will occur during the academic year, including both in-season and out-of-season athletic competition. Additionally, if the athletic director, coach, team physician, or trainer has a reasonable suspicion that a student is under the influence of a substance prohibited by this policy, the student is subject to testing both in season or out of season. An athlete who has been selected for testing may choose not to consent to the testing; however, failure to undergo such testing may render the student ineligible to participate in intercollegiate athletics at San Jacinto College and could result in the loss of athletic scholarships or other penalties.

When an athlete is notified that he or she has been selected for testing, the student must appear at the designated time and location and provide a urine sample. The collection of urine samples may be observed by a person of the same gender as the athlete. If the student misses a scheduled drug test, the penalty will be the same as the penalty for testing positive for a banned substance. Additionally, if the student manipulates the urine sample or knowingly engages in conduct that will compromise the integrity of the sample, he/she will be subject to sanctions under this policy.

The substances for which San Jacinto College reserves the right to test students include, but are not limited to, marijuana, cocaine, heroin, opiates, methamphetamines, amphetamines, stimulants, anabolic agents, alcohol and beta blockers, diuretics and other masking agents, street drugs, peptide hormones and analogues, anti-estrogens, and Beta-2 agonists. Any substance chemically related to these classes is also banned. Student-athletes shall be held accountable for all drugs within the banned drug class regardless of whether the substance has been specifically identified.

Sanctions

Education and counseling are the primary objectives for those students who test positive for a banned substance. All students who test positive for illegal and banned substances will be required to meet with the dean of students rights and responsibilities and with a College counselor. Although the College does not conduct treatment or rehabilitation programs, College counselors are equipped to facilitate referrals to appropriately qualified providers of treatment programs. In determining sanctions, the athletic director and the head coach, in consultation with the dean of student development or other qualified medical professional, will consider the seriousness, nature, and frequency of usage; the student's past history; the impact on the athletic program; and institutional rules and state and federal laws.

Athlete Responsibilities

Student sanctions for confirmed positive drug screening results, admittance of use, or possession of prohibited substances and paraphernalia include:

A. First Test - Negative

- a. Student is cleared for all participation and privileges associated with the athletic team. Student is subject to further random drug screenings.

B. First Test - Positive

- a. Immediate suspension from all individual and team practice sessions, participation in all athletic contests, and use of all intercollegiate athletic facilities for 14 days.
- b. Schedule a meeting with students rights and responsibilities to discuss any Code of Student Conduct violation. This process exists outside the athletics department and may result in additional disciplinary sanctions.
- c. Schedule a meeting with a qualified College counselor for assessment of student use and abuse of drugs or alcohol and recommendation of required plan of action. Additional counseling in an off-campus program also may be required. Expenses incurred for extended counseling beyond San Jacinto College staff are the student's responsibility.
- d. Failure to attend and complete the required meeting with students rights and responsibilities and the required meeting with a counseling program may result in additional sanctions, including permanent suspension from the program and loss of athletic scholarships.
- e. Follow-up testing will be administered at a reasonable time following the initial positive test (usually four to six weeks after the first failed test).
- f. The results of the test may be released to the San Jacinto College Chancellor, vice chancellor, provost, dean of student development, students rights and responsibilities-designated College counselor, athletics director, head coach, athletics physician and/or trainer, and other with a legitimate educational interest in the information. Parents and/or guardians of students under 18 also will be informed of the test results.

C. Second Test - Positive

- a. Immediate and permanent suspension from all athletic practices and competitions and other privileges, including athletic fields, courts, weight rooms, award banquets, etc., for the remainder of the competition season and post-season competition and playoffs for the remainder of enrollment at San Jacinto College.
- b. Loss of athletic financial aid and/or athletic scholarship.
- c. Possible suspension or expulsion from San Jacinto College,

determined by processes outlined in the San Jacinto College Code of Student Conduct and under the authority of the dean of students rights and responsibilities.

- d. Loss of housing privileges, if applicable.

