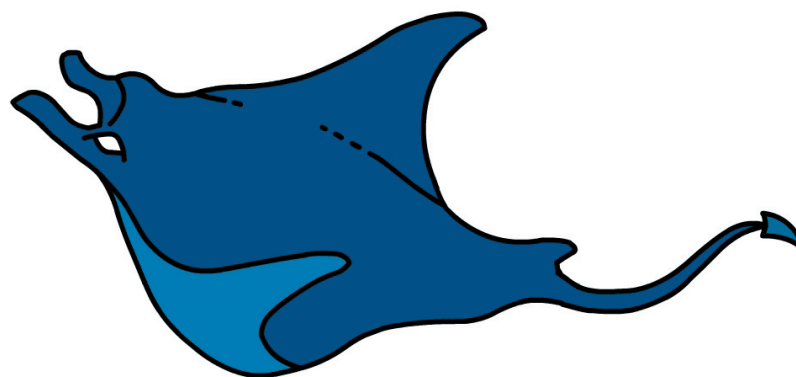


# **Cape Fear Community College Sea Devils**



**Department of Athletics**

**Handbook**

Revised 11/29/05

# Table of Contents

<b>Introduction</b> .....	<b>3</b>	<b>Athletic Department’s Substance Abuse Policy</b> .....	<b>20</b>
<b>Department of Athletics Mission Statement</b> .....	<b>3</b>	<b>Physicals</b> .....	<b>20</b>
<b>Athletic Department’s Purpose and Philosophy</b> .....	<b>3</b>	<b>Trainer/Sports Medicine</b> .....	<b>20</b>
<b>Athletic Department’s Goals</b> .....	<b>3-5</b>	<b>Medical Expenses and Insurance Coverage</b> .....	<b>21</b>
<b>Student Development Subcommittee</b> .....	<b>5</b>	<b>Transportation</b> .....	<b>21</b>
<b>Control Over Intercollegiate Athletics</b> .....	<b>5-6</b>	<b>Travel Regulations</b> .....	<b>21</b>
<b>Staff Job Descriptions</b> .....	<b>6-11</b>	<b>Team Travel Regulations</b> .....	<b>21</b>
Director of Student Activities/Athletics.....	6-7	<b>Athletic Equipment</b> .....	<b>22</b>
Asst. Director of Student Activities/Athletics .....	8	<b>Proper Fiscal Control, Process and Expenditures</b> .....	<b>22</b>
Student Athletics/Activities Coordinator.....	9-10	<b>Purchasing Guidelines</b> .....	<b>22</b>
Head Coach.....	10	<b>Key Distribution</b> .....	<b>23</b>
Assistant Head Coach.....	11	<b>Telephone</b> .....	<b>23</b>
<b>Compensation for Part-Time Employees</b> .....	<b>11</b>	<b>Maintenance</b> .....	<b>23</b>
<b>Employee Evaluations</b> .....	<b>11</b>	<b>Parking</b> .....	<b>23</b>
<b>Department of Athletics Organizational Chart</b> .....	<b>12</b>	<b>Sea Devil Club</b> .....	<b>23</b>
<b>School Information</b> .....	<b>13-14</b>	<b>Adopt-A-Sea Devil Program</b> .....	<b>23</b>
NJCAA Information.....	13		
Sports Offered at CFCC.....	13		
Facilities.....	13		
School Colors.....	13		
Flag .....	14		
Mascot.....	14		
<b>Admissions</b> .....	<b>14-15</b>		
Policies For Student-Athletes .....	14		
Admission Process.....	14		
Test Requirements .....	14		
Placement Scores .....	15		
<b>Academic Success</b> .....	<b>15</b>		
<b>Academic Eligibility</b> .....	<b>15</b>		
<b>Student Activities Participation Policy</b> .....	<b>15</b>		
<b>Student Attendance Policy</b> .....	<b>16</b>		
<b>Tutoring and Study Hall</b> .....	<b>16</b>		
<b>Academic Advisors</b> .....	<b>16</b>		
<b>Financial Aid</b> .....	<b>16-17</b>		
Types of Financial Aid.....	16		
Applying for Financial Aid.....	16-17		
<b>Scholarships</b> .....	<b>17</b>		
Scholarship Information .....	17		
Fiscal Control of Scholarships.....	17		
<b>Recruiting Procedures</b> .....	<b>17</b>		
<b>National Letter of Intent</b> .....	<b>17</b>		
<b>Redshirting</b> .....	<b>18</b>		
<b>Sea Devil Code of Conduct</b> .....	<b>18-19</b>		
<b>CFCC’s Drug and Alcohol Policy</b> .....	<b>19</b>		

## **Introduction**

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Welcome to the exciting world of Sea Devils and Cape Fear Community College Athletics! CFCC is proud to be a member of the National Junior College Athletic Association (NJCAA), and firmly believes that education and athletics is a winning combination. Cape Fear Community College Procedures Handbook is written and published for the purpose of providing information regarding the philosophy, goals and procedures specific to CFCC's Department of Athletics. Announcements and policies described herein are intended to support the mission of Cape Fear Community College and not designed to supersede any policy or ruling of the college. Any questions or concerns may be directed to the Director of Athletics and/or the Vice President of Student Development.

## **Department of Athletics Mission Statement**

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The primary mission of the Department of Athletics is to serve the needs of CFCC students by providing quality student-athlete programs, each program being built on a foundation of integrity, excellence, and scholarship. Recognizing the value of diversity and equality, the department is committed to offering opportunity for all. Consisting of over 100 student-athletes, competing for and representing Cape Fear Community College, the program represents a variety of intercollegiate sports. CFCC's highly visible athletics program is also strongly committed to complying with the stated guidelines of the National Junior College Athletic Association (NJCAA), Title IX regulations, promoting strong academic standards, emphasizing service to school and community, and ultimately building and maintaining a reputation for supporting a program committed to opportunity and excellence. With the Department of Athletics focus on the overall development of all athletes within the college environment, this department is committed to supporting academics. Academic progress of student-athletes and the achievement of their educational objectives will be monitored, and all efforts will be made to ensure program and academic success.

## **Purpose and Philosophy**

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Cape Fear Community College operates a strongly competitive community college athletics program consisting of men's basketball, women's volleyball, men's soccer, women's soccer, and men's and women's golf. Each program is designed to allow student-athletes to strive for academic and athletic excellence.

Cape Fear Community College allows student-athletes the opportunity to compete at the collegiate level, developing habits in the classroom and on the playing field/court that promote success in life. By increasing community awareness of educational opportunities at Cape Fear Community College and by increasing the participant and competitive levels of Sea Devil athletics, the Sea Devil athletic program not only serves athletes but also students, faculty and staff, and community members by establishing a sense of pride that is intrinsic with a successful athletic program.

The purpose of the program is:

1. To provide student-athletes with quality academic programs, preparing them for further study or occupational careers.
2. To provide an atmosphere where student-athletes can learn to grow, gaining life skills needed to succeed in the academic, social, and work settings.
3. To allow student-athletes and the Cape Fear Community College community to experience a quality level of athletic competition.
4. To learn to compete safely and effectively and to provide a basis for further athletic participation.

## **Athletic Department Goals**

---

The Cape Fear Community College Intercollegiate Athletic Department seeks to educate and empower student-athletes for success in the following:

- Academics
- Life Skills
- The Work Force
- Character
- Social Development
- Sportsmanship
- Citizenship

This will be achieved through these goals:

1. Promoting academic achievement by means of monitoring student-athletes academic progress reports twice a semester and having student-athlete study hall.
2. Requiring student-athletes to abide by the student-athlete Code of Conduct and CFCC policy.
3. Providing service and establishing relationships throughout the community.
4. Ensuring systematically that the Athletic Department is meeting the needs of both students and parents.
5. Assisting student-athletes in their quest to excel in academic achievement, personal development and athletic competition.

## **Goal #1 - Academic Progress and Success**

### *Methodology and Data Source*

Regular attendance, active participation in the classroom and academic progress will be monitored by requiring weekly submission of sheets showing class attendance, progress reports submitted at least twice a semester, and participation in weekly study halls (Appendix A).

Data obtained from student records will be used to determine individual grade point average (GPA) and team GPA. Individual grade point average is the arithmetic average of the student-athlete's quality total grade points divided by the total hours attempted per semester. Team GPA is derived from the total grade of all team members divided by total hours attempted by all team members, and is calculated every semester.

### *Reporting Periods and Timeline*

The Department of Athletics calculates statistics after grades are reported for fall, spring and summer semesters.

