Carl Albert State College

2016-2017 ATHLETIC DEPARTMENT HANDBOOK

Viking Pride!

Sidnee Ward
Raelynn Caldwell
Shala Sutter

Trevor Hudgens
Anna Rogers
Department Handbook

TABLE OF CONTENTS

ATHLETIC/DEPARTMENT CONTACT INFORMATION .......................................3
ATHLETIC MISSION, VISION, & GOALS .......................................................4
STUDENT-ATHLETE CODE OF CONDUCT ..................................................5
DISCIPLINARY PROCESS ............................................................................10
DUE PROCESS ...........................................................................................10
POLOCIES ................................................................................................11
STUDENT-ATHLETE CONDUCT AND APPEARANCE ..............................18
ENROLLMENT PROCESS ...........................................................................18
ACADEMIC ELEGIBILITY ........................................................................19
STUDENTS TRANSFERING .......................................................................20
GRANT IN AID ..........................................................................................21
ATHLETIC INSURANCE ............................................................................21
SPORTS MEDICINE ..................................................................................22

Carl Albert State College, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of The Education Amendments of 1972, the Rehabilitation Act, The Americans with Disabilities Act, and other Federal Laws and Regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admission, employment, financial aid, and educational services.

Questions regarding Title IX may be referred to the CASC Title IX Coordinator or the Office of Civil Rights.

CASC Title IX Coordinator/Human Resources Director, Vicki Hill Sullivan is located at the Poteau Campus in the Business Center, room 866D and can be contacted at 918-647-1373, 1507 S. McKenna, Poteau, OK 74953, or vhill@carlalbert.edu
ATHLETIC CONTACT INFORMATION

V.P. of Student Affairs/AD  Randy Graves  918-647-1370  rggraves@carlalbert.edu
Sports Medicine  Bill Carroll  918-647-1358  bcarroll@carlalbert.edu
Sports Medicine  Kendal Repass  918-647-1285  krepass@carlalbert.edu
Baseball  Tyler Guthrie  918-647-1280  tmguthrie@carlalbert.edu
Softball  David Holt  918-647-1281  dholt@carlalbert.edu
Assistant Baseball  Brennan Rogers  918-647-1208  brogers@carlalbert.edu
Assistant Softball  Jonathan Booth  918-647-1283  jbooth@carlalbert.edu

DEPARTMENT CONTACT INFORMATION

Academic Affairs  918-647-1231  pabroadwater@carlalbert.edu
Admissions  918-647-1300  admissionsoffice@carlalbert.edu
Bookstore  918-647-1390  bookstore@carlalbert.edu
Business Office  918-647-1325  businessoffice@carlalbert.edu
Campus Police  918-649-7463  cbrown@carlalbert.edu
Financial Aid  918-647-1343  financialaid@carlalbert.edu
Residential Housing  918-647-1374  housing@carlalbert.edu

Carl Albert State College is accredited by the Higher Learning Commission through the North Central Association of Colleges and Schools from 2013-2023. The North Central Association of Colleges and Schools address and telephone number is:

North Central Association of Colleges and Schools Commission on Institutions of Higher Education
30 North LaSalle Street, Suite 2400
Chicago, Illinois 60602-2504
Telephone: (800) 621-7440
ATHLETIC VISION, MISSION, & GOALS

Athletic Mission Statement

It is the mission of the Athletic Department to promote and regulate athletics as an integral part of the educational process of Carl Albert State College, in an environment that supports gender equity and culturally diverse opportunities consistent with the educational objectives of Carl Albert State College.

Athletic Vision Statement

The Athletic Department will contribute to the overall development and well-being of the student athlete; support ethical conduct; and encourage the pursuit of academics, athletics and personal excellence.

Athletic Goals

1. To educate and prepare student-athletes for increased and life-long achievement and success.
2. To support effective institutional management and integrity in intercollegiate athletics through compliance with, and enforcement of, standards of fair play and appropriate conduct for student-athletes and institutional representatives.
3. To provide decision-making authority and opportunities to promote effective leadership, appropriate supervision and efficient service.
4. To create and support an inclusive culture that fosters equitable participation for student athletes and career opportunities for coaches and administrators from diverse backgrounds.
5. To participate in the management of the Carl Albert State College enrollment through the recruitment, retention, and graduation of student athletes.
6. To be competitive on the field annually in NJCAA Region II Conference and Post-Season play.
7. To be successful in the classroom annually and compete for NJCAA Academic Awards.
8. Participate annually in campus and/or community service.

Consumer Information for Student Athletes

Carl Albert State College has a hard copy of the Equity in Athletics Disclosure Act (EADA) available in the Athletic Director’s office in Hemphill Hall 140. CASC will provide the report promptly to anyone who requests the information. An updated EADA Report will be posted by Oct. 15 each year and will be made available, upon request, to students, prospective students, & the public.

https://carlalbert.edu/athletics/equity-athletics-disclosure-act/
STUDENT-ATHLETE CODE OF CONDUCT

It is a privilege and not a right to be a student-athlete at Carl Albert State College. On and off campus and in cyberspace communities, every student-athlete is expected to conduct himself or herself in a manner that exhibits honor and respect to a team, department, College and surrounding community for a duration of his or her tenure as a student-athlete. As a student-athlete at Carl Albert State College, you are expected to conform to all federal, state, and local laws as well as College regulations regarding academics, residence life, and student code of conduct. Students penalized for violating public laws are not exempt from further discipline by College authorities if actions also violate College rules. In addition, the Athletic Department and respective coaches reserve the right to implement additional sanctions. Carl Albert State College expects its student-athletes to demonstrate academic integrity and accomplishment, to train and strive for their highest degree of athletic excellence and sportsmanship, and to conduct themselves responsibly as members of the campus and larger community. Every student-athlete is required to report his or her violations of this Code of Conduct to his or her Head Coach and/or Vice President for Student Affairs (VPSA)/Athletic Director (AD) within 24 hours of such violation. This obligation is in effect year-round, including semester and summer breaks.

Initial Section I ___________

I. DEFINITIONS

A. Student-Athlete: Once a student is accorded the status of a varsity athlete, he or she is expected to act in accordance with this Code of Conduct until the completion of eligibility, including semester and summer breaks or until the student-athlete is no longer receiving athletically related financial assistance (including post eligibility and student-athletes medically unable to participate.)

B. Hazing: No resident, student, guest, organization, or person associated with CASC shall participate in an act of hazing. Hazing can be defined as any activity that endangers, intentionally or unintentionally, the mental, physical, or emotional well-being of a student for the purpose of initiating them into any organization. This includes but is not limited to: 1. Physical brutality, 2. Sleep deprivation, 3. Forced (involuntary) confinement, 4. Forced conduct that is contrary to an individual’s normal nature, 5. Any activity designed to bring extreme embarrassment to the individual, 6. Any other activity that can adversely affect the physical, mental, or emotional health of an individual.

C. Sportsmanship: Sportsmanship shall be defined in accordance with the standards of the NJCAA, Region 2 and the Oklahoma Athletic Conference, and the Carl Albert State College Athletic Department. In general, a sportsperson is one who can take a loss or defeat without complaint, a victory without gloating, and who treats opponents with fairness, generosity, and courtesy. Sportsmanship is respect for oneself, teammates, coaches, officials, opponents, and property. Sportsmanship also requires maintaining self-control, and refusing to be drawn into or encourage physical conflict not otherwise required by proper execution of the sport. All student-athletes are obligated to represent themselves, the team, the Athletic Department, the College, their families, and their communities, with the highest level of sportsmanship.