C. Second Test Negative

- a. Student is cleared for all participation and privileges associated with the athletic team. Student is subject to further random drug screenings. Full completion of the San Jacinto College mandated substance abuse counseling session(s) is required, even if second screening indicated negative findings.

Appeal Process

San Jacinto College allows a student-athlete who has tested positive or who violated drug testing protocol to appeal.

- The student must submit in writing the grounds for the appeal to the athletics director.
- A committee comprising the dean of student development or designee, the athletics director, one coach, and one additional faculty member from biology, nursing, substance abuse/social work, or related field identified by the College will hear the appeal.
- Appeals will be conducted in person within 10 days of the report of positive results or violation of drug-testing protocol.
- The student-athlete must be present to make the appeal.
- If the appeal is accepted, no further action regarding the student-athlete's eligibility needs to be taken. If the committee denies the appeal, the appropriate sanctions for violating the San Jacinto College Drug Policy will be imposed.
- The appeals committee's decisions are final.

Policy VI-HH Policy on Drugs and Testing for Student-athletes

Students are prohibited from using or being under the influence of illegal drugs and substances prohibited by College policy. Additionally, students are prohibited from the misuse or abuse of legally permitted drugs and alcohol. College policy also prohibits possession and distribution of illegal and/or controlled substances and possession and distribution of paraphernalia associated with the use of illegal drugs and other controlled substances. Student-athletes participating in the College's athletics programs are subject to random, unannounced testing for banned substances. Additionally, student-athletes are subject to testing whenever the athletics director, the coaching staff, or other individuals designated in the Athletic Code of Conduct have a reasonable suspicion that the student-athlete has violated this policy. With approval by the College's administration, the Athletics Department shall develop an Athletic Code of Conduct and shall include protocols and standards for testing student-athletes for banned substances.

The objectives of this policy include:

- Promoting the health, safety, and welfare of the student-athletes who participate in the College's programs and who represent San Jacinto College in intercollegiate athletics.
- Educating student-athletes about the risks associated with the abuse and misuse of banned substances, including performance-enhancing drugs and illegal substances.
- Deterring drug and alcohol use and abuse among student-athletes to maintain an environment that promotes their optimal health, safety, and well-being.
- Identifying and assisting students who would benefit from counseling, education, and treatment.
- Maintaining the integrity of the athletics department and fair competition.
- Providing appropriate sanctions to ensure compliance with this policy.

Sanctions

Education and counseling are the primary objectives for those students who test positive in the drug screening program. Additionally, student sanctions for confirmed positive drug screening results, admittance of use, or possession or distribution of prohibited substances and paraphernalia may include short-term suspension from a team, long-term suspension, suspension or expulsion from San Jacinto College, revocation of privileges, and forfeiture of athletic financial aid and/or athletic scholarships. Student-athletes also are subject to these sanctions for manipulating a drug test and/or compromising the integrity of the testing process.

sanjac.edu/about/policies-procedures/VI-HH-Policy-on-Drugs-and-Testing-for-Student-Athletes.pdf

Prior Criminal History

The San Jacinto College Athletics Department maintains the right to deny prospective students the privilege of participating with an athletic team due to prior criminal history.

Housing

San Jacinto College strives to provide access to quality housing for students within the guidelines of the San Jacinto College Community District, athletics department, and the NJCAA. San Jacinto College does not provide on-campus housing facilities for students; however, off-campus housing opportunities are available for those students receiving housing scholarships.

Students receiving partial or full housing as agreed to by a signed national letter of intent (NLI) reside in local apartments owned and operated by private corporations. Payment of apartment housing costs according to the NLI includes only essential living fees, such as monthly rent, electricity, water, and garbage.

Students are responsible to sign a lease agreement with proprietors of the apartment leasing office, accepting responsibility for the rules and regulations of the property and for unnatural damages incurred by the inhabitants.

