



CHANDLER-GILBERT COMMUNITY COLLEGE

2626 E. Pecos Rd. Chandler, AZ 85225 * 480-732-7000 * www.cgc.edu



**Student Athlete
Handbook
2011-2012**

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Coyote All –Americans

<i>1999-2000</i>	<i>Deb Edwards Westwood HS Volleyball-1st Team</i>
<i>1999-2000</i>	<i>Robert Davis Marcos De Niza HS Basketball-1st Team</i>
<i>2000-2001</i>	<i>Courtney Martin Westwood HS Volleyball-1st Team</i>
<i>2000-2001</i>	<i>Lindsay Warner Chandler HS Volleyball-1st Team</i>
<i>2000-2001</i>	<i>Davin White North HS Basketball- Honorable Mention</i>
<i>2001-2002</i>	<i>Lindsay Warner Chandler HS Volleyball-1st Team</i>
<i>2001-2002</i>	<i>Kelli Ethington Mt. View HS Volleyball-Honorable Mention</i>
<i>2001-2002</i>	<i>Davin White North HS Basketball-2nd Team</i>
<i>2001-2002</i>	<i>Amanda Dunham Gilbert HS Softball-1st Team</i>
<i>2002-2003</i>	<i>Melissa Stapley Mountain View HS Volleyball-1st Team</i>
<i>2003-2004</i>	<i>Brandon Swartzendruber Grand Junction, CO Soccer-2nd Team</i>

2004-2005 *Shawna Cozens*
Mountain View HS
Women's Soccer-Honorable Mention

2004-2005 *Kelsi Jensen*
Highland HS
Softball-Honorable Mention

2005-2006 *Esteban Bayona*
Marcos De Niza HS
Men's Soccer-1st Team

2005-2006 *Sarah Hays*
Highland HS
Women's Basketball-2nd Team

2005-2006 *Nikita Gordon*
Tracy HS, CA
Women's Basketball-3rd Team

2006-2007 *KT Creech*
Highland HS
Volleyball-1st Team

2006-2007 *Jenna Mailou*
Baldwin HS, HI
Volleyball-1st Team

2006-2007 *Sarah Hays*
Highland HS
Women's Basketball-1st Team

2006-2007 *Renee Welty*
Mesquite HS
Softball-1st Team

2006-2007 *Neil Medchill*
Lake Orion HS, MI
Baseball-1st Team

2007-2008 *Baili Foutz*
Mountain Pointe HS
Women's Soccer-Honorable Mention

2008-2009 *Kayla Poe*
Dobson HS
Women's Soccer-1st Team

2008-2009 *Manny Hendrix*
Layton Christian Academy, UT
Men's Basketball-2nd Team

2008-2009 *Tom McGrane*
Hamilton HS
Men's Golf-1st Team

2009-2010 *Linda Rijlaarsdam*
Desert Ridge HS
Women's Soccer-1st Team

2009-2010 *Devyn Rivera*
Highland HS
Baseball-2nd Team

2010-2011 *Ashley Denham*
Gilbert HS
Volleyball-Honorable Mention

2010-2011 *Derek Freeman*
Dobson HS
Men's Soccer-2nd Team

2010-2011 *Linda Rijlaarsdam*
Desert Ridge HS
Women's Soccer-Honorable Mention

Athletic Phone Directory

William Crawford III	Interim Athletic Director VP of Student Affairs	480 732-7309
Ethne Cox	Athletic Secretary	480-732-7073
Linda Guariglio	Head Athletic Trainer	480- 732-7003
Venese Hiapo	Head Coach, Volleyball	480 732-7365
Jonathan Berzins	Head Coach, Soccer Women's & Men's	480 732-7363
Cassandra Yancy	Head Coach, Basketball Women's	480 732-7357
Mark Berry	Head Coach, Basketball Men's	480 732-7366
Ralph Baldenegro	Head Coach, Softball	480 732-7367
Russell Luce	Head Coach, Baseball	480 732-7364
Jerry Burgess	Head Coach, Golf Men's	480-292-3027
Pierson Hamilton	Head Coach, Golf Women's	480-732-7073
Academic Advisement	Pecos Campus Williams Campus	480 732-7317 480 988-8133
Athletic Dept. Fax		480 857-5452
Training Room Fax	(Williams Campus)	480 988-8006

Chandler-Gilbert Community College (CGCC) instructors, staff, and administration are dedicated to student success. This CGCC student athlete handbook is designed to assist student athletes in their orientation to CGCC's policies and procedures and to help them meet their goals and achieve success while attending CGCC. Additional information concerning educational programs, degree requirements, course descriptions, student personnel policies, financial assistance, support services, etc., can be found in the CGCC Catalog and Student Handbook and the Student Financial Assistance Handbook.

