

Revision Responsibility: Associate Vice President for Student Services
Responsible Executive Officer: President

Source/Reference: [TBR Guideline B-041](#)
[TBR Policy 3:04:01:00](#)
[TBR Policy 4:03:03:50](#)
NJCAA Handbook and Casebook
Columbia State Policy 04:14:00
Columbia State Policy 03:02:00

PURPOSE

To establish policies and procedures for intercollegiate sports programs that will promote academic success, physical and emotional well being, and social development of student athletes.

POLICY

I. Athletic Membership

The Columbia State Community College athletic program provides opportunities for competition in men's and women's basketball, men's baseball and women's softball as a member of the Western Division of the Tennessee Community College Athletic Association (TCCAA) and the National Junior College Athletic Association (NJCAA).

II. Purpose

A. The mission of Columbia State Community College athletics is to offer intercollegiate sports programs that will nurture the well-being of the student athlete by prioritizing academics first and directing athletes to play at their highest level possible in a supportive, positive environment while enhancing the image of the institution.

B. In support of its mission, the athletics program has developed the following goals:

1. To guide student athletes to the successful ending point of their academic goals.
2. To provide equitable opportunities in athletics without regard to race, gender, age, income, religion, disability, veterans status or occupation.
3. To place athletes in four-year college athletic programs.
4. To maintain a positive atmosphere at team practices and competitions.

5. To enhance and facilitate the social development of athletes away from the playing field.

III. Administrative Oversight

A. Applicability of Title IX, NJCAA, TCCAA and TBR Policies

All athletic programs offered at Columbia State are administered in compliance with the policies, guidelines, and requirements of Title IX of the Education Amendments of 1972, the National Junior College Athletic Association and the Tennessee Board of Regents. Applicable policies include, but are not limited to:

1. Title 20, United States Code, Chapter 38, Sections 1681-1686, and its implementing regulations, 34 Code of Federal Regulations Part 106
2. NJCAA Eligibility Rules
3. TCCAA Eligibility Rules
4. [TBR Guideline B-041](#) (Community College Athletics)
5. [TBR Policy 4:03:03:50](#) (Athletic and Other Group Travel)
6. [TBR Policy 3:04:01:00](#) (Student Scholarships, Grants, Loans, and Financial Aid Programs).

B. Internal Administrative Oversight

1. The ultimate authority and responsibility for institutional administration of the athletic program, approval of policies and standards of conduct, and compliance with Title IX, NJCAA, TCCAA and TBR rules rests with the president of the College.
2. The director of athletics manages the athletic program with administrative oversight by the associate vice president for student services and executive vice president – provost.

Advisory support for the development and achievement of athletic program goals and objectives is provided by the Academic and Student Policies and Procedures Committee.

IV. Financial Control

- A. The Columbia State athletic program is subject to the expenditure guidelines and restrictions outlined in [TBR Guideline B-041](#) (Community College Athletics) and Title

IX regulations. Consistent with these guidelines, the athletic program is also subject to the same financial control as any other Columbia State administrative unit that is allocated an institutional budget.

Oversight for athletic program budget operations is the responsibility of the associate vice president for student services, who must submit annual budget requests to the President's Cabinet according to the College process for development and request.

- B. All athletic program expenditures are subject to the same audit procedures performed for state financial oversight of other College administrative units.

V. Athletic Travel

- A. Expenditures for athletic team travel, recruiting, and other applicable activities are subject to the guidelines and restrictions outlined in Columbia State Policy No. 03:02:00 (Student Travel) consistent with the stipulations of [TBR Policy 4:03:03:50](#) (Athletic and Other Group Travel).

- B. In addition, each athletic program employee shall comply with all pertinent regulations of the NJCAA and the athletic conference of which the College is a member.

VI. Fundraising, Solicitation, and Acceptance of Gifts

- A. Fundraising activities conducted on behalf of the athletic program by the Columbia State Foundation are approved in advance by the College administration and subject to independent financial audit.

- B. Fundraising activities undertaken directly by the athletic program shall be conducted in concert with the procedures outlined in Columbia State Policy No. 04:07:00 (Solicitation and Acceptance of Gifts) and coordinated with the office of advancement.

VII. Athletic Financial Assistance Programs

- A. Athletic program financial assistance awards are subject to the guidelines outlined in [TBR Policy 3:04:01:00](#) (Student Scholarships, Grants, Loans, and Financial Aid Programs) and in [TBR Guideline B-041](#) (Community College Athletics).

- B. Final award of athletic financial assistance is subject to the approval of the College's financial aid office following review of each scholarship/grant application package. All such revenue and expenditures are subject to regular budgeting, accounting, and audit procedures of the College.

- C. For all students receiving athletic financial assistance, an NJCAA "National Letter of Intent and Scholarship Agreement" form signed by the director of athletics and the associate vice president for student services outlines the terms of the institutional aid to be awarded.

VIII. Academic Requirements and Standards

- A. Students participating in the Columbia State athletic program are subject to the same institutional policies governing maintenance of academic good standing and fulfillment of curricular requirements as all other students.
- B. Certification of the eligibility of student athletes is established and monitored by the office of records and the director of athletics.
- C. As a further condition of eligibility for athletic participation, all athletes must sign a compliance form based upon conditions set forth in Article VIII-A, Section 2 of the NJCAA Bylaws prior to the first official contest in each sport.

IX. Intercollegiate Competition Scheduling

Responsibility for establishment of schedules for intercollegiate competition rests with the director of athletics.

X. Athletic Admissions

The cost of admission to Columbia State athletic events will be established each year by the president of the College based on, or in conjunction with, recommendations from the associate vice president for student services and the director of athletics.

XI. Student Athlete Recruitment

The Columbia State athletic department follows the National Junior College Athletic Association (NJCAA) and Tennessee Community College Athletic Association (TCCAA) recruiting rules.

PROCEDURES

I. Athletic Competition Scheduling

A. Basketball Schedules

1. Basketball schedules for the academic year are to be submitted to the director of athletics by September 15, and will be limited to NJCAA and TCCAA Policies and Procedures.

2. Sanctioned post-season tournaments are not included in the limitation and are considered bonus games.

B. Baseball and Softball Schedules

1. Baseball and softball schedules for the spring season are to be submitted to the director of athletics by January 3, in accordance with NJCCAA, TCCAA, and College policies and guidelines.
2. Post-season tournament play is not included in the limitation.
3. Fall baseball and softball schedules of up to twelve (12) playing dates maybe authorized.

- C. Regular season athletic contests will not be scheduled during exam days.

II. Academic Scheduling

- A. Practice sessions and athletic events will be scheduled to provide the least possible conflict with academic schedules.
- B. It is the student's responsibility to inform his/her instructor of any impending absence and to make arrangements for make-up work.
- C. Coaches will, on request, provide rosters of team members authorized to miss class for scheduled games.