Health Information for Apartments

To prevent the spread of any contagious illness, maintain these practices:

1. **Keep apartments clean:** Wipe counters, wipe doorknobs and handles, vacuum, clean floors; clean bathrooms, clean dishes.
2. **Limit visitors:** Keep social distancing; do not host overnight guests.
3. **Wash clothes:** Wash your own clothes; do not mix your clothes with your roommate's.

Social Networking

Social media is a great way for students to stay connected. The following guidelines will help you navigate the web at San Jacinto College and in your personal life.

Participate and Connect

See the bottom of the home page at sanjac.edu for a list of San Jacinto College's social media sites. Join the ones that interest you the most.

Use social media to connect with friends, family, and classmates. Social media provides a great opportunity for you to connect and engage with the world around you.

Be careful what you share

Never share personal information on social media sites, such as Social Security numbers, G number, passwords, PINs, account numbers, your address, or phone number. San Jacinto College will never request this type of information from you through a social media site.

You can't take it back

Once you post something on social media, you can't take it back. Social media sites are not necessarily private. No matter what your privacy settings, anyone you are connected to might share something you have posted online. Before you post, remember that many employers, colleges, and universities are turning to social media sites to determine admissions and employee selections. Each day, more court cases use social media sites as supporting evidence. So be careful what you share online.

San Jacinto College does not monitor students' personal social media sites. However, we do monitor the College name (San Jacinto College) and variations of it online. Students may be subject to disciplinary action, as outlined in the San Jacinto College student handbook, based on information posted on social networking sites. San Jacinto College reserves the right to turn cases of serious incidents over to the proper authorities. Examples of this may include, but are not limited to, threats against the College, its students, or employees.

Classroom Activities

Please do not access social media sites during class times, unless your professor instructs you to visit them. During high traffic times, limit your social media activity on public computers since other students may need the computers to complete coursework.

Social Media Monitoring

Does the College monitor my social media accounts?

No, we wouldn't want to monitor your social media accounts even if we could. Your information is yours, and it's private. We want to keep it that way. Becoming a fan of the College's Facebook page does NOT mean we can access your Facebook account.

However, we DO monitor the College's name online - just like any major company monitors what's being said about its brand. There are keyword search engines that allow you to keyword search through any social media posts shared publicly. If your social media profiles are set to be publicly shared, they can appear in these searches.

We routinely monitor for the College name and variations on it, such as:

- San Jacinto College
- San Jac
- SanJac
- SJCC, SJCN, SJCS, etc.

We use this information to help if we can or to retweet posts mentioning the College. Good or bad, we want to know what's being said about the College. This information helps us adjust our services so we can better help you.

If someone makes a threat concerning the College on a social network site, we take this very seriously (as per our social media guidelines). Our students' safety is our top priority. Threatening posts are taken seriously and passed on to the proper authorities, who take necessary action.

Off-Campus Activities

Students must adhere to state and community laws. This includes campus laws and local laws in the College community. Students who are arrested for felonies and crimes of moral turpitude may be suspended from the team, pending resolution of the criminal matter. If a student-athlete is arrested, the athletics director and head coach will consider the nature of the offense, the available evidence pertaining to the alleged offense, the impact on other players and students, and the impact on the athletics program.

Violations of the athletic code of conduct include, but are not limited to, harassment/stalking, hazing, lewd/obscene behavior, possession of illegal drugs and/or alcohol (including related paraphernalia), assault, fighting, theft/burglary, gambling/bribery, or any other conduct detrimental to San Jacinto College. All athletes also must comply with the Code of Conduct for all students enrolled at San Jacinto College.

Cancellation of NJCAA Letter of Intent Due to Infectious Disease

During COVID, we learned that the enforceability of an NJCAA letter of intent is expressly contingent upon the condition that the sport season is not canceled due to a public health emergency by the NJCAA, governmental authority, or San Jacinto College. If the above-indicated sport season is canceled as stated in the preceding sentence, further performance by the student-athlete or the College under this letter is automatically discharged without further action by either party.