CGCC Athletics

The CGCC athletic program is beginning its fourteenth year of intercollegiate competition with six sports – 9 teams.

<u>Women's Sports</u>	<u>Men's Sports</u>
Softball	Baseball
Basketball	Basketball
Golf	Golf
Soccer	Soccer
Volleyball	

Admission/Registration Process

CGCC has developed a specific admission/registration process for student athletes. The following guidelines are provided to help athletes complete this process efficiently and in a timely manner. Administrators, coaches and counselors are available to answer questions at any time.

1. Letter of Intent

If applicable, complete and sign the National Letter of Intent and/or Scholarship Agreement form.

2. Athlete Application for Admission

Complete the Athlete Application for Admission (gold) and return it to the Admissions and Records Office within one week of signing the National Letter of Intent and/or Scholarship Agreement form.

4. Transcripts

Athletes are required to provide transcripts from prior schools in order to participate in official athletic events. Requests for official college and high school transcripts should be made at the end of the current semester to assure grades have been posted. **Transcripts must be sent directly to the Admissions and Records Office.** All official transcripts must be received before eligibility can be determined and scholarships can be granted. **Absolutely no High School Diplomas are accepted.**

5. Athletic Scholarships

Athletic scholarships are awarded within NJCAA and Maricopa County Community College District (MCCCD) guidelines. Maricopa County residents can receive scholarships that pay for tuition and required textbooks.

6. Academic Scholarships

Scholarships are available for prospective students as well as currently enrolled students. Contact the Financial Aid Office for more information and applications. Application deadlines vary so plan to apply early.

7. Other Financial Assistance

Contact the Financial Aid Office for detailed information regarding financial assistance.

Pecos Campus 480-732-7311

Williams Campus 480-988-8135

8. Class Registration

The Athletic Department will guide you through the process of registering for classes. **IMPORTANT NOTE:** All student athletes are required to see an Athletic Advisor (Russell Luce (480-732-7364)) or (Jonathan Berzins (480-732-7363)) to register for classes. All student athletes are required to see an Athletic Advisor (Russell Luce (480-732-7364)) or (Jonathan Berzins (480-732-7363)) **BEFORE** dropping any class.

9. Personnel Sheet

Student athletes are required to fill out and sign a personnel sheet allowing the college to release information regarding their athletic career at CGCC. The form includes the release of information such as height, weight, hometown, etc. Return this form to the Athletic Director along with the Letter of Intent.

Additional Requirements

Physical Examination

All athletes are required to have a physical examination each year prior to participation in official team practices/games. Physical exams must be performed by a licensed physician and be received by the Head Athletic Trainer before the official practice start date. Athletes are encouraged to use their family doctors, however, many local clinics provide preseason physical exams for a nominal fee. Ask the Head Athletic Trainer for more information. No athlete will be allowed to practice without a valid physical exam.

The top portion of the Physical Screening Exam form, regarding the athlete's medical history and other personal information, must be completed by the athlete before being turned into the Head Athletic Trainer.

Participation of Risk Statement

Student athletes must understand and accept the risk of injury as a participant in sports. Signature is required for participation.

Drug Use Statement

It is a fundamental belief of the NJCAA and CGCC that athletic participation is a privilege and athletes who use illegal performance enhancing and/or recreational drugs substantively violate that privilege.

All CGCC athletes will be required to sign an alcohol, drug, substance abuse student-athlete contract, and follow the guidelines set forth in that contract or face disciplinary action.

Verification of Other Insurance

Complete all the information on any insurance policy the athlete may be covered under. This form must be returned signed whether or not the athlete has primary insurance coverage. Signature is required on reverse side. Parent signature is required for athletes under the age of 18.

Authorization to Release Information

This form authorizes the MCCC and its colleges to release certain personal information about you for educational purposes, including information that may be subject to the Family Education Rights & Privacy

Act of 1974 (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Parent signature is required for athletes under the age of 18.

All the above forms must be completed, signed and returned to the Head Athletic Trainer prior to the athlete's participation in official practices/games.

MCCCD Athletic Insurance Policy

MCCCD provides athletic insurance to student athletes under the following guidelines.