Initial Section II ___________
III. PROHIBITED CONDUCT

Prohibited conduct includes violation of any of the standards established by the NJCAA, Region 2 and the Oklahoma Athletic Conference, and the Carl Albert State College Athletic Department. By way of illustration, and without limitation of those prohibitions, student-athletes must not violate any of the policies listed in the Student Code of Conduct of the CASC Student Handbook and policies described below: https://carlalbert.edu/student-services/student-handbooks/

A. Academic Dishonesty: The Athletic Department will not tolerate acts of academic misconduct which includes, but is not limited to: cheating, falsification/fabrication, tampering, plagiarism, facilitating academic misconduct, multiple submissions, and other academic misconduct.

B. Alcohol: Prohibited acts include:
   1. Possessing or consuming alcohol on campus
   2. Possessing or consuming alcohol if under the age of 21
   3. Operating a motor vehicle while under the influence of alcohol
   4. Misrepresenting one’s age for the purpose of purchasing, possessing, or consuming alcohol
   5. Purchasing, furnishing, or serving alcohol to or for an underage person
   6. Public intoxication
   7. Violations of additional team rules regarding alcohol use, and/or
   8. Possession or consumption of alcohol during team travel or team functions

C. Other Drugs: Prohibited acts include:
   1. Possessing or using illegal substances, as defined by law
   2. Possessing or using controlled substances as defined by law
   3. Distributing, selling, or possessing with the intent to distribute illegal or controlled substances, as defined by law

D. Hazing: Hazing in connection with membership or participation in College athletic team activities is strictly prohibited.

E. Cyberspace (including social networking websites): Student-athletes are permitted to have profiles on social networking websites such as Facebook, Instagram, Snap Chat, and Twitter provided that:
   a.) no offensive or inappropriate pictures are posted
   b.) no offensive or inappropriate comments are posted and/or
   c.) any information placed on the website(s) does not violate the ethics and intent behind the CASC Student Code of Conduct, the student-athlete code of conduct, and all other applicable state, federal, and local laws.

F. Violence: CASC is committed to creating and maintaining a community in which its members are free from all forms of harassment, exploitation, intimidation, and violence. Student-athletes are prohibited from engaging in violent acts including assault on a person or property, hate crimes, hazing, stalking, sexual violence, or any other conduct prohibited by College policy or law.

G. Sexual Misconduct: The Athletic Department will not tolerate nor condone any form of sexual misconduct, whether physical, mental or emotional in nature. This includes actions that are demeaning and includes, but is not limited to, rape (whether the victim does or does not know the aggressor and includes “date rape”, “acquaintance rapes”, and “gang rape”), sexual assault or sexual harassment, dating violence, stalking, and domestic violence.

H. Disrespect: At all times, student-athletes are required to conduct themselves in a manner respectful of themselves, their team, the College, the Athletic Department, game officials, opponents, and property. Student-athletes are to refrain from disrespectful conduct such as unsportsmanlike conduct; profane, abusive, demeaning, harassing, threatening, or obscene expression; or deliberate damage to equipment or other property. Disrespectful conduct will be reviewed by the Head Coach and VPSA/AD and may result in disciplinary action. Disciplinary actions are addressed in Section IV.
I. Poor Sportsmanship: Student-athletes are held accountable to a high standard of ethical conduct in all activities affecting the athletics program, whether as a participant or as a spectator. “Unsportsmanlike” conduct will be reviewed by the Director of Athletics and may result in disciplinary action. Disciplinary actions are addressed in Section IV.

J. Gambling and Bribery: Student-athletes shall not knowingly: 1) provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition, 2) solicit a bet on any intercollegiate team, 3) accept a bet on any team representing the institution, 4) solicit or accept a bet on any intercollegiate competition for any item that had tangible value (e.g. cash, clothing, equipment, meals) and/or 5) participate in any gambling activity that involves intercollegiate athletic or professional athletics through a bookmaker, a parlay card or any other method employed by organized gambling.

K. Unexcused Class Absences and Poor Academic Performance: Student-athletes are expected to attend class regularly and punctually, and to fulfill course load and academic performance requirements. Failure to meet such obligations may affect eligibility to participate, scholarship eligibility and academic standing.

L. Failure to Meet Team Obligations: Student-athletes must complete Sports Medicine requirements; arrive promptly for team practices, meetings, and departure for away games and other team events; attend team functions; and otherwise fulfill their responsibilities as team members. Absences must be excused in advance by the Head Coach unless an unforeseeable emergency arises.

Initial Section III __________

IV. DISCIPLINARY PROCESS AND SANCTIONS

The Department of Athletics disciplinary process for athletic code of conduct is independent of, and supplemental to, the College Student Code of Conduct policies and procedures, appeals process, and Student Conduct Committee. Sanctions levied by Athletic Administration may occur over and above those levied by the Student Conduct Committee and/or the College. Sanctions will vary depending on the type and circumstances of the violation. When the Athletic Department becomes aware of an alleged misconduct of the athletic prohibited conduct (described in the Athletic Handbook), the VPSA/AD or his/her designee will take reasonable steps to verify the validity, reliability, and accuracy of the report. These steps may include interviews of students and employees, or of non-College persons having knowledge of relevant facts; examination of documents; and other steps necessary for the VPSA/AD to determine the merits of the report. A meeting with the student-athlete will ordinarily occur before any athletic discipline is imposed; however, in extenuating circumstances, the VPSA/AD may suspend the student-athlete from athletic participation before the meeting. Determination of responsibility will be based on a preponderance of evidence and information available. A first-time offense may be serious enough to warrant any of the possible sanctions listed below. A student-athlete’s refusal to participate and cooperate in an Athletic Department or NJCAA investigation of possible violation of this Code of Conduct or NJCAA rules may itself constitute a basis for disciplinary action.

Possible Sanctions Include but are not limited to:
1. Warning – the issuance of a written warning;
2. Probation – Special status with conditions imposed for a limited time;
3. Community Service-required service within the college or surrounding community:
4. Required educational or counseling sessions;
5. Restitution – i.e. Payment for damaged property
6. Suspension – Removal of a student-athlete from all athletic department activities for a limited period of time;
8. Expulsion – Permanent removal from a team and/or department activities;

Possible sanctions for team violations include but are not limited to:
1. Team Probation
2. Team Community Service
3. Cancellations of Contests
4. Cancellation of Season

Violations of Team Rules: Each student-athlete is responsible for following his/her specific team policies. These policies shall be in writing and distributed to team members at the start of each academic year or the beginning of the playing season, whichever comes first. The Head Coach and the VPSA/AD have authority to impose sanctions.

Violation of Criminal Law: When a student-athlete has engaged in conduct alleged to be in violation of criminal law, immediately upon receipt of notice of such possible violation, the Head Coach must report the information to the VPSA/AD. Student-athletes arrested for, or charged with, violating the criminal law will be immediately suspended from practice and competition. Within 48 hours of notice of a suspension, the student-athlete’s coach or designee shall review the suspension and recommend to the VPSA/AD whether the suspension should continue. Within 10 days of notice of suspension, the student-athlete shall be afforded the opportunity to present his or her position before the VPSA/AD. Based on available information, the VPSA/AD may at any time prior to a finding or plea of guilty to a criminal charge may lift or modify the athletic suspension. If the student-athlete is found guilty of the felony charge, such student-athlete shall be barred permanently from participation in intercollegiate athletics. A student-athlete suspended from participation as a result of a criminal charge shall not be prohibited from receiving athletic grant-in-aid during the pendency of such criminal charge. Upon plea of guilty or a finding of guilt in a felony case, the College shall immediately determine whether the student-athletes grant-in-aid shall continue. This policy is applicable to all renewals of current athletic aid commitments and to all subsequently awarded athletic financial aid.

