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## Commodore Athletics

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### *STUDENT ATHLETE HANDBOOK*

**2011-2012**

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## ATHLETIC DEPARTMENT STAFF

### ADMINISTRATIVE STAFF

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QUESTIONS ?????  
“JUST ASK”.....

Scholarships	Head Coach
Registration	Head Coach
Adding or Dropping Classes	Head Coach
Withdrawals	Athletic Director
Receiving or Returning Books	Athletic Admin.
Complaints (Athletic)	Athletic Director
Discipline (Athletic)	Athletic Director
Equipment	Head Coach
Lost & Found (Wellness Bldg)	Athletic Admin.
Academic Problems	Instructor
Campus Security	SU-East
Testing Office	EA Gardner Advising Ctr
Department Complaints	Department Head
Discipline (Dean of Students)	SU-East
Financial Aid Office	EA Gardner Advising Ctr
Student Parking Decals	EA Gardner Advising Ctr, Rm 124
Graduation	SU-East
Disabled Services	SU-East
Lost & Found (Campus)	SU-East
Pick up Meal Money (Cashier Window )	Business Office
Transcripts	Enrollment Services Building
Student-Assistant Employment	SU-East

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## STUDENT ATHLETE ELIGIBILITY

The determination of athletic eligibility is a complicated process. The following are highlights from the JNCAA and FCCAA rules governing your eligibility. Do not rely on your interpretation of these rules? Direct all questions concerning eligibility to your head coach or the athletic director.

- ★ A minimum of 12 semester hours is established as the term requirement for participation. Thus, 12 semester hours becomes “full-time” when defining eligibility.
- ★ Prior to the second full-time term, a student-athlete must have passed 12 credit hours with a 1.75 GPA or higher.
- ★ In all other terms, a student-athlete must pass a minimum of 12 semester hours with at least a 2.00 GPA in order to be eligible for a succeeding term.
- ★ A student may establish eligibility for a term by an accumulation of semester hours equal to 12 times the number of terms of full-time enrollment with at least a 2.00 GPA.
- ★ To be eligible for a second season of participation, a student-athlete must have accumulated a minimum of 24 semester hours with at least a 2.00 GPA.
- ★ In computing GPA for the purpose of eligibility, all (not best) courses will contribute to the calculation of the GPA.



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## CONFIDENTIALITY OF STUDENT RECORDS



GCSC assures the confidentiality of student educational records. Two laws, one federal and one state, apply to student records. The “Buckley Amendment” is the popular name for a the federal legislation entitled the Family Educational Rights and Privacy Act of 1974. The state counterpart is found in Section 228.093 of the Florida Statutes.

The Buckley Amendment has two purposes: (1) to protect the privacy of students records and (2) to allow students to have access to their own education records.

An education record means any document or other data directly related to a student whether incorporated into the student’s official records at the registrar’s office, at a college, a department, or elsewhere. This record includes the academic work of the student, achievement records, attendance data, family background information, discipline records, and other information not excluded by law.

Information which can be released to the public on any student is name, date and place of birth, most recent previous educational institution attended, major, class, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degree earned, awards received, local and permanent address and telephone numbers. Your scholarship agreement or walk-on agreement includes a release whereby the college can report matters concerning your academic standing to NJCAA and FCCAA officials.

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## THINGS YOU SHOULD KNOW

### One Year Scholarship

All student athlete scholarships are for one year. If you are on an athletic scholarship, you may or may not be renewed for the following school year this is at the discretion of your head coach.

### Equipment and Uniforms

Equipment and uniforms will be distributed at the beginning of your specific sports' season. It is your responsibility to take care of all uniforms and equipment in your possession. If any equipment or uniform parts are lost or stolen, you must report the loss to your head coach immediately.

### Scholarship Books

Student athletes who will be receiving books, will receive a book voucher from their coach prior to the first day of classes for each semester.

A restriction will be placed on your college records to include your transcripts and a \$25.00 late fee will be charged for books not returned to the ATHLETIC OFFICE by the posted due dates for each semester. You are responsible for lost or stolen books. **DO NOT GIVE YOUR BOOKS TO YOUR COACH OR A FRIEND TO RETURN.**

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### Student Athletes on a Housing Scholarship

Per your scholarship a \$100.00 non-refundable deposit is required annually and due before the last Friday of September. No personal checks accepted.