Texas Senate Bill 15

A new Texas law, Senate Bill 15, requires public institutions of higher education to ensure that intercollegiate athletic teams are designated based on the biological sex of the student, as stated on their official birth certificate or other government record. The new law can be found in Section 51.980 of the Texas Education Code.

In light of this law, all athletes must present a certified copy of their birth certificate and a photocopy of the birth certificate to the coaching staff before the season begins. A certified birth certificate is the preferred identification document. A hospital record is not a birth certificate. The head coach will review document(s) and return the certified birth certificate to the student-athlete. If a certified copy is not readily available, the athlete may present a clear color copy of the birth certificate (both sides). In addition, if the coach has any questions about the content or authenticity of any document, the coach may request additional documentation.

If the certified copy of the birth certificate is not obtainable or if there is a government delay in providing a copy to the student, then the athlete may present a valid, unexpired U.S. passport.

If a student is not a U.S. citizen and a birth certificate is not obtainable, then the student can present two items from the "Other Documents" category.

1. **Long-form birth certificate** is the most comprehensive certified birth record. It is a copy of the original birth certificate. It will also show a history of any corrections that have been made to the birth record.
2. **Short-form birth certificate** is a certified abstract of the birth record. This birth certificate will only show current information for the individual's name, date of birth, place of birth, sex, and name of parent(s). This form will not show a history of corrections.
3. **Passport:** Valid, unexpired U.S. passport book or U.S. passport card
4. **Other documents:** If a birth certificate is not available, an athlete may be asked to present of these alternate forms of identification.
 - a. U.S. citizenship certificate or certificate of naturalization
 - b. Original or certified copy of a U.S. Department of State issued Consular Report of Birth Abroad
 - c. Valid, unexpired student visa card
 - d. Valid, unexpired Permanent Resident card (I-551)
 - e. Unexpired employment authorization document (EAD) (I-766)
 - f. Machine-readable immigrant visa with temporary I-551 language and an Alien Documentation, Identification.

Ordering a certified birth certificate is relatively easy, but there is typically a small fee, and it may take several weeks. If you need to order a birth certificate in the United States, these sites may help:

dshs.texas.gov/vital-statistics/acceptable-identification-id

dps.texas.gov/section/driver-license/identification-requirements

ssa.gov/help/iClaim_poa.html

texas.gov/texas-vital-records/ - (how to order a vital record in Texas)

usa.gov/birth-certificat (how to order a vital record in other states)

BUCKLEY AMENDMENT CONSENT FORM

San Jacinto Community College District

By signing this form, you certify that you agree to authorize all colleges and universities that you have attended to disclose your educational records to San Jacinto College and:

You understand that this entire form is part of your educational record. These records are protected by the Family Educational Rights and Privacy Act of 1974, and they may not be disclosed without your consent.

You give your consent to disclose to authorized representatives of San Jacinto College, its athletic conference, and the NJCAA, the following:

1. *This form*
2. *Any transcript from your high school, this institution, any junior/community college, or any senior college or university you have attended*
3. *Pre-college test scores, appropriately related information and correspondence, test scores and information concerning any examination for which college credit is claimed, and all information pertaining to correspondence courses*
4. *Records concerning your financial aid*
5. *Any other papers or information obtained by this institution pertaining to your academic eligibility or academic status*

Signature of Student-athlete

Date

G#

Date of Birth

Signature of Parent/Guardian
(if Athlete is under age 18)

Permanent Address

What to do with this form: Sign and return it to your director of athletics before your first competition. This form is to be kept in the student's permanent file in the registrar's office.

SAN JACINTO COLLEGE
Consent to Treatment of Student-Athlete

I, _____ G# _____
Name of Student

Do hereby authorize the licensed athletic trainer or school representative on my behalf to consent to any medical treatment deemed necessary by any licensed physician / surgeon in the event of illness or injury to the above named.

This consent to treat is intended to cover any illness or injury sustained while participating in any school athletic competition or practice, on or off campus, and while traveling to and from the event.