### *Standard*

Each team member must equal or exceed the college academic and NJCAA eligibility standard of a 2.0 GPA.

## **Goal #2 - Sportsmanship**

### *Methodology and Data Source*

The Department of Athletics monitors all player or coaching staff ejections (Basketball), red cards (Soccer and Volleyball) and disqualifications (Golf); instances are investigated as to reason and circumstances. Following the determination that a penalty was the result of unsportsmanlike behavior, violators are subject to suspension or dismissal, and if contested may be provided due process through an appeals procedure located and outlined in the CFCC Student Handbook.

### *Reporting Periods and Timeline*

The Department of Athletics tracks the above mentioned on an annual basis.

### *Standard*

A department goal is that no penalties be the result of unsportsmanlike action by student-athletes or coaching staff.

## **Goal #3 - Service Within The Community**

### *Methodology and Data Source*

Athletic teams are required to participate in various community service projects throughout the year.

### *Reporting Periods and Timeline*

On at least an annual basis, the Department of Athletics will see that coaches and athletes are given an opportunity to provide community service.

### *Standard*

Our goal is to serve the community by way of a community project, at least once a year, per sport.

## **Goal #4 - Student/Parent Satisfaction**

### *Methodology and Data Source*

On an annual basis student-athletes and their parents are sent an anonymous survey asking their opinions regarding the school, the athletes team, and coach and the department (Appendix B). Major areas to be surveyed are:

- Recruiting Procedures and Policies
- Management and Supervision of Programs (Golf, Volleyball, etc.)
- Establishment of an environment in which the team develops a positive self-image and sportsmanship
- Department of Athletics

Sample questions from our survey:

1. As a prospective student-athlete during the recruiting process, were you given an in-depth tour of the CFCC campus and introduced to staff and faculty members?
2. As a prospective student-athlete during the recruiting process, did you receive follow-up telephone calls during the evening to discuss and confirm our interest in your son's/daughter's participation in our program?
3. Did the coach monitor the student-athlete's behavior and encourage academic success?
4. Did the coach encourage a no drinking, no tobacco policy as per the NJCAA rules and regulations?
5. Did the coach promote the attitude among the team that winning is important, but secondary to academic success?
6. Did you receive, prior to your arrival on campus, the necessary information on admissions and registration?

7. Did the Department of Athletics assist you appropriately with any registration and/or enrollment concerns?
8. Did the Department of Athletics adequately monitors the academic progress of student-athletes?
9. If necessary, did the Department of Athletics adequately communicate with you regarding any situations or problems during the player's enrollment?
10. If you have any other concerns, criticisms or comments, please include them in the space provided below.

#### *Reporting Periods and Timeline*

The Department of Athletics annually solicits and tracks the results of the survey on an annual basis.

#### *Standard*

Our goal is to achieve at least 75% of positive responses from the student-athletes and parents who reply.

### **Goal #5 - To field winning teams as indicated by Won - Lost Percentage**

#### *Methodology and Data Source*

Each team's success will be assessed by calculating a Won - Lost Percentage at the end of the season. Both the Regular Season Percentage, Conference Percentage, and Total Percentage (including any post season play) will be considered.

#### *Reporting Periods and Timeline*

All data will be collected at the completion of each team's season and is then recorded in our historical files and on the college's website.

#### *Standard*

Both Regular Season Percentage and Conference Percentage should be 50% or greater. Total Percentage should also exceed 50%, but consideration must be given to the level of competition to which the team has advanced and is necessarily somewhat subjective. For example, losses at the National Championship Tournament should not be considered as totally negative since most teams do not advance to that level of play.

## **Student Development Subcommittee**

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The purpose of the Student Development Subcommittee will regularly and systematically evaluate the intercollegiate athletic program, ensuring it is an integral part of the education of student-athletes and is in compliance with the mission of Cape Fear Community College. This committee will oversee and monitor academic performance, admission and financial aid policies relating to athletics, and review policies and procedures of the athletic program. The committee will also review for approval of all Sea Devil Club expenditures recommended and submitted by the Athletic Director and Vice President of Student Development.

#### **Committee Members:**

- One (1) Administrative Staff - At Large
- One (1) Assistant Executive Director of the Foundation
- One (1) Vice President of Student Development
- One (1) SGA President
- Three (3) Faculty

## **Control Over Intercollegiate Athletics Program**

---

The Cape Fear Community College Athletic Department is under the leadership of the Director of Athletics. The Director of Athletics reports directly to the Vice President of Student Development on various aspects of athletic events, policies and procedures. CFCC's Chief Executive Officer has ultimate responsibility for, and exercises appropriate administrative and fiscal control over the institution's intercollegiate athletics program.

The Director of Athletics is responsible for, but not limited to:

- Developing and maintaining current intercollegiate sports programs
- Academic tracking of student-athletes
- Increasing the graduation rates of student-athletes
- Ensuring student-athlete academic eligibility for their chosen sport
- Staffing of coaches and/or departmental personnel
- Providing student-athlete orientation
- Coordinating the raising of additional funds for their programs
- Ordering of all necessary sports uniforms, equipment, etc.
- Handling all travel arrangements, petitions and reimbursements

- Unit level planning for each academic year
- Evaluating coaches at the end of the season
- Evaluating sport programs at the end of the season assisted by parents of student-athletes
- Formulating student activity and athletic budgets
- Meeting all college committee responsibilities
- Serving as a liaison between the College and Business Community
- Serving as an informational resource to the college, faculty and staff about athletics
- Performing related duties as assigned

## **Director of Student Activities and Athletics**

---

**Description:** To supervise, plan, manage and coordinate the activities and operations of CFCC's Student Activities and Athletics division, including but not limited to, intramural and intercollegiate sports, social events, student government, the alumni association, student clubs, student publication and special events. To coordinate assigned activities with other divisions, outside agencies and the general public; and to provide highly responsible and complex staff assistance to the Vice President of Student Development.

### **Supervision Received and Exercised:**

- Receives general direction from the Vice President of Student Development.
- Exercises functional and technical supervision over technical staff, support and coaching staff.

### **Essential Functions:**

- Coordinate the management, organization, staffing and operational activities for the Student Activities and Athletics function including intramural and intercollegiate sports, social events, student government, alumni association, student clubs, student publications and special events.
- Participate in the development and implementation of goals, objectives, policies and priorities for the Student Activities and Athletics function; identify resource needs, and recommend and implement policies and procedures.
- Select, train, motivate and evaluate division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Direct, coordinate and review the work plan for the Student Activities and Athletics function; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
- Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
- Participate in the development and administration of the division program budget; forecast funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
- Coordinate the operations of the Student Activities and Athletics function with those of other divisions and outside agencies and organizations; provide staff assistance to the Vice President of Student Development; prepare and present staff reports and other necessary correspondence.
- Advise and direct the Student Government Association; coordinate calendar of events; act as an administrative advisor for the association.
- Participate in public relations activities for Student Activities and Athletics function; plan, organize and implement publicity programs; make presentations to community groups on student activities and services; provide guided tours to a variety of groups; develop brochures and displays designed to promote the programs; work with the media on public relations activities.
- Organize and direct intercollegiate sports including, but not limited to: golf, basketball, soccer and volleyball.
- Participate in coaching one or more sports including, but not limited to, golf, soccer, volleyball or basketball.
- Recruit, interview, evaluate and hire student activities staff; develop and draft coaching contracts and necessary materials for coaching staff.

- Develop, coordinate and implement sporting event schedules; contract athletic event officials; reserve and prepare athletic fields for events.
- Provide knowledge and enforcement of eligibility requirements for student participation in college related sports.
- Coordinate chaperones and staff for student events; assist in providing for the safety of students during college sponsored events.

**Other Important Functions:**

- Provide staff support in professional group meetings; stay abreast of new trends and innovations in the field of Student Activities and Athletics.
- Answer questions and provide information to college staff and the public on college activities; document and investigate complaints, and recommending corrective action as necessary to resolve complaints.
- Assess material, supply, and equipment needs for the athletic and student activities program; submit requisitions for the ordering of supplies; maintain an inventory of equipment and supplies.
- Perform related duties and responsibilities as required.

**Knowledge of:**

- Operational characteristics, services, and activities of a comprehensive student activities program.
- Issues and concerns facing adult college students.
- Modern and complex principles and practices of coaching a variety of sports.
- Principles of budget preparation and control.
- Various types of collegiate activities and their proper administration.
- Methods and techniques of motivating students toward involvement.
- Pertinent Federal, State and Local laws, codes and regulations.

