

PHOENIX COLLEGE STUDENT-ATHLETE HANDBOOK

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Welcome to Phoenix College!

As a student athlete, you are part of the generations of outstanding students to pursue their educational, professional, and personal goals at Phoenix College. Intercollegiate sports programs have long been a vital part of Phoenix College's mission, and PC Bears student athletes take their studies as seriously as they do their sport. As a result, our athletics programs have earned a solid reputation for both academic and athletic excellence.

Phoenix College student athletes participate in the Student Athlete Scholastic Success (SASS) Program, receiving mentorship and advisement from coaches, administration, and faculty as they strive to reach their academic goals. The program has contributed to some stellar outcomes. Last year, 13 Phoenix College student athletes earned National Junior College Athletic Association (NJCAA) Academic All-American honors. In addition, 8 of the 13 PC athletic teams were designated NJCAA Academic All American Teams, with a team grade point average of 3.0 or greater. Our Women's Track team was named NJCAA Academic Team of the Year with a team GPA of 3.58. Achievements such as these have solidified Phoenix College's position as the standard for athletic academic achievement.

Phoenix College has provided outstanding teaching and learning experiences for 89 years, resulting in our students' success in the classroom, on the field and court, and far beyond. A rich history and a cutting-edge learning environment coexist here, providing each student with a unique campus experience that is second to none. With a commitment to the highest academic standards, PC's uniquely talented faculty, administrators, and staff are dedicated to encouraging you to go far, close to home.

Best wishes for a successful academic year.

Go Bears!

Anna Solley, Ed.D.
President
Phoenix College



Dear Student-athlete:

Welcome to Phoenix College Athletics. You are now part of a rich tradition of national championships and awards in both athletics and academics that dates back 89 years. I am pleased you have chosen to become a Bear and help continue the tradition of excellence.

Within this student-athlete handbook, you will find valuable resources, explanations of policies and expectations. Please take time to review the handbook and become familiar with the world of PC Athletics.

The Phoenix College Department of Athletics is committed to your success both academically and athletically and we pride ourselves in promoting the continued growth and well being of each student-athlete. Let me know if there is anything I can do to assist you in achieving your goals during your time at Phoenix College.

Thank you for choosing to be a PC Bear and good luck with your upcoming school year and season.

Sincerely,

Scott Geddis
Director of Athletics

I. Phoenix College Department of Athletics Staff Directory

TITLE	NAME	EMAIL	PHONE
Athletic Director	Scott Geddis	scott.geddis@pcmail.maricopa.edu	602-285-7122
Assistant Athletic Director Head Athletic Trainer	Lisa Ruiz-Gonzales	lisa.ruiz@pcmail.maricopa.edu	602-285-7239
Assistant Athletic Director Student Affairs and Academics	Samantha Ezell	samantha.ezell@pcmail.maricopa.edu	602-285-7562
Assistant Athletic Director Facilities and Development	Matt Gordon	matt.gordon@pcmail.maricopa.edu	602-285-7684
Athletic Department Coordinator	Maybritt Hair	maybritt.hair@pcmail.maricopa.edu	602-285-7175
Head Baseball Coach	Kurt Palmer	kurt.palmer@pcmail.maricopa.edu	602-285-7293
Head Men's Basketball Coach	Matt Gordon	matt.gordon@pcmail.maricopa.edu	602-285-7684
Head Women's Basketball Coach	Samantha Ezell	samantha.ezell@pcmail.maricopa.edu	602-285-7562
Head Men's Soccer Coach Equipment Manager	David Cameron	david.cameron@pcmail.maricopa.edu	602-285-7665
Head Men & Women's Cross Country Coach	Jose Lugo	jose.lugo@pcmail.maricopa.edu	602-285-7696
Head Football Coach	Land Jacobsen	land.jacobsen@pcmail.maricopa.edu	602-285-7707
Assistant Football Coach	Mark Mejia	mark.mejia@pcmail.maricopa.edu	602-285-7243
Head Men's Golf Coach	Erik Kotheimer	erik.kotheimer@pcmail.maricopa.edu	602-285-7715
Head Women's Soccer Coach Facilities and Concessions Coord.	Christopher Sagar	christopher.sagar@pcmail.maricopa.edu	602-285-7176
Head Softball Coach	Heinz Mueller	heinz.mueller@pcmail.maricopa.edu	602-285-7124
Head Men's and Women's Track Coach	Nikki Martin	demechiona.martin@pcmail.maricopa.edu	602-285-7263
Head Volleyball Coach	Amanda Burbridge	amanda.burbridge@pcmail.maricopa.edu	602-285-7137
Assistant Athletic Trainer	April Perotti	april.perotti@pcmail.maricopa.edu	602-285-7343