Initial Section IV ____________
V. APPEALS
A student-athlete who is subject to season-long suspension or expulsion from athletic team participation, or whose athletic grant-in-aid would be affected by a sanction imposed by the VPSA/AD, may request for appeal from these sanctions. The appeal must be made, in writing, using the Campus Concern/Grievance form (available in Student Affairs and online) to the Human Resource Office, BC866D, Box 359, Fax: 918-647-1359 within a reasonable time frame, but no later than ten (10) working days of the student-athlete’s receipt of the notice of sanctions. The appeal letter must explain the grounds for appeal (e.g., new information, due process issue, abuse of discretion). Upon receipt of the request for appeal, the Student Conduct Committee will assemble as soon as is reasonably possible but no later than 15 business days. The Committee will conduct its investigation by hearing details of the case from the VPSA/AD (or Human Resources or designee of the President), the student-athlete’s Head Coach, and the student-athlete. The student athlete will be given the opportunity to make an oral and written statement about the circumstances and why he or she feels reinstatement is warranted. Upon conclusion of the appeals process the Student Conduct Committee will meet privately to discuss the case. The decision of the Student Conduct Committee is final.

Initial Section V

VI. AGREEMENT/WAIVER
I understand and agree that I am required to know, understand, and follow the standards contained in the Carl Albert State College Department of Athletics Student-Athlete Code of Conduct. In addition, I understand and agree that I am responsible for knowing, understanding, and following the rules, policies, and procedures contained in the complete CASC Student Code of Conduct (Student Handbook), and my sport’s team policies. I understand the possible individual and team sanctions which could be imposed due to a violation of any of the policies listed above. I understand this Student-Athlete Code of Conduct will be available for my review in the Student-Athlete Handbook. If I have further questions regarding this Student-Athlete Code of Conduct, I can ask my coach or the VPSA/AD.

SPORT: ______________________________________ DATE: ________________________________

PRINTED NAME: _______________________________________________________________________

SIGNATURE: __________________________________________________________________________
DISCIPLINARY PROCESS

PURPOSE: This policy is intended to govern the College’s and the Athletic Department’s practice and procedures as well as the conduct of student athletes.

A. No person shall be knowingly recruited as a player for an intercollegiate athletic team who has been convicted of a felony or, in the case of a juvenile, who has been found to have committed an act which would constitute a felony if committed by an adult. Only the President upon recommendation of the Athletic Director shall grant exemptions to this restriction.

B. A student athlete convicted of a felony after enrollment, including a plea of nolo contendere on a felony charge, shall be removed from the team and shall not be allowed to participate again. Further, the College may cancel any athletic financial aid received by a student who is convicted of a felony while the student is receiving athletic financial aid subject to NJCAA regulations and the College’s applicable student judicial procedure. Nothing herein shall be construed to limit the exercise of disciplinary actions under the Student Code of Conduct.

C. Any student charged with a criminal violation will be automatically suspended from the athletic program pending a College review of the charges. Suspension includes practice or competition with the team. Failure to report criminal charges within forty-eight (48) hours to the coach and/or VPSA/AD may subject the student athlete to action up to and including dismissal from the athletic program. The VPSA/AD upon receipt of the appropriate coach’s recommendation shall conduct the review. The same review procedure shall be utilized when a student athlete is convicted of a criminal charge or a violation of the Student Code of Conduct.

D. Each team’s coach shall hold an annual team meeting with their respective teams at the beginning of each season. The coaches shall be required to verbally review the team rules with team members at the meeting. Attendance at this meeting shall be mandatory. Each team member shall receive a written copy of the team rules and sign a statement acknowledging receipt of the rules and attendance at the meeting where the rules are verbally reviewed. The team rules shall include the requirements contained in this Student Athlete Conduct Policy.

E. Student athletes shall immediately report any criminal charges or Student Code of Conduct charges to their head coach and/or VPSA/AD. Coaches shall be obligated to inform the VPSA/AD of any knowledge of charges against their athletes with their recommended team action, if any. The VPSA/AD shall report the same after review to the College President.

F. Coaches shall immediately report the conviction of any student athlete to the VPSA/AD. The VPSA/AD shall report the same after review to the College President.

DUE PROCESS

1. Any student-athlete with a conflict, grievance or complaint with a teammate, coach or staff member should first attempt to resolve the conflict with the persons involved.

2. If the complaint is not resolved, the grievance can be taken to the VPSA/AD, who will interview the person involved, or filed through the CASC Campus Concern/Grievance process. If the grievance is taken to the VPSA/AD, he may determine if a formal meeting involving all parties is necessary.

3. If disciplinary proceedings are pending, the student-athlete shall have the same rights and privileges as other student-athletes unless temporarily suspended by the head coach or other proper authority.
4. If a grievance is filed against the VPSA/AD, Human Resources or person designated by the President will handle the grievance process, through the CASC Campus Concern/Grievance policy.

**POLICIES**

**ETHICAL CONDUCT**
It is of upmost importance that your personal conduct displays sound moral and ethical judgment. Be aware of the image you are creating. Participation in intercollegiate athletics is a privilege that creates the responsibility of making sound decisions. Student-athletes at Carl Albert State College are expected to uphold high standards of integrity and behavior which will reflect well upon themselves, their families, coaches, teammates, Carl Albert State College and Poteau, OK. Student-athletes are expected to act with propriety, to respect the rights of others and abide by all rules of Carl Albert State College, the Oklahoma Athletic Conference (OCAC) and the NJCAA. Failure to do so may result in suspension or expulsion from the team or even the College.

**HAZING POLICY**
Oklahoma Statues Section 1190 of Title 21 establishes an anti-hazing policy for all colleges in the state. The statue defines hazing as follows:

“Hazing” means an activity which recklessly or intentionally endangers the mental health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of the public or private school or of any institution of higher education in this state.

Any student engaged in hazing may be subject to disciplinary action by the College, regardless of any claimed consent or assumption of the risk by the victim. Report any hazing incidents to your Head Coach or the VPSA/AD.

**SEXUAL ASSAULT POLICY**
Carl Albert State College will not tolerate nor condone any form of sexual misconduct, whether physical, mental or emotional in nature. This includes actions that are demeaning and includes, but is not limited to, rape (whether the victim does or does not know the aggressor and includes “date rape”, “acquaintance rapes”, and “gang rape”), sexual assault or sexual harassment, dating violence, stalking, and domestic violence. Even if law enforcement and criminal justice authorities choose not to prosecute a particular matter, the college may still pursue the matter as a student misconduct concern warranting non-academic disciplinary action by the institution. Where it is determined that sexual misconduct is more likely than not to have occurred, college disciplinary sanctions can include suspension or expulsion.

*CASC has determined that the nature of sexual assault crimes require judicial proceedings that differ from the procedures followed for other violations.*

A. Definitions
1. Victim shall mean the person alleging to have been sexually assaulted.
2. Accused shall mean a person accused of sexual assault.
3. Intimate parts shall mean the genital area, groin, inner thighs, buttocks, or breasts.
4. Past sexual behavior shall mean sexual behavior other than the sexual behavior upon which the sexual assault is alleged.
5. Serious personal injury shall include physical injuries, psychological stress, or other physical or mental trauma, pregnancy, disease, or loss of impairment of a sexual or reproductive organ.

6. Personal injury shall include minor physical injuries, psychological stress, or other physical or mental problems resulting from the assault.

7. Sexual contact shall mean intentional touching of the victim’s sexual or intimate parts or intentional touching of the victim’s clothing covering the immediate area of the victim’s sexual or intimate parts. Sexual contact shall also mean the touching by the victim of the accuser’s sexual or intimate parts when such touching is intentionally caused by the accused. Sexual contact shall include only such conduct which can be reasonably construed as being for the purpose of sexual arousal or gratification of either party.

8. Sexual penetration shall mean sexual intercourse in its ordinary meaning, cunnilingus, fellatio, anal intercourse, or any intrusion, however slight of any part of the accuser’s or victim’s body, or any object manipulated by the accused into the genital, oral or anal openings of the victim’s body which can be reasonably construed as being for non-medical or non-health purposes. Sexual penetration shall not require emission of semen.