**Ability to:**

- Manage and coordinate the work of faculty, staff, and technical personnel.
- Coordinate the development of a variety of student activities including sports, clubs, and social events.
- Select, supervise, train, and evaluate staff.
- Interpret and explain college student activities, policies, and procedures.
- Coordinate and coach a variety of sports.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work including a variety of college and government officials, community groups and the general public.

# **Assistant Director of Student Activities**

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**Description:** To assist the Director of Student Activities in planning and coordinating the activities of the Student Activities division including intramural and intercollegiate sports, social events, student government, alumni association, student clubs, student publications and special events.

**Supervision Received and Exercised:**

- Receives general direction from the Director of Student Activities and Athletics.

**Essential Functions:**

- Coordinate activities including intramural and intercollegiate sports, social events, student government, alumni association, student clubs, student publications, and special events.
- Assist in the directing, coordinating and reviewing of the work plan for Student Activities functions.
- Identify opportunities for improving service delivery methods and procedures.
- Assist the Director of Student Activities and Athletics with the organization of intercollegiate sports including golf, basketball, tennis, volleyball, and softball
- Coach one or more intercollegiate and/or intramural sports.
- Assist in advising and directing the Student Government Association.
- Develop, coordinate, and implement sporting event schedules; contract athletic event officials; reserve and prepare athletic fields for events.
- Chaperon student events; assist in ensuring the safety of students during events.
- Assist in coordinating the operations of the Student Activities function with those of other divisions and outside agencies and organizations.
- Assess materials, supplies and equipment needs for the student activities program; submit requisitions for the ordering of supplies; maintain an inventory of equipment and supplies.
- Perform related duties and responsibilities as required.

**Other Important Functions:**

The position requires irregular work hours; i.e. evenings, weekends and additional hours during sport seasons. Frequent travel required. Work is often strenuous and injuries must be guarded against when participating in activities.

**Knowledge of:**

- Operational characteristics, services, and activities of a comprehensive student activities program.
- Modern and complex principles and practices of coaching a variety of sports.
- Various types of collegiate activities and their proper administration.
- Methods and techniques of motivating students toward involvement.
- Rules and regulations of NJCAA guidelines.
- Compliance and eligibility guidelines within the NJCAA.
- Pertinent Federal, State and Local laws, codes, and regulations.

**Ability to:**

- Interpret and explain college student activities, policies and procedures.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work including a variety of college and government officials, community groups and the general public.

## **Student Activities/Athletics Coordinator (North Campus)**

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**Description:** To assist the Director of Student Activities in planning, coordinating and promoting the activities of the Student Activities division including intramural and intercollegiate sports, social events, student government, alumni association, student clubs, student publications and special events.

### **Supervision Received and Exercised:**

- Receives general direction from the Director of Student Activities and Athletics.

### **Essential Functions:**

- Coordinate activities including intramural and intercollegiate sports, social events, student government, alumni association, student clubs, student publications and special events at the North Campus, as well as the Main Campus.
- Assist in the directing, coordinating and reviewing of the work plan for Student Activities functions.
- Identify opportunities for improving service delivery methods and procedures.
- Assist the Director of Student Activities and Athletics with the organization of intercollegiate sports including golf, basketball, tennis, volleyball and softball
- Assist coaches with game management at all home events.
- Maintain the college's athletic website ([www.goseadevils.com](http://www.goseadevils.com)).
- Design various printing publications, including programs, schedule cards, flyers, etc.
- Develop and maintain an archive system for the sports offered at Cape Fear Community College, which should include statistical records, stories, photos, etc.
- Distribute information regarding our activities and athletics to the general public and media through various means of communication (i.e. press releases, web stories, etc.)
- Assist in advising and directing the Student Government Association.
- Coordinate chaperons for student events; helping to ensure the safety of students during CFCC sponsored events and social activities.
- Assist in coordinating the operations of the Student Activities function with those of other divisions and outside agencies and organizations.
- Assess materials, supplies, and equipment needs for the student activities program; submit requisitions for the ordering of supplies; maintain an inventory of equipment and supplies.
- Perform related duties and responsibilities as required.

### **Other Important Functions:**

The position requires irregular work hours; i.e. evenings, weekends and additional hours during sports seasons. Frequent travel required. Work is often strenuous and injuries must be guarded against when participating in activities.

### **Knowledge of:**

- Operational characteristics, services and activities of a comprehensive student activities program.
- Rules and regulations of NJCAA guidelines.
- Compliance and eligibility guidelines within the NJCAA.
- Statistics for a variety of sports.
- Fundamentals and understanding of Student Government Association.
- Various types of collegiate activities and their proper administration.
- Methods and techniques of motivating students toward involvement.
- Pertinent Federal, State and Local laws, codes, and regulations.

**Ability to:**

- Coordinate the development of a variety of student activities including student government, sports, clubs, and social events.
- Interpret and explain college student activities, policies and procedures.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contracted in the course of work including a variety of college and government officials, community groups and the general public.

## **Head Coach**

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**Description:** To coach a specific sport under the NJCAA guidelines and the Carolinas Junior College Conference.

**Supervision Received and Exercised:**

- Receives general direction from the Director of Athletics.

**Essential Functions:**

- Coordinate recruiting (including scholarship disbursement)
- Responsible for all aspects of traveling (i.e. food, transportation, hotel, etc.)
- Create competition schedule (this includes contracts with opposing schools)
- Coordinate practices
- Maintain professional relationships with all athletes
- Review student's academic efforts (this may include phone calls to instructors and visiting student's classes to verify class attendance)
- Work within the athletic budget set by the Athletic Director
- Accountable for game management (ensure the assistant coach and other assistants know what needs to be done prior to the start of an event - i.e. National Anthem, set-up of facility, staff, etc.)
- Maintain all paperwork/receipts involving the sport, and return originals to the Athletic Director
- Work with Student Activities and Athletics Coordinator in the promotion of specific sport (i.e. website, media information, etc.)

**Knowledge of:**

- NJCAA Rules and Regulations
- Modern and complex principles and practices of coaching a specific sport.
- Methods and techniques of motivating students toward involvement and competition.
- Pertinent Federal, State and Local laws, codes, and regulations.

**Ability to:**

- Interpret and explain college student activities, policies and procedures.
- Coordinate and coach a variety of sports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work including a variety of college and government officials, community groups and the general public.

## **Assistant Coach**

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**Description:** Assist the Head Coach of a specific sport under the NJCAA guidelines and the Carolinas Junior College Conference.

**Supervision Received and Exercised:**

- Receives general direction from the Head Coach and ultimately the Director of Athletics.

**Essential Functions:**

- Assist with recruiting as directed by the head coach
- Assist with athlete practices
- Maintain professional relationships with all student-athletes
- Help monitor students' academic efforts (this may include phone calls to instructors and visiting student's classes in order to verify class attendance)
- Provide game management for all home events (i.e. National Anthem, set-up of facility, staff, etc.)
- Work with the head coach to maintain essential paperwork/receipts and return originals to the Athletic Director
- Other duties assigned by the head coach

**Knowledge of:**

- NJCAA Rules and Regulations
- Modern and complex principles and practices of coaching a specific sports.
- Methods and techniques of motivating students toward involvement.
- Pertinent Federal, State and Local laws, codes, and regulations.

**Ability to:**

- Interpret and explain college student activities, policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work including a variety of college and government officials, community groups, and the general public.

## **Compensation for Part-Time Employees - Coaching Staff**

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Coaches who are part-time employees of Cape Fear Community College will receive monthly payments during their three-month contractual period. The amount will be based on individual qualifications, within the current wage scale, and not to exceed 25 hours per week. All respective pay sheets are due on the 15th of every month and must be submitted to the Director of Athletics for approval.