II. Phoenix College Department of Athletics Mission Statement and Goals

A. Phoenix College Department of Athletics Mission Statement:

The Phoenix College Department of Athletics will develop, promote, and administer student success through programs and services that honor diversity and enhance the intellectual, physical, emotional and social maturation of the student.

B. Phoenix College Department of Athletics Goals:

1. Provide support services designed to assist student-athletes in reaching their academic goals.
2. Prepare student-athletes for optimal performance in practice and competition.
3. Provide quality medical care, prevention, education and rehabilitation of athletic injury.
4. Provide quality facilities and a safe environment for athletic performance.
5. Assist student-athletes in reaching their academic and athletic goals by providing support for the recruitment and transfer to four year academic institutions.
6. Encourage and support high quality athletic department staff, administrators, and coaches.
7. Participate in the management of the Phoenix College enrollment through the recruitment and retention of student-athletes.
8. Promote a positive image of Phoenix College to the public; county, state, and nationwide.
9. Solicit public and private contributions to enhance and support the overall mission of the Athletic Department.

III. Phoenix College Student-Athlete Code of Conduct, Travel and Social Networking Policy

A. Phoenix College Student-Athlete Code of Conduct:

Student-athletes are encouraged to recognize that participation in intercollegiate sports in the NJCAA, ACCAC, WSFL, and Phoenix College is a privilege that carries considerable responsibility. Phoenix College expects each student-athlete to comply with all guidelines and policies of the NJCAA, ACCAC, WSFL, Phoenix College, Maricopa Community College District, local, state and federal laws and team rules. In addition to those guidelines and policies, each student-athlete is expected to adhere to the following code of conduct:

1. Use, possession, or distribution of tobacco, narcotics or dangerous drugs, except those prescribed by licensed physicians, is prohibited.
2. The misuse or destruction of property, both private and public, is forbidden.
3. Exhibit dignity in manner and dress when representing Phoenix College.
4. Be respectful and courteous at all times to all member of the NJCAA, ACCAC, WSFL, Phoenix College, and members of other colleges and universities.
5. Conduct yourself on and off the field/court in a manner that reflects credit to yourself, your team, and this institution.
6. Sexual Harassment of any athlete, student, staff or coach is forbidden.

7. Abide by all academic procedures as established by Phoenix College, Student Athletic Scholastic Success Committee and the coach.
8. Comply with all travel policies and procedures.
9. The emotional or physical abuse of another person(s) is forbidden. This includes all acts of hazing.
10. Abide by the Athletic Department Social Networking Policy.

B. Phoenix College Student Athlete Travel Policy

While traveling to and from any college sponsored activities (which includes but is not limited to: practices, contests, scrimmages and team functions) student-athletes will adhere to the following guidelines:

1. Travel with the team unless prior permission was granted by the Director of Athletics
2. Dress in attire marked with the appropriate Phoenix College logo or business casual clothing while in all public venues.
3. Be courteous, cooperative, and patient with fans, officials, community members, and service personnel.
4. Use of inappropriate language, signs, symbols, and unsporting conduct is forbidden.
5. Use of loud, attention-drawing, and/or discourteous behavior while in all public venues, Phoenix College campus, or any other campus is forbidden.
6. The use of alcohol, tobacco, or any illegal narcotic is forbidden.
7. Damaging the property of others, buses, hotels, or college property is forbidden.
8. Stay at the assigned team hotel.
9. Obey the curfew time set by the head coach.
10. Visitors in hotel rooms are forbidden.