9. Dating Violence shall mean violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

10. Stalking shall mean a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others’ safety, or to suffer substantial emotional distress.

11. Domestic Violence shall include asserted violence misdemeanor and felony offenses committed by the victim’s current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

12. Consent shall mean the positive cooperation in act or attitude pursuant to an exercise of free will. The persons consenting must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. The determination regarding the presence or absence of consent shall be based upon the totality of the circumstances present in a particular case, including the context in which the alleged incident occurred. Consent will not be implied from silence or passivity alone.

B. Violations
Due to the sensitive and often violent nature of incidents involving sexual misconduct, the following definitions are provided for informational use by students and for guidance in the investigation and adjudication of alleged cases of sexual misconduct. It is possible a particular action may constitute sexual misconduct even if not specifically mentioned in the examples.

1. Rape means all acts of sexual intercourse involving vaginal or anal penetration accomplished without consent and with a male or female (who may be of the same or opposite sex as the perpetrator).

2. Rape by instrumentation means any act in which an inanimate object or part of the human body, not amounting to sexual intercourse, is used in the carnal knowledge of another person without his or her consent and penetration of the anus or vagina occurs to that person.

3. Sexual battery shall mean the intentional touching, mauling, or feeling of the body or private parts of any person in a lewd and lascivious manner and without the consent of that person. Sexual battery includes, but is not limited to, the touching of a person’s genitalia, buttocks, or breasts.

C. Services
Carl Albert State College has taken the following steps aimed at preventing a sexual assault on the college campus:
1. The college provides educational programs to enhance awareness of sexual assault and the conditions that foster this offense on college campuses. These include offering sexual assault awareness programs at no charge to any interested group, including classes, organizations and clubs. These programs attempt to dispel myths, provide information and give practical measures to increase safety.

2. The college provides counseling services for survivors of sexual assaults which occur on institutional property or who are affiliated with the college. Counselors are available to listen, provide support, answer questions about sexual assault, and discuss options available to the victim.

D. Procedures

Procedures to be implemented when a sexual assault occurs on campus include:

1. Notification by accuser. The accuser should report the incident to the Human Resources Office (Title IX Coordinator), Campus Police, VPSA (Title IX Deputy Coordinator), or the Resident Life Coordinator on the Poteau Campus or the Vice President or Campus Police (Deputy Title IX Coordinator) at the Sallisaw Campus. Upon receiving the initial complaint, the complaint will be forwarded to the Human Resources Office; the accuser should fill out the Campus Concern/Grievance Form which includes the Complainant's name and contact information, identify the complained-of individual, and describe the complained-of conduct, including but not limited to dates, times, places, and witnesses, if any, along with the Complainant’s preferred outcome for resolving the matter. The complaint should be turned into the CASC Human Resources Office immediately, but no later than one hundred eighty (180) calendar days after the last complained-of incident. The Human Resources Department will determine, whether a complaint of Sexual Harassment and Sexual Assault will be resolved by formal or informal means. If either the victim or the accused are students, the incident may be addressed through the Student Affairs Student Conduct process once a complaint is filed. The accuser should not douche, bathe, shower, or change clothes before reporting the incident.

2. Responsibility of the Campus Police. Upon receiving a report of sexual assault, the Campus Police:
   a) May contact the Poteau or Sallisaw Police Department and other appropriate law enforcement agencies, as applicable. They will inform the person of his/her options (this does not mean must proceed with prosecution).
   b) Will provide transportation of the accuser to the Eastern Oklahoma Medical Center, Sequoyah County Medical Center, or other medical facility. At the medical facility, the person will be given a medical examination to assess his/her medical condition and to collect medical evidence. This evidence will be needed if one decides to pursue prosecution and is only available immediately after the attack. The State Victim Compensation Fund will pay for the initial sexual assault medical exam, but certain conditions, which can be explained by the medical staff, apply. A police officer will arrive at the hospital to take the accuser’s statement as soon as practicable.
   c) Will contact the VPSA.
   d) Will work the campus crime scene in coordination with other law enforcement agencies.
   e) Will make arrest(s) if the suspect(s) can be identified.

3. Responsibility of the VPSA (Deputy Title IX Coordinator)
   a) Advise the accuser of the option to file criminal charges with the District Attorney’s Office and/or to initiate the on-campus disciplinary process.
   b) Refer the accuser to counseling services at CASC, the LeFlore County Health Department, the Women’s Crisis Center of LeFlore County, or Health in Crisis located in Sallisaw.
c) Once an allegation has been made or an on-campus disciplinary process has been initiated, the Associate Vice President of Student Life and/or the Title IX Coordinator can implement the following confidential Interim Measures and notify the victim of these options:

- **Assistance in Reporting:** Student Affairs can assist you in filing a complaint with the institution conduct process and the appropriate law enforcement agencies against the student(s) who caused harm.
- **No Contact Order:** A “No Contact Order” between the complainant and respondent can be put in place, which would prohibit contact between both parties through any means of communication, as well as not having others make contact on their behalf.
- **Emergency Protective Order:** Student Affairs and/or Campus Police can assist you in filing for an Emergency Protective Order in court with LeFlore or Sequoyah County District Attorney’s Office. This is a court-ordered petition that prohibits contact between the complainant and respondent.
- **Safety Measures:** Student Affairs can coordinate any reasonable arrangements that are necessary for your ongoing safety. This includes transportation arrangements or providing an escort.
- **Living Arrangements:** Student Affairs can assist in changing your on-campus living arrangements or that of the accused to ensure safety and a comfortable living situation.
- **Academic Arrangements:** Student Affairs can assist in adjusting your academic schedule or that of the accused as well as assist in providing access to academic support services.
- **Other Interim Measures:** Student Affairs can coordinate any reasonable arrangements to address the effects of the sexual violence on you, including connecting you with counseling, health care or academic support resources.
- **Any form of retaliation or harassment shall be grounds for a separate judicial action or considered as aggravating circumstances by the courts/hearing panel in assessing sanctions.**

E. Student Conduct

1. Once the allegation has been investigated and determined to have merit, the Office of Student Affairs will implement the Student Conduct process.
2. The false report or false accusation of sexual assault by a student, whereby a student recants testimony or admits that an assault did not occur, may be grounds for disciplinary action against the student.
3. Advise the accuser and accused that both parties have the right of counsel during the proceedings (parent, other adult, or licensed attorney, at the student’s own expense) if legal charges are pending. Counsel may consult or advise, not conduct the hearing.

F. Notification of the Accused

1. Once the allegation has been investigated and determined to have merit, the Office of Student Affairs will notify the accused within five (5) working days, if a disciplinary hearing is to be held. The disciplinary hearing will be conducted to determine if a sexual assault was more likely than not to have occurred.
2. The notice of allegations against the accused shall include a statement of the allegations written by the victim, the name of the person making the accusation, the date, time, and place of the hearing.
3. The VPSA, after consultation with the President of the college, is authorized to enforce a “No Contact” order, and make all necessary arrangements on a temporary basis – prior to a determination by the Hearing Panel to enforce and designate alternatives to classes, class attendance, campus residency, campus sponsored activities, extracurricular activities, and/or any
other college related activity, if the circumstances or the proximity of the victim and accused warrant such arrangements.

G. Composition of Hearing Panel
The Hearing Panel shall be composed of five members: The VPSA, who will serve as chair, along with four current members of the Student Conduct Committee. Of the four Committee members, one must be a student, and the other three either faculty or staff of CASC. The Hearing Panel will consist of mixed gender and will not have a conflict of interest or prejudice to either the victim or the accused. A majority decision of the Hearing Panel is required for all decisions rendered by the Panel. The Hearing Panel shall be instructed that all deliberations and proceedings are to be confidential.