I understand that this authorization is given in advance of any specific diagnosis and resulting treatment or hospital care required. This authorization is given to provide the aforesaid agent(s) the power to give specific consent to all such diagnosis and resulting treatment or hospital care deemed advisable by the aforementioned physician / surgeon in the event the parents / guardians or emergency contacts are not able to be reached. I hereby authorize any hospital, which has provided treatment to the above-named student, to surrender custody of that student to the athletic trainer or school representative upon completion of treatment.

These authorizations shall remain effective until the end of the _____ school year.

Student-Athlete Signature

Date

Parent / Guardian Signature
(If student-athlete is under 18 years)

Date

SAN JACINTO COLLEGE
Emergency Information Form

Name _____ Birth date _____

Parent/Guardian

Father _____ Mother _____

Home Phone _____ Home Phone _____

Work Phone _____ Work Phone _____

Cell Phone _____ Cell Phone _____

Student-Athlete's Home Address _____

City _____ State _____ ZIP _____

PRIVATE (PRIMARY) INSURANCE

Insurance Co. Name _____

Pre-authorization Phone _____

Insurance Co. Address _____

City _____ State _____ ZIP _____

Name _____ Birth date _____

Group # _____ Policy # _____ Other # _____

My son / daughter is covered by the above insurance policy: _____ Yes _____ No

Known Allergies (latex, drug, food, insect, etc.) _____

Special Medical Problems _____

Medications (inhaler, insulin, etc.) _____

SAN JACINTO COLLEGE

Athletic Code of Conduct

San Jacinto College subscribes to the philosophy that it is every student's personal responsibility to portray a professional and mature level of behavior while on campus and within the College community. The College and the Athletics Department seek to maintain high standards regarding student behaviors by imposing disciplinary actions in a consistent and equitable manner.

I understand that to be eligible for intercollegiate athletic competition at San Jacinto College, I must abide by all team rules and the policies and procedures outlined in the San Jacinto College Athletic Handbook, including athletic eligibility, academic success, and student-athlete responsibilities. I further acknowledge that these rules are subject to change over time.

I have completely read and fully understand the guidelines in the San Jacinto College Athletic Handbook. I understand that I may be removed from my respective San Jacinto College athletic team and that I may lose athletic financial aid and/or scholarship funds if I violate any of the policies, code of conduct, and/or rules and regulations in the Athletic Student Handbook.

Player Name (print)	Date	Coach Signature	Date
---------------------	------	-----------------	------

Player Signature	Date	Athletic Director Signature	Date
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Parent/Guardian Name (print) (if student is under 18 years)	Date	Parent/Guardian Signature	Date
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SAN JACINTO COLLEGE

Athlete's Consent to Drug and Alcohol Testing

1. I acknowledge that I am a participant in the San Jacinto College athletic program and that, as such, I represent the College.
2. I acknowledge that the College has a legitimate interest in ensuring that its students and representatives comply with College and Athletics Department rules and regulations. I acknowledge that the College has a legitimate interest in the health, safety, and well-being of its students; the prevention of substance abuse; and the promotion of a healthy lifestyle and responsible decision-making by students.
3. I acknowledge that I have read the policies and regulations of the San Jacinto College Athletic Handbook concerning the College's Drug and Alcohol Policy and agree to abide by its terms. I understand and agree to the sanctions (consequences) for violating the Drug and Alcohol Policy and for failing to comply with its procedures.
4. I voluntarily consent to be tested by San Jacinto College for the banned substances listed in the San Jacinto College Athletic Handbook. I understand that I may refuse to sign this consent form, but as a consequence, I may be excluded from participating in the athletic program.
5. I understand and agree that the testing may occur on a random, unannounced basis but that it also may occur if the coaching staff, athletic trainers, team physicians, or other authorized persons have a reasonable suspicion that I have violated the Drug and Alcohol Policy. I agree and understand that, when notified that I have been selected for testing, that I will appear at the designated time and location and provide a urine sample. I agree and understand that the collection of my urine sample may be observed by a person of my same gender. I further agree that, if I refuse a scheduled drug test, the penalty will be the same as the penalty for testing positive for a banned substance.
6. I understand and agree that San Jacinto College's testing program includes, but is not limited to, the following substances: marijuana, heroin, cocaine, opiates, methamphetamines, amphetamines, stimulants, anabolic agents, alcohol and beta blockers, diuretics and other masking agents, street drugs, peptide hormones and analogues, and anti-estrogens and Beta-2 agonists.
7. I understand and agree that a positive drug screen could result in suspension, removal from the team, termination of an athletic scholarship, and other penalties as may be specified in the Athletic Handbook.
8. I understand and agree that some dietary supplements and other lawful substances may cause a positive drug test result. It is the student's responsibility to check with an appropriate member of the athletics staff before using any such substances. Any product containing a dietary supplement is taken at the student's own risk.
9. I understand that my test results generally will be treated as confidential student information. However, I authorize disclosure of my test results to those who may have a legitimate educational interest in the information, including, but not limited to, the board of trustees, College Chancellor, vice chancellor, provost, chairperson of counseling, athletics director, head coach, athletics physician and/or trainer, and the student's parents/guardians if the student is under 18.