C. Phoenix College Student-Athlete Social Networking Policy:

As members of Phoenix College community and the Athletics Department, student-athletes represent the college and are subject to public scrutiny. While social networking on websites such as Facebook and MySpace are a great ways to communicate, express yourself and connect with others, student-athletes must understand that the information and pictures they post, or others post about them, may adversely impact an athlete's personal safety, impugn personal or institutional character, violate NJCAA, conference, or college policy, or undermine their career after college.

Inappropriate conduct on social networking websites includes, but is not limited to, comments, depictions or presentations of the following: hazing, use of alcohol or drugs, defamatory comments disrespecting a teammate, coach, referee/umpire, opponent, or NJCAA or conference official; partial or total nudity; sexual conduct; possession of a weapon or obscene gestures. Exercise extreme caution before posting anything on a social networking website. Understand that anything posted online is available to anyone in the world and college officials may monitor the website.

D. Violation of Policies and Procedures:

By virtue of their participation in Phoenix College athletics student-athletes agree to the standards set forth in the Phoenix College Student-Athlete Code of Conduct, Travel Policy and Social Networking Policy. Behavior that is not in accordance with these policies, the NJCAA, ACCAC, WSFL, Phoenix College, or Maricopa Community College District Policies, local, state and federal laws or team rules may result in disciplinary action. Disciplinary action may include but is not limited to: letter of reprimand, restriction of participation, requirement of restitution, suspension or dismissal from the program, suspension or dismissal from school, and/or reduction or non-renewal of scholarship.

IV. Phoenix College Student-Athlete Enrollment Process

A. Transcripts

An official copy of transcripts from any high school and/or post-secondary school(s) attended must be mailed directly from the school to the Office of Admissions and Records; Attn: Eligibility Clerk. Bring an unofficial copy of these transcripts to your advisement session.

B. Student Information Form

1. An application for admission to Phoenix College can be obtained from your coach, the Office of Admissions and Records, or online at: <http://www.pc.maricopa.edu/index.php?page=127&subpage=380&quicksec=1204>. It should be filled out and returned to one of the technicians in the Admission and Records Office.
2. Fax number 602-285-7813.

C. Placement Testing 602-285-7844

[Link to Testing Center](#)

Math, Reading and English placement testing must be completed prior to advisement and registration. The Placement Testing Center at Phoenix College is located in the Learning Center (LC Building). You will need a picture ID to take the test. Testing takes about 1.5 hours, so you will need to arrive at least that far before the Testing Center closes.

D. Advisement and Registration 602-285-7110

[Link to Advisement Center](#)

1. A Student-Athlete Advisement Check Sheet, provided by the Head Coach must be presented to the advisement center prior to advisement.
2. Each student-athlete will work with an academic advisor to develop a course of study and a schedule. Your advisor will work to ensure proper progress toward your academic goals and your ability to transfer.

E. Financial Aid 602-285-7410

[Link to Financial Aid Office](#)

1. Applying for federal aid takes time. Students should apply as soon as federal taxes have been filed by the student/parent to avoid any delay processing your award.
2. Begin the application process by completing a FAFSA form available on-line at <http://www.fafsa.ed.gov/>

F. Drop/Add/Withdraws

1. Student-athletes shall not make any changes to their academic schedule without consulting a SASS mentor and coach.
2. Changes made without consultation with the SASS mentor and coach may result in disciplinary action.
3. Changes may affect graduation, transfer to a four year institution, eligibility, and may result in suspension from athletic participation.

G. Phoenix College Student Identification Card (Cub Card) 602-285-7254

Each student is required to have a Phoenix College Identification Card (Cub Card). The Cub Card may be obtained in the lower level of the Hannelly Center upon presentation of a paid class schedule/receipt. The Cub Card is necessary to: gain access to your transcripts, check out library books and/or materials, receive student rates at Phoenix College sporting events, and have access to computer labs.

H. www.my.maricopa.edu

1. All students have been assigned a Phoenix College e-mail account. Students must access <https://google.maricopa.edu> to activate their account. Important notices from the college, cashier's office, financial aid office, athletics department, online classes and other departments will be sent to this account.
2. Inform the college of any changes to your name, address, or telephone number. Log onto your <https://www.my.maricopa.edu> account to make changes and inform your coach.
3. Other services provided at my.maricopa.edu include; adding and dropping courses, campus employment log in and out, grades, transcript requests and other important services pertinent to students.