H. Hearing Panel Procedures
1. The hearing shall be closed to the public. No tape recordings may be made of the hearings or the deliberations of the Panel. Except as specifically outlined below, only the Hearing Panel and college legal counsel will be allowed at the hearing deliberations.
2. The accuser and accused may be accompanied by no more than one person and have the right of counsel during the proceedings (parent, other adult, or licensed attorney, at the student’s own expense) if legal charges are pending. Counsel may consult or advise, not conduct the hearing.
3. The Hearing Panel will interview the victim, and attempts to learn all that is relevant to the sexual assault incident. The accused shall not have the right to be present during the interview between the victim and the Panel. If the victim refuses to appear, the Panel reserves the right to render a finding on the basis of evidence submitted.
4. The Hearing Panel will interview the accused any time after interviewing the victim and will attempt to learn all that is relevant to the sexual conduct incident. The victim shall not have the right to be present during the interview between the accused and the Panel. If the accused refuses to appear before the Panel, the Panel reserves the right to render a finding on the basis of evidence submitted.
5. The victim or the accused may provide to the Hearing Panel the names of individuals who witnessed the event or events leading up to or following the alleged assault. After interviewing the victim and the accused, the Hearing Panel shall have the discretion to interview witnesses in person or to accept written statements from witnesses who can provide information relevant to the alleged assault. Neither the victim nor the accused has the right to be present during witness testimony or to have access to witness statements. The Hearing Panel has the discretion to disclose to either party information gained from witness testimony, if such disclosure is relevant to the finding. The Hearing Panel shall keep witnesses’ names confidential. The Hearing Panel may require subsequent interviews with the victim, the accused, or witnesses.

I. Procedural Rules
1. No tape recordings of the hearing or the Panel’s deliberation may be made by any party present at the hearing.
2. At the discretion of the Hearing Panel reviewing a particular case, the following procedures may be deemed appropriate for use in conducting a review hearing regarding a case of alleged sexual misconduct. The Hearing Panel shall have no duty to grant such measures in any case under review but should consider the appropriateness of permitting such accommodation. The Hearing Panel may, at its discretion, exclude evidence regarding the past sexual history of the alleged victim with persons other than the alleged perpetrator and consider it to be irrelevant.
3. The use of alcohol or drugs by the victim or the accused at the time of the alleged assault may be introduced by either party, but such use does not take away responsibility for behavior or the consequences of the behavior.
4. The Hearing Panel may consider any evidence relevant to establishing a finding; however, the lack of physical evidence that a sexual assault occurred will not be grounds for dismissal of a charge.
5. The standard of proof used in the college hearings is preponderance of the evidence, which means the determination to be made is whether it is more likely than not a violation occurred. This is significantly different than proof beyond a reasonable doubt, which is required for a criminal prosecution. “Preponderance” means more than half; a conscientious and rational judgment on the whole record.

6. The Hearing Panel will deliberate in closed session and determine if a sexual assault was more likely than not to have occurred. If the Hearing Panel concludes a sexual assault was more likely than not to have occurred, the VPSA will assess sanction(s).

7. This policy does not preclude the abiding by other applicable local, state, or federal laws pertaining to sexual assault.

J. Notification of Finding
The VPSA will notify, in writing, both the victim and the accused of the finding within 48 hours (two working days) from the end of the deliberation of the Hearing Panel. The notice will be sent to the last known physical address of both parties.

K. Appeal
Either the victim or the accused may file an appeal to the President of the college within ten (10) working days of the decision of the Hearing Panel. The college President will then consider the matter on the basis of written statements by the accused, the victim and/or the Hearing Panel. The President may request a personal interview with the victim or the accused prior to making a decision. The President will then make a decision as to whether there is reasonable cause to believe a sexual assault took place. If the President concludes that a sexual assault occurred, the President will uphold the decision of the Hearing Panel. If the President concludes that a sexual assault did not occur, the case will be dismissed. The decision of the President is final and cannot be appealed.

SOCIAL NETWORKING POLICY

As members of the Carl Albert State College community and the Athletic Department, student athletes represent the college and are subject to public scrutiny. While social networking on websites such as Facebook, Instagram, Snap Chat, and Twitter are a great way 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.

Student athletes at Carl Albert State College will be held responsible for any social networking conduct that compromises the reputation and/or integrity of their team, teammates, the college or its staff, and for any social networking conduct that violates federal, state or local laws, NJCAA or conference rules, college policy, Athletic Department standards or philosophy, or team rules. Such conduct may result in college discipline, team suspension, permanent removal from the team, or reduction or non-renewal of scholarship.

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; sexual misconduct; possession of a weapon or obscene gestures.

Exercise extreme caution in using social networking websites. Before posting anything on a social networking website, understand that anything posted online is available to anyone in the world and that college coaches or staff may monitor the website.
SPORTSMANSHIP
Athletes, coaches, and institutional personnel are representatives of an institution of higher learning, as is its faculty, administration, and student body. As such they are expected to conduct themselves in a manner which would reflect credit on their team, institution, region and the NJCAA. Inappropriate and unacceptable behavior by coaches, athletes or institutional personnel will not be tolerated before, during or after contests. Unacceptable forms of behavior include but are not limited to:
1. Fighting
2. Taunting
3. Inappropriate celebration
4. Disrespectful attitude toward opponents, officials, tournament administrators
5. Use of profane and vulgar language

SUBSTANCE USE AND ABUSE POLICY
It is the fundamental belief of Carl Albert State College that athletic participation is a privilege and that those athletes who use illegal performance-enhancing and/or recreational drugs violate that privilege. In response to any violation that occurs or is detected by Carl Albert State College the continuation of the rights and privileges of participation by the individual will be reviewed or revoked, as appropriate. It is the responsibility of the Athletic Department of Carl Albert State College to provide a competitive environment that is free from drug and substance use and abuse in any form for the purpose of facilitating or enhancing athletic performance by any athlete engaged in competition that is sponsored by the NJCAA.

TEAM TRAVEL POLICY
While traveling to and from any college sponsored activities (which include 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 VPSA/AD.
2. Stay at the assigned team hotels.
3. Obey curfew set by the Head Coach.
4. Visitors in hotel rooms are forbidden.
5. Dress in attire marked with the appropriate Carl Albert State College logo or business casual clothing while in all public venues.
6. Be courteous, cooperative, and patient with fans, officials, community members, and service personnel.
7. Use of inappropriate language, signs, symbols and unsporting conduct is forbidden.
8. Use of loud, attention-drawing, and or discourteous behavior while in all public venues is forbidden.
9. Damaging the property of buses, hotels, or College property is forbidden.

STUDENT-ATHLETE CONDUCT AND APPEARANCE
The Head Coach reserves the right to set policies that dictate acceptable team dress and conduct by student-athletes. These rules and regulations will cover appearance, practice, classroom attendance, academic responsibility, punctuality, dress code and appearance of student-athletes on team trips, and general standards of behavior. Oklahoma law prohibits alcoholic consumption or possession if under the age of 21 and Carl Albert State College has a no alcohol policy on campus, in campus housing, and on team travel. It is a policy of the Athletic Department that each coach ensures that each student-athlete understands the acceptable standards of behavior and conduct. Violations of College policy as set-forth
in the Student Handbook and the Residential Program Regulations Handbook will also be reported by coaches to the Office of Student Affairs for possible institutional disciplinary action. The Office of Student Affairs in turn will also notify the appropriate coach of any violation involving a student-athlete. It is implied that student-athletes will not put themselves in situations in which guilt or misconduct may be implied.

**ENROLLMENT PROCESS**

1. **Apply for Admissions**
   - Apply online at [https://forms.carlalbert.edu/forms/OnlineApplication](https://forms.carlalbert.edu/forms/OnlineApplication) or
   - Download an application from [www.carlalbert.edu](http://www.carlalbert.edu) then mail or fax

2. **Submit necessary documents to Admissions**
   - An official high school transcript (completion of 8 semesters); the transcript must include a graduation date.
   - Official college transcript(s) if previously attended college.
   - ACT/SAT test scores.