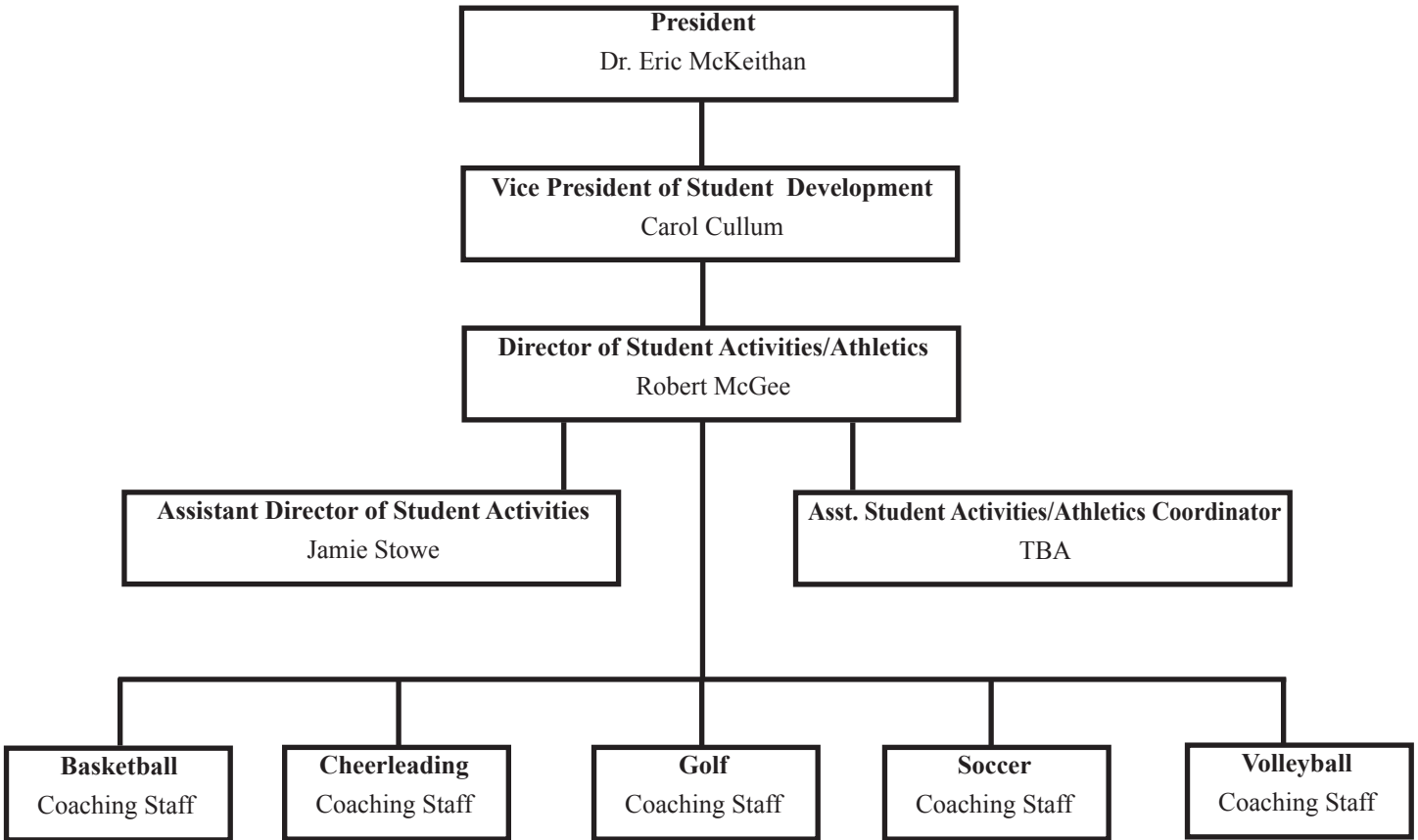
## **Employee Evaluations**

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All department employees must be evaluated. Part-time, temporary, or less than nine-month employees shall be evaluated within their terms or employment. Full-time personnel shall be evaluated at least annually. Self-evaluation, peer review and supervisor review are methods that may be used for evaluation. Guidelines for evaluations are found in CFCC's Personnel Handbook. Any weakness to be corrected shall be discussed with the employee by his/her supervisor and made a part of the employee's personnel record. Evaluations are administered during the required time frame stated by the college.

# Department of Athletics Organizational Chart

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## **National Junior College Athletic Association (NJCAA)**

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The NJCAA was first conceived in 1937 and officially became a functioning organization in 1938 with 13 two-year colleges. Presently, there are over 44,000 student-athletes representing more than 2,800 teams, 500 colleges, and twenty-four regions. The purpose of the NJCAA is to promote and foster junior college athletics on intercollegiate and national levels so that results will be consistent with the total educational program of its member institutions. The most important aspect of the NJCAA is that of a service organization – designed and directed to serve the wishes and needs of its membership and to promote athletics at the two-year college level. The NJCAA is the governing body of intercollegiate athletics for two-year colleges. As such, its programs are designed to meet the unique needs of a diverse group of student-athletes who come from both traditional and nontraditional backgrounds and whose purpose in selecting a two-year college may be as varied as their experiences before attending college. For more information, visit their website at [www.njcaa.org](http://www.njcaa.org).

## **Sports Offered at CFCC**

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Cape Fear Community College currently offers three men's sports and three women's sports which compete in the NJCAA - Division I or club level. Men's basketball, men's soccer, men's golf and women's volleyball compete in the NJCAA, while women's golf, and women's soccer compete at the club level.

## **Facilities**

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### **Joe and Barbara Schwartz Center**

The Joe and Barbara Schwartz Center is home to the men's basketball and women's volleyball teams. Located at the Downtown Campus at 601 N. Front Street, the Schwartz Center holds 1,800 people. Besides hosting Sea Devil athletic events, the Schwartz Center hosts various community events throughout the year. Use of the Schwartz Center regarding athletic events (game day and practice) must be scheduled through the Athletic Director to assure that the facility is available.

**From the North (I-40):** Follow I-40 to Wilmington and take the Rt. 17 South Exit (Market St.). Follow Market Street approximately four miles to Third Street in the Historic District. Turn right on Third Street. Go four blocks and turn left on Walnut Street. The campus is straight ahead. Turn right on Front Street and go three blocks and the Schwartz Center will be on your right.

**From the West (Brunswick County):** Take Rt. 74/76 over the Cape Fear Memorial Bridge. Directly after the bridge, turn left on to Third Street. Drive approximately two miles until you get to Walnut Street. Turn left on Walnut Street. The campus is straight ahead. Turn right on Front Street and go three blocks and the Schwartz Center will be on your right.

### **Hoggard Stadium**

Hoggard Stadium, located at 4305 Shipyard Blvd., is home to the Sea Devils men's soccer team. Hoggard Stadium is run by Hoggard High School, and not by the CFCC Athletic Department. Scheduling for the facility needs to be done through the CFCC Athletic Director. Women's soccer venues include local high schools and various parks and recreational facilities.

**From the Downtown Campus:** Go south on 3rd Street (US-117) and take a left on Dawson Street. Stay on Dawson Street for about three miles before taking a right on Oleander Drive. Turn right on S. College Road then right on Shipyard. Continue on Shipyard and the school/facility will be on your right side.

### **Golf Courses**

The men's and women's golf team play at a variety of golf courses throughout the Wilmington area, including Echo Farms, Magnolia Green, Porter's Neck and the Municipal Golf Course.

## **School Colors**

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The selection of school colors for Cape Fear Community College - Royal Blue, Light Blue & White - harken back to 1959, when the first students arrived at what was then Cape Fear Technical Institute. In 1960 the administration asked students for their suggestions on school colors, and in 1962 the colors of royal blue, light blue, and white became the school's official colors.

### **Official CFCC Pantone Color Codes**

**Royal Blue**-Pantone 286

**Light Blue**-Pantone 284

**White**-None

## Flag

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Thanks to the interest and support of the Board of Trustees of Cape Fear Community College in 2003, CFCC now has an official flag. The flag's design and unique colors, symbolizing growth, educational excellence and support of the community, is yet another mark that promotes the college, helps provide school spirit at Cape Fear Community College, reflecting the pride of students, staff, faculty, administration, and community share in the college.

## Mascot

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The Sea Devil became associated with Cape Fear Community College in 1970. A contest on campus encouraged the student body to draw a prospective mascot, and a symbolic Sea Devil was chosen. But it wasn't until three decades later, when the Sea Devil design was reconstructed, redesigned and given the name "Ray", did it finally become the official mascot of CFCC.

## Admission Policies For Student-Athletes

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CFCC operates under an open door policy. The college may accept any person who is at least 18 years of age or a high school graduate or its equivalent. While CFCC advises all students to seek a high school diploma or equivalent, admission to certain diploma or certificate programs may be granted without prior completion. Likewise, there are additional admission requirements for some programs such as Dental Assisting, Pharmacy Technology, Phlebotomy, and Practical Nursing. See the information under Health Services in the college handbook for further information.

Applicants for curriculum programs should submit to CFCC's Admissions office a high school transcript and a transcript of any prior college academic work. Prospective students should also plan to take any appropriate placement tests and meet with a counselor/advisor. This assessment information aids those advising the individual in establishing realistic educational and career goals.

All student-athletes are required to follow general admission guidelines set forth by the North Carolina General Assembly and the Cape Fear Community College Catalog and Student Handbook. For more information regarding the admission process at Cape Fear Community College, refer to the college's website at [www.cfcc.edu](http://www.cfcc.edu) or the student handbook.