You will be required to sign a "Housing Agreement" stating the rules set by the Athletic Department and also be expected to abide by the apartment rules set forth by the apartment complex you are living at. Utility bills in excess for electric, gas and water/sewage will be your responsibility (excess \$ amounts will be stated on your individual housing contract) will be divided and charged to each athlete in that apartment. Also, any damages to the college apartment/property will be the financial responsibility of the athlete and a restriction will be placed on your college records to include your transcripts until this debt is paid.

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## AND MORE THINGS

### Meal Scholarship

If you will be receiving an in-house meal plan (stated on your scholarship - check with your coach if you are not sure), your meals will be provided by Food Services, in the Student Union Cafe, Monday-Thursday, when the college cafeteria is open to all faculty, staff, and students. Meals are not provided during regular school holidays or whenever the college is closed. It is up to you to get to the cafeteria on time. You will be required to show your GCSC picture ID which is also your meal card to identify yourself as an athlete when you pass through the cash register area. NOTE: Do not cut in line and do not harass the cafeteria workers.

NOTE: Purchases from the cafeteria meal plan are intended only for the student athlete on the meal card. The sharing or purchasing of food/drink for someone else is prohibited and a violation of scholarship guidelines and could result in the loss of all meal plan privileges. These examples are not all inclusive.

If you are receiving a dinner and/or weekend stipend, you may pick up your meal stipend at the Business Office, your coach will determine when your stipend can be picked up. (ONLY YOU CAN PICK UP YOUR MEAL STIPEND AND YOU MUST SHOW A PICTURE ID).

Money not picked up for that week will not carry over to the next week.

### Not on a Meal Scholarship?

You can purchase a meal plan from the Business Office.

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### Scheduled Travel and Meals

All athletes who travel to away games, whether on a scholarship or not, are allowed a travel meal allowance. Your coach will have a form for you to sign anytime you receive either cash or meals during athletic travel. Your coach will have to turn this into the Business Office so make sure you sign your name where indicated on the form.



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## DOCTOR APPOINTMENTS



If you get hurt during a scheduled practice or game you should inform your coach and see the athletic trainer so that an accident report can be completed (this must be on file in the athletic office before an appointment can be made).

Appointments are scheduled through the athletic trainer, any appointments made by the athlete will not be covered by athletic insurance. Make sure you have your primary insurance card or information with you at the time of your appointment.

BE RESPONSIBLE...DON'T BE LATE OR  
MISS AN APPOINTMENT.

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### ABOUT INSURANCE....

The athletic insurance is an accidental insurance policy only. You are not covered by any other college insurance for illness, medications, accidents, dental problems or injuries that occur when you are not involved in a recognized or scheduled practice or game.

If you have primary insurance, this information **MUST** be on file in the athletic office. Your insurance is primary coverage. Basically, this means that after your insurance pays the athletic insurance will pay the balance.

**NOTE:** You may be responsible for any outstanding balances after the insurance companies have paid.

You may receive a billing statement, this should be turned into the athletic secretary. This **MUST** be done in a timely manner to avoid a collection notice.

It is important to complete a "change of address" card at the Post Office if you will be moving out of this area so your mail can be forwarded to you.

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## ALL ABOUT REGISTRATION

### REGISTRATION

#### **Step 1**

Complete an admissions application.

#### **Step 2**

Request high school or college transcripts (if transferring to GCSC from another institution) to be sent to the Enrollment Services.

#### **Step 3**

Take the placement test or provide ACT or SAT scores.

#### **Step 4**

Your coach will either advise you or send you to an Academic Advisor depending on your program. Once advising is completed, your coach will then be able to register you for classes.

#### **Step 5**

If you are not on an athletic tuition scholarship: pay tuition fees and pick up your class schedule at the Business Office or Bookstore.

### DROP/ADD

Due to eligibility restrictions, you **MUST** consult your coach.

### WITHDRAWALS

Due to eligibility restrictions, you **MUST** see the Athletic Director.