I have read this entire consent form, understand it, and voluntarily sign it.

Player Name (print)	Date	Parent/Guardian Name (print)	Date
		(if student is under 18)_____	

Player Signature	Date	Parent/Guardian Signature	Date
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Receipt Acknowledged:

San Jacinto College Representative	Date
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PREPARTICIPATION PHYSICAL EVALUATION PHYSICAL EXAMINATION FORM

Name _____ Date of birth _____

PHYSICIAN REMINDERS

- Consider additional questions on more sensitive issues
 - Do you feel stressed out or under a lot of pressure?
 - Do you ever feel sad, hopeless, depressed, or anxious?
 - Do you feel safe at your home or residence?
 - Have you ever tried cigarettes, chewing tobacco, snuff, or dip?
 - During the past 30 days, did you use chewing tobacco, snuff, or dip?
 - Do you drink alcohol or use any other drugs?
 - Have you ever taken anabolic steroids or used any other performance supplement?
 - Have you ever taken any supplements to help you gain or lose weight or improve your performance?
 - Do you wear a seat belt, use a helmet, and use condoms?
- Consider reviewing questions on cardiovascular symptoms (questions 5–14).

EXAMINATION		
Height _____	Weight _____	<input type="checkbox"/> Male <input type="checkbox"/> Female
BP _____ / _____ (_____ / _____)	Pulse _____	Vision R 20/ _____ L 20/ _____ Corrected <input type="checkbox"/> Y <input type="checkbox"/> N
MEDICAL	NORMAL	ABNORMAL FINDINGS
Appearance • Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, arm span > height, hyperlaxity, myopia, MVP, aortic insufficiency)		
Eyes/ears/nose/throat • Pupils equal • Hearing		
Lymph nodes		
Heart ^a • Murmurs (auscultation standing, supine, +/- Valsalva) • Location of point of maximal impulse (PMI)		
Pulses • Simultaneous femoral and radial pulses		
Lungs		
Abdomen		
Genitourinary (males only) ^b		
Skin • HSV, lesions suggestive of MRSA, tinea corporis		
Neurologic ^c		
MUSCULOSKELETAL		
Neck		
Back		
Shoulder/arm		
Elbow/forearm		
Wrist/hand/fingers		
Hip/thigh		
Knee		
Leg/ankle		
Foot/toes		
Functional • Duck-walk, single leg hop		

^aConsider ECG, echocardiogram, and referral to cardiology for abnormal cardiac history or exam.
^bConsider GU exam if in private setting. Having third party present is recommended.
^cConsider cognitive evaluation or baseline neuropsychiatric testing if a history of significant concussion.

- Cleared for all sports without restriction
- Cleared for all sports without restriction with recommendations for further evaluation or treatment for _____
- Not cleared
- Pending further evaluation
- For any sports
- For certain sports _____
- Reason _____

Recommendations _____

I have examined the above-named student and completed the preparticipation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).