## Admission Process

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1. An application to CFCC must be submitted prior to registration. Student-athletes can pick up an application at the Student Development office or on-line at [www.cfcc.edu](http://www.cfcc.edu). After completing the application, the student-athlete can either mail the application to the school or e-mail it to [admissions@cfcc.edu](mailto:admissions@cfcc.edu).
2. An official high school or GED transcript must be sent directly to CFCC from the high school last attended, school which proctored the GED, or state-level GED agency.
3. If transferring from another college, official college transcripts from all institutions of higher education previously attended must be submitted to CFCC.
4. The student-athlete must either meet the minimum requirements of the SAT or ACT score or have taken one of the three placement tests (ASSET, COMPASS, ACCUPLACER/CPT). See below for test requirements and placement scores.
5. Upon completion of the above steps, students receive an acceptance letter. Early acceptance will enable the student-athlete to attend (by invitation) a new student orientation/registration.

## Test Requirements

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Effective with Fall 2002 registration, CFCC will accept official copies of placement tests taken at other colleges (ASSET, COMPASS, ACCUPLACER/CPT). SAT scores (CFCC College Code 5094) directly from the College Board at 1-800-728-7267, or ACT scores (CFCC College Code 3185) from American College Testing (319) 337-1000 are accepted by CFCC. Official high school transcripts that post SAT or ACT results are also accepted. All students are required to have placement test scores on file prior to being accepted at CFCC, as well. The placement test may not be necessary if the applicant meets one or more of the following requirements:

- Successfully completed comparable writing and reading and/or math development courses at other accredited institutions and has prior test scores on file at CFCC (see a counselor in A-220 for possible credit.)
- Achieved CFCC's cut-off scores for desired curriculum programs by submitting official ASSET, COMPASS or ACCUPLACER/CPT scores taken within the last five years.
- Achieved the minimum score on the SAT or ACT within the last five years and has submitted an official copy to the admissions office.
- Satisfactorily completed a college level English Composition and/or Mathematics course above the developmental level at an accredited college or university.

## Placement Scores

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The following is a list of minimum scores needed on the SAT or ACT to be accepted to CFCC without taking any placement tests (ASSET, COMPASS, ACCUPLACER/CPT).

**SAT:** Verbal - 470; Math - 450

**ACT:** English/Reading - 19; Math - 18

The following is a list of minimum scores needed on the ASSET, COMPASS or CPT to test out of each category. If they do not meet the minimum requirements then the student-athlete will need to take developmental classes before taking the required courses to graduate. Developmental courses do not count towards a student-athlete's transferable credits.

**ASSET:** Writing - 42-55; Reading - 42-55; Math - 42-55

**COMPASS:** Writing - 70-100; Reading - 81-100; Math - 66-100

**ACCUPLACER/CPT:** Writing - 86-120; Reading - 80-120; Math - 76-120

## Academic Success

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The Department of Athletics stresses academic success, physical and emotional well being, and social development of all student-athletes. Cape Fear Community College monitors and measures the student-athlete's academic program by means of academic advisors, weekly attendance sheets, progress reports twice a semester, study hall, and a working relationship with learning disabilities and tutorial services that are available in the college's learning resources center. It is the Department of Athletics mission to help provide an educational experience second to none.

## Academic Eligibility

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Cape Fear Community College athletics is under the leadership of the Director of Athletics. The Director of Athletics reports directly to the Vice President of Student Development on all aspects of athletic events, policies and procedures. The department adheres to the written statement of goals and objectives and is in harmony with the institutional purpose of the college as outlined in the current CFCC Catalog under Satisfactory Progress Standards. Quoting the current catalog:

*"Each student is expected to make satisfactory progress toward obtaining a degree/diploma he/she has declared. The cumulative grade point average is reviewed at the end of each semester to determine whether the student has made the expected academic progress. The minimum cumulative GPA for remaining in good standing is a 2.00."*

In addition to the college's goal and objectives for student academic success, the National Junior College Athletic Association (NJCAA) holds the student-athlete to a higher moral and academic standard. In order for a student to be considered eligible for a sport season, he/she must have a 2.00 GPA and be taking a minimum of 12 credits per semester. (i.e. - first-year athlete must be registered for 12 or more credits; second-year athlete must have a 2.00 GPA and a minimum of 24 completed credits and be registered for 12 or more credits.)

To ensure a student-athlete's eligibility, all student-athletes must register for at least 12 hours plus the value of their highest credit hour course every semester. (i.e. - If the student-athlete has all three hour courses, register for 15 hours. If the highest credit hour course is a five hour course, register for 17 hours). This allows the student-athlete to drop a course if necessary and still retain their sport eligibility. The Registrar's office monitors withdrawals, reporting student-athlete's schedule changes to the Director of Athletics. Student-athletes and individual sport coaches are responsible for ensuring this policy is followed.

## Student Activities Participation Policy

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Student success at Cape Fear Community College is based upon academic excellence. Students should attempt to attend all scheduled class and laboratory sessions. Participation in extra-curricular activities is also important to the total education and personal development of CFCC students. Occasionally, a student may be required to miss a class session in order to participate in college-sponsored activities such as athletics, Phi Theta Kappa Honor Society, CFCC Ambassadors, Student Government Association, program conferences and competitions, and other activities approved by the Director of Athletics/Student Activities.

College officials sponsoring such approved student activities are to provide advance notice to faculty of any anticipated absences, listing students who will be participating. In addition, participating students must also inform their instructors in advance of such anticipated absences and are expected to make advance arrangements for making up all missed assignments. In such cases, class time missed, pending approval by the instructor, will usually not be counted as an absence provided participating students are otherwise in good academic standing.

If a faculty member believes that missing class due to a student activity is detrimental to the academic success of a specific student, that faculty members may request that the Vice President of Student Development (or his/her designee) review that student's overall academic and attendance records to help determine if the student's absence warrants exemption from the College's regular attendance policy.

Students who disagree with the Vice-President's decision may appeal to CFCC's Judicial Board following the college's Grievance Procedure.

## Student Attendance Policy

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CFCC students must be in attendance at least eighty percent of the clock hours of a course to receive credit for a course. Those not meeting minimum attendance requirements will earn the grade of "F", which will be computed in the students' grade point average.

Absences seriously disrupt students' progress in a class and diminish the quality of group interaction. Students are expected to punctually attend all lecture and laboratory sessions in the courses for which they are registered. Late arrivals and/or early departures may count toward total absences in classes.

Attendance requirements for each class are printed in the course syllabus distributed by the instructor. Because of the nature of some courses, instructors may have a more restrictive attendance requirement. Student-athlete absences are not tolerated unless the absence is due to a college sponsored event, and prior to the absence, student-athletes must inform the instructor of the excused absence to insure all course work will be made up. Arrangements for taking examinations or completing work assignments affected by team travel are the student-athlete's responsibility. Coaches are expected to support the faculty and demand that all student-athletes participate in classroom activities and assignments as required by faculty.

## Tutoring and Study Hall

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Tutoring services are available to all student-athletes at no charge. This service is available to students of any academic class level. All students are required to do their own work. Tutoring is only to supplement and enhance the student-athlete's education endeavors and the success of their educational achievements. It is the responsibility of the student-athlete to be prompt, and not miss sessions, and to be prepared. Each sport will have mandated study hall as determined by the head coach. All student-athletes are required to attend.

## Academic Advisors

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Academic advisors are available to assist student-athletes towards satisfying program requirements. The advisors provide counseling, guidance, academic advising, and help monitor a student-athlete's academic progress and success. Cape Fear Community College is committed to provide the best possible resources for our student-athletes in order to obtain an education and pursue an associate's degree, diploma, or certificate. Academic advisors for student-athletes also have strong knowledge of NJCAA eligibility and other academic guidelines set forth by the CFCC Department of Athletics.

## Types of Financial Aid

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Cape Fear Community College participates in Federal, State, and local programs designed to assist students in meeting the rising costs of obtaining a college education. While the family is seen as the primary source for educational funds, these programs can help meet the costs.

The following is a list of the various types of aid that might be available to the student-athlete:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- North Carolina Student Incentive Grant Program
- North Carolina Community College Grant
- Federal College Work Study Program
- Vocational Rehabilitation
- Federal Family Education Loan Programs
- Scholarships (Foundation and Local) - Based on financial needs, academic excellence, or the donor-specific criteria.
- Athletic Scholarships

## Applying For Financial Aid

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Students planning to enroll at Cape Fear Community College are encouraged to apply for financial aid by completing the Free Application for Federal Student Aid (FASFA) each year. A separate application is required for loans. Students are encouraged to apply early, and if assistance is needed, contact the Financial Aid office in Room A-207, Galehouse Building, 411 N. Front St., Wilmington, N.C., 28401. Phone (910) 362-7055.