I. Parking Permit

1. Parking stickers are required to park on campus. Students must register their vehicle and receive a parking decal in the Safety Office located in the parking structure. The parking decal must be placed on the lower left-hand corner of the front windshield.
2. Parking is limited to those areas designated as student parking. The west gym faculty lot is not available for student parking (between Hoy Stadium and the west gym). Violators will be ticketed and fined. Parking violations may be considered violation of the Phoenix College Student Athlete Code of Conduct.

V. Eligibility

Athletic Eligibility is governed by the NJCAA and is strictly enforced. NJCAA eligibility rules are available from your coach.

A. Eligibility Process:

1. Coaches will provide each student-athlete with Forms 1 and 3. These forms provide information to allow the department to verify your eligibility.
2. An official copy of all transcripts from any high school and/or post-secondary school(s) attended must be mailed directly from the school to the Office of Admissions and Records; Attn: Eligibility Clerk. Bring an unofficial copy of these transcripts to your advisement session.
3. Students may be asked for additional documentation by the Admissions and Records office.
4. Once verified, each student-athlete is required to sign an eligibility form placing you on the eligibility roster for that academic school year.

B. Failure to comply with the eligibility process may result in a partial or full forfeiture of competition.

VI. NJCAA Transfer Rule

Student-athletes transferring from one Junior College to another are subject to the NJCAA transfer rules. NJCAA transfer rules are available from your coach.

VII. Athletic Scholarships

- A. Only in state residents are eligible for athletic scholarships.
- B. Scholarships are limited to one academic year and may be renewed.
- C. The amount of any award is at the discretion of the head coach and the Director of Athletics based on athletic talent and academic standing.
 1. The total scholarship may not exceed full tuition, fees and books, and may or may not be awarded to Pell Grant qualifiers based on documented need.
 2. Each team is responsible for raising necessary scholarship funds by soliciting donations, selling concessions, offering sport camps and clinics, and other approved fundraisers.
- D. Scholarship may be reduced or revoked for the following reasons:
 1. Failure to satisfy residency requirements.
 2. Misrepresenting any information on the admission application, financial aid agreement, NJCAA Letter of Intent/Scholarship Agreement, or NJCAA Student-Athlete Eligibility paperwork.
 3. Failure to satisfy NJCAA or Phoenix College eligibility requirements.
 4. Misconduct (unrelated to athletic ability) deemed by the Administrator(s) in charge of general discipline at Phoenix College, by following the same procedures as other disciplinary matters, to be serious enough to warrant permanent suspension or dismissal from the athletic program.

5. The student-athlete voluntarily withdraws from a sport prior to the institution's first competition in that sport.
6. Non-participation.
7. Failure to pass 12 credits each semester unless prior approval by SASS mentor and coach.
8. Failure to maintain a 2.0 GPA.
9. Failure to receive permission from the SASS mentor and coach before dropping or withdrawing from registered courses.
10. Failure to abide by all federal, state and local laws.
11. Use of unlawful substances (this includes underage alcohol consumption).
12. Failure to comply with written team and athletics department rules or Phoenix College Student Code of Conduct as outlined in the college catalog.
13. Unexcused absences from scheduled contests, practices, meetings, team conditioning or strength and conditioning class.
14. Athletic scholarships shall not be renewed each semester until the fiscal office has certified that the student has paid all monies due or owed to the college.
15. Cost of classes retaken as a result of failure or withdrawal will not be covered by scholarship.
16. Graduation.

VIII. Book Scholarships

- A. Student-athletes may be eligible for book scholarships.
- B. Books are on loan basis only.
- C. During the week prior to the start of classes, books will be issued by the equipment manager.
- D. Books requested for classes added after the Drop/Add period will require approval from the Director of Athletics.
- E. Student-athletes exchanging or returning books to the bookstore is forbidden.
- F. Damaged books will not be accepted.
- G. Student-athletes will not be reimbursed for books purchased on their own.
- H. Failure to return books in good condition, and by the posted deadline, will result in a debt no less than the replacement value of the book and a non-refundable late fee.
- I. Books scholarships are limited to one academic year and may be renewed.

