

Columbia State Community College Student -Athletic Handbook



Revised 8/4/2025

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TABLE OF CONTENTS

Table of Contents
To the Columbia State Student-Athlete
Columbia State Athletic Department Goals
Athletic Purpose Statement
Columbia State Support Services
Insurance Information
Injury Reporting Procedure
Sportsmanship

- Unsportsmanlike Behaviors
- Team Travel
- Alcohol, Nicotine, and Drug use Policy
- Consent to Drug/Alcohol Testing
- Eligibility Rules
 - General Information
 - Requirements for entering student-athletes
 - Requirements for athletic eligibility
 - Rules and Regulations
 - Semester Eligibility
- Non Full-Time Student
- Eligibility of Students who withdraw from classes
- Number of Seasons a Student can Participate
- Hardships
- Quick Checklist on How to Apply for Admission
- Applying for Financial Aid (A message from FAO)
- To Apply for Financial Aid
- TCCAA Rules and Regulations
- TCCAA Name, Image and Likeness (NIL)
- Columbia State Handbook Consent Form

TO THE COLUMBIA STATE STUDENT–ATHLETE

As a representative of the Columbia State athletic family and the college, you will often be in the spotlight and have the opportunity to enjoy the prestige that a collegiate student-athlete experiences today on the campus, in the community, and throughout the country. With this recognition goes additional responsibilities and obligations.

Often the actions and conduct of one student-athlete influences the attitude and thoughts of the general public about all of our athletes. The general impression you as an individual create on and off the field or court is important; it can be good or bad and greatly affect all of your fellow student athletes and our entire program. Remember at all times that you represent more than yourself; you also represent a great college, an entire program, your teammates and coaches, and a community.

This handbook has been prepared to acquaint the student athlete at Columbia State Community College with the procedures and general regulations that have been

established by the College, the Tennessee Community College Athletic Association, and the National Junior College Athletic Association.

COLUMBIA STATE ATHLETIC DEPARTMENT GOALS

To achieve its purpose the athletic department pursues the following goals for our student athletes:

1. Ensure that intercollegiate competition is an integral part of the total educational offering under the control of the administration of the institution.
2. Encourage the broadest possible student involvement in the competitive program.
3. Maintain high ethical standards through commitment to the principles of self-monitoring and self-reporting.
4. Evaluate the competitive program in terms of the educational purposes of the institution.
5. Engage in competition with other institutions having similar philosophies and policies.

ATHLETIC PURPOSE STATEMENT

The purpose of the athletic department is to wholeheartedly support and augment every effort that will foster intellectual development and academic progress for student athletes. While Columbia State Community College provides a variety of services, the ultimate responsibility for success rests upon the shoulders of the student athlete. As a result, each student athlete is expected to:

- Set a primary goal of obtaining a certificate, an associate's degree, or attaining transfer status in a timely fashion to better ensure academic and athletic eligibility in a 4-year institution
- Seek assistance from the instructor and/or academic support services before and/or when academic difficulties occur
- Attend and be prepared for every class, except for excused absences
- Attend study hall, tutorial, and counseling sessions as required when academic deficiencies are identified
- Meet several times each semester with respective coach for academic progress and evaluation
- Adhere to the Columbia State Community College policy regarding academic integrity and honesty
- Maintain the minimum course hour requirements per semester (12 credit hours)

- Maintain an academic load that will ensure second season eligibility (pass 24 credit hours with at least a 2.00 cumulative GPA)
- Make progress towards a degree, based on National Collegiate Athletic Association rules for continued athletic eligibility.

COLUMBIA STATE SUPPORT SERVICES

The Athletic department and the college provide a variety of services that enhance academic success and personal growth. Some of these support systems will be mandated for your use while others will be voluntary. Your coach or athletic administration will be able to provide you with information that will help you decide what is necessary for you to utilize to reach your potential.

- Academic advisement
- TRIO (931-766-1301 Library)
- Team study halls
- Academic progress reports
- Library Services--provides vast resources to aid in all aspects of academic requirements and research
- Tutoring Center (Library)
- Belonging and Student Resources (Warf 239)
- Career Counseling--provides assistance in evaluating choices for a career
- Placement Services -provides information and direction for job placement
- Counseling Service Center--provides professional confidential counseling

INSURANCE INFORMATION

To expedite the process of payment for sport related injuries please review the following procedure. Failure to do so will jeopardize payment and you might be totally responsible for making payment for services rendered to you. Insurance reporting procedures are subject to change. In this event you will be notified and informed of revised procedures.