When filling out a FASFA, the student-athlete will need to know CFCC's school code - 005320.

The following is a list of forms that are needed for submission before the financial aid application can be evaluated.

**If under 24 years of age:** The student-athlete will need to provide a copy of his/her parents, as well as, his/her own tax return for the year prior, along with written verification of any untaxed income such as Social Security, Child Support and/or Assistance from Social Services.

**If over 24 years of age:** The student-athlete will need to provide a copy of his/her prior tax year return and written verification of any untaxed income such as Social Security, Child Support and/or Assistance from Social Services.

Have the student-athlete contact the Financial Aid office to see if any other documentation will be needed.

The student-athlete will be notified of any Financial Aid by way of Award Letter. This letter will list the dollar award and the program (i.e. PELL or SEOG). If you are not eligible to receive financial aid, you will receive a letter notifying you of this. The student-athlete may not receive financial aid funds for more than one and one-half times the overall program length.

Progression Standards - Academic progress must be maintained by completion of classes the student-athlete registered for and by meeting the required GPA for each term. The student-athlete may not receive financial aid funds for more than one and one-half times the program length.

## **Scholarships**

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Cape Fear Community College offers scholarships in accordance with the guidelines of the NJCAA-Division I. A scholarship may consist of:

- Tuition and Fees
- Room and Board
- Books and course-related material
- Transportation costs one time per academic year to and from college.

Scholarships may be divided by tuition and fees only, or other combinations according to scholarship agreements between the coach and the student-athlete. Any government financial aid awarded may be used for part of the student-athlete scholarship.

The number of Scholarships/Letter of Intent that may be awarded are limited by NJCAA and CFCC. These scholarships are awarded on athletic prowess and ability to successfully participate in the academic process.

Two types of forms are used for scholarships. First is the NJCAA National Letter of Intent (LOI) form issued by the NJCAA (appendix C). The second is a Scholarship Letter of Intent (SLOI) from Cape Fear Community College (Appendix D) which binds the agreement between the college and individual. The student-athlete must abide by all policies and regulations set forth by the college policies, athletic department guidelines and the coaching staff. Failure to do so may result in forfeiture of part or all of the scholarship agreement. Each coach should be familiar with the instructions on these forms.

All admission and financial forms discussed in the previous paragraph must be completed for each student-athlete's SLOI prior to disbursing athletic scholarship funds and be approved by the Director of Athletics and the Director of Financial Aid.

For more information regarding Scholarships, refer to the NJCAA Handbook.

## **Fiscal Control (Disbursement) Of Scholarships for Student-Athletes**

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The Department of Athletics must follow the guidelines concerning the number of, and requirements for, receiving institutional general scholarships as established by the Director of Financial Aid and the NJCAA. Each student-athlete is encouraged to fill out a scholarship application and FASFA form and turn it into Financial Aid. If awarded an athletic scholarship, a copy of his/her Scholarship Letter of Intent, must be forwarded to the Department of Athletics.

## **Recruiting Procedures**

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Each coach shall be responsible for recruiting student-athletes for their respective sport. When recruiting, the coach shall leave a recruiting packet with the prospective student-athlete. Each coach has discretionary choice for offering a full, partial, or no scholarship to a prospective student-athlete depending on total funds available, which needs to be approved by the Athletic Director.

All recruiting procedures must be done in accordance and following guidelines set forth in the National Junior College Athletic Association Handbook.

## **National Letter of Intent**

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The National Letter of Intent is binding upon all NJCAA member colleges. The basic goals of the Letter of Intent is to reduce and limit recruiting pressure on student-athletes, and promote and preserve the amateur nature of collegiate athletics.

By signing a National Letter of Intent, a prospective student-athlete agrees to attend the designated college or university for one academic year. Pursuant to the terms of the National Letter of Intent program, participating institutions agree to provide athletic financial aid (if available) for one academic year to the student-athlete, provided he/she is admitted to the institution and is eligible for financial aid under NJCAA rules and/or the Department of Athletics requirements. An important provision of the National Letter of Intent program is a recruiting prohibition applied after a prospective student-athlete signs a Letter of Intent. This prohibition requires participating institutions to cease recruitment of a prospective student-athlete once a National Letter of Intent is signed with another institution.

The policies and procedures of the Letter of Intent/Scholarship Agreement Form, Scholarship Certification Form and the Release Agreement/Transfer Waiver Form can be found in the NJCAA Handbook or on the website at [www.njcaa.org](http://www.njcaa.org). Please note that there are requirements for specific sports procedures pertaining to signing, as well as, specific Region X guidelines that must be followed.

## **Redshirting**

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All student-athletes are guaranteed two years in which to participate in junior college athletic competition. There are three scenarios that might cause for a student-athlete to redshirt.

1. A student-athlete not having accumulated enough academic hours to graduate at the end of the year and/or unable to maintain a minimum of 12 credits per semester with a GPA of 2.00 or better.
2. Providing the student-athlete with a year of practice, helping them to develop, in order to be able to secure an athletic scholarship and/or playing time from a two-year institution.
3. A season ending injury. The injury must occur before an athlete engages in intercollegiate competition for the season in question. If the student-athlete participated in a sanctioned athletic contest, he/she will have to apply for a medical hardship waiver from the NJCAA.

## **Sea Devil Code of Conduct**

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Intercollegiate athletic competition must demonstrate high standards of ethic, sportsmanship and promote the development of good character and other quality life skills. The highest potential of sports is achieved when participants are committed to pursuing victory with honor and abiding to six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship (The “Six Pillars of Character - Character Counts!” - see below for specifics). This code applies to all student-athletes involved in the Cape Fear Community College Athletic Program. Also, Cape Fear Community College student-athletes are expected to perform according to the NJCAA Code of Conduct (refer to the NJCAA Handbook) and understand that there may be sanctions or penalties if they do not.

### **TRUSTWORTHINESS**

*Trustworthiness* - be worthy of trust in all you do.

*Integrity* - live up to high ideals of ethics and sportsmanship and always pursue victory with honor; do what’s right even when it’s unpopular or personally costly.

*Honesty* - live and compete honorably; don’t lie, cheat, steal or engage in any other dishonest or unsportsmanlike conduct.

*Reliability* - fulfill commitments; do what you say you will do; be on time to practices and games.

*Loyalty* - be loyal to your school and team; put the team above personal glory.

### **RESPECT**

*Respect* - treat all people with respect all the time and require the same of other student-athletes.

*Class* - live and play with class; be a good sport; be gracious in victory and accept defeat with dignity; give fallen opponents help, compliment extraordinary performance, show sincere respect in pre- and post-game rituals.

*Disrespectful Conduct* - don’t engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual or racial nature, trash-talking, taunting, boastful celebrations or other actions that demean individuals or the sport.

*Respect Officials* - treat contest officials with respect; don’t complain about or argue with official calls or decisions during or after an athletic event.

### **RESPONSIBILITY**

*Importance of Education* - be a student first and commit to earning your degree and getting the best education you can. Be honest with yourself about the likelihood of getting an athletic scholarship or playing on a professional level and remember that many universities will not recruit student-athletes that do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.

*Role Modeling* - participation in a sport is a privilege, not a right and you are expected to represent the school, coach and teammates with honor, on and off the field. Consistently exhibit good character and conduct yourself as a positive role model.

*Self-Control* - exercise self-control; don’t fight or show excessive displays of anger or frustration; have the strength to overcome the temptation to retaliate.

*Healthy Lifestyle* - safeguard your health; don't use any illegal or unhealthy substances including alcohol, tobacco and drugs or engage in any unhealthy techniques to gain, lose or maintain weight.

*Integrity of the Game* - protect the integrity of the game; don't gamble; play the game according to the rules.

*Sexual Conduct* - sexual or romantic conduct of any sort between students and coaches is improper and strictly forbidden; report misconduct to the proper authorities.

### **FAIRNESS**

*Be Fair* - live up to high standards of fair play; be open-minded; always be willing to listen and learn.

### **CARING**

*Concern for Others* - demonstrate concern for others; never intentionally injure any player or engage in reckless behavior that might cause injury to yourself or others.

*Teammates* - help promote the well-being of teammates by positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches.

### **CITIZENSHIP**

*Play by the Rules* - maintain a thorough knowledge of and abide by all applicable game and competition rules.