IX. Participation Clearance

- A. Prior to practice, issuance of equipment, or competition, all student-athletes must:
 1. Have a signed and completed Phoenix College physical exam/medical history form by a medical professional (MD, DO, PA-C, FNP)
 2. Have one initial cardiac screening that is cleared and signed by a physician.
 3. View the risk presentation and sign the informed consent form.
 4. Complete and sign an insurance/emergency card.
 5. Submit all complete medical clearance information to the athletic training staff.
 6. Sign acknowledgement form for: Student-athlete Handbook, Phoenix College Athletics Travel Policies and Phoenix College Athletics Code of Conduct.

7. Must be enrolled at Phoenix College during the semester of participation.

X. Athletic Equipment

- A. All athletic equipment is issued through the Equipment Manager and is on a loan basis.
- B. Failure to return equipment in good condition, and by the deadline for returning borrowed equipment, will result in a debt no less than replacement value of the equipment and a non refundable penalty fee will placed on the student-athlete's college account.
- C. Debt must be cleared prior to receiving transcripts, grades, registering for classes, receiving any additional scholarships, books or equipment.

XI. Team Travel

- A. Two weeks prior to the travel date, the coach will distribute an official absence excuse card to each student-athlete for any courses missed on the day of travel.
- B. One week prior to the travel date, student-athletes must return the card to the coach, signed by the instructors of all missed classes.
- C. Signed cards reflect the instructor's agreement to record the absence as "official excused" if all work is completed prior to missed classes.
- D. In certain situation, student-athletes may travel separately from the team. In these situations, the student-athlete and his/her parents must release Phoenix College from responsibility for any travel arrangements beyond those made by the Athletic Department. The process in this situation is as follows:
 - 1. Prior to team travel, the student-athlete must submit a "Travel Change Request Form" to the head coach including his/her alternate travel itinerary.
 - 2. The head coach will submit the form to the Director of Athletics for approval and signature.
 - 3. The Director of Athletics will approve or deny each Travel Change Request Form submitted.

XII. Student-Athlete Scholastic Success Program (SASS Program)

The Student-Athlete Scholastic Success Program is designed to promote and support the individual student-athlete's success in the areas of academics, career and personal development.

- A. A progress report which includes information concerning the performance, attendance and in-class participation of each student-athlete, is gathered during the fourth and tenth week of each semester.
- B. Student-athletes will receive a card to see their SASS mentor should a SASS report come back with an academic concern noted.
- C. After receiving a SASS card the student-athlete is required to meet with their designated SASS mentor, and discuss a "plan for performance improvement" which may include but is not limited to mandatory tutoring, attendance monitoring, study skills workshops and study hall. The SASS mentors will have the "plan for performance improvement" sheet.
- D. The student must then meet with the instructor, and return the performance plan with instructor, coach and mentor signatures to the SASS office.

- E. The report will be issued on a Friday and must be turned in to the coach of that sport.
- F. The coach will then deliver all plans for performance improvement to the SASS office by 12:00 pm the following Friday (for a total of 7 days).
- G. The student-athlete must meet all requirements of the performance plan and the SASS process or be subject to suspension from athletic participation.

XIII. Phoenix College Student-Athlete Medical Policies and Information

A. Insurance

- 1. Phoenix College carries insurance on all intercollegiate athletic teams. This is a secondary policy, which uses your medical insurance as the primary insurer.
- 2. Student-athletes without primary insurance are covered by the college policy for injuries obtained during Phoenix College Athletics participation only. Phoenix College does not accept responsibility for pre-existing illnesses, injuries, or conditions.
- 3. Phoenix College holds a catastrophic injury policy on all student-athletes.
- 4. Injuries must be reported to the Phoenix College athletic training staff immediately after the injury occurs.