******Before you can participate in a recognized practice or contest you must have been given a thorough sports physical. This report must be given to the Athletic department to be on file.***

******An insurance information data sheet must be filled out by your parents or in some cases by yourself. This must be on file in the athletic department. These forms will be sent to the player for completion and must be returned prior to practice.***

******Your family insurance is primary.***

******Columbia State carries a secondary insurance. This insurance will only pay after the primary insurance/parents have made the minimum expense payment of \$2,000.***

******Secondary insurance does not cover the following:***

- illness or sickness of any nature (i.e. colds, flu, viruses, shots)***
- accidents***
- injuries before you arrive at Columbia State***
- injuries incurred while not at a recognized scheduled practice or game***

******Secondary insurance will not make any payment until the primary insurance has taken care of their responsible payment. You or your parents are responsible for taking care of primary insurance notification. Delay in primary insurance payment because of negligence on your part will jeopardize your ability to receive money from secondary insurance. You might have to pay expenses out of your own pocket.***

Injury Reporting Procedure

1. When injured report immediately to your coach, trainer and then to the athletic director so an accident report can be filed. (This must be done and on file before a doctor's appointment can be made)
2. The athletic director will provide you with secondary insurance information that must be submitted at the initial visit to the providers who service you.
3. Accident reports must be given to the doctor at the time of your appointment.
4. Medical services are to be informed by you that your primary insurance covers your injury.
5. Before secondary insurance will consider payment, your primary insurance must first pay on your claim.

SPORTSMANSHIP

Principles of integrity and fair play are essential to the athletic department's mission. At all times, student-athletes represent not only themselves but also the team, the athletic department, and the college. Thus, student-athletes are expected to demonstrate good sportsmanship on the field and to adhere to the highest standards of honesty and integrity off of it.

Unsportsmanlike Behaviors

The College will not tolerate any of the following unsportsmanlike behaviors:

- Physically abusing an official, coach, athlete, opponent or spectator;
- Throwing objects at individuals or spectators or across a field, court or arena;
- Using obscene or inappropriate language or gestures to officials, opponents, team members or spectators;
- Violating the Columbia State Student-Athlete Code of Conduct or the values and standards associated with the College as communicated by your coaching staff or the Athletic Director.

Head Coaches may have more specific expectations concerning behavior, dress or sportsmanship. Student-athletes are informed of any of these additional expectations by the head coach. Failure of a student-athlete to conform to any College policy or expectation imposed by a head coach regarding sportsmanship and ethical behavior may result in disciplinary action, including, but not limited to, dismissal from the intercollegiate athletics program at Columbia State.

Conduct

Any team representing Columbia State shall be expected to conduct its activities in such a fashion as to enhance the image of the college. Columbia State coaches shall be responsible for the conduct of student athletes when under their supervision. The following are for unsportsmanlike behavior during a game, the penalties do not override any other policies or procedures outlined in student or employee responsibilities or conduct.

Penalties for Unsportsmanlike Behavior during Games

1. Should a player be removed from a game for unsportsmanlike conduct, and/or leaving the bench during an altercation, the NJCAA penalties shall apply.
2. Should a Columbia State coach be ejected from a game or demonstrate behavior that does not reflect the College's values the penalties shall be as follows NJCAA Policy.

Team Travel

Your head coach will review the standards for team conduct, which you must observe when you travel with your team. Each head coach establishes specific requirements for dress, individual conduct, curfews, and free-time activities.

Alcohol, Nicotine, and Drug Use Policy

Columbia State believes that self-discipline is the foremost educational benefit derived by the student-athlete from intercollegiate athletic competition. A primary concern at Columbia State is that student-athletes are in the best possible health and physical condition. For these reasons, the following policies have been developed.

Student-athletes are expected to abide by local, state, and federal law, and the College's policy with regard to the possession and consumption of alcohol. While traveling and/or participating in team-sponsored activities, student-athletes are prohibited from consuming alcoholic beverages.