Name of physician (print/type) _____ Date _____

Address _____ Phone _____

Signature of physician _____, MD or DO

PREPARTICIPATION PHYSICAL EVALUATION HISTORY FORM

(Note: This form is to be filled out by the patient and parent prior to seeing the physician. The physician should keep this form in the chart.)

Date of Exam _____

Name _____ Date of birth _____

Sex _____ Age _____ Grade _____ School _____ Sport(s) _____

Medicines and Allergies: Please list all of the prescription and over-the-counter medicines and supplements (herbal and nutritional) that you are currently taking

Do you have any allergies? Yes No If yes, please identify specific allergy below.

Medicines Pollens Food Stinging Insects

Explain "Yes" answers below. Circle questions you don't know the answers to.

GENERAL QUESTIONS	Yes	No
1. Has a doctor ever denied or restricted your participation in sports for any reason?		
2. Do you have any ongoing medical conditions? If so, please identify below: <input type="checkbox"/> Asthma <input type="checkbox"/> Anemia <input type="checkbox"/> Diabetes <input type="checkbox"/> Infections Other: _____		
3. Have you ever spent the night in the hospital?		
4. Have you ever had surgery?		
HEART HEALTH QUESTIONS ABOUT YOU	Yes	No
5. Have you ever passed out or nearly passed out DURING or AFTER exercise?		
6. Have you ever had discomfort, pain, tightness, or pressure in your chest during exercise?		
7. Does your heart ever race or skip beats (irregular beats) during exercise?		
8. Has a doctor ever told you that you have any heart problems? If so, check all that apply: <input type="checkbox"/> High blood pressure <input type="checkbox"/> A heart murmur <input type="checkbox"/> High cholesterol <input type="checkbox"/> A heart infection <input type="checkbox"/> Kawasaki disease Other: _____		
9. Has a doctor ever ordered a test for your heart? (For example, ECG/EKG, echocardiogram)		
10. Do you get lightheaded or feel more short of breath than expected during exercise?		
11. Have you ever had an unexplained seizure?		
12. Do you get more tired or short of breath more quickly than your friends during exercise?		
HEART HEALTH QUESTIONS ABOUT YOUR FAMILY	Yes	No
13. Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 50 (including drowning, unexplained car accident, or sudden infant death syndrome)?		
14. Does anyone in your family have hypertrophic cardiomyopathy, Marfan syndrome, arrhythmogenic right ventricular cardiomyopathy, long QT syndrome, short QT syndrome, Brugada syndrome, or catecholaminergic polymorphic ventricular tachycardia?		
15. Does anyone in your family have a heart problem, pacemaker, or implanted defibrillator?		
16. Has anyone in your family had unexplained fainting, unexplained seizures, or near drowning?		
BONE AND JOINT QUESTIONS	Yes	No
17. Have you ever had an injury to a bone, muscle, ligament, or tendon that caused you to miss a practice or a game?		
18. Have you ever had any broken or fractured bones or dislocated joints?		
19. Have you ever had an injury that required x-rays, MRI, CT scan, injections, therapy, a brace, a cast, or crutches?		
20. Have you ever had a stress fracture?		
21. Have you ever been told that you have or have you had an x-ray for neck instability or atlantoaxial instability? (Down syndrome or dwarfism)		
22. Do you regularly use a brace, orthotics, or other assistive device?		
23. Do you have a bone, muscle, or joint injury that bothers you?		
24. Do any of your joints become painful, swollen, feel warm, or look red?		
25. Do you have any history of juvenile arthritis or connective tissue disease?		