*Spirit of Rules* - honor the spirit and the letter of rules; avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

## **CFCC'S Drug and Alcohol Policy**

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Cape Fear Community College is committed to providing an educational atmosphere that is free of substance abuse and encourages healthy and safe lifestyles. Listed below is information on Cape Fear Community College's policy on drugs and alcohol, health risks involved in drug/alcohol abuse, North Carolina's laws regarding drug use and community resources pertaining to substance abuse.

The employees of the college are its most valuable resource and their health and safety are of great importance. The use of illegal drug or alcohol use which imperils the health and well-being of its employees, students, the public at large or which could result in damage to college property is prohibited. All employees have the right to work in a drug and alcohol-free environment and the college is committed to maintaining a safe workplace free from the influence of illegal drugs and alcohol.

This statement of the drug and alcohol-free workplace policy of the college is being provided as part of its good faith commitment to complying with the Drug-Free Workplace Act of 1988 and to maintain a safe workplace. Employees are required to abide by this policy as a condition of their employment with the college.

1. Cape Fear Community College does not differentiate among unlawful users, sellers or pushers of drugs or alcohol. Any employee who uses, possesses, sells, gives or in any way transfers alcoholic beverages or a controlled substance is subject to disciplinary proceedings by the college and referred for prosecution.

2. The term controlled substance means any drug listed in CFR part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of North Carolina General Statutes. Generally, these are drugs which have a high potential for abuse such as:

Marijuana, Cocaine, PCP, Heroin and Crack, among other. They also include legal drugs that are not prescribed by a licensed physician. The term alcoholic beverage includes beer, wine, whiskey and any other beverage listed in Chapter 188 of the General Statutes of North Carolina. Persons within the college community are responsible for knowing about and complying with the Cape Fear Community College Drug and Alcohol Policy.

3. Any employee who unlawfully possesses, uses, sells or transfers alcoholic beverages or illegal drugs to another person; or who is convicted of violating any criminal drug or alcoholic beverage statute while on college premises, at the workplace or as part of any college sponsored activity, will be subject to disciplinary action by the college up to and including termination or expulsion, and referred for prosecution.

4. Each employee is required to inform the Personnel Director or the Vice President of Student Development, respectively, in writing within five days after a conviction of any criminal drug or alcoholic beverage control statute where such violations occurred on college premises, at the workplace or as part of any college sponsored activity. A conviction means a plea of or a finding of guilt (including a plea of no contest) and the imposition of a sentence by a judge or jury in any federal or state court.

## **Athletic Department's Substance Abuse Policy**

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The use of drugs for other than therapeutic indications as prescribed by a physician is illegal. Abuse of alcohol and so-called recreational drugs are also illegal and banned by Cape Fear Community College and the NJCAA. Furthermore, the use of some medication or substances that are reported to enhance performance, such as anabolic steroids, are banned by the NJCAA. If, at any time, a student-athlete feels that he/she would like more information or assistance on the topic of drugs, alcohol, or other performance-enhancing substances, he/she should consult the respective coach, athletic trainer, team physician or counseling center on campus.

### **Substance Abuse Philosophy**

Substance abuse (drug and alcohol) is a major concern on college and university campuses across the country. It is the goal of Cape Fear Community College's Athletic Staff to educate student-athletes on the health risks of this problem. The Department of Athletics has developed substance abuse philosophies that seek to educate, and if necessary, refer student-athletes for counseling. The Department of Athletics subscribes fully to the Cape Fear Community College Substance Abuse Policy. Student-athletes suspected of drug use may be required to submit to drug testing at the discretion of the Athletic Director. Any student the college determines responsible for substance abuse activity is required to participate in counseling and/or participate in recognized local drug/alcohol education program. The Department of Athletics fully endorses the actions of college policy and procedures concerning disciplinary procedures. It is the responsibility of each athletic staff member to uphold the philosophy indiscriminately and to report any suspected or confirmed incidence of substance abuse to the designated Department of Athletics administrator.

When an incident or suspected use/abuse occurs with a student-athlete and is known by a staff member, there will be a full investigation as outlined in the Cape Fear Community College Handbook. Any questions regarding this item may be forwarded to the CFCC Athletic Director for compliance and/or the Vice President of Student Development.

If a student-athlete initiates contact describing a personal substance abuse problem to their respective coach, the athletic staff member and counseling center will address the concern. Should the student-athlete feel more comfortable to initiate contact with a member of the Department of Athletics staff (other coach, athletic administrator or any other individual), then that individual will assist the student-athlete with disclosing the problem to the counseling center. Athletic trainers and coaching staff will work as a team, fully disclosing as much information as is deemed important.

### **Counseling**

Any counseling referral is made with the best interest of a student-athlete in mind. However, it is the responsibility of the student-athlete to abide by the conditions set forth by the Department of Athletics. This is for the purpose of maintaining consistency and monitoring an individual within the program. Any referred student-athlete is required to follow all recommendations set forth by the counselors. Any refusal for assistance is considered a violation of an incident agreement.

### **Sale and/or Distribution of Illegal Substances**

The sale, possession, or distribution of illegal substances is forbidden by law and is not tolerated. Any such incident is referred to legal and college authorities. The Department of Athletics will temporarily suspended any student-athlete who is charged with the sale, possession, and/or distribution of illegal substances from further athletic activities. If substantiated (after an investigation) or convicted, the student-athlete will be removed from the program for a specified length of time.

Please refer to the Cape Fear Community College's Student Handbook for more information on CFCC's substance abuse policy.

## **Physicals**

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All student-athletes, prior to participating in an intercollegiate sports program are required to undergo a comprehensive physical examination. Student-athletes must receive clearance by a physician before he/she is allowed to participate in athletic activities (Appendix E and F). If a student's physical ability to participate in sports, due to any injury or known condition, appears in question, then another physical exam may be requested prior to allowing the student-athlete to again participate. Physical exams must occur annually.

## **Trainers/Sports Medicine**

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A comprehensive team of trainers and community professionals has been developed to assist in providing quality medical care for student-athletes, which includes prevention, treatment and rehabilitation. The sports medicine program is coordinated through the Director of Athletics and currently administered by Health South and Wilmington Orthopaedics, Inc., ccc.

In order to receive services, the student-athlete must be accompanied by a coach prior to initial treatment. Student-athletes will also need to fill out a Proof of Loss form and provide their parents' insurance information to receive treatment (Appendix G, H and I). Immediately following the visit, the student-athlete must fill out all necessary paperwork concerning secondary insurance.

## **Medical Expenses and Insurance Coverage**

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The Department of Athletics is the secondary provider of funds in paying medical costs associated with athletic injuries and illness. All forms must be filled out by the student-athlete before medical care can be received. Coverage applies only to injuries and/or illness arising from practice and/or play. This means that any claim for benefits must first be filed with the primary group insurance company providing coverage to the above mentioned persons through their own, or their parent's and/or guardian's insurance company. NJCAA rules do not permit the college to bear financial responsibility for injuries and/or illness not associated with practice and/or play.

Unauthorized, outside medical expenses are the student-athlete's own responsibility. Therefore, consultation with the sports medicine staff during treatment of an injury or illness is imperative. Coordination of all medical care must be through the sports medicine staff and the Director of Athletics.

Student-athletes who complete their eligibility and continue to "work out" with their team, or on their own, must assume liability for financial costs from any injuries incurred after the last day of NJCAA competition at the conclusion of their traditional sports season.

## **Transportation**

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The Department of Athletics uses CFCC's bus or vans for team road trips throughout the season. Vans and buses need to be reserved through the Director of Athletics at the beginning of the season. For recruiting and other various business related trips, employees may drive their private vehicles at the average cost per mile current rate (see the Business Office for rates).

The employee must contact the motor pool located at the Shipping and Receiving Department to see if a college vehicle is available and indicate that information on the Travel Request Form and Travel Reimbursement Request Form. All college personnel wanting to use a CFCC vehicle are required to submit an employee motor pool verification form.

## **Individual Travel Regulations**

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The college authorizes travel within the regulations mandated by the North Carolina Community College System. These regulations apply to all college employees and members of the Board of Trustees. Travel Requests are approved contingent upon the availability of funds.

All in-state and out-of-state travel must be authorized in writing by the President or his/her designee. In addition, written authorization must be secured in advance from the President or his/her designee for excess lodging, registration, out-of-state travel and out-of-country travel.

The employee must submit the Travel Request Form to the Director of Athletics at least two weeks prior to his/her travel date for approval.

Reimbursement of costs incurred through use of a private vehicle should be for direct mileage between points on the employee's itinerary. Tolls and parking are reimbursable to employees when using personal vehicles. Receipt must be provided when the cost exceeds \$3.00 per day.