3. **Apply for Financial Aid**
   - Complete the Free Application for Federal Student Aid. The application can be found online at [www.fafsa.gov](http://www.fafsa.gov).

4. **Apply for Housing**
   - Apply online at [https://forms.carlalbert.edu/forms/OnlineApplication](https://forms.carlalbert.edu/forms/OnlineApplication) or download a housing application from [https://carlalbert.edu/student-services/housing/](https://carlalbert.edu/student-services/housing/) then mail or fax.
   - Know and understand the CASC Student Handbook which includes the Residential Program Rules and Regulations.
   - Visitation Hours: Residents may entertain guests between the hours of 10 AM & 12 Midnight seven days a week.
   - Oklahoma Statutes, Title 70-3242 requires all students who reside in on-campus housing to be vaccinated against meningococcal disease.
   - Residents of Carl Albert State College are required to purchase a meal plan. A week starts on Monday breakfast and ends on Friday after lunch for the 14-meal plan.
   - Student residing on campus are required to submit a $75.00 Non-Refundable Housing Maintenance Fee/Deposit.
   - Laundry Services are available on campus.
   - CASC has one Housing Coordinator who is responsible for the daily operation of the residential program; two assistant coaches who live in on-campus housing to monitor athletes, as well as three Campus Police Officers.

5. **Enroll in classes**
   - Your Head Coach will serve as your academic advisor or in some cases refer you to Enrollment Management. The role of the advisor is to assist you in achieving educational, career, and personal goals through the use of institutional and community resources.
   - Carl Albert State College offers two-year associate degrees in art and science, and applied science areas. The Associate of Art and Associate of Science are university parallel degree programs and typically are completed after 62 credits and a 2.00 GPA. The Associate of Applied Science are considered “terminal” degrees in that students
end their college study and enter the workforce at completion of the two-year degree.

- Degree Plans are available online at www.carlalbert.edu. Go to Academic Affairs drop down box and click Degrees Offered & Transfer.
- General Education—Associate of Arts & Science degree plans require 62 credits of which 40 credit hours are General Education. The General Education credits are required regardless of degree plan.
- Remedial/Developmental Courses—required by students scoring below 19 on any ACT subtest in the subject areas of math, English, reading and science. Remedial/developmental classes do not count toward graduation and are satisfactorily completed before attempting college level courses in those subject areas.

6. Get student ID

- Go to the Enrollment Center in Hemphill Hall for a photo ID.
- The student ID card also doubles as a meal card. A meal plan sticker will be placed. Residential students must present their card to the cashier before dining in the cafeteria.

7. Get books

- Students receiving book scholarships through the Athletic Department are required to pay a $75 deposit.
- To obtain books you should present your class schedule to the Bookstore Manager.
- Only books and course-related materials can be purchased through this agreement. The Athletic Department will not purchase course syllabus, paper, pens, pencils, T-shirts or any other items for retail in the Bookstore.
- A receipt will be printed by the Bookstore verifying your purchase of your books, you will sign the receipt and a copy will be forwarded to the Athletic Department.
- At the end of the semester you will return all books to the Bookstore Manager. You will be billed for any books that are lost, misplaced or damaged.

8. ATTEND CLASSES

ACADEMIC ELIGIBILITY

REQUIREMENTS FOR ENTERING STUDENT-ATHLETES

A. A student-athlete must be a graduate of a high school with an academic diploma (graduation date required) or general education diploma. The High School must be accredited and not affected by the NJCAA Initial Eligibility process at the time of the student-athlete’s enrollment.

REQUIREMENTS FOR ATHLETIC ELIGIBILITY

A. Student-athletes must maintain enrollment in 12 or more credit hours of college work during each term of athletic participation. Student athletes who drop below 12 hours are ineligible until full-time status is regained within that term. STUDENT WILL NOT BE PERMITTED TO ADD OR DROP CLASSES WITHOUT APPROVAL OF THE HEAD COACH.

B. Student athletes must be enrolled full-time (12 or more credits) at the college where they have chosen to participate when the regular season of a sport begins.

SEMESTER ELIGIBILITY

A. Prior to the 15th calendar day from the beginning date of the term for the second full-time semester a student-athlete must have passed 12 semester hours with a 1.75 GPA or higher.
B. Prior to the 15th calendar day from the beginning date of the term for the third full-time semester a student-athlete must satisfy one of the following requirements to be eligible for the upcoming term:
1. Pass a minimum of 12 semester hours with a 2.00 GPA or higher during the previous semester of full-time term.
2. Pass an accumulation of semester hours equal to 12 multiplied by the number of semesters in which the student athlete was previously enrolled full-time with a GPA of 2.00 or higher.

**TRANSFERS**

**STUDENTS WHO TRANSFER TO CARL ALBERT**

*TRANSFERS FROM AN NJCAA MEMBER COLLEGE*

A. To be immediately eligible upon transfer must satisfy the provisions of section 4.D. or 4.E. of Article V of the NJCAA Handbook.

B. Satisfy one of the following provisions;
1. The college from which the student-athlete is transferring does not have a particular sport.
2. An NJCAA Transfer Waiver is signed by the authorities from whom the student-athlete is transferring.
3. Student-athletes who have not participated in any sport, transfer from their first community college to a community college within their home district, county, or service area.
4. Student-athletes enroll at the first opportunity in a newly established college.
5. The college from which the student athlete is transferring has been placed on probation.

*TRANSFERS FROM A FOUR YEAR COLLEGE*

A. To be immediately eligible upon transfer must satisfy the provisions of section 4.D. or 4.E. of Article V of the NJCAA Handbook.

B. A probationary period of 16 calendar weeks and the completion of one academic term while satisfying the provisions of Section 4. Students serving the 16-week probation may be added to the eligibility roster at any time after serving the provisions of the probation period.

**TRANSFERING FROM CARL ALBERT**

*TRANSFER WAIVERS*

A. Student-athletes who are currently on a Letter of Intent with Carl Albert may request a transfer waiver to be sent to a particular institution. Although it is at the discretion of the student-athletes Head Coach with consultation of the Athletic Director as to if the request for the Transfer Waiver will be granted. Please also be aware that we will not issue a “blanket” transfer waiver. Transfer waivers will only be produced for a particular institution.

**SECOND YEAR SIGNING AGREEMENTS**

A. Student athletes who are re-signed for a second year to an institutional scholarship agreement and who are academically eligible must be awarded at least the same amount of scholarship aid the second year or the student-athlete shall be allowed to avoid the Transfer Waiver commitment and transfer to any NJCAA member college.
GRANT IN AID

A. An athletic grant-in-aid may be awarded to any student in recognition of his/her athletic ability provided the student-athlete is admitted to the institution as a regular student. It shall be limited to a maximum of:
   1. Tuition and Fees;
   2. Room and Board;
   3. Required course-related books;
   4. Transportation costs one time per academic year to and from the college by direct route.

B. The written agreement (LOI) shall be in effect for one full academic year. An “academic year” is defined as August 1 to July 31 of the following year.

C. The following practices are prohibited with grants-in-aid:
   1. Cancellation or modification of a grant-in-aid during the period of its effectiveness because of injury or athletic performance;
   2. Permitting a student athlete to receive assistance, in cash or in kind which is not administered by the institution.

D. Cancellation of a grant-in-aid is permitted:
   1. For misconduct (unrelated to athletic ability) found by the person or body in charge of general discipline at the institution to be serious enough to warrant permanent suspension or dismissal from the athletic program.
   2. If the student athlete becomes ineligible for participation in athletics because of academic/and or disciplinary reasons. An athlete that is dismissed from participation for academic or disciplinary reasons may remain on scholarship until the end of the semester in which the action occurs.
   3. If the student-athlete voluntarily withdraws from a sport prior to the institution’s first competition in that sport, the student athlete could have their grant-in-aid pro-rated from the date they leave the team until the end of the semester in which the action occurs.