Student-athletes cannot initiate a withdrawal. All withdrawals other than those initiated by a faculty member need to be approved by the Athletic Director. All withdrawal notices are sent to the Athletic Director and your Head Coach.

### WITHDRAWALS DUE TO NON-ATTENDANCE

Withdrawals by an instructor may be done for those whose absences exceed that which their instructors deem appropriate in order to receive credit (this could be as few as 3 absences in some courses). Excessive absences will result in a "W" or "F" grade.

A MEETING WITH THE ATHLETIC DIRECTOR WILL BE SCHEDULED

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## STUDENT CODE OF CONDUCT

1. Do not be late or miss class.
2. Consult your coach or the athletic director for personal problems or any difficulty that hinders or restricts your personal success.
3. Be attentive in class, answer questions, make appropriate comments, and be respectful to instructors and fellow students.
4. Academic dishonesty, including all forms of cheating on exams and plagiarism is against college policy.
5. College telephones are not here for your use!!! Misuse of college telephones is a state offense and punishable by law.
6. Unauthorized entry of any college building or office is prohibited.

Your responsibility as a GCSC student athlete is that of a student—first and foremost. Your responsibility is to the classroom—attendance, punctuality, participation, etc. No less is expected or accepted.

Your second responsibility is that of an athlete. You are expected to attend all practices and games and to exhibit good sportsmanship and team dedication.

### **CHAD MERIDITH ACT (HAZING) - effective 7/1/05**

What is HAZING, the pressuring or coercing of a student into violating state or federal law. Hazing is a criminal act and punishable by law.

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### **HARASSMENT**

Harassment is considered to be any repeated or unwelcome verbal or physical abuse which causes the recipient discomfort or humiliation or which interferes with the recipient's academic performance.

**The President of the College may act directly or through a designee to investigate and report harassment claims.**

### **Electronic Devices**

All cell phones, pagers, cameras & other personal electronic devices must be turned off and out of sight in classrooms, labs, the library, study spaces & any other academic settings or college events and other reasonable areas where privacy is expected.

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## STUDENT ATHLETE CODE OF CONDUCT

Some specific acts of misconduct which are unacceptable:

- ⊗ Significant, severe or repeated violations of team rules
- ⊗ Violation of athlete apartment rules (that includes NO visitors).
- ⊗ Violation of NJCAA, FCCAA or GCSC rules and regulations governing athletics.
- ⊗ The use, possession of or selling illegal drugs; the use of tobacco products on or in college facilities; or the use of alcohol on or off the college campus; or by a minor at any time.
- ⊗ Conduct unbecoming an athlete on or off the court/field. Such conduct shall include but not be limited to those items listed in the Student Disciplinary Code.
- ⊗ Failure to prepare for, attend and/or participate effectively in academic classes. Class work missed because of illness or away games **MUST BE MADE UP**.
- ⊗ Arrangements for make-up work or future assignments are your responsibility and must be made prior to your trip. Your coach will not intercede on your behalf with any instructor to allow you to circumvent an assignment or class requirement due to the fact that you are a member of an athletic team.
- ⊗ Prior notice to instructors that a trip is planned will prevent conflicts or a miss communication in most cases.
- ⊗ Failure to prepare for, attend and/or participate effectively in practices, scrimmages or games. Unsportsmanlike conduct shall be dealt with. NJCAA and FCCAA guidelines will be followed for preliminary action, with additional action to be determined by the Athletic Director on an individual basis.

Each sport will have a set of team rules governing conduct, housing restrictions, and other applicable matters. Your coach will explain the rules, specific to your sport, which he or she expects you to follow. If you don't feel that your actions and attitude can stand up to the scrutiny of your family, your team mates, your coach, your college, and your community **then DON'T DO IT!**

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## SOCIAL NETWORKING GUIDELINES

As a student-athlete, I realize that because I am an ambassador to Gulf Coast State College (GCSC), I am subject to a higher code of conduct than my student counterparts. Therefore, in order to preserve my electronic presence\*, I am committed to:

1. Posting only appropriate personal information to my profile
  - a. I will omit my phone number or address in my profile
  - b. I will only list appropriate e-mail addresses and nicknames
  - c. I will not include my schedule, spring break plans, or any other information that will allow potential stalkers to know my whereabouts.
2. Monitoring electronic photo albums
  - a. I will not take photos that would be considered inappropriate\*\*.
  - b. If an inappropriate photo is taken, I will ask the photographer to refrain from posting the picture on the internet or, at the very least, to exclude me when tagging pictures individuals.
  - c. I will frequently check my tagged photos. If I find an inappropriate photo tagged to my name, then I will un-tag it and ask the photographer to delete the picture from their album.
  - d. I will set all personal photo albums to "visible to friends only." This will help protect me from potential stalkers and will limit the exposure of any inappropriate photos that I may have unintentionally included in the posting process.
3. Monitoring postings
  - a. I will ensure that the postings on my "wall" are appropriate
  - b. I will not post any message that is considered inappropriate
4. Allowing only friends and acquaintances to join my group of friends.
5. Setting parameters so that only people I accept as friends may view my profile.
6. Monitoring social network usage among my teammates
  - a. I realize that a team is only as successful as its weakest link and therefore, I am committed to ensuring that my team does not make choices that could result in team-affecting consequences, due to improper social networking website usage.
  - b. If I do not feel comfortable with confrontation, then I will discuss the issue with my coach or another teammate and have him or her resolve the issue.
7. Joining only appropriate groups
  - a. After joining an appropriate group, I will continually monitor it to ensure that the group name or focus does not become inappropriate.
  - b. I will not create a group that is inappropriate
8. Using social networking sites in a way that is non-malicious.
  - a. I will not use social networking sites in a way that will harm others, especially coaches or teammates.
  - b. I will not use social networking sites to disrespect my opponents.
9. Staying up to date on new website features and making a consistent effort to ensure that these new evolutions do not compromise me or GCSC.
10. Representing myself in a professional manner while using social networking sites.
  - a. As a student-athlete, I realize that I am an ambassador to GCSC, and because of this great responsibility, I must conduct myself in a proper manner while on these websites.
  - b. I realize that potential employers, graduate school program administrators, and others outside of my peer group may view my profile, and that what I post may have an effect on my future employment or professional reputation.

\*Electronic presence refers to a student-athlete's involvement in an electronic community.

\*\*Inappropriate content is anything that is illegal, or that Gulf Coast State College and/or athletic department may deem as inappropriate. This list may include but is not limited to: partial or total nudity, underage consumption of alcohol, hazing activities, tobacco use, obscene gestures, derogatory statements or vulgar language.

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## DRUG EDUCATION PROGRAM and DRUG SCREENING/TESTING

### **Introduction**

Student athletes face enormous pressures, both on and off the court or field, as they strive to excel academically and athletically. The rigors of classroom instruction at Gulf Coast State College places a significant intellectual and emotional stress on our student athletes, compounded by the intense nature of the physical activity experienced during practice and competitive events. The purpose of this program is to promote healthy lifestyle choices and provide a conducive learning environment for student athletes, free from pressures and risks associated with the use of illegal drugs.

### **Drug Education**

All student athletes will be required to attend educational sessions involving the promotion of healthy lifestyle choices and the negative consequences of poor decisions. Included will be discussions on the college's policies and procedures for illegal drug screening/testing and the consequences of positive test results. In addition, discussions of state and federal laws regarding possession and use of illegal drugs will occur.

### **Drug Screening/Testing Program Overview**

1. All student athletes will be required to submit to an annual drug screening test shortly after arriving to the college.
2. All student athletes will participate in a random sample drug screening/testing program throughout the year.
3. All student athletes will be required to submit to additional testing under reasonable cause.
4. Any student athlete testing positive two times will be removed from his/her scholarship and athletic participation.

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PARKING  
and  
TRAFFIC CONTROL

If you have your own vehicle, **you** are responsible for going to Enrollment Services Building, room 124 to pick up your student parking decal at no cost. This decal must be located on the lower left corner of your back window.

**BEWARE....** there are reserved parking areas established for no parking, employees and handicapped by either a posted sign or curb color.

**Reserved parking areas:**

Green curb—employee parking  
Blue curb—handicapped parking  
Yellow curb—no parking

All vehicles must be parked in designated areas (this includes motorcycles). It is illegal to drive or park a vehicle on the sidewalks or grass at any time.