All Columbia State facilities became tobacco free for students, employees, and visitors effective. August 1, 2008 Student-athletes are expected to abide by the College's tobacco free policy at all times on campus. In addition, student-athletes are subject to NJCAA regulations regarding the use of non-therapeutic drugs or the use of nicotine in any form, while a member of an athletic team.

***Consent to Drug/Alcohol Testing
Statement of Receipt, Acknowledgment and Understanding
Release of Liability***

I, _____,
am a member of the _____ at Columbia State. I acknowledge receipt and understanding of the institutional and Athletic department policy regarding drug and alcohol testing and the potential disciplinary sanctions, which may be imposed for violation of such policy as stated in _____.

I understand the purpose of this policy is to provide a safe playing, learning and working environment for players, students, faculty, staff and property. Accordingly, I understand that prior to participation in the athletic program, I am required to undergo drug/alcohol testing of my blood or urine. I further understand that I am also subject to further testing, randomly or on reasonable suspicion that I am using or am under the influence of drugs or alcohol. I acknowledge and understand the intention to test for drugs and/or alcohol and agree to be bound by this policy. I hereby consent to such testing and understand that refusal to submit to testing or a positive result of the testing will affect my eligibility to participate in athletics and may also result in disciplinary action up to and including loss of all scholarship money and dismissal from the athletic program and Columbia State.

My signature below indicates that:

1. I consent to drug/alcohol testing as required by the Athletic department or the Office of Student Affairs of Columbia State.
2. I authorize the release of all information and records, including test results relating to the screening or testing of my blood/urine specimen, to the Office of Student Affairs, the Director of the Athletic program and others deemed to have a need to know.
3. I understand that I am subject to the terms of the general regulations on student athlete conduct and disciplinary sanctions of Columbia State, the Athletic department as well as, federal, state and local laws regarding drugs and alcohol.
4. I hereby release and agree to hold harmless Columbia State and the Tennessee Board of Regents, their officers, employees and agents from any and all action, claim, demand, damages or costs arising from such test(s), or any action, taken as the result of such tests or in connection with but not limited to, the testing procedure, analysis, the accuracy of the analysis, and disclosure of results.

My signature indicates that I have read and understand the Drug/alcohol sanctions, this consent and release and that I have signed it voluntarily in consideration of participation in the Columbia State Athletic program.

Student-Athlete's signature

Date of Birth

Date

If under 18 years of age, a parent or guardian's signature is below:

Parent's or guardian signature

Date

ELIGIBILITY RULES

1. General Information

The sections referred to throughout the eligibility rules can be found in the National Junior College Athletic Association Handbook and Casebook. Anyone with questions should contact the athletic director.

- A. A member college must be in good standing with the NJCAA and its own conference to enter a team or an individual in an activity sponsored by the NJCAA.
- B. Students participating at the intercollegiate level in any one of the certified sports of the NJCAA shall conform to the requirements of the rules of eligibility, the rules and regulations of the conference with which the college is affiliated, and also the rules of the college at which the students are attending and participating.
- C. Ineligible students shall not be allowed to dress for any contest.
- D. Students who falsify their academic and/or athletic participation record shall be ineligible for further competition in a NJCAA member college at any time.
- E. The word “term” as used within the eligibility rules refers to quarter, semester, or trimester, whichever applies as the official unit of class attendance at a college. Institutions using a modified administrative term, i.e. unit credits, quarter term with semester credits, etc. will be evaluated and an interpretation entered in the handbook.
- F. A student-athlete’s grade-point average will be determined by dividing the accumulated quality points by the corresponding credit hours at each institution of attendance. Note: Passing and satisfactory grades may be computed as “C” grades.

2. Requirements for entering student-athletes

A student must be a high school graduate or a person who has received a high school equivalency diploma or has been certified as having passed a national test such as the General Education Development Test (GED).

Transfer Between Member Institutions: Any student athlete who signs a NJCAA National Letter of Intent with a TCCAA member institution will be prohibited from participation (practice or play) in athletics at a second TCCAA member institution for the academic year of the original National Letter of Intent (the NJCAA duration for a Letter of Intent) and become a non-recruitable athlete within the TCCAA.