B. Phoenix College Athletic Training Room Code of Conduct

- 1. The athletic training staff, which includes student trainers, will be treated with respect at all times.
- 2. All student-athletes are required to sign in before receiving treatment.
- 3. With the exception of a medical emergency, team practice times determine who is treated first.
- 4. Jewelry during practice or games is forbidden. This rule is enforced by coaches and the athletic training staff. Non-compliant student-athletes will be removed from practices and/or competition.
- 5. The athletic training staff will require new piercings acquired during the season to be removed. New tattoos acquired during the season frequently become infected and are highly discouraged.
- 6. Over the counter medications will not be given to student-athletes without prior consent from the athletic training staff or team physicians.
- 7. No shoes from outdoor practices, including cleats, are allowed in the athletic training room.
- 8. Consumption of energy drinks prior to practice and/or competition is forbidden. Non-compliant student-athletes will be removed from practices and/or competition.
- 9. There will be no routine taping. Any student-athlete wanting to be taped for practice will be required to complete rehabilitation exercises each day before being taped.
- 10. All student-athletes coming from practice or weights/conditioning are required to shower before getting treatment.
- 11. Use or removal of any equipment or supplies from the athletic training room without permission from the athletic training staff is prohibited. Non-compliance will result in disciplinary action.

12. The athletic training room is not an excuse for being late to practice and/or competition.
13. New injuries will not be evaluated during the athletic training staff's time for practice and/or game preparation.
14. Spitting is prohibited.
15. After seeing a medical professional, the student-athlete must present written documentation to the athletic training staff stating the status of their participation and/or restrictions.
16. The use of obscene and/or graphic language is forbidden.
17. The Phoenix College athletic training room is a co-ed facility. Proper dress and behavior are expected at all times. Enforcement of this policy is at the discretion of the athletic training staff.
18. The athletic training room is designed for the sole purpose of receiving and/or waiting for treatment. Violators of this policy will be asked to leave.
19. Per OSHA standards, eating in the athletic training room is forbidden.

Behavior that is not in accordance with Phoenix College Athletic Training Room Code of Conduct may result in disciplinary action. Disciplinary action may include but is not limited to: letter of reprimand, restriction of participation, requirement of restitution, suspension or dismissal from the program, suspension or dismissal from school, and/or reduction or non-renewal of scholarship.

XIV. The ACCAC and NJCAA Unsporting Conduct Policies

- A. The basic principles of the ACCAC stand for the highest ideals of sportsmanship. One of the primary objectives of competition is to develop and foster respect for fellow participants, coaches, officials and spectators.
- B. If any national rule governing an individual sport or any NJCAA policy imposes additional sanctions for any infraction or behavior, those rules and policies would take precedence.
- C. A basic principle of NJCAA athletic competition is to develop and foster respect for fellow participants, coaches, officials and spectators. The following handbook section applies to all athletic events involving NJCAA member institutions, conferences and regions. Sport rule books may apply rules and regulations that are more restrictive than those found in this section.
- D. Participants will recognize their responsibility for proper conduct before, during and after every contest.
- E. Coaches and Athletic Directors will recognize and assume responsibility for the behavior of themselves, players, staff, game management personnel and representatives of the respective NJCAA member institution.
- F. Ejection for violent behavior:
 1. Violent behavior is defined as:
 - a) An act in which physical contact or an attempt to make physical contact occurs with the purpose to do damage, harm, intimidate, incite a fight or otherwise injure a player, coach, referee, spectator, game management personnel or damage property.

b) An act in which any bench personnel other than the coaching staff leave the bench area when a fight may break out or has broken out.

2. The following penalties will be assessed if a game official ejects a player, coach, team personnel, staff member, or game management personnel for violent unsportsmanlike behavior:

a) Immediate ejection and removal from the venue.

b) Mandatory ejection and removal from the venue for any bench personnel other than the coaching staff who leaves the bench when a fight may break out or has broken out.

c) A two contest suspension to be served during the next two regularly scheduled or post season contests. Suspension of a coach or player at the end of a season of play shall carry over to the following season.

d) Should the player, coach or team personnel be ejected for violent behavior a second time during the season, that individual shall be prohibited from participating in athletic contests of that institution for the remainder of the academic year, including postseason play.

e) Penalties shall be imposed automatically by the offending institution with suspensions to be in effect for the next two regularly scheduled contests as appearing on the published schedule of the institution at the time of the ejection.

f) The referee may end the contest.

g) Failure to report and/or comply will result in:

(1) For the first occurrence, the penalties will double and a letter of reprimand shall be sent to the Director of Athletics and the President of the institution.

