



NORTHERN
Oklahoma College

**NORTHERN
OKLAHOMA COLLEGE
ATHLETICS**

STUDENT-ATHLETE HANDBOOK
Updated Summer 2022

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NOC Mission Statement

Northern Oklahoma College, the State’s oldest community college, is a multi-campus, land-grant institution that provides high quality, accessible, and affordable educational opportunities and services which create life-changing experiences and develop students as effective learners and leaders within their communities in a connected, ever-changing world.

Core Values

Personalized Education:

We believe in providing individualized services that lead our students to achieving their academic goals in a welcoming and safe environment.

We believe in providing support to students in and out of the classroom so that they receive a full college experience with diverse opportunities.

Community and Civic Engagement:

We believe that educated citizens are necessary for a healthy, democratic society, and that free and open expression and an appreciation for diversity are cornerstones of higher education.

We believe in economic and environmental sustainability and the importance of enriching the intellectual, artistic, economic, and social resources of our communities.

Continuous Improvement:

We believe in the inherent value of intellectual pursuit for both personal and professional growth, as well as in the need to prepare students for 21st century professions.

We believe that a knowledge-centered institution is vital to a knowledge-based economy, and we measure our success against national models and standards of excellence.

Introduction

This handbook is designed to provide each student-athlete with a quick reference point for the rules and guidelines that must be followed at Northern Oklahoma College. All student-athletes are expected to adhere to the rules of both the college and the surrounding community.

As a student-athlete at this college, expect your actions to be scrutinized both on and off the field. Be aware at all times that you are representing the college and your team to a greater degree than the average student. You are responsible for understanding the policies set forth in this handbook.

Northern Oklahoma College promotes an environment in which fair and equitable distribution of overall athletic opportunities, benefits and resources are available to women and men and in which student athletes, coaches, and athletic administration are not subject to gender-based discrimination. No individual shall be discriminated against based on gender, institutionally or nationally, in intercollegiate athletics.

Northern Oklahoma College is committed to the pursuit of excellence. To that end, the Department of Athletics will strive to:

- Create an inclusive learning and working environment that affords student-athletes the opportunity to achieve their personal goals and to realize their full academic and athletic potential at Northern Oklahoma College regardless of age, race, color, religion, sex, sexual orientation, genetic information, gender identity, national origin, disability, or protected veteran status with respect to participation in the athletic program.
- Reflect a commitment to the academic success, the physical and emotional well-being, sportsmanship, and to the social development of the student-athlete as well as to equal opportunity.
- View student-athletes as an integral part of the student body.
- Dedicate all programs to excellence based on the highest standards of integrity and serve as a credit to the college, community, and state.

Notice of Non-Discrimination

Northern Oklahoma College does not discriminate on the basis of race, color, national origin, sex, disability, genetic information, or age in its programs, services and activities.

This notice is provided as required by Age Discrimination Act, Title II of the Americans with Disabilities Act Amendments Act, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Oklahoma Personnel Act, as well as other legislation dealing with discrimination and harassment for categorically protected students and personnel.

Questions, complaints or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator:

Jason Johnson, Vice President for Student Affairs

Northern Oklahoma College
1220 East Grand Avenue, PO Box 310
Tonkawa, OK 74653-0310

Telephone 580.628.6240 (8 a.m. – 5 p.m. CST Monday through Friday)

Department of Athletics Philosophy

As an institute of higher learning, Northern Oklahoma College is dedicated to the development of the entire person. The intercollegiate athletics program is a key part of this effort.

Northern Oklahoma College believes participation in athletics is a privilege, one that carries a responsibility that goes beyond that of the traditional student. Student-athletes are expected to represent the college and the athletics program in all facets of their daily lives—on the field, in the classroom and in the surrounding community.

Meeting the academic goals that ultimately result in earning a degree should be the primary focus of each student athlete and is something that is stressed in the Department of Athletics. We expect student-athletes to make progress toward the degree of their choosing, and to actively seek out the resources the college provides to that end. Northern Oklahoma College athletics program is maintained as a vital component of the student body. The admission, academic standing and academic progress of student-athletes are consistent with the policies and standards adopted by the college for the student-body in general. Student-athletes are provided an educational environment conducive to the development of the whole person - intellectually, socially, physically, and morally. The student-athletes are provided an opportunity and encouraged to progress toward the degree of their choice and have the opportunity to develop their athletic abilities in an environment consistent with high standards of scholarship, sportsmanship, leadership, and institutional loyalty.

How to Be a Successful Student

1. Attend class regularly and on time. If you miss a session, you are obligated to let the instructor know why, and your reasons should be legitimate and reasonable. Get all the assignments you may have missed and find out what material was specifically covered in class.

2. It is your responsibility to inform your instructor you will be missing class because of an athletic event. Instructors are not required to make provisions for any make-up tests or assignments if you do not make contact before missing classes. Arrangements for making up coursework must be made **before** the athletic event takes place.

3. Participate in class. Speak up in class; ask questions and most of all pay attention.

4. Visit your instructor or advisor. See your instructor before or after class about grades, comments made on a paper or upcoming tests. Your advisor can help you if you should encounter any personal or academic problems.

5. Turn in assignments on time. Make sure your assignment looks neat and sharp. Take the time to produce a final product that looks good and shows a caring attitude and pride in your work.

6. Earn extra credit if offered. Demonstrate that you care about your grades and are willing to work to improve them. Do optional work assignments that many students pass up. Extra-credit assignments and projects can mean the difference between a C and a B. Instructors are not obligated to assign extra work, but if they offer it, take advantage of the situation.

7. Take advantage of the tutoring available at NOC. Each academic department has scheduled tutoring hours. Visit with your instructor to learn the tutoring schedule.

8. In addition to tutoring services provided at each of our locations, Northern also subscribes to Tutor.com, an online tutoring service, to provide assistance to students enrolled in online classes and to all NOC students who need tutoring access beyond the hours of on-site services. For access to this service, go to the link provided in each course's Blackboard page. Additional information regarding tutoring can be found at: <http://www.noc.edu/tutoringservices>.

Citizen Responsibilities

In addition to academic responsibilities, the Department of Athletics takes a leadership role in requiring that student athletes display good citizenship. Therefore, each student athlete is expected to:

- Show respect for all members of the Northern Oklahoma College community.
- Demonstrate good citizenship and sportsmanship with fellow students.
- Present a positive public demeanor at all times, on and off campus.
- Act as a role model for young people and other student athletes.

Student-Athlete Conduct Code

Participation in intercollegiate athletics at Northern Oklahoma College is a privilege and a unique opportunity during your college experience. For the purposes of this conduct code, a student-athlete is defined as any member of a NOC team scholarship, walk-on, transfer awaiting eligibility, incoming signee, and any NOC student associated with the Department of Athletics—student trainers, managers, coaches, student-workers, and graduate assistants.

As it is with all privileges, there are conditions or qualifications for the privilege to participate in athletics at Northern Oklahoma College. To be able to exercise that privilege, student-athletes must conduct themselves, on and off of the field, as positive role models who exemplify good behavior. Privilege means that student-athletes are held by both the college and society at large to a higher and stricter code of behavior or conduct than other college students who do not participate in athletics. An inescapable part of NJCAA athletics is high visibility, and as a result there is a *greater responsibility* that goes with participation in those activities.