3. Requirements for athletic eligibility

A. Rules and Regulations

The following rules shall be used to determine a student's eligibility for athletic competition in any one of the certified sports of the NJCAA. THIS ENTIRE SECTION MUST BE READ BEFORE A STUDENT'S ELIGIBILITY STATUS CAN BE DETERMINED.

1. Student-athletes must be making satisfactory progress within approved College Catalog.
2. Students must be in regular attendance within fifteen (15) calendar days from the beginning of classes of the term in which the students choose to participate. This fifteen (15) rule can apply to the starting date of a mini-session within a regular session and shall be a published date in the College Catalog or schedule of classes for that term. The mini-session must begin prior to the date of the first contest and have a common ending date with the regular term. Students who do not conform to this rule are ineligible throughout the remainder of the term.
3. Students must maintain enrollment in twelve (12) or more credit hours of college work as listed in the college catalog during each term of the athletic participation. Student who drop below twelve (12) credit hours become immediately ineligible for athletic participation.
4. Student-athletes in their last academic term MAY participate while enrolled in the number of credit hours required to graduate. The institution must document that the student who has not graduated is carrying the courses necessary to complete the degree requirements, as determined by the institution. Once this one-time allowance is exhausted, the student-athlete must meet the full-time requirement of 12 or more credits.

B. Semester Eligibility

1. Prior to the last official date to register for the second full-time semester, as published in the College Catalog, a student must have passed six (6) semester hours with a 2.0 GPA or higher.
2. Prior to the last official date to register for the third full-time semester, and all subsequent semesters thereafter, as published in the College Catalog, a student must satisfy one of the following two (2) requirements to be eligible for the upcoming term:
 - a. Pass a minimum of twelve (12) semester hours with a 2.00 GPA or higher during the previous semester of full-time enrollment OR
 - b. Pass an accumulation of semester hours based off the eligibility chart while maintaining GPA of 2.00 or higher.
3. Prior to a second season of participation in an NJCAA certified sport, students must meet accumulation requirements OR earn 12 credits with a 2.0 GPA during previous full-time term AND must have earned 24 credits with 2.0 GPA.

C. Non-Full-Time Students (carrying at least 6 hours)

Students who have never been full-time at any college may become eligible for a season of participation in a sport by meeting the following conditions:

1. The students attend the same institution at least one academic year as part-time students prior to the year of his/her participation, passing at least twelve (12) credit hours with an overall grade point average of 2.00 or better during that year.

2. Prior to a second season of participation in any sport, the student athlete must meet accumulation requirements OR earn 12 credits with 2.0 GPA during previous full-time term AND must pass a total of twenty-four (24) credit hours with a 2.00 GPA or higher.

3 If in any term the students enroll full-time, they forfeit the privileges under this provision of the part-time eligibility rule.

4 Institutions that apply for this provision of the rules must submit a transcript to establish the eligibility of the students.

5 Students who withdraw completely or to less than six (6) credit hours become immediately ineligible.

4. Eligibility of Students who withdraw from classes

The following withdrawal policy applies to students who are attending any college.

A. Students are allowed fifteen (15) calendar days from the beginning date of classes to withdraw completely or to withdraw to less than twelve credits (part-time) and not have that term affect their future eligibility, provided they have not participated in any athletic competition.

B. Students who have participated and who withdraw within the first fifteen (15) calendar days of a particular term are not eligible for athletic participation and must re-establish their eligibility in accordance with the provisions of Section 4.d and 4.e. The term in which the student participates must be considered the same as a term of fulltime attendance.

5. Number of seasons a student can participate

Students must not have previously competed during two (2) seasons in a given sport at any intercollegiate level.

Participation in any fraction of any regularly scheduled contest during the collegiate year shall constitute one (1) season of participation in that sport. Participation includes entry into an athletic contest and does not include dressing for such an event.

6. Hardship

A Hardship Waiver is available to a student athlete who is unable to complete a season of competition or did not satisfy one of the eligibility rules as a result of circumstances beyond his/her control.