FSU Security monitors the parking lots . If security sees any vehicle parked in a reserved area or without a student decal, the vehicle will be ticketed.

The college shall assume no responsibility for damage occurring to any vehicle or other forms of transportation including bicycles and/or other privately owned property while on campus.



**NO SPEEDING!!! TICKETS WILL BE ISSUED**

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NJCAA—NCAA  
PARTICIPATION RULE DIFFERENCE

This information is provided for your use and is subject to change — see your coach for specific questions.

The NJCAA only charges a season of competition for participation in regular season or post-season play. The NJCAA does not charge a season of eligibility for participating on a scrimmage basis. However, the NCAA regulations charge eligibility for taking part in a “contest”. As per the regulations of the NCAA, located in By-Law Article 17.02.2, a contest is described as follows:

**17.02.2 Contest.** A contest is any game, match, exhibition, scrimmage or joint practice session with another institution’s team, regardless of its formality, in which competition in a sport occurs between an intercollegiate athletics team or individual not representing the intercollegiate athletics program of the same member institution. (revised: 1/10/91)

**17.02.3 Contest, Countable, Institutional.** A countable contest for a member institution, in those sports for which the limitations are based on the number of contests, in any contest by the member institution against an outside team in that sport, unless specific exemption for a particular contest is set forth in this bylaw. Contest, including scrimmages, by separate squads of the same team against different outside teams shall each count as one contest.

**17.02.4 Contest, Countable, Individual Student-Athlete.** A countable contest for an individual student-athlete in a sport is any contest in which the student-athlete competes while representing the member institution individually or as a member of the varsity, sub varsity or freshman team of the institution in that sport, unless a specific exemption for a particular contest is set forth in this bylaw.

This section essentially means that a student-athlete that only scrimmages at the NJCAA level, will be charged with a season of competition at the NCAA/NAIA level.

Another area with a major difference between the organizations relates to seasons of competition. The NJCAA does not limit the student-athletes to period of time or create an age limitation. The NCAA, at the Division I Level utilizes the five (5) year rule, and the ten (10) semester, fifteen (15) quarter rule for Division II and III.

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NJCAA—NCAA  
PARTICIPATION RULE DIFFERENCE

**14.2 Seasons of Competition: Five-Year/10 Semester Rule.** The student-athlete shall not engage in more than four seasons of intercollegiate competition in any sport. An institution shall not permit a student-athlete to represent it in intercollegiate competition unless the individual completes all of his or her seasons of participation in all sports within the time periods specified below:

**14.2.1 Five-Year Rule—Division I.** The student-athlete shall complete his or her seasons of participation within five calendar years from the beginning of the semester or quarter in which the student-athlete first registered for a minimum full-time program of studies in a collegiate institution, with time spent in the armed services of the U.S. Government being excepted. For foreign students, service in the armed forces or on an official church mission of the student's home country is considered equivalent to such service in the United States.

**14.2.1.1 Determining the Start of the Five-Year Period.** For purposes of starting the count of the time under the five-year rule, a student-athlete initially registers in a regular term of an academic year for a minimum full-time program of studies, as determined by the institution and attends the student's first day of classes for that term.

**14.2.2 Ten-Semester Rule—Division II and III.** The student-athlete shall complete his or her seasons of participation during the first 10 semesters or 15 quarters in which the student is enrolled in a collegiate institution in at least a minimum full-time program of studies, as determined by the regulations of that institution. For an institution that conducts registration other than on a traditional semester or quarter basis, the NCAA Academic Requirements committee shall determine an equivalent enrollment period.

**14.2.2.1 Utilization of Semester or Quarter.** A student-athlete is considered to have utilized a semester or quarter under this rule when the student is officially registered in a collegiate institution in a regular term of an academic year for a minimum full-time program of studies, as determined by the institution and attends the first day of classes for the term.

All NJCAA institutions should be aware of these rule differences, as they may later affect those student-athletes transferring to four (4) year institutions.





**Volleyball**  
**Men & Women's Basketball**  
**Softball**  
**Baseball**



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