1. The MCCCD athletic insurance policy provides secondary coverage. This means any other insurance (primary) the athlete is covered under (personal or parent) must be filed with the health caregiver at the time of the visit. Once the primary insurance has stopped paying a claim, the MCCCD insurance policy may pay the remainder of the costs.

NOTE: The MCCCD policy has some limitations.

2. The MCCCD athletic insurance policy only covers injuries due to participation in official practices and games. Illness and injury not associated with athletic participation are not covered under this policy.
3. Athletes with primary insurance coverage must follow the guidelines set forth by their insurance company when seeking medical attention. Qualified providers are usually listed in their insurance handbook. When in doubt, call the insurance company. Any fees incurred due to the use of a non-preferred provider will be the responsibility of the athlete.
4. Athletes are responsible for completing all necessary claim forms and providing the Head Athletic Trainer with any additional information. Failure to do so may result in denial of payment by the insurance carrier.
5. The Head Athletic Trainer must be notified of any intentions to seek medical attention due to an athletic injury incurred during an official athletic event to assure proper procedure and documentation. Failure to do so may result in denial of the claim.
6. Medical insurance covering illnesses and injuries not related to athletics may be purchased separately. See the Head Athletic Trainer or visit the Student Life office for more information.

7. No athlete will modify a prescribed rehabilitation program without first consulting the Head Athletic Trainer or their physician.
8. Athletes under the care of a physician or physical therapist must be released in writing before returning to their sport. Athletes under the care of the Head Athletic Trainer must be released by the Trainer prior to resuming practice.

Steps to Take After an Injury

1. Inform the coach of the injury immediately.
2. Contact the Head Athletic Trainer for assessment and treatment. At that time, an injury report will be initiated and instructions for filing injury claims will be given to the athlete.
3. If emergent care is necessary, proceed to the urgent care facility designated by the primary insurance carrier. In the event an athlete has no personal insurance, he/she may use the nearest hospital emergency room. In this case, the athlete is responsible for providing the Head Athletic Trainer with any billing instructions given by the ER staff. This will allow the Athletic Trainer to provide the hospital with direct insurance information and thus avoid any direct billing to the athlete.
4. If an athlete is referred by the Head Athletic Trainer to a physician, emergency room, or elects to be treated by a family physician, it will be necessary for that athlete to provide the Athletic Trainer with the diagnosis and/or any written instructions regarding care/treatment.
5. Any athlete being treated or rehabilitated by a physician and/or physical therapist must be **cleared in writing** in order to return to practice/games.
6. Follow up with the Head Athletic Trainer to assure injury claims have been completed and signed by the athlete.
7. All insurance issues must be referred to the Head Athletic Trainer, including questions concerning filing claims and receiving reimbursements.

Training Room

1. Only athletes seeking treatment will be allowed in the training room. Athletes are asked to exit the training room upon completion of treatment or rehabilitation in order to make room for others.
2. Profanity or vulgar language will not be tolerated in the training room.

3. All equipment/supplies, i.e. crutches, braces, reference material, must be signed out and returned by completion of the season.
4. Athletes reporting for treatments must wear clothing appropriate for assessing injuries, i.e. shorts and T-shirts.
5. Athletes reporting for injury evaluation or treatments should arrive at the training room at least 30 minutes before the start of practice.
6. No athlete will be excused from practice due to injury before being assessed by the Head Athletic Trainer or a physician.
7. The Head Athletic Trainer covers CGCC sports at various locations on and off campus. Athletes are encouraged to contact the Trainer for availability. All athletes are expected to report for treatment and rehab at the appointed time.

Student Athlete Conduct

General Conduct

1. Student athletes representing CGCC are asked to adhere to the same policies and procedures listed in the Student Code of Conduct as found in the CGCC Catalog and Student Handbook.
2. Athletes will follow rules and policies set forth by the Maricopa County Community College District.
3. Athletes will follow the rules and regulations set forth by the Head Coach of their sport.
4. Athletes must attend scheduled practices and required meetings. If it is necessary to miss a practice or meeting, the Head Coach must give permission prior to the event.
5. Students are not allowed to drive electric carts. Only one person may ride as a passenger in a cart at one time.
6. Any equipment issued to the athlete should be cared for properly. Equipment not returned will result in the placement of an automatic hold on the athlete's academic records until the items are paid for or returned. This includes supplies issued from training room.
7. Anyone found responsible for the theft of individual or school property may be dismissed from the team and prosecuted.