(2) For the second occurrence, the penalties will double and a sanction of probation shall be given to the offending institution for that sport in that year.

(3) Games played during the time of failure to report and/or failure to comply with Article XVIII, Section 2.A must be forfeited.

G. Ejection for non-violent unsportsmanlike behavior:

1. Non-violent unsportsmanlike behavior is defined as profanity, vulgar gestures, trash talking, taunting or abusive language directed at players, coaches, referees, game management personnel and/or spectators. The use of tobacco or alcohol during NJCAA sponsored events is prohibited within this rule.

2. The following penalties will be assessed if a game official ejects a player, coach, team personnel, staff member, or game management personnel for non-violent unsportsmanlike behavior:

a) Immediate ejection and removal from the venue.

b) For the first non-violent ejection of the sport season, a one contest suspension to be served during the next regularly scheduled or post-season contest(s). Suspension of a coach or player at the end of the season of play

shall carry over to the following season. For the second non-violent ejection of the sport season, a two game suspension shall be served. For the third non-violent ejection of the sport season, a four game suspension shall be served. Each subsequent ejection will result in a doubling of the suspension previously served.

- c) Penalties shall be imposed automatically by the offending institution with suspensions to be in effect for the next regularly scheduled contest as appearing on the published schedule of the institution at the time of the ejection.
 - d) Failure to report and/or comply will result in:
 - (1) For the first occurrence penalties will double and a letter of reprimand shall be sent to the Director of Athletics and the President of the institution.
 - (2) For the second occurrence penalties will double and a sanction of probation shall be given to the offending institution for that sport in that year.
 - (3) Games played during the time of failure to report and/or failure to comply with Article XVIII, Section 2.A must be forfeited.
- H. Entering spectator area is prohibited: No player, coach or bench personnel may leave the playing area and enter into the spectator area of the facility to engage in any type of verbal or physical conflict. Penalty for violation of this rule shall be immediate ejection from the contest and suspension from all intercollegiate athletic contests of that institution for the remainder of the academic year including playoffs.
- I. Ejection of the coach: the game shall be terminated and a forfeit declared if the head coach is ejected and there is no assistant coach or other college staff contractually bound to the institution willing to assume responsibility for the team.
- J. Reporting structure
- 1. The Athletic Directors of the member institutions involved in the contest shall notify, in writing, their respective Region Director (or designee) following the ejection/s by noon local time of the first business day following the event.
 - 2. The Region Directors (or designee) shall keep a record of all ejections in their respective region. The record shall include the name and institution of the person ejected, the date of the ejection, the reason for the ejection, and the penalty imposed.
 - 3. The Region Director or designee shall supply an end of the year report of the ejections occurring in the Region. The report shall include the number of ejections and the penalties assessed by sport. Copies of the end of the year report shall be given to the Region, the Sport Committee, and the Standards and Ethics Committee by June 15 of that academic year.
- K. Appeals
- 1. Participants in all NJCAA certified sports are subject to the penalties listed for the ejections.

2. There is no appeal of a game(s) suspension resulting from an ejection by a game official except:
 - a) When there is the college's irrefutable game video evidence that the wrong student-athlete/coach was ejected. If the wrong student-athlete/coach was ejected, the penalty will be assessed to the student-athlete/coach in violation and he/she will serve the complete suspension.
 - b) All game suspensions will be in effect during the appeals process.
 - c) Only the institution of the student-athlete(s)/coach(s) that was ejected can appeal.
 - d) The NJCAA National Office will rule on all appeals.
 - e) The level of the ejection can not be appealed (violent vs. non-violent).

L. Suspensions:

1. Personnel and athletes suspended under these NJCAA rules shall not be allowed in the facility/gym/field complex before or during the contest and may not coach or participate before the game, during play, or at half-time. Suspended coaches may travel with the team. Suspended athletes may not travel with the team while serving a suspension.