1. Medical Hardships (#1): A medical hardship is available for a student-athlete who suffers an injury or illness which results in the student-athlete's inability to complete a season and/or did not satisfy one of the eligibility rules.

a. The injury or illness must be season ending in nature with accompanying letter from the medical doctor on the doctor's letterhead which supports this conclusion including the following information provided in a statement provided and signed by the student-athlete's doctor: and documented by a signed letter from a signed letter from a

Medical Doctor (M.D.) or Doctor of Osteopathic Medicine (D.O.)* which supports the season-ending nature of the injury or illness, and includes the following information:

i. ii. iii. iv. v. Name of the patient, AND Date(s) the patient was seen by the doctor, AND Detailed diagnosis of the injury, AND Plan of treatment for the injury, AND Projected recovery time. **Documentation completed by any other health care provider must be signed by their supervising M.D./D.O.*

2. Non-Medical Hardships (#2): A second hardship exception is available for student-athletes who were unavailable to satisfy eligibility or participation requirements due to non-medical circumstances beyond the student athlete's control. Where applicable, the circumstances supporting the request must be documented by a licensed professional who is familiar with the student-athlete's hardship. All non-medical hardship requests are subject to the discretionary approval of the NJCAA National Office.

3. Limitations: a. Regular Season Percentage: Hardship applicant must not have participated in more than 30% of the allowable sport schedule as per the NJCAA Sport Procedures chart (Appendix B)

i. The NJCAA Sport Procedures Chart identifies those sports which count dates of competition vs. games.

ii. iii. Allowable Sport schedule (games or dates) is to be multiplied by 0.3 and rounded up to the next complete game or date (for example 30% of a 56-game schedule is 16.8 or 17 games. Postseason (regional, district or national tournament) games may not be counted as part of the regular season schedule for the purpose of acquiring a hardship.

b. Hardship applicants must not have participated beyond the mid -point of the allowable sport schedule nor in the postseason. The injury/illness or situation must be season - ending in nature.

4. Member college shall apply for hardship immediately following the completion of the season for which hardship is requested.

a. Under no circumstance may a student-athlete begin a third season of participation until a hardship is formally approved.

QUICK CHECKLIST ON HOW TO APPLY FOR ADMISSION

1. Complete the application.

Please become familiar with the application types before you complete the application. Complete the online or paper admissions application if you are a new applicant or did not attend the previous semester.

2. Request transcripts.

Request that your official college, high school or GED transcripts be sent directly to the Office of Admissions and Recruitment. Transcripts must be sent from all colleges attended.

3. Request ACT or SAT scores.

Students under the age of 21 or those applying to the Nursing, Respiratory Care or Radiologic Technology programs must request official scores be sent directly to the Office of Admissions and Recruitment.

4. Supply vaccination information.

If you intend on being a full-time student (12 credit hours or more per semester), you will need to show proof of having received two doses of the MMR and Varicella (chickenpox) vaccines unless you fall into one of the exception

categories. You can attend part-time (11 credit hours or less per semester) without MMR or Varicella (chickenpox) documentation. Please review the Certificate of Immunization (MMR) form for all exceptions.

5. Wait for acceptance.

A letter of acceptance will be mailed to you from the Office of Admissions and Recruitment.

6. Placement.

Students are placed into courses according to valid ACT/SAT scores or by taking a placement test prior to registering for classes.

Additional items may be required of student-athletes include:

- Physical Form (Different forms for each year – obtained from the Athletic Department)
- FERPA form (Provided by the Athletic Department)
- Student-Athlete Handbook Acknowledgement Form (Provided by Athletic Department)
- Insurance Acknowledgement Form (Provided by Athletic Department)
- Assumption of the Risk Form (Provided by the Athletic Department)
- Code of Conduct Form (Provided by the Athletic Department)
- Release/Authorization Form (Provided by the Athletic Department)
- Consent to treat for ATC/Maury Regional (Provided by the Athletic Department)
- Copy of 1-20 Form/Letter of Admission (for non-United States Citizen student-athletes) – Athlete must supply
- Permanent Residency Documentation (or Green Card holders) – Athlete must supply

Applying for Financial Aid (A Message from the Financial Aid Office)

Welcome to the Office of Financial Aid at Columbia State Community College.

The purpose of the financial aid program at Columbia State Community College is to provide financial assistance to students as they pursue their educational goals.

The program is committed to making its career-oriented programs available to all students, regardless of their financial circumstances. Columbia State maintains a financial aid program to assist eligible students to the greatest extent possible.