8. All athletes must travel with their respective team to athletic events. Athletes will not be allowed to leave with another party following the contest. An exception may be made if the Head Coach or Athletic Director gives approval for the athlete to leave with parents or family.
9. Only athletes and CGCC coaches/staff are permitted to ride on buses and vans traveling to competitions.
10. Conduct that substantially disrupts, impedes or interferes with the operation of the team is not acceptable.
11. Insubordination or infractions of any aforementioned statements will result in the following disciplinary steps:
 - Step 1 - Individual will meet with the coach and resolve the situation. If not resolved satisfactorily with the coach, go to Step 2.
 - Step 2 - Individual will meet with the coach and Athletic Director to discuss and determine the appropriate action. If not resolved, go to Step 3.
 - Step 3 - Individual will have a conference with the coach, Athletic Director and Vice President of Students Affairs to determine appropriate action, which may include dismissal from the team and school.
12. All student athletes are encouraged to approach the Athletic Director or Vice President of Student Affairs with any problems they may be having with their team or coach.

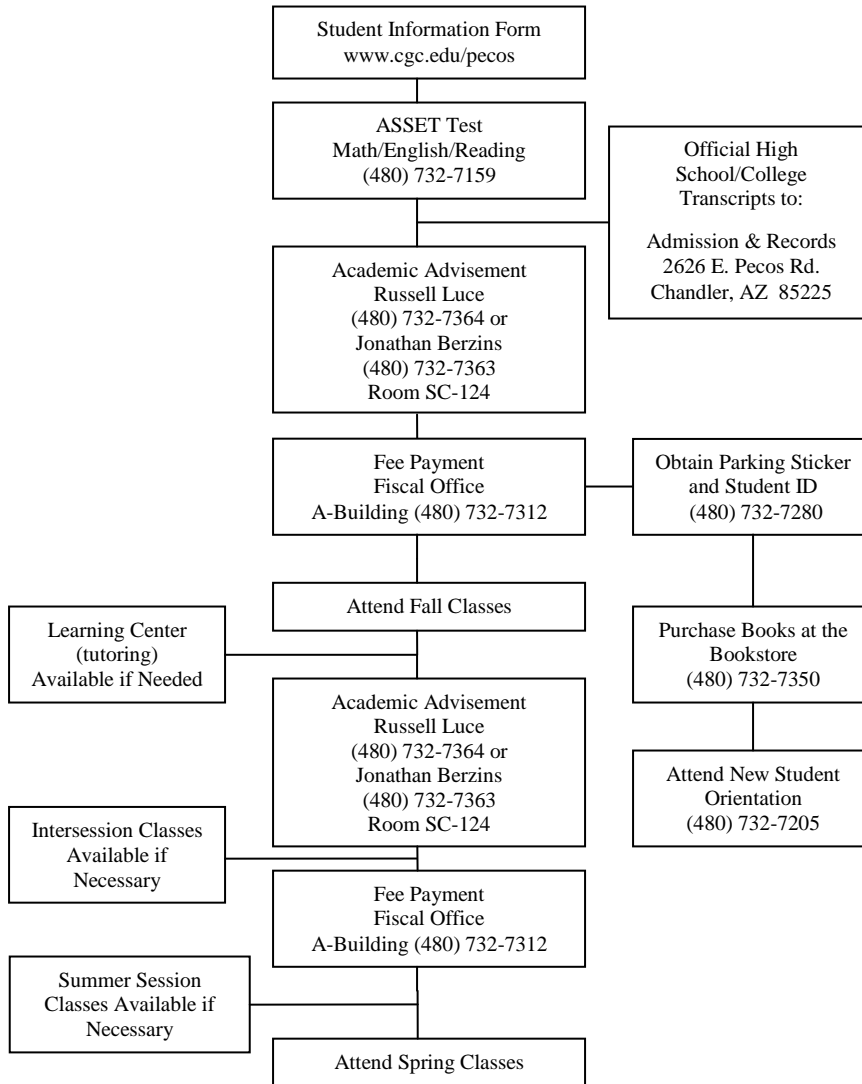
Being a Successful Student

1. Attend class regularly and be on time. The student athlete is obligated to inform the instructor concerning any absences. Reasons should be legitimate and reasonable. Get any missed assignments and a list of the material covered in class.
2. It is the athlete's responsibility to inform the instructor when a class will be missed due to an athletic event. **An Official Absence Card Report must be signed by the instructor(s) one week prior to the event and returned to the Head Coach.** Instructors are not required to make provisions for any make-up tests or assignments if the athlete has failed to inform the instructor.