XV. NJCAA Policy for Amateur Status of Student-Athletes

Participation in NJCAA athletics requires you retain amateur status. These guidelines are not all inclusive and do not include NCAA standards. All questions should be referred to the Head Coach or Director of Athletics

A. Students are permitted to:

1. Accept scholarships and educational grants-in-aid.
2. Officiate sport contests at the going rate.
3. Serve as coaches or instructors for compensation outside the institution with specific limitations.
4. Serve as paid supervisors of children's sports programs with specific limitations.
5. Participate in Professional Baseball or with the Professional Softball Association with limitations.
6. Have their names or pictures appear in publications, books or films with specific limitations.

B. Students shall not:

1. Receive money or other forms of remuneration beyond actual expenses for participating in any athletic contest.
2. Give lessons on a fee-for-lesson basis.
3. Teach physical education or coach any sport for their college.
4. Be employed or receive compensation for teaching or coaching. sports skills or techniques, if the employment is arranged by the student's institution.

5. Take financial assistance from, enter into an agreement of any kind with, or try out with a professional sports team.
6. Contract orally or in writing to be represented by an agent in the marketing of athletic ability or reputation in sport.

XVI. Phoenix College Support Services

A. Map of Phoenix College Campus

<http://www.pc.maricopa.edu/map/>

B. Bookstore 602-285-7489

The campus bookstore stocks textbooks, trade books, general supplies, and miscellaneous items. Check your class schedule or extended hours during the first weeks of school.

C. Phoenix Metro Bus Schedule 602-285-7230

Bus schedule booklets are available in the Information Center in Admissions and Records Building. A limited number of discount bus passes are available to purchase in the student life office located on the bottom floor of the Hannelly Center.

D. Career Center 602-285-7420

The Career Center offers career advising and planning, career opportunities, and resumes workshops.

E. Cashier 602-285-7522

The cashier offers services to: pay for tuition and fees, pay for parking citations, pay library fines, and pay for other debts to campus accounts. Located in the Admissions and Records building.

F. Counseling Office 602-285-7329

1. The counseling office offers personal counseling (available in Spanish), career development, educational planning, vocational testing, test anxiety groups, and substance abuse workshops. Located in the Hannelly Center.

G. Honors Office 602-285-7305

1. Honors Awards

High School Graduates with a 3.5 GPA or higher or high ACT/SAT scores along with continuing Phoenix College students with a 3.25 GPA may qualify for Honors Awards including scholarship.

2. Presidential Scholarships

- a) Presidential Scholarships are processed by the Phoenix College Honors Program

- b) Presidential Scholarships are awarded for one semester and renewable for up to four consecutive semesters.
- c) Presidential Scholarships are awarded to new high school graduates who are full time students in an honors class and meet the following criteria:
 - (1) Graduated from a Maricopa County NCA accredited high school in the top 15% of their class during the 6th-8th semesters in high school.
 - (2) Graduated from a Maricopa County NCA accredited high school with a class standing below the 15% if all three asses test score requirements are met in English, Reading, and Math.

H. Student Success Center 602-285-7486

The student success center offers computer work stations, referral services, resources, special services, study areas and tutoring.

I. Phoenix College Library 602-285-7473

The Phoenix College library offers open computer labs, private study rooms, access to online databases and catalogs, reference services, and inter-library reference loan services.

J. Math Zone 602-285-7167

The math zone offers a specific study and tutor area for math assistance. Located in A Room 232.

K. College Safety Department 602-285-7254

- 1. The safety department is open 24 hours and offers escort services around campus, motorist assistance and response to campus emergencies. Located in the parking structure in the south west parking lot.
- 2. For emergencies call 602-285-7911 or 911

Phoenix College Student-Athlete Handbook

Acknowledgement Statement



This affirms that I have read and assume responsibility for all of the information contained within the Phoenix College Student-Athlete Handbook.

I understand that the handbook is used primarily as a reference tool for general information and that I should seek out either my head coach or the appropriate intercollegiate athletics administrator with questions on specific issues.

I understand that failure to sign and return this form to my head coach by the announced deadline may result in my being declared temporarily ineligible for practice and/or competition.

Print Name _____

Sport _____

Signature _____

Date _____