The college expects you to train and strive for your highest degree of athletic excellence, to demonstrate academic honesty and integrity, and to conduct yourself as a responsible citizen. You are required to comply with the National Junior College Athletics Association (NJCAA) and

Oklahoma Collegiate Athletic Conference rules and regulations regarding what is or is not acceptable conduct for participants in intercollegiate athletic competition. www.njcaa.org

Conduct, Appearance and Alcohol Policies

The Student Handbook addresses appropriate dress and behavior. Shoes and shirts must be worn in all buildings other than residence halls. Apparel must be neither vulgar, overly suggestive, distracting nor otherwise in poor taste. Proper undergarments must be worn beneath clothing on campus and in all buildings other than residence halls. The head coach reserves the right to set policies that dictate acceptable team dress and conduct by student-athletes that may be stricter than what is listed in the Student Handbook. The Student Handbook and the Athletic Handbook are minimums. Student-athletes are prohibited from drinking alcoholic beverages while representing Northern Oklahoma College in athletic events, while traveling to or from events or at official social events. Oklahoma law states it is prohibited to drink alcohol if under the age of 21. NOC has a no alcohol policy on campus. Pursuant to approval by the Director of Athletics, each head coach is expected to establish and publish rules and regulations regarding the general conduct of student-athletes in his or her charge. 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. It is a policy of the Department of Athletics that each coach makes clear to the student-athletes in his or her charge the acceptable standards of behavior and conduct for student-athletes that are expected. Each coach also will make clear that appropriate disciplinary action will be enforced by the coaches when these standards are not observed. Students should be aware that violations of college policies (such as alcohol in residential housing) will also be reported by coaches to the Office of Student Affairs for possible institutional disciplinary action. This process also works in reverse as the Office of Student Affairs will notify the appropriate coach of any violation involving a student-athlete.

The Student-Athlete Code of Conduct is an Athletics Department policy which applies to all student-athletes, including those who are not actively competing in their sport. This Code should reinforce and help to develop student-athletes who are responsible citizens, who achieve academically and perform athletically. These standards and expectations apply at all times -- both on and off the playing field, on campus and off. The Athletics Department will apply sanctions for violations of this Code. Student-athletes have an obligation to report any alleged Code of Conduct violations to their Head Coach or the Athletics Director as soon as possible. Sanctions will be greater for misconduct that was not reported as soon as possible and for other misconduct that involves multiple or repeat violations. It is expected that student-athletes will not put themselves in situations in which guilt or misconduct may be implied. Head coaches may also be more restrictive than these guidelines in implementing written team rules. NOC has a drug testing policy that all student-athletes have to sign and abide by.

Sportsmanship

Student-athletes must keep in mind at all times that they are representatives of the college and the program in which they compete. This is especially true when it comes to competition. First-class

behavior is expected from student-athletes on the field of play, as behavior ties directly to the reputation of the college and the Department of Athletics.

To that end, the Department of Athletics expects of all coaches, student-athletes, managers, trainers, etc:

- Conduct yourself appropriately during competition--keep your composure. Vulgar words and gestures will not be tolerated.
- Support staff, trainers, managers, bus drivers, hotel workers, restaurant workers and media are to be treated with the utmost respect at all times.
- Cleanliness and respect for the environment is important to our image. Make sure locker rooms and vehicles are kept clean. Do not under any circumstances leave a locker room unclean while on the road.
- Win with pride and dignity, and lose with grace.
- Be courteous when speaking to the media, and do not talk down to any opponent.

One of your responsibilities as a student-athlete is to always display good sportsmanship in practice and at all athletic events. Don't enter a competition worried about your opponent's performance. Enter a competition with the idea of giving your best performance. Compete hard but play fair. Treat your fellow competitors equally and with respect. Don't make excuses or discuss a teammate's shortcomings. Support team efforts by encouraging team work and mutual effort. Enter each competition expecting fairness. When you attend other athletic events, remember that you are expected to demonstrate good sportsmanship there as well.

The Department of Athletics expects sportsmanlike conduct of its student-athletes and will not tolerate any of the following behaviors:

- Physically abusing an official, coach, athlete, opponent or spectator
- Throwing of objects at an individual, spectator, or across a field or arena
- Seizing equipment or cameras from officials or the news media
- Inciting players or spectators to violent action or any behavior which insults or defiles an opponent's traditions
- Encouraging NOC fans to "boo" an opposing team when introductions are made
- NOC student-athletes, coaches and all athletic personnel are direct representatives of the college and therefore shall not display personal political viewpoints or protests while representing NOC at both home and away events.
- Using obscene or inappropriate language or gestures to officials, opponents, team members or spectators
- Violating generally recognized intercollegiate athletics standards or the values and standards associated with NOC as determined by your head coach and approved by the Director of Athletics

Your coach may have more specific expectations concerning behavior, dress or sportsmanship. If so, he or she will inform you of these. Support your coach and your college and concentrate on playing well. Good sportsmanship comes easily if you are proud of your performance.

Misconduct

The following is subject to disciplinary action(s) within the Department of Athletics. The definition of "misconduct" is interpreted broadly and includes but is not limited to:

- Violation of civil or criminal laws of any state
- Violation of the Northern Oklahoma College Student Handbook
- Violation of institutional scholarship policies
- Violation of institutional sexual harassment/hazing policies
- Noncompliance with the college's student alcohol/drug policy
- Violation of NJCAA banned substance, alcohol and tobacco policies
- Repeated violations of team rules, including but not limited to absenteeism, excessive unexcused class absences, noncompliance with team dress codes, failure to comply with prescribed treatment for athletic injuries, failure to maintain proper decorum during team travel, noncompliance with team conduct policies, noncompliance with policies outlined in this handbook and unethical conduct
- Refusal to furnish information relevant to possible NJCAA violation(s) when requested by the college or the NJCAA
- Involvement in academic fraud
- Providing a prospective or current student-athlete improper inducements or extra benefits or improper financial aid

Code of Conduct and Discipline Policy

The intent of this Code of Conduct and Discipline Policy is not to supersede any other NJCAA, athletic department or college policy; nor is it to judge who is guilty or not guilty. It is meant to set high standards relating to the department's expectations of how student-athletes represent Northern Oklahoma College and to state the potential consequences for those student-athletes who make poor choices which reflect negatively on themselves and the college.

Ethical Conduct

When joining the Northern Oklahoma College Athletics Program, you become a representative not only of your team, but of your college. Upon entering the college, you will find you have the freedom to manage your lifestyle to a far greater degree than you have experienced in the past. It is essential that this freedom be handled in a responsible manner so as not to jeopardize the opportunity to obtain maximum results from your college experience. It is important that your personal conduct displays good moral and ethical judgment. You are expected to behave both on and off campus in a way that brings credit to the college and your team. Be aware of the image you are creating. Participation in intercollegiate athletics is a privilege that brings with it the responsibility of making sound decisions both on and off the courts and fields of play.

As the college's most visible ambassadors, student-athletes at Northern Oklahoma College are expected to uphold, at all times, high standards of integrity and behavior which will reflect well

upon themselves, their families, coaches, teammates, the Department of Athletics and Northern Oklahoma College. Student-athletes are expected to act with propriety, to respect the rights of others and abide by all rules and regulations of Northern Oklahoma College, the Oklahoma Collegiate Athletic Conference (OCAC) and the NJCAA. Failure to do so may result in suspension or expulsion from the team or even the college. Scholarship athletes risk having all or part of their athletic financial aid revoked for infraction of this code. The head coach of each sport has his/her own set of team training/conduct rules, in addition to the Student Handbook and Athletic Handbook. Should a student-athlete wish to appeal any disciplinary action, he/she should contact the Director of Athletics.

In the case of behavioral problems which involve arrest and/or formal criminal charges by a law enforcement agency, the involved student-athlete will be placed on suspension by the Department of Athletics until the facts of the incident are reviewed.

Social Networking/Online Behavior Policy

A copy of the current NOC Social Media and Digital Media Communications Guidelines and Social Media Policy can be found online at <https://www.noc.edu/about-noc/socialmedia/>.

Northern Oklahoma College recognizes the need for a strong presence in the social media realm. The use of social networking and social media websites are increasingly common for departments, students and employees, and these communication tools have the potential to create a significant impact on organizational and professional reputations. Northern Oklahoma College has developed a social network and social media policy and application process to ensure that any and all interactions on behalf of Northern represent the College's best interests. The intent of the policy is to properly portray, promote and protect the institution and to assist Northern entities in creating and managing their social media accounts. The policy also provides suggestions on how to protect personal and professional reputations while using social media.

Northern Oklahoma College is using websites, social networking and social media technologies to provide you with information in more places and more ways.

Student-athletes are permitted to use social networking websites, such as Facebook, Twitter, Instagram, Snap Chat, YouTube, etc. and may operate blog sites and participate in chat rooms. Student-athletes are reminded that online content is not private and should not post personal information that could be damaging. This includes offensive or inappropriate pictures or group memberships.

Do not identify yourself as a member of Northern Oklahoma College Department of Athletics or post negative or offensive comments or remarks about any aspect of college athletics, including coaches, fellow student-athletes, administrators or opponents.

While social networking websites are a great way to communicate, express yourself and connect with others, it is advised that you are cautious about the information and pictures you post (or others post about you), as they may adversely affect your personal safety, personal and institutional reputation, and career advancement. Participation in intercollegiate athletics at Northern Oklahoma College is a privilege, not a right. The NOC Athletics Department expects all student-athletes to maintain the highest standards of social and personal conduct. We support your First Amendment rights to free speech; however, please be mindful of the material posted to social networking sites since you are a representative of the college and are in the public eye. The Athletics Department reserves the right to take any action against any currently enrolled student-athlete engaged in behavior that violates college, department, or team rules, including such behavior that occurs in postings on the Internet.

While participating in social networking sites, please keep the following guidelines in mind:

- ▶ The information posted can be viewed by a larger audience than you might be aware of – even if you limit access to your site.
- ▶ Exercise caution as to what information you post on your website, including posts about your whereabouts, plans, where you live, phone numbers or any other personal information. You could be opening yourself up to predators or stalkers. In addition, many people are looking to take advantage of student-athletes, while others seek connections with student-athletes to give them a sense of membership in the team.
- ▶ Future employers and coaches at four-year colleges may check Google or other social networks to gather information on potential candidates.

If a student-athlete violates the above policy, he/she will receive a warning from the Director of Athletics to cease the activity and remove the offensive material. Subsequent Violations may also lead to suspension or reductions in athletics-based aid.

Use common sense when publishing anything on the Internet.

Disciplinary Process

If charged with a felony while a current student at Northern Oklahoma College, a student-athlete will be automatically suspended from athletics participation by the Director of Athletics pending the Athletics Department's investigation. After the internal review, appropriate disciplinary action will be taken, which may include suspension from competition, and suspension or continued suspension from the team, and loss of athletic scholarship. In addition, the Office of Student Affairs will be notified as well.

Conviction of Felony: If convicted of a felony while a current student at Northern Oklahoma College, a student-athlete will be immediately removed from his or her athletic team and all athletic financial aid cancelled at that time.

Any athlete dismissed from one sport for disciplinary reasons will not be allowed to join another sport during the same academic year unless both coaches involved agree and the Athletic Director approves.

Absent extraordinary circumstances as determined by Director of Athletics, misdemeanor charges and subsequent discipline, therefore will be handled by the head coach, after review by the Director of Athletics. Further, these individuals will consider the circumstances, as well as the past deportment of the involved student-athlete in rendering a final decision.

Indefinite suspensions can be instituted in any felony or misdemeanor case where an individual's actions represent Northern Oklahoma College and its Athletics program in a manner inconsistent with this code of conduct. Each case will be reviewed by the Director of Athletics and specific head coach independent from any other case, considering that no two cases are identical in nature and that each case must be determined based on the facts presented. Students can appeal any scholarship issue to the "Scholarship Appeals Committee."

Every sport's respective head coach has the authority to impose sanctions for violations of team rules. In the event of a charge of misconduct that may result in suspension, expulsion, reduction or withdraw of athletics-based aid, the following procedure shall be followed:

1. The head coach and/or Student Affairs shall investigate when it appears a student-athlete has violated (a) civil or criminal law, (b) the college Student Handbook, (c) the Department of Athletics handbook, (d) team rules that relate to suspension, expulsion or reduction in aid, or (e) NJCAA rules and regulations. If the head coach and/or Student Affairs finds sufficient evidence that a violation of the above has taken place, the head coach and/or Student Affairs shall give a written statement of the charges to the student-athlete. The statement shall contain the specific misconduct alleged to have been committed, a concise summary of the related facts and the sanction(s) that may be imposed.
2. The student-athlete has the right to appear for a conference with the Director of Athletics at a predetermined time. This conference will advise the student-athlete of the Student-Athlete Conduct Code disciplinary procedures and allow the student-athlete to respond to the written statement of charges. In the event of a temporary suspension from a team, a student-athlete has the right to meet the Director of Athletics within five (5) business days of the suspension to informally discuss the issues. The student-athlete is not required to attend a conference. If the student-athlete does not attend a conference, the charges may be accepted by the Director of Athletics, and the Director of Athletics along with the head coach may impose any disciplinary sanctions they deem fitting to the violation.

Notice of any punitive action taken, if any, shall be forwarded to the student-athlete and shall become effective upon transmittal.

Disciplinary Sanctions

Violation of the policies set forth in the Student-Athlete Handbook may result in one or more of the following:

- REPRIMAND—A written warning that further misconduct may result in more severe sanctions
- RESTITUTION—A student-athlete may be ordered to make payment to the college or community for damage incurred as a result of misconduct
- PROBATION—The student-athlete may remain on the team, but may be precluded from certain activities and be subject to certain restrictions during probation period
- SUSPENSION—Separation of the student-athlete from the team for a specific period
- EXPULSION—Permanent separation of the student-athlete from the team. May also include the withdrawal of the student-athlete's athletic scholarship

Factors in disciplinary sanctions include past behavior and disciplinary records, as well as the nature of the offense and any damages resulting from it.

Sexual Harassment

The Board of Regents for Northern Oklahoma College affirms its commitment to ensuring an environment for all employees and students which is fair, humane, and respectful – an environment which supports and rewards employee and student performance on the basis of relevant considerations such as ability and effort. Behaviors which inappropriately assert sexuality as relevant to employee or student performance are damaging to this environment. Sexual harassment by any member of the college community, including students, faculty and staff, is a violation of both law and the Board policy and will not be tolerated. Sexual harassment is a particularly sensitive issue which may affect any member of the college community and as such will be dealt with promptly and confidentially by the college administration. The Board of Regents reserves the right to deal administratively with sexual harassment issues whenever it deems it appropriate to do so.

Definition of Sexual Harassment Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in the following context:

- a. when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing, or sport participation, or
- b. when submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or scholarship award, or
- c. when such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

Examples of Prohibited Conduct: Conduct prohibited by this policy may include but is not limited to the following:

- Unwelcome sexual flirtation, advances or propositions for sexual activity;

- Continued or repeated verbal abuse of a sexual nature, such as suggestive comments and sexually explicit jokes;
- Sexually degrading language to describe an individual;
- Remarks of a sexual nature to describe a person's body or clothing;
- Display of sexually demeaning objects or pictures;
- Offensive physical contact, such as unwelcome touching, pinching, brushing the body;
- Coerced sexual intercourse;
- Sexual assault;
- Actions indicating that benefits will be gained or lost based on response to sexual advances.

Anyone believing he or she has been subject to sexual harassment by another student may contact the Office of Student Affairs to report the incident. If the offending party is a faculty member then the Vice President for Academic Affairs is the contact person; and finally if the offending party is an employee then the Vice President for Financial Affairs is the person to contact.

Hazing

Oklahoma Statutes Section 1190 of Title 21 establishes an anti-hazing policy for all colleges in the state. The statute defines Hazing as follows:

"Hazing" means an activity which recklessly or intentionally endangers the mental health or physical 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. Hazing incidents should be reported to the Director of Athletics and the Office of Student Affairs.

Student-Athlete Grievance Policy

The Northern Oklahoma College Department of Athletics has outlined the following procedures for student-athletes with a complaint or grievance about team issues:

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 will be taken to the Director of Athletics, who will interview the persons involved. The Director of Athletics may determine if a formal meeting involving all involved parties is necessary. In addition, the Office of Student Affairs will be notified of any complaints and the actions taken.

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.

Any student whose scholarship award has been removed by Northern Oklahoma College may appeal the removal by filling out the Scholarship Appeal Form (available on the website or through the Scholarship Office) and submitting it along with supporting documentation to the Scholarship Office. The appeals decision will be made by the Scholarship Appeals Committee.

Note: If a grievance is filed against the Director of Athletics, the Vice President for Student Affairs (or a person designated by the President) will handle the grievance process.

Eligibility

Full-time Enrollment Status

To be eligible to participate in practice sessions, a student-athlete shall be enrolled in a minimum full-time program of studies. A full-time program of studies is 12 semester hours. 15 semester hours is strongly encouraged for multiple reasons. A student with remedial needs will find it necessary to take summer classes and/or enroll in more than 15 hours per semester to complete an associate degree in two years.

Student-athletes that drop below full-time status will become ineligible and will no longer be allowed to participate with the team.

Housing Requirement

All student athletes are required to live in on-campus residential housing unless an exception is granted by the Director of Athletics, and Office of Student Affairs.

Dropping a Course

Student-athletes are no longer to be considered enrolled in a minimum full-time program of studies (after dropping a course that places a student below full-time status) when the dropped course becomes official. Student-athletes must get approval from the coaching staff, Director of Athletics and Scholarship Office before dropping a course.

Eligibility for Competition

Student-athletes must meet all NJCAA eligibility requirements in order to compete in intercollegiate athletics. Student-athletes must pass at least 24 hours during the fall, spring and summer terms to be eligible. Student-athletes must also complete the required GPA requirements and be considered in academic good standing.

GPA requirements for eligibility are as follows:

- Freshmen must pass 12 hours per semester with a minimum 1.75 GPA.
- Sophomores must pass 12 hours per semester with a minimum 2.00 GPA.

Amateurism

Student-athletes must maintain amateur status in order to participate in intercollegiate athletics. A student-athlete loses amateur status, and eligibility, if the student-athlete:

- Uses his/her athletics skill (directly or indirectly) for pay in any form,
- Accepts a promise of pay even if such pay is to be received following intercollegiate athletics participation,
- Signs a contract or commitment of any kind to play professional athletics,
- Receives salary or reimbursement of expenses or any other form of assistance from a professional sports organization, except as permitted by NJCAA regulations,
- Competes on a professional team and knows (or had reason to know) that the team is a professional team, or
- Enters into a professional draft or an agreement with an agent.

Transfer Policy

The Northern Oklahoma College Athletics Department does not issue “blanket” releases. Those student-athletes wanting to transfer from NOC may contact the Director of Athletics at the institution(s) interested in transferring to and have a transfer release form sent to the appropriate NOC campus.

Releases to other schools in the Oklahoma Collegiate Athletic Conference (OCAC) are at the discretion of the coaching staff.

Athletically Related Financial Aid/Scholarships

Financial Aid (FAFSA)

All NOC Athletes are required to fill out the FAFSA form before scholarships can be awarded.

To be considered for scholarships, applicants are required to complete the Free Application for Federal Financial Aid (FAFSA) at www.fafsa.ed.gov (Northern’s Title IV Institutional Code is 003162) within 30 days of accepting a scholarship award. Failure to do so may result in scholarship being revoked. NOTE: All financial aid will be primary source of funding education.

Administration of Scholarship Awards:

1. Students are required to pay all charges/balances not covered by scholarships or Financial Aid. Remaining balances are subject to monthly late fees. Please refer to the NOC Website at <https://www.noc.edu/students/current-students/bursar/>.
2. Financial Aid: As a condition of this award, the student agrees to apply for federal financial aid within 30 days of signing this form at (<https://fafsa.ed.gov/>). Failure to apply within 30 days could lead to the loss of this scholarship. State and federal financial aid grants will be the primary source of funding education.
3. Scholarship awards will be reviewed after the Financial Aid Office has determined the student’s Cost of Attendance budget. If a student receives state and federal financial aid grants, i.e., Pell, SEOG, OTAG, OHLAP, etc. their scholarship award will be applied secondary and cannot exceed \$1,000 of the actual student bill for the current semester. Scholarships sent to the college from outside sources will be refunded up to, but not to exceed the Cost of Attendance budget. Loans will be reduced before any other aid sources.
4. Participation sponsors must collaborate with the Scholarship Office prior to making awards to students to ensure maximization of resources and to avoid over-award situations resulting in post-notification adjustments. This guideline is intended to maximize the use of all college resources for scholarship and grants, as well as to assure clear and accurate communication with students.

General Athletic Scholarship Information

- Please refer to the NOC website regarding all policies pertaining to scholarships at <http://www.noc.edu/scholarships> and select “Scholarship Policy” for scholarship information at NOC.
- Maximum institutional scholarships may not exceed five (5) full-time academic semesters. This does not include summer courses.
- To be considered for scholarships, applicants must adhere to the institutional academic standards policies, drug and alcohol policies, student conduct policies, and participation agreements. Failure to comply may result in removal of scholarship award.
- Scholarship funds will be applied for fall and spring semesters unless otherwise stated. Students who have a remaining scholarship balance within the current academic year and have maintained scholarship retention criteria may use their remaining balance during the summer semester.
- Any student whose scholarship award has been removed from Northern Oklahoma College may appeal the removal by filling out the Scholarship Appeal Form and submitting it along with supporting documentation to the Scholarship Office. The appeals decision will be made by the Scholarship Appeals Committee.
- Scholarship appeals are limited to one year from the start of the semester last enrolled.

- Recipients on participation scholarships are required to reside in campus housing in accordance with the Statement of College Housing Policy outlined in NOC Student Handbook. www.noc.edu/student-handbook.
- To be considered for scholarships, applicants must adhere to the academic standards policies as well as the drug and student conduct policies of the institution. Failure to comply may result in removal of scholarship.

Athletic Scholarships Related to Withdraw or Suspension

A student-athlete on an athletic scholarship who *voluntarily leaves* a sports team could have his or her scholarship reduced by a pro-rated amount from the date he or she leaves the team until the end of the semester in which the action occurs. The student-athlete would be responsible for his/her own expenses for any subsequent semester of attendance at Northern Oklahoma College. The student will not be eligible for another athletic scholarship at NOC for the remainder of the academic year unless both coaches involved agree.

Athletes who are dismissed from the team for misconduct or ineligibility will remain on scholarship until the end of the semester in which the action occurs. The student-athlete is then responsible for any balance owed to the college at that time. Any student dismissed from a team for misconduct or ineligibility may not join another team within the same academic year unless both coaches involved agree.

NOTE: This applies in all cases when the withdrawal/suspension occurs from the first day of class up to and including five class days. If a student-athlete withdraws or is suspended prior to the beginning of classes, the scholarship agreement is voided.

Reduction of Aid During the Academic Year

Athletically-related financial aid can be reduced or cancelled during the academic year if the student athlete does any of the following:

- Renders himself or herself ineligible for intercollegiate competition
- Fraudulently misrepresents any information on an application, letter of intent, or financial aid agreement
- Engages in serious misconduct warranting substantial disciplinary penalty
- Voluntarily withdraws from a sport at any time for personal reasons

Students may appeal the removal by filling out the Scholarship Appeal Form (available on the website or from the Scholarship Office) and submitting it along with supporting documentation to the Scholarship Office. The appeals decision will be made by the Scholarship Appeals Committee.

Northern Oklahoma College Name, Image, & Likeness Policy/Procedures

Related statutes/rules: Oklahoma Senate Bill 48, 2021 Okla. Sess. Laws ch. 559, § 20. The Student Athlete Name, Image and Likeness Rights Act codified in the Oklahoma Statutes as Sections 820.21 – 820.26 of Title 70. As a member of the Oklahoma State Regent for Higher Education System, Northern Oklahoma Colleges (NOC) complies with Oklahoma Senate Bill 48, which outlines the requirements related to Intercollegiate Student-Athlete compensation for Oklahoma postsecondary students. Effective Jan 1, 2022

Definitions:

1. Affiliate: Someone who is a member of any college, athletic or foundation board or an employee or person of interest/volunteer approved by Human Resources.
2. Athletic Program: Intercollegiate athletic program at NOC.
3. Student-Athlete: A student who participates in an intercollegiate athletic program and is listed on the institutional roster by the head coach.
 - a) For this procedure “Student-Athlete” refers to an individual’s participation in the intercollegiate athletics program at NOC.

Purpose:

The purpose of this document is to describe the process for a student athlete to earn compensation for the use of her or his name, image, or likeness and the steps for such approval.

Procedure:

Student-Athlete Compensation and Rights

1. Any student may earn compensation for the use of their name, image or likeness (**NIL**) if the compensation is provided by a third party not an affiliate of NOC. Such compensation may not be provided in exchange for attending NOC or for athletic performance, including playing time and/or statistical opportunities. Compensation may not extend beyond the students’ participation in the intercollegiate athletics program at NOC;
2. A Student-Athlete who enters into a contract for compensation for his or her NIL must adhere to Oklahoma Senate Bill 48.
3. A Student-Athlete who is under the age of 18 must have any contract for compensation for the use of his or her NIL approved by a parent or guardian
4. A Student-Athlete may not enter into a contract for compensation for his or her NIL if the contract conflicts with a clause found in the Student-Athlete NOC agreement. A Student-

Athlete who enters into a contract for compensation for his or her NIL is required to continue to meet his or her responsibilities and obligations as a Student-Athlete including, but not limited to, adherence to the Student-Athlete's team contract, class attendance or other mandatory academic requirements, practice and game attendance, team travel or attendance at other official team activities.

5. A Student-Athlete who enters into a contract for compensation of his or her NIL must:
 - a) C. A student athlete who enters into a contract providing compensation to the student athlete for use of his or her name, image or likeness shall disclose the contract in a manner designated by the postsecondary institution, but in any event within seventy-two (72) hours after entering into the contract or before the next athletic event in which the student athlete is eligible to participate, whichever occurs first. disclose the contract to the NOC Director of Athletics within 72 hours of signing or prior to the next scheduled event in which the student athlete is eligible to participate, whichever occurs first.
 - b) A Student-Athlete must notify and disclose to the NOC Director of Athletics any existing contracts for compensation for his or her NIL.
6. A Student-Athlete may not use any NOC logo, marks, mascot, unique colors or other defining insignias without prior written approval from the NOC Director of Athletics and the NOC Vice President for Development & Community Relations. Student-Athletes at the college may state that they play "[insert sport] or that they are a member of the [insert sport]" to identify themselves in connection with NIL activity.
7. A Student-Athlete may obtain professional representation for the purpose of securing compensation for the use of their NIL. A Student-Athlete may not obtain professional representation for the purpose of future representation in professional sports without risking amateur status with the National Junior College Athletic Association (NJCAA). Any Athletic agents obtained by a Student-Athlete for NIL purposes must be licensed and a member in good standing with the Oklahoma Bar Association or a registered athlete agent as defined by the Revised Uniform Athlete Agents Act.
8. A Student-Athlete shall not enter into a name, image, and likeness agreement involving a commercial product or service that conflicts with a written policy of NOC which is in compliance with Oklahoma Senate Bill 48 and NJCAA by-laws including, but not limited to, sports wagering, banned substances, or that negatively impacts or reflects adversely on NOC or its athletic programs including, but not limited to, generating public disrepute, embarrassment, scandal, ridicule, or otherwise negatively impacting the reputation or the moral or ethical standards of NOC.
9. Student-Athletes who fail to notify the NOC Director of Athletics or violate any of these requirements may face disciplinary actions as determined by the NOC Director of Athletics.
10. International Student-Athletes will discuss how receiving compensation will impact their VISA status with the NOC Primary Designated School Official (PDSO), or the Designated School Official (DSO) and the Athletic Department prior to engaging in NIL activities.

11. Student-Athletes are responsible for all tax, withholding, reporting, licenses, permissions, permits, expenses, fees and any other obligations, liabilities or costs associated with NIL Activity.
12. While NOC Student-Athletes may be employed by NOC in a job on campus, Student-Athletes are not considered employees of NOC based solely on their status as Student-Athletes. Receipt of athletics financial aid, a signed National Letter of Intent or scholarship agreement with NOC do not give the Student-Athlete employee status. A Student-Athletes receipt of NIL compensation from a noninstitutional entity does not alter the non-employee status of the Student-Athlete as set forth herein.
13. Violations of this policy may result in appropriate disciplinary measures in accordance with state law, federal law, NOC policies, procedures and/or codes of conduct and may result in NJCAA sanctions up to and including permanent ineligibility to participate in college athletics. In addition, violations of this policy may result in cancellation of athletics financial aid if a Student-Athlete is deemed ineligible to participate in competition.

Northern Oklahoma College Responsibilities:

1. NOC will notify incoming Student-Athletes of their right to pursue compensation for use of their name, image or likeness pursuant to the Student Athlete Name, Image and Likeness Rights Act.
2. NOC may not adopt or maintain contract, rule, regulation standard, or other requirements that prevents or unduly restricts the Student-Athlete from earning compensation for the use of his or her NIL. Earning such compensation will not affect the Student-Athletes financial aid or athletic eligibility.
3. NOC may not compensate or cause compensation to be directed to any prospective or current intercollegiate athlete for the use of their name, image or likeness. This requirement extends to organizations that support NOC, its athletic programs, officers, directors or employees of said organizations.
4. NOC may not prevent or restrict a Student-Athlete from obtaining professional representation for the purpose of securing compensation for the use of their NIL.
5. NOC shall post or notify Student-Athletes of their right to pursue compensation for use of their NIL pursuant to Oklahoma Senate Bill 48. This information is posted on the NOC Athletics website at: <https://www.nocathletics.com>. NOC will notify Student-Athletes of their right to pursue compensation for use of their NIL prior to participation in intercollegiate competition.
6. NOC may use a Student-Athletes name, image or likeness and Student-Athletes will continue to participate in order to promote institutional promotional activities such as appearances, autograph signings, digital content creation, photo shots, athletic department games, seasons and/or activities in accordance with existing NJCAA rules without compensation to the individual Student-Athlete.
7. NOC reserves the right to update this policy as the NIL regulations evolve.

8. NOC shall have no liability to any Student-Athlete, noninstitutional entity, professional service provider, vendor, contractor, or agent as a result of a Student-Athletes participation in NIL activities.

Other Policies and Requirements

Student-Athlete Employment

NJCAA prohibits student-athletes from engaging in employment for which they receive greater compensation, or in which they are not required to work as hard as others in similar employment or which is otherwise not legitimate employment. Employment at the college is independent of their role as a student-athlete and all work study positions are open to all students. Employment application forms are available in the Office of Student Affairs.

Facility Usage Conditions

Locker rooms, the weight room and other workout areas should be left in a clean and orderly manner. No rowdy behavior is permitted. Student-athletes are not permitted to use telephones, fax machines, copiers or computers in athletic offices. Shirts and shoes must be worn at all times in athletic facilities.

Team Fundraising

All funds raised by student-athletes as a part of team fund-raising activities belong to the team and not to any specific individual. A copy of the current Institutional Fundraising Policy and form can be found online at: <http://www.noc.edu/foundation>

Graduation Rates:

Institutional overall student graduation rate for 2018: 35%
Institutional overall student graduation rate for 2019: 38%
Institutional overall student-athlete graduation rate for 2018: 42%
Institutional overall student-athlete graduation rate for 2019: TBD

Student-Athlete Consent Form

NORTHERN OKLAHOMA COLLEGE
STUDENT ATHLETE CONSENT FORM

NAME : SPORT(S): CAMPUS: TONKAWA

CONSENT TO FILE WITH INSURANCE

I hereby authorize a claim to be filled out and filed on my behalf when an injury or illness is sustained by myself/my son/daughter/dependent. I also authorize my insurance company, insurance agent, or provider billing department to speak with and give information to the NOC Athletics Insurance Coordinator, Julie Baggett, on behalf of me/my son/daughter/dependent, in regards to diagnosis, procedures, dates of service, amount charged, balances, and EOB's claims for health/dental insurance eligibility and benefits, claims status and premium payment information on all policies.

Please indicate "Y" if you agree to the above statement OR "N" if you do not agree to the above statement. ☐

CONSENT FOR TREATMENT

I understand that I may be injured while participating in athletics at Northern Oklahoma College. I authorize the school to obtain through a physician of its own choice any emergency medical care that may become necessary while participating or traveling under Northern Oklahoma College supervision. I also authorize the Athletic Trainer to administer those treatments deemed necessary by the team physician. I also understand that I will be held responsible for all medical treatment costs associated with any non-game or non-practice related injuries that may occur.

Please indicate "Y" if you agree to the above statement OR "N" if you do not agree to the above statement. ☐

CONSENT TO PROVIDE INFORMATION TO PARENT(S)/GUARDIAN

I give my permission for my head coach, athletic trainer, or the Northern Oklahoma College Director of Athletics to release my information to my parents or legal guardian regarding my academic performance, health related issues, or any disciplinary actions involving me while I am attending the College and considered a member of an intercollegiate athletic team. Northern Oklahoma College, its Board of Regents, its officers, employees and agents are hereby released from legal responsibility or liability for the release of such information and records as authorized by this document

Please indicate "Y" if you agree to the above statement OR "N" if you do not agree to the above statement. ☐

ACCEPTANCE OF RISK

I understand that participation in sports requires an acceptance of risk to injury. I understand that I may be permanently injured (paraplegia, quadriplegia, muscle or tendon injury, and surgery of various types) while playing sports and accept the risk. I understand I must follow the rules of my sport. I understand that I must refrain from practice or play while injured or ill, whether or not receiving medical treatment, and during medical treatment until I am discharged from treatment or am given permission by the team physician to restart participation despite continuing treatment.

Please indicate "Y" if you agree to the above statement OR "N" if you do not agree to the above statement. ☐

PHOTOGRAPHIC CONSENT AND RELEASE

I hereby authorize Northern Oklahoma College to:

- a) Record my likeness and voice on a video, audio, photographic, digital, electronic or any other medium.
- b) Use my name in connection with these recordings.
- c) Use, reproduce, exhibit, or distribute in any medium (e.g. print publications, video tapes, CD-ROM, Internet) these recordings for any purpose that the college deems appropriate including promotional or advertising efforts.

Please indicate "Y" if you agree to the above statement OR "N" if you do not agree to the above statement. ☐

Department of Athletics - Sports Medicine

NAME: SPORT(S): CAMPUS: TONKAWA

CONSENT TO MANDATORY DRUG TEST

I understand that to participate in intercollegiate athletics at Northern Oklahoma College, I will be required to submit to mandatory drug testing through urine specimen collection and analysis. I further agree and consent to the disclosure of the records and test results relating to this analysis to be released to the Director of Athletics, Head Coach, or other designated college representative in order that my eligibility to participate in the athletic program can be determined. I also certify that I have received a copy of the Northern Oklahoma College Drug Testing Policy and Guidelines for student-athletes and I have read and understand the requirements of the policy and guidelines in order to participate in intercollegiate athletics.

Please indicate "Y" if you agree to the above statement OR "N" if you do not agree to the above statement.

CONSENT FOR ACCESS TO HOUSING & ENFORCEMENT OF TEAMS RULES

I agree to abide by the rules set forth by the college, the Athletic Department and my team regardless of scholarship or non-scholarship status. I understand that my team's rules may be more strict than the Northern Oklahoma College Student Athlete Conduct Code and that the consequences for failure to abide by team rules are enforced at the discretion of my coach. I agree to allow complete access to coaches and NOC officials to my on-campus residence for the purpose of enforcing team rules and curfews and for inspection of cleanliness, damage to the premises and evidence of substance abuse.

Please indicate "Y" if you agree to the above statement OR "N" if you do not agree to the above statement.

DISCIPLINARY INFORMATION

Have you ever been arrested? YES NO Date: Have you ever been convicted of a felony? YES NO Date: Have you ever been found guilty of a misdemeanor other than a traffic violation? YES NO Date: Have you ever been expelled or suspended from any academic institution? YES NO Date:

If you answered yes to any of the above questions, please explain:

I hereby certify that the answers provided on the student athlete demographic and insurance forms and consent forms are true, complete, and correct to the best of my knowledge. I understand that if I wish to revoke any consent I may do so with a signed, written request.

A written signature is only required if you print this document and fill it out by hand. Parent/guardian signature required for athletes under 18 years of age.

Date: Student Athlete's Signature:

Parent/Guardian Signature: (only required for minors)

The athletic training staff, in cooperation with various health care professionals, offer specialized services to care for all NOC athletes.

Remember that student athletic trainers have been trained and are capable of basic first aid techniques and taping. Any concern that could affect practice or game status should be brought to the Head Athletic Trainer.

SportsWare OnLine

Prior to participating on a team from Northern Oklahoma College athletes must provide the Athletic Department with current address, emergency contact, insurance, medical alert and health history information. To expedite this process Northern Oklahoma College uses an online data entry system.

To enter your information, visit www.swol123.net. The first time you visit the website you will need to click on Join SportsWare. You will then need to enter the school ID: Northern1. Instructions are provided on the athletic home page.

Changes in Personal Insurance

It is the student-athlete's responsibility to make sure that his or her personal insurance is current and up-to-date to prevent any delay in medical care. Student-athletes are required to update their records via SportsWare if changes in demographics and insurance occur during the school year.

Student Accident Shield Insurance

Northern students enrolled in Tonkawa or Enid on campus courses are covered by an "accident-only" insurance policy purchased through the Student Accident Shield Fee at Northern Oklahoma College. This fee is charged to the student at a per credit hour rate. (This fee is collected by NOC to offset the expense of the policy provided and was approved by the NOC Board of Regents and the State Regents of Oklahoma.) It does not include health benefits. It will not cover charges related to visits to a general physician for common illnesses or health issues that require specialists. In the event the student-athlete does not have personal insurance, the Student Accident Shield will become the primary insurance for accidental injuries. To see highlights and exclusions of the Student Accident Shield visit http://www.noc.edu/student-accident-shield-program

Basic Athletic Accident Policy

To complement the student-athlete's personal insurance and Student Accident Shield, NOC provides a basic athletic accident policy in the event a student-athlete sustains an injury resulting from a practice, workout or competition supervised by the NOC Athletics Department. All student-athletes who are enrolled as full-time students have passed a pre-participation physical examination and are under the supervision of the Athletics Department are eligible for secondary insurance coverage if they comply with the conditions in this policy. The "secondary" coverage is limited to injuries sustained while participating in practice, workouts or competition supervised by the NOC Athletics Department. The coverage also applies to an injury sustained by a student-

athlete while traveling directly to or from scheduled practices or competition sponsored by Northern Oklahoma College. This basic athletic accident policy coverage begins after the student-athlete's personal insurance policy and Student Accident Shield have reached their limits of coverage.

Northern Oklahoma 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.

Student-athletes must gain prior approval for non-emergent medical care from the NOC Athletic Training Staff. Failure to gain prior approval for non-emergent medical care from NOC's Athletic Training staff could result in out of pocket costs associated with the injury that would otherwise be covered by NOC's Basic Athletic Accident policy.

Key Points

- Provide the Athletic Department with current address, emergency contact, insurance, medical alert and health history information through SWOL.
- Student-athletes must have approval from the NOC Athletic Training Staff and a medical service referral to get medical services.
- Second opinions must be pre-authorized.
- Respond promptly to all requests by insurance companies and bring us any medical bills/EOB's within 30 days of receiving them.
- Contact the Athletic Insurance Coordinator with any questions about a claim or about the information above.

Insurance Claims Process

- The NOC Athletic Training Staff will send copies of all eligible insurance cards and required information to the medical care providers. The medical care providers will file a claim with your insurance company for services rendered. Your insurance company/companies will evaluate the claim and:
 1. Honor the claim and pay all or a portion of the bills incurred, or
 2. Not honor the claim and send you a letter of denial.
- If there remains a balance after your personal insurance has been exhausted and it is verified through your carrier's Explanation of Benefits (EOB), the claim will be filed with your Student Accident Shield insurance policy. Finally, if the Student Accident Shield policy becomes exhausted, NOC's Basic Athletic Accident policy will complete payment on the claim.
- Please remember that the NOC Basic Athletic Accident Policy is designed to keep you and/or your parent(s) or guardian from paying "out of pocket" expenses for medical care related to any athletic injury you incur in a NOC sponsored athletic activity. It is only a secondary insurance policy and is not intended to replace your primary insurance.

- NOC's Basic Athletic Accident Policy is responsible for payment of any remaining balances that may be present after your personal insurance and Student Accident Shield policies have been exhausted. This may include deductibles and/or co-pays related to the injury. Student-athletes will be required to pay for prescription medications and will get reimbursed once NOC submits the prescription receipt and documents that accompany the prescription from the pharmacy.
- All itemized bills and explanation of benefits (EOB's) from your primary insurance company should be forwarded to the athletic training staff so that excess medical expenses may be paid. This should prevent the student-athlete and/or parents/guardian from being financially responsible for any excess athletic related medical expenses. Failure to provide this information within 30 days of receipt will result in non-payment of medical bills by NOC. It is the responsibility of the student-athlete/parents/guardian to file all claims and provide all invoices and EOB's to:

ATTN: Julie Baggett
100 S. University
Enid, OK 73701
Fax: (580) 628-2369

Dental and Vision Services

Dental and vision services can only be covered by NOC Athletics for injuries that occur as a direct result of participation in intercollegiate athletics at NOC. Routine check-ups are not covered by NOC Athletics.

Reporting Injuries/Illnesses including Concussions

All injuries and illnesses must be reported to the NOC Athletic Training Staff as soon as possible. Whether during the season or during the off season, the student-athlete is required to communicate with the NOC Athletic Training Staff prior to initiating care. In an emergency, or in the absence of an athletic trainer, the athlete must report the injury and any care provided as soon as possible.

Pre-Existing Injuries

If it is determined at any time that you require follow-up care for a pre-existing injury or illness, you are responsible for contacting your physician and paying the medical expenses associated with being cleared for full participation in NOC Athletics. All pre-existing injuries must be reported at the time of the physical.

If you are not under a physician's care for the pre-existing injury or illness, the NOC athletic training staff will assist you in finding one. You are still responsible for paying all associated medical expenses.

Non-Athletic Related Injuries/Illness

The NOC Athletic Department does not assume financial responsibility for non-athletic injuries, illnesses, prescriptions and other medical services or charges non-athletic related. The NOC athletic training staff can assist the student-athlete in arranging appointments with the appropriate physicians or other providers whenever possible, but all medical expenses associated will be the responsibility of the student-athlete.

Injuries that occur outside of intercollegiate athletics, such as in intramural activities, physical education classes, dormitory or household accidents, and motor vehicle accidents, are the sole responsibility of the athlete and his or her insurance carrier.

Other conditions/care excluded from NOC responsibility include but are not limited to

- Routine dermatology care
- Routine care of diabetes or diabetic conditions
- Extended allergy/asthma care
- Gynecological care
- Chiropractic care
- Recurring prescription or over-the-counter medications
- Cardiology care
- Routine dental care
- Massage therapy

Responsibilities of the Injured Athlete

Every athlete that is injured or ill must report to the training room for treatment, rehabilitation, referral to a physician, etc. This policy is in effect throughout the entire academic year for every student-athlete, whether his or her sport is in season or not. The injured student-athletes are expected to report for treatment as scheduled by the athletic trainer.

Resuming Practice or Play

Following an injury or an illness, no athlete will resume participation until approval has been granted by a certified athletic trainer or team physician. There shall be no exceptions.

Training Room Equipment

All equipment and non-expendable supplies (crutches, slings, braces, etc.) will be assigned to student-athletes as needed. Student-athletes that fail to return these items shall be billed through the business office at the prevailing hospital rate.

Athletic Training Room Conduct

- Use court shoes only in training room.
- Leave all bags/equipment outside the training room.
- Do not use profane language.
- Show respect for all training room staff.
- Taping and treatment will be done on a first come, first served basis; appointments may be made.

- Failure to report for scheduled therapy will be reported to the head coach.
- Do not remove any supplies or kits from the training room without asking first.
- Do not use tobacco products.

Failure to comply with training room rules may result in removal of training room privileges.

Recommended Concussion Management Plan

Northern Oklahoma College Sports Medicine Department recognizes that head injuries, particularly sport-induced concussions, pose a significant health risk for those student-athletes participating in intercollegiate athletics. The team physician or athletic trainer has final say over all return-to-play decisions. The following components are a recommended best practice for a Concussion/Traumatic Brain Injury Management Plan.

Reporting

NOC will require each student-athlete to accept the responsibility for reporting his or her injuries/illnesses to the athletic training staff including signs and symptoms of concussions. It is required that student-athletes be truthful and forthcoming about their symptoms as soon as they are present. If/when he or she is diagnosed with a concussion, the student-athlete must report symptoms each day until he or she is cleared for full activity by the team physician or athletic trainer.

Concussion Education

Student-athletes will be presented with educational materials annually that provide information about the mechanisms of head injury, as well as the signs and symptoms of a concussion.

Additionally, coaches will be presented with educational material on concussions annually.

Baseline Assessment

Baseline assessment will consist of a symptoms checklist, standardized cognitive and balance assessments by utilizing an appropriate standardized concussion assessment tool. A baseline assessment will be conducted on all new athletes.

Recognition, Evaluation, and Confirmation

When a student-athlete shows any signs, symptoms or behaviors consistent with a concussion, the athlete shall be removed from practice or competition and evaluated by an athletic trainer. A standardized concussion assessment will be conducted on the athlete. Test scores inconsistent with baseline scores should be interpreted as a possible concussion resulting in the removal of the athlete from athletic participation.

Following concussion diagnosis, the athlete (and roommate/family) will be instructed with verbal and written instructions that include instructions for immediate referral for emergency care.

Same Day Return-to-Play

A student-athlete diagnosed with a concussion shall be withheld from the competition or practice and **will not return to any athletic activity for the remainder of that day** and until cleared by the team physician and/or athletic trainer.

Referrals

Upon removal from athletic participation, the student-athlete will receive serial monitoring (approximately every 5 minutes) for signs of deterioration which can cease when the student-athlete stabilizes and improves or in the event the student-athlete's condition warrants a referral according to the guidelines set forth herein.

On-the-Field Immediate Referral

Upon initial evaluation, activation of the appropriate Emergency Action Plan and subsequent immediate referral to an appropriate emergency treatment facility is warranted with any of the following findings:

- Prolonged loss of consciousness
- Deteriorating level of consciousness
- High index of suspicion of spine or skull injury
- Seizure activity
- Evidence of deterioration of vital signs

Off-the-Field Immediate Referral

In the event that the student-athlete shows signs of deterioration from the status originally assessed on the field, an emergency off-the-field assessment is required and subsequent immediate referral to an appropriate emergency treatment facility is warranted with any of the following findings:

- Deterioration of neurological signs such as motor, sensory and cranial nerve deficits subsequent to initial on-field assessment
- Documented loss of consciousness
- Deteriorating level of consciousness
- Persistent vomiting
- Post-concussion symptoms that worsen

Follow-Up Care

A follow-up phone call will be given by medical staff or coaching staff to the athlete that night or next day to follow-up with care of the athlete to check status of signs and symptoms of concussion. The concussed student-athlete will be contacted 3-4 hours after discharge to ensure appropriate arousal and cognitive function.

Athlete will be re-evaluated the next day in the athletic training room.

Subsequent Testing:

Concussed student-athletes will be assessed daily with the assistance of a standardized concussion assessment tool until released by the team physician or athletic trainer. Student- athletes will be given an appropriate test within 24 hours of a concussion episode. The athlete will again be tested once he or she reports asymptomatic and again every 24 hours until his or her scores are within 95% of baseline.

Once asymptomatic and post-exertion assessments are within normal baseline limits, return to play shall follow a medically supervised stepwise process. Final authority for return to play shall reside with the Team Physician or the athletic trainer.

The incident, evaluation, continued management, and clearance of the student-athlete with a concussion will be documented and placed in the student-athletes file.

Return to Play Protocol

Return-to-play is the process of deciding when an injured or ill student-athlete may safely return to practice or competition. When an asymptomatic status has been established and neurocognitive scoring has returned to the baseline level, a progression will be utilized for return to play. The progression is a step-by-step procedure where an asymptomatic level is maintained as functional exercise is slowly added to the activity level. In severe cases progression to each subsequent stage occurs roughly every 24 hours, based on each individual's status. Progressions are individualized on a case-by-case basis. The student-athlete may not progress to the next step until he or she is completely symptom free in the current step. The staff certified athletic trainer will be in direct contact with the team physician while progressing the student-athlete through the program. Only the team physician or athletic trainer under the direct supervision of the Team Physician can give the athlete clearance to return to athletic participation. It is important to note that this timeline could last over a period of days, weeks, months or ultimately result in potential medical disqualification from the participation in Northern Oklahoma College athletics.

The return to play progression is a 6-step process

1. **No activity-** Directly after being diagnosed with a concussion, the athlete should have total physical and mental rest. Once the student-athlete is asymptomatic at rest and scores for his or her standardized concussion assessment are at 95% of his or her baseline score the student-athlete may progress to the next step.

2. **Light aerobic exercise-** Walking, swimming, or biking while keeping heart rate below 70% of max.

3. **Sport-specific exercise-** Basic low impact drills associated with the athletes sport. (No head impact activities)

4. **Non-contact training drills-** Progress to more complex drills.

5. **Full contact Practice-** After receiving medical clearance, athlete may resume normal training activities.

6. **Return to Play**

Note: For concussions that do not directly result from NOC Athletic related activities, a physician must clear the athlete for participation.

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Appendix I –Acknowledgement Statement

A copy of this form will be handed out to all student-athletes for their signature and returned to their head coach or the Director of Athletics.

**Student-Athlete
Acknowledgement
Statement**

This affirms that I have read and assume responsibility for all the information contained within the Northern Oklahoma College student-athlete handbook.

I understand this handbook is to be used primarily as a reference tool for general information and that I should seek out either my head coach or the appropriate 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 or competition.

Print Name _____

Your Sport _____

Signature _____

Date _____

MAVERICKS