Reimbursement may not be made for commuting between an employee's home and his duty station, except temporary or part-time curriculum and extension instructors who travel more than 15 miles to or from a duty station for teaching curriculum or extension courses. These mileage expenses may be paid but only if approved in writing by the college's president or his designee.

## **Team Travel Regulations**

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Head coaches in each respective sport are responsible for setting CFCC's standards and policy (dress, conduct, curfew, activities, etc.) for team conduct during trips. Generally, all team members must travel to and from the away event with their teammates and must stay with the team at assigned lodgings. Before departure, a student-athlete should again discuss with their instructors classes that will be missed. It is the student-athlete's responsibility to make arrangements for missed course work.

The Cape Fear Community College Department of Athletics pays for transportation, room and board during travel. In compliance with NJCAA rules and regulations, room service, laundry, phone calls, pay television and movies, etc., are incidental charges that must be paid for by the student-athlete. These charges must be settled at the time of hotel check-out to avoid NJCAA compliance issues.

When traveling coaches need to follow the checklist below:

- Complete CFCC Travel Request and/or Athletic Team Travel Request Forms (Subsistence)
- Notify travel party of departure time and contact opponent for necessary game related issues.
- Sign-out the van or bus used for the trip and return immediately following the trip with appropriate paperwork
- Contact faculty if classes will be missed due to a sporting event.
- The driver of the vehicle must have a valid driver's license ( a CDL for the bus) with them at all times. All drivers should have a driving record check completed on file along with a submitted motor pool verification form.

## **Athletic Equipment**

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All equipment issued to student-athletes is the property of Cape Fear Community College and will be cared for in the proper manner. It is the responsibility of each coach to see that this occurs. At the end of the season, all equipment should be taken up, cleaned, and stored for the next year. If equipment is lost, misplaced or stolen, the student-athletes may be responsible (financially) for its replacement. All equipment is the property of the college and may not be retained by student-athletes unless designated by the coaching staff and/or the Athletic Director. Only school-issued equipment should be worn in practice and competition only. All teams should have a positive appearance during competition and a system of equipment replacement should be in effect for each program prior to the next season.

## **Proper Fiscal Control, Processing and Expenditures**

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The processing of revenues and expenditures are in accordance with the policies set forth by the President, the Vice President of Business Services, Administrative Services and the State of North Carolina.

The Director of Athletics is responsible for the handling and the depositing of all receipts, regardless of source unless properly authorized by the Vice President. Admission to events, donations, sales of merchandise, concessions, gate fees and Booster Club memberships are coded to the proper general ledger account number. A current list of general ledger account numbers is kept on file in the Department of Athletics. All checks/payments are photocopied and matched with a copy of the cash receipt forwarded from the Business Office and are kept on file.

The Department of Athletic Administration and coaching staff, under the supervision of the Director of Athletics, initiates a search for competitive prices for all Athletic Department expenditures. Upon approval from the Director of Athletics, the process of a requisition using the proper general budget account code is exercised. The requisition is approved and then is forwarded to the Vice President of Student Development for final approval. Upon approval, the requisition is forwarded to the Purchasing Department for the issuance of a purchase order. The Purchasing Department then sends a copy of the requisition form with the purchase order number to the Department of Athletics for record keeping purposes.

## **CFCC Purchasing Guidelines**

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The college's purchasing guidelines have been updated to maintain compatibility with those required by the State of North Carolina, Division of Purchase and Contract.

### **Statutory Authority and NC Administrative Code**

Cape Fear Community College is required by law to purchase all supplies, equipment and materials by contracts made by or with the approval of the Division of Purchase and Contract of the Department of Administration.

The following guidelines pertain to items not available on state contract:

#### **Purchase less than \$2,500**

Purchases with a total dollar value of \$2,500 or less (including taxes and freight) do not require competition. Submit completed requisition form with required approvals to the Purchasing Office.

#### **Purchase \$2,500-\$5,000**

Telephone or written competitive quotes are required for purchases valued from \$2,500-\$5,000. Three quotes are obtained from prospective vendors. Faxed or written quotes are preferred because they provide vendor documentation of prices. Quotes are attached to the approved requisition form and forwarded to the Purchasing Office.

#### **Purchase \$5,000-\$10,000**

For items with an estimated cost exceeding \$5,000, requisitions with the required departmental approvals are sent to the Purchasing Office. The purchasing office is required to obtain sealed bids for items or services over \$5,000.

#### **Purchase over \$10,000**

If the estimated cost of an equipment or supply requisition exceeds \$10,000, the Purchasing Office must send the approved requisition to the Division of Purchase and Contract in Raleigh along with all details, such as specifications, possible sources, etc., for Purchase and Contract to advertise and obtain written bids.

### **General Guidelines**

College personnel must submit a completed CFCC requisition in order to obtain a purchase order. College funds may not be committed without an approved requisition in advance. Any purchase made by individuals not conforming to college purchasing procedures become the responsibility of the individual who made the purchase.

## **Key Distribution**

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Keys for offices, rooms and buildings are available through the Vice President of Business Services. All keys are the property of Cape Fear Community College and must be returned to the Vice President of Business Services when no longer needed. Keys must not be duplicated. All key requests have to be initiated through the Department of Athletics.

## **Telephone**

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It is important that the college telephone is not abused. All calls should be of a business nature. Personal calls are not to be charged to the college. Long distance calls must be recorded on a monthly call log, a form which is available on CFCC's intranet. All personnel making calls must review the monthly bill.

## **Maintenance**

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When requesting the maintenance department, a Work Order Request must be filled out before any help can be provided. The Work Order Request can be found on the intranet. Ample time is required for completion of work requests.

## **Parking**

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Parking spaces are provided, if available, for all full-time employees. The fee is \$20 per semester. Full-time as well as part-time employees may elect to use the Auxiliary Lot or the Student Parking area for \$8 per year. Parking fees are non-refundable in the event of separation of employment. Parking fees are non-refundable.

## **Sea Devil Club**

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A subsidiary of the Cape Fear Community College Foundation, Inc., better known as the Sea Devil Club, is the backbone of financial support for Cape Fear Athletics. Funds raised by the Sea Devil Club from alumni, fans, and friends, aid in funding scholarships for Sea Devil student-athletes, athletic facility improvements, and other program needs of Cape Fear Community College's Junior College Division I athletic program.

Cape Fear Community College athletic teams have well over 100 student-athletes competing in six intercollegiate sports. The Sea Devils are a member of the National Junior College Athletic Association - Division I and compete in the Carolina Junior College Conference. Through the leadership of the athletic administration, coaching staff and college support, our program has expanded and offers something very unique to the Cape Fear student.

Sea Devil Club members enjoy a number of benefits, including the opportunity to attend special meetings and functions with CFCC coaches and athletic administrators, priority tickets, an invitation to the Annual Athletic Banquet, as well as other social events. Members also receive a sense of ownership in the successes experienced by the Sea Devil Athletic program and satisfaction that comes from knowing they play an important role in the lives of young men and women, who positively represent Cape Fear Community College on and off the playing fields.

The financial support provided by the Sea Devil Club is essential to the success of the Cape Fear Community College athletics program we now enjoy. For the breakdown of contributions within the Sea Devil Club, refer to the Sea Devil Club brochure.

## **Adopt-A-Sea Devil Program**

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Adopt-A-Sea Devil is a program that allows student-athletes from Cape Fear Community College and members of our CFCC service community to become better acquainted. The program helps the student-athlete participants, many of whom are moving away from their families for the first time, to have a second home while living in Wilmington.

Each sponsor is matched with a student-athlete at Cape Fear Community College, with the intent that student-athlete and sponsor develop and maintain a relationship throughout the student's career at CFCC.

Many of the student-athletes are far removed from their homes and families. They need social, academic, and spiritual support to achieve both academic and athletic success, as well as, to help them prepare for future challenges and achievements.

# **Appendix**

<b>Student-Athlete Attendance and Grade Check.....</b>	<b>A</b>
<b>Department of Athletics Survey.....</b>	<b>B</b>
<b>NJCAA National Letter of Intent .....</b>	<b>C</b>
<b>CFCC Scholarship Letter of Intent.....</b>	<b>D</b>
<b>CFCC Medical History.....</b>	<b>E</b>
<b>CFCC Preparticipation Physical Evaluation .....</b>	<b>F</b>
<b>Proof of Loss Form .....</b>	<b>G</b>
<b>Parent’s Insurance Form.....</b>	<b>H</b>
<b>HIPAA Disclosure of Information Form.....</b>	<b>I</b>