MEDICAL QUESTIONS	Yes	No
26. Do you cough, wheeze, or have difficulty breathing during or after exercise?		
27. Have you ever used an inhaler or taken asthma medicine?		
28. Is there anyone in your family who has asthma?		
29. Were you born without or are you missing a kidney, an eye, a testicle (males), your spleen, or any other organ?		
30. Do you have groin pain or a painful bulge or hernia in the groin area?		
31. Have you had infectious mononucleosis (mono) within the last month?		
32. Do you have any rashes, pressure sores, or other skin problems?		
33. Have you had a herpes or MRSA skin infection?		
34. Have you ever had a head injury or concussion?		
35. Have you ever had a hit or blow to the head that caused confusion, prolonged headache, or memory problems?		
36. Do you have a history of seizure disorder?		
37. Do you have headaches with exercise?		
38. Have you ever had numbness, tingling, or weakness in your arms or legs after being hit or falling?		
39. Have you ever been unable to move your arms or legs after being hit or falling?		
40. Have you ever become ill while exercising in the heat?		
41. Do you get frequent muscle cramps when exercising?		
42. Do you or someone in your family have sickle cell trait or disease?		
43. Have you had any problems with your eyes or vision?		
44. Have you had any eye injuries?		
45. Do you wear glasses or contact lenses?		
46. Do you wear protective eyewear, such as goggles or a face shield?		
47. Do you worry about your weight?		
48. Are you trying to or has anyone recommended that you gain or lose weight?		
49. Are you on a special diet or do you avoid certain types of foods?		
50. Have you ever had an eating disorder?		
51. Do you have any concerns that you would like to discuss with a doctor?		
FEMALES ONLY		
52. Have you ever had a menstrual period?		
53. How old were you when you had your first menstrual period?		
54. How many periods have you had in the last 12 months?		

Explain "yes" answers here

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

Signature of athlete _____ Signature of parent/guardian _____ Date _____

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■ PREPARTICIPATION PHYSICAL EVALUATION CLEARANCE FORM

Name _____ Sex M F Age _____ Date of birth _____

Cleared for all sports without restriction

Cleared for all sports without restriction with recommendations for further evaluation or treatment for _____

Not cleared

Pending further evaluation

For any sports

For certain sports _____

Reason _____

Recommendations _____

I have examined the above-named student and completed the preparticipation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).

Name of physician (print/type) _____ Date _____

Address _____ Phone _____

Signature of physician _____, MD or DO

EMERGENCY INFORMATION

Allergies _____

Other information _____

PREPARTICIPATION PHYSICAL EVALUATION

THE ATHLETE WITH SPECIAL NEEDS: SUPPLEMENTAL HISTORY FORM

Date of Exam _____

Name _____ Date of birth _____

Sex _____ Age _____ Grade _____ School _____ Sport(s) _____

1. Type of disability		
2. Date of disability		
3. Classification (if available)		
4. Cause of disability (birth, disease, accident/trauma, other)		
5. List the sports you are interested in playing		
	Yes	No
6. Do you regularly use a brace, assistive device, or prosthetic?		
7. Do you use any special brace or assistive device for sports?		
8. Do you have any rashes, pressure sores, or any other skin problems?		
9. Do you have a hearing loss? Do you use a hearing aid?		
10. Do you have a visual impairment?		
11. Do you use any special devices for bowel or bladder function?		
12. Do you have burning or discomfort when urinating?		
13. Have you had autonomic dysreflexia?		
14. Have you ever been diagnosed with a heat-related (hyperthermia) or cold-related (hypothermia) illness?		
15. Do you have muscle spasticity?		
16. Do you have frequent seizures that cannot be controlled by medication?		

Explain "yes" answers here

Please indicate if you have ever had any of the following.

	Yes	No
Atlantoaxial instability		
X-ray evaluation for atlantoaxial instability		
Dislocated joints (more than one)		
Easy bleeding		
Enlarged spleen		
Hepatitis		
Osteopenia or osteoporosis		
Difficulty controlling bowel		
Difficulty controlling bladder		
Numbness or tingling in arms or hands		
Numbness or tingling in legs or feet		
Weakness in arms or hands		
Weakness in legs or feet		
Recent change in coordination		
Recent change in ability to walk		
Spina bifida		
Latex allergy		

Explain "yes" answers here

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

Signature of athlete _____ Signature of parent/guardian _____ Date _____

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