ATHLETIC INSURANCE

The athletic accident insurance policy at Carl Albert State College is excess only. Carl Albert State College provides a secondary insurance policy in the event a student-athlete sustains an injury resulting from a practice, workout or competition supervised by the CASC Athletic Department. The coverage also applies to injury sustained while traveling directly to or from scheduled practices or competition sponsored by CASC. All follow up costs, rehabilitation, etc., must be documented by the CASC trainer and approved by the Athletic Department before any covered costs will be provided. The policy will not duplicate benefits paid or payable by any other insurance plan including HMOs or PPOs. Carl Albert will cover excess costs over and above the student’s primary coverage plan. If a student-athlete is not covered by a primary plan, CASC requests that the student-athlete investigate plans and purchase his/her own insurance coverage.

Carl Albert State College policy cannot cover bills incurred for expenses related to illness or conditions that are not sustained as a direct result to an athletic injury from participation in intercollegiate athletics. This includes pre-existing and non-athletic injuries or illness.

PROOF OF INSURANCE

Proof of Insurance includes:
   1. A photocopy of the front and back of the student athlete’s current insurance card.
2. A completed Insurance Verification Form  
3. A completed Physical Examination

CASC will administer athletic physicals on campus at the expense of the CASC Athletic Department during the first week of school in the fall semester. All athletes will be required to complete the physical prior to competing in any supervised activity to include practice, workout or competition sponsored by the CASC Athletic Department. 
It is the student-athlete’s responsibility to make sure that their personal insurance is current and up-to-date to prevent any delay in medical care.

PRE-EXISTING INJURIES
If it is determined at any time that a student-athlete requires follow-up care for a pre-existing injury or illness, the student-athlete is responsible for contacting his/her physician and paying the medical expenses associated with being cleared for full participation in CASC athletics.

If the student-athlete is not under a physician’s care for the pre-existing injury or illness, the CASC Sports Medicine Staff will assist the student-athlete in finding a physician. Again, the student-athlete is responsible for paying all medical expenses associated with a pre-existing injury.

NON ATHLETIC RELATED INJURIES/ILLNESS
The Carl Albert State College Athletic Department does not assume financial responsibility for non-athletic injuries, illnesses, prescriptions and other medical services or charges non-athletic related. The CASC Sports Medicine Staff can assist the student-athlete in arranging appointments with the appropriate physician or health care provider whenever possible.

CASC SPORTS MEDICINE

MISSION
The mission of the Carl Albert State College Sports Medicine staff is to provide a quality, well-rounded, encompassing health-care service targeted to the CASC student-athlete.

PHILOSOPHY
The Carl Albert State College Sports Medicine Room provides a place for the student athlete to receive health, fitness, nutritional, emotional and sport advice. The staff will provide per-injury advice, strengthening and rehabilitation to the CASC student athlete. It is also the responsibility of the staff to provide evaluations and rehabilitation of injuries that occur due to participation as a member of the CASC Athletic Department, during the duration of athletic membership. When necessary, the staff will determine and make arrangements for the student-athlete to have care provided by a physician or other specialist. The Sports Medicine staff personnel is required to abide by rules, guidelines and a code of conduct, we therefore expect the student-athlete to abide by our rules and expectations to help better serve him/her. The Sports Medicine staff is to assist the student-athlete in ability to return to competition. The student-athlete, however, must also be an active participant in helping the CASC Sports Medicine staff.

SPORTS MEDICINE ROOM RULES
1. Communicate. If you are sick or injured you must report to the Sports Medicine staff in a timely manner. Do not report an injury that happened 2 days ago, 5 minutes before practice.
2. The Sports Medicine staff will decide and/or refer you to a doctor. You have input as well, however all appointments must be known by the Sports Medicine staff prior to the appointment.
3. You will treat all Sports Medicine Staff with respect, as their job is to assist you and return you to your sport as safely and healthy as possible.
4. Be on time for treatment and/or taping.
5. Dress appropriately when entering the Sports Medicine room. The Sports Medicine room is co-ed at all times, be respectful to others and yourself, be professional.
6. No profanity.
7. No food or drink in the Sports Medicine room.
8. No athlete is permitted to operate Sports Medicine room equipment. **DO NOT SELF-TREAT.**

**SPORTS MEDICINE ROOM OPERATING POLICIES AND PROCEDURES**
- The CASC Sports Medicine staff and the physician involved in the treatment/care have the final authority to restrict a student-athlete from participation for medical reasons.
- Return-to-play decisions will only be made by the Sports Medicine staff and or/medical doctors.
- Coaches can discuss injuries with the Sports Medicine staff, give suggestions, ask questions, but they are not to make decisions regarding treatment, rehabilitation or evaluations except in emergency situations if an Athletic Trainer is not available. Coaches or athletes are not allowed to perform treatments without consent from the CASC Sports Medicine staff.
- Consulting a family doctor, a doctor in network with the student’s insurance, going to another doctor of the student athlete’s choice is allowed. However, these occurrences must be brought to the CASC Sports Medicine staff before scheduled appointments.
- If a student athlete chooses to do therapy outside of the CASC Sports Medicine department, all documents relative to the case must be brought to the CASC Sports Medicine staff to be included in the student athlete’s file and to be reviewed by the staff before returning to team activities.
- Athletes must show up for rehab and treatment appointments. If treatments are not done, the athlete will not be released for practice or games. If the athlete has rehab, treatments or doctor appointments outside CASC supervision, all documents must be returned to the CASC Sports Medicine staff before return to practice/games will occur.
- Should a student-athlete be non-compliant with the treatment protocol, the staff has the capability/option to no longer treat the student-athlete. However, the student-athlete must complete the treatment protocol prescribed by the doctor, provide proof of the completion and release from the doctor to resume team activities.
- Athletes must sign in for all treatments

**CONCUSSION POLICY**
Concussion definition; Carl Albert State College has adopted the following definition, assessment, and return to play criteria of concussion; from the National Athletic Trainer’s Association.

Concussion is defined as a complex pathophysiological process affecting the brain, induced by traumatic biomechanical forces. Several common features that incorporate clinical, pathologic, and biomechanical injury constructs that may be utilized in defining the nature of a concussive head injury include:
1. **Concussion may be caused by a direct blow to the head, face, neck, or elsewhere on the body with an “impulsive” force transmitted to the head.**
2. **Concussion typically results in the rapid onset of short-lived impairment of neurologic function that resolves spontaneously.**
3. **Concussion may result in neuropathological changes, but the acute clinical symptoms largely reflect a functional disturbance rather than a structural injury.**
4. **Concussion results in a graded set of clinical symptoms that may or may not involve loss of consciousness. Resolution of the clinical and cognitive symptoms typically follows a sequential course;**
however, it is important to note that in a small percentage of cases, post-concussive symptoms may be prolonged.

5. No abnormality on standard structural neuroimaging studies is seen in concussion.

Assessment of Concussion
When a player shows ANY features of a concussion:
(a) The player should be medically evaluated onsite using standard emergency management principles, and particular attention should be given to excluding a cervical spine injury.
(b) The appropriate disposition of the player must be determined by the treating health care provider in a timely manner. If no health care provider is available, the player should be safely removed from practice or play and urgent referral to a physician arranged.
(c) Once the first aid issues are addressed, then an assessment of the concussive injury should be made using the SCAT3 or other similar tool.
(d) The player should not be left alone following the injury, and serial monitoring for deterioration is essential over the initial few hours following injury.
(e) A player with diagnosed concussion should not be allowed to RTP on the day of injury. Occasionally, in adult athletes, there may be RTP on the same day as the injury.