3. Participate in class. Speak up, ask questions and pay attention.
4. Visit your instructor or counselor. See instructors before or after class regarding question about grades, papers, comments, and tests. Counselors can help if you should encounter any personal or academic problems.
5. Assignments should be neat and turned in on time. Take the time to produce a final product that looks good and shows pride.
6. Earn extra credit when offered. Demonstrate that you care about your grades and are willing to work to improve them by doing optional assignments. Extra credit assignments and projects can mean the difference between a B and C. Instructors are not obligated to assign extra credit, so take advantage of the opportunity when presented.

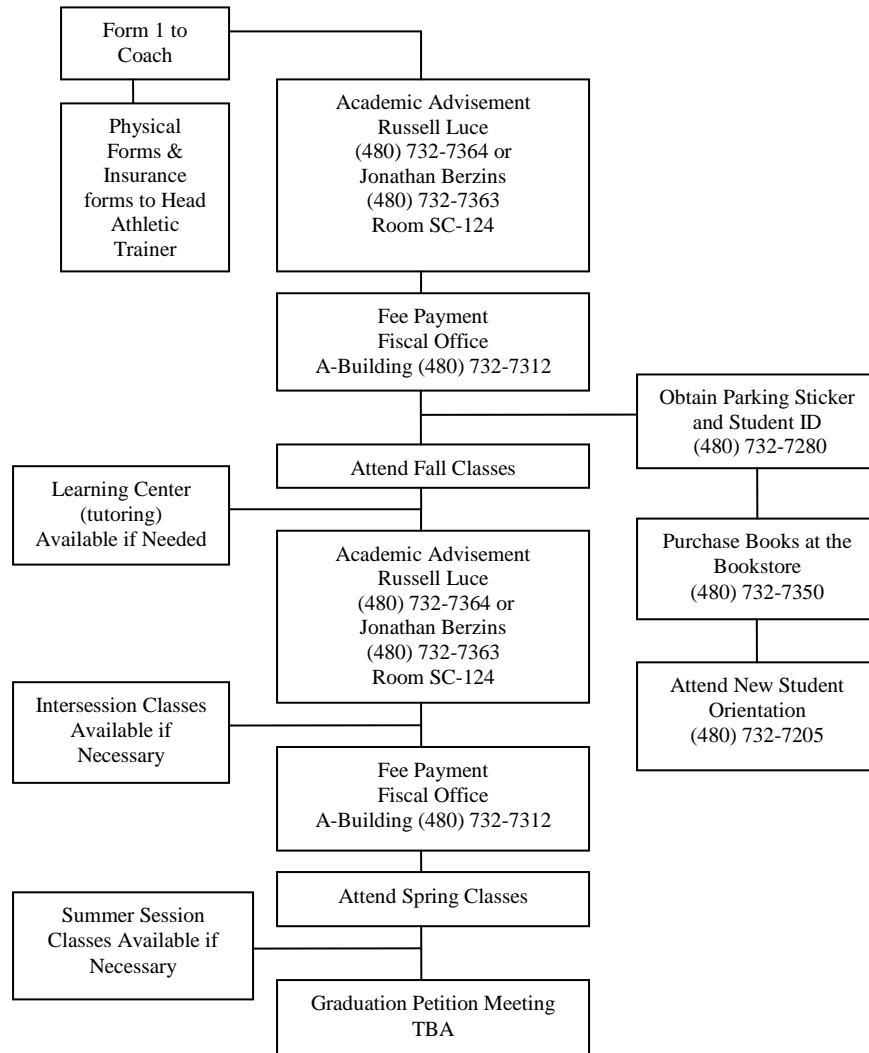
Academic 2 Year Progression

YEAR 1



Academic 2 Year Progression

YEAR 2



NJCAA Rules and Regulations

NJCAA Letter of Intent

The NJCAA Letter of Intent (LOI) will be binding upon all MCCCDC institutions. If an athlete who has graduated from high school in Maricopa County and signed a LOI decides to enroll in another MCCCDC institution, he/she would be banned from representing the second MCCCDC institution in ICA competition until the terms of the LOI have expired, with the following exceptions:

1. If, by the opening day of fall classes, the student athlete has not met the requirements for admission to the original institution or the academic requirements for financial aid to athletes.
2. If the student athlete attends the original