Most of our financial aid awards are based on financial need, and approximately 70% of our students receive financial aid.

Students may receive institutional scholarships, Federal Pell grants, Federal Supplemental Educational Opportunity grants, Tennessee state grants, Tennessee state scholarships (HOPE), Federal Direct Loans and can participate in the Federal or Institutional Work-Study programs.

To be considered for any of these forms of assistance, you must file a Free Application for Federal Student Aid at <http://www.fafsa.ed.gov/> and promptly respond to any request for additional information you may receive from the financial aid office. Aid awards are made to applicants on a FIRST-COME, FIRST-SERVED basis to admitted students, so it is important to complete our application for financial aid as early as possible.

If you have any questions, or if your circumstances are especially difficult, please do not hesitate to contact us.

The Columbia State Financial Aid Team
financialaid@columbiastate.edu

In order to receive financial aid you must:

1. Be admitted to Columbia State.
2. Have a complete financial aid file. If your file is complete you will receive an award notification, as well as, your awards will be on your financial aid account in self-service. Awards are subject to change due to: available funding, change in eligibility status or data processing errors.
3. Confirm that you are attending by going to myChargerNet.
4. Have a Title IV Authorization Form on file.
5. Be registered in a degree-seeking program. Financial Aid will not pay for short-term certificates (less than 24 credit hours)
6. Attend class. Attendance in all classes is required before financial aid can be credited to your account.

To Apply for Financial Aid:

STEP 1 -- Complete the Free Application for Federal Student Aid (FAFSA) as early as possible. Be aware of the priority deadline for upcoming semester. Applications are available at all Columbia State campuses and online at fafsa.ed.gov.

Helpful Hints when filling out the FAFSA:

- Designate Columbia State (code number 003483) as the institution to receive the results of the FAFSA.
- Be sure you are completing the FAFSA for the academic year you are planning to enroll.
- Be sure to fill in every field according to the instructions on the FAFSA.
- Make sure to use your legal name as it is shown on your social security card. Your name and SSN must match with the Social Security Administration. Any problems may require you to contact the SSA or our office. You will be informed on the proper action when you receive the results of your FAFSA.
- Make sure to write your social security number and date of birth correctly.
- Read every question carefully.
- Count yourself as one of the persons in your family who will be a college student in the award year.
- If your parents are divorced or separated, the parent with whom you lived the most during the past year is the parent whose information should be included on the FAFSA.
- If this parent has remarried, your stepparent must report his/her income and assets on the FAFSA.
- Keep a copy of your completed income tax return and W-2's from the previous year.
- Sign the form!! Make sure all the necessary people (spouse/parent) have also signed the form.

Check completed FAFSA application.

Review the application to make sure everything is complete and in the appropriate place. Be sure you sign the application and your social security number is correct.

Submit the FAFSA application.

You can submit the FAFSA electronically by going online to fafsa.ed.gov or by regular mail.

STEP 2 -- Wait for the Federal Student Aid Report (FSAR). Within three to six weeks, you will receive the FSAR. Be sure to read the Comment Section of Part I for any special instructions.

STEP 3 -- Complete additional applications if you are interested in scholarships, loans, and/or employment. Please see the Available Aid page for specific application deadlines and information.

STEP 4 -- Columbia State will review your forms and applications, and may contact you regarding any paperwork required to complete your file.

STEP 5 -- The college will mail you a letter of award. The letter will inform you of the type(s) and amount(s) of assistance you are eligible to receive for the academic year. You have the option to accept or decline any of the assistance offered.

If you are an international applicant seeking an F-1 Visa, please see the college catalog for specific requirements. The deadline is November 15 for spring applicants and July 15 for fall applicants. For more information, please contact us. If you are a current high school junior or senior interested in taking college courses, find out more information about dual enrollment.

The TCCAA Rules and Regulations

Reference to www.tjcaa.com/landing/index

TCCAA Name, Image, and Likeness (NIL)

Reference to TCCAA Policy No. 1:02:02 to www.tjcaa.com

Columbia State Community College

Athletic Handbook Consent Form

**I have read the Athletic Handbook and with my signature below,
I am agreeing to be bound by these documents if I am an athlete
at CSCC.**

Student-Athlete _____
Date _____

Coach Date _____ Date

Athletic Director _____
Date _____