Graduated Return-to-Play Protocol
Rehabilitation Stages, Functional Exercise at Each Stage of Rehabilitation, and Objectives of Each Stage

1. No activity, complete physical and cognitive rest; Recovery
2. Light aerobic exercise: walking, swimming, or stationary cycling, keeping intensity to, 70% of maximum predicted heart rate; no resistance Sports Medicine Increase heart rate
3. Sport-specific exercise skating drills in ice hockey, running drills in soccer; no head impact activities; Add movement
4. Non-contact Sports Medicine drills, progression to more complex Sports Medicine drills, e.g., passing drills in football and ice hockey; may start progressive resistance Sports Medicine Exercise, coordination, and cognitive load
5. Full-contact practice following medical clearance, participate in normal Sports Medicine activities; Restore athlete’s confidence; coaching staff assesses functional skills
6. Return to play, Normal game play
An athlete with concussion may be evaluated in the emergency room or doctor’s office as a point of first contact following injury or may have been referred from another care provider. In addition to the points outlined above, the key features of this exam should encompass:
(a) A medical assessment including a comprehensive history and detailed neurologic examination, including a thorough assessment of mental status, cognitive functioning, and gait and balance.
(b) A determination of the clinical status of the patient, including whether there has been improvement or deterioration since the time of injury. This may involve seeking additional information from parents, coaches, teammates, and eyewitnesses to the injury.
(c) A determination of the need for emergent neuroimaging in order to exclude a more severe brain injury involving a structural abnormality.

Return to Play Criteria
Return to play criteria is based on multiple sources but primarily the Cantu scale for concussion return to play is used to manifest a safe return for the individual athlete.

After an athlete suffers from a concussion, only a medical professional should return the athlete to play. The Return to Play Guidelines below are developed by Dr. Robert Cantu for medical professionals to use as a method to help determine when it is safe for an athlete to return.

PREGNANCY POLICY
Introduction
The Carl Albert State College athletic department is committed to the personal health and development of all our members, and to the educational mission of our school. We strive to provide an environment that respects all pregnancy and parenting decisions and urges all participants to work cooperatively toward degree completion. The purpose of this policy is to develop guidelines to protect every student-athlete’s physical and psychological health, and their ability to complete their education.

Policy
Pregnancy places unique challenges on the student-athlete. Therefore the CASC Athletic Department has developed a policy clearly outlining the rights and responsibilities of the pregnant student-athlete. Please be aware of the following:

• The student-athlete may receive confidential counseling and can be referred off-campus; please note that any cost for going off-campus is the responsibility of the student-athlete.

• The student-athlete may receive access to timely medical and obstetrical care through the following local services according to student’s own insurance policy:
  o Family Medical Clinic, 918-647-8635
  o Choctaw Nation Rubin White Health Clinic, 918-649-1100
• For the medical safety of the student-athlete and the unborn child, CASC/Sports Medicine staff request the student-athlete notify the athletic trainer immediately upon learning of the pregnancy.
• The athletics department insurance does not cover pregnancy related care. All costs related to pregnancy are the responsibility of the student-athlete.
• Our athletics department will only require a pregnant student-athlete’s physician to certify physical and emotional fitness as a condition for participating in athletics when such certification is required of student-athletes who experience other temporary disabilities.
• Our athletics department will allow a pregnant student-athlete to fully participate on the team, including all team-related activities, unless the student-athlete’s physician or other medical caregiver certifies that participation is not medically safe.
Our athletics department will allow a pregnant student-athlete to continue to participate in a limited manner on the team, including all team-related activities, unless the student-athlete’s physician or other medical caregiver certifies that partial participation is medically safe.

Our athletics department will not terminate or reduce a student-athletics aid because of the student-athlete’s pregnancy in the term of the award (August 1-July 31). NJCAA Article VIII permits cancellation of a grant-in-aid if the student-athlete voluntarily withdraws from a sport prior to the institution’s first competition in the sport. Your coach can help you discuss your situation with the athletics department.

Federal law requires medically necessary leave be granted and reinstatement to active team membership in most cases. Student-athlete may need to earn back specific playing position.

A student-athlete with a temporary medical condition is still expected to complete all academic tasks to the best of his/her ability along with other student-athlete obligations. If he/she fails to meet academic and other obligations on a consistent basis, the athletic department and the student-athlete will enter into a contract outlining the responsibilities and expectations of the student-athlete for the renewal of athletics aid the following year.

Medical Issues
Although there are few studies related to intense strenuous physical activity in pregnant student-athletes, there are published guidelines that address this issue. The American College of Obstetrics and Gynecology Committee Opinion (January 2002) and the NCAA Guideline 3b Participation by the Pregnant Student-Athlete (June 2008) offer guidelines for the obstetric and team physicians to use in determining participation. Some of the guidelines are below:

1. **Exercise During Pregnancy**
   Assessing the risk of intense, strenuous physical activity in pregnancy is difficult. There is some evidence that women who exercise during pregnancy have improved cardiovascular function, limited weight gain and fat retention, improved attitude and mental state, easier and less complicated labor, and enhanced postpartum recovery. There is no evidence that increased activity increases the risk of spontaneous abortion in uncomplicated pregnancies. There are, however, theoretical risks to the fetus associated with increased core body temperatures that may occur with exercise, especially in the heat.
   - The fetus may benefit from exercise during pregnancy in several ways, including an increased tolerance for the physiologic stresses of late pregnancy, labor and delivery.
   - The safety of participation in individual sports by a pregnant woman should be dictated by the movements and physical demands required to compete in that sport and the previous activity level of the individual. The American College of Sports Medicine discourages heavy weight lifting or similar activities that require Sports Medicine or Valsalva.
   - Exercise in the supine position after the first trimester may cause venous obstruction and conditioning or Sports Medicine exercises in this position should be avoided.
   - Sports with increased incidences of bodily contact (basketball, ice hockey, field hockey, lacrosse, soccer, and rugby) or falling (gymnastics, equestrian, downhill skiing) are generally considered higher risk after the first trimester because of the potential risk of abdominal trauma. The student-athlete's ability to compete may also be compromised due to changes in physiologic capacity and musculoskeletal issues unique to pregnancy. There is also concern that in the setting of intense competition a pregnant athlete will be less likely to respond to internal cues to moderate exercise and may feel pressure not to let down the team.
   - The American College of Obstetrics and Gynecology states that competitive athletes can remain active during pregnancy but need to modify their activity as medically indicated and require close supervision.
2. **If a student-athlete chooses to compete while pregnant she should:**
   - Be made aware of the potential risks of their particular sport and exercise in general while pregnant;
   - Be encouraged to discontinue exercise when feeling over-exerted or when any of the following warning signs are present: vaginal bleeding, shortness of breath before exercise, dizziness, headache, chest pain, calf pain or swelling, pre-term labor, decreased fetal movement, amniotic fluid leakage, muscle weakness;
   - Follow the recommendations of their obstetrical provider in coordination with the team physician; and
   - Take care to remain well-hydrated and to avoid over-heating

After delivery or pregnancy termination, medical clearance is recommended to ensure the student-athlete's safe return to athletics. The physiologic changes of pregnancy persist four to six weeks postpartum; however, there have been no known maternal complications from resumption of Sports Medicine. Care should be taken to individualize return to practice and competition.

Medical issues related to participation should be discussed and a plan for participation may be created. Participation by the pregnant student-athlete will require approval from the obstetrician and the team physician. Following delivery or pregnancy termination, medical clearance is required to ensure the student-athlete's safe return to athletics.

**What if you are a male athlete whose partner becomes pregnant?**
While male student-athletes are not affected physically by pregnancy like female student-athletes, they can have stress over the pregnancy and worry about their pregnant partner and her fetus. Male student-athletes may question whether they are ready for fatherhood and the personal and financial obligations associated with pregnancy. We encourage you to take advantage of CASC's counseling referral services. You should know that Title IX protects you from being discriminated against because of your partner's pregnancy or your status as a parent.

Revised 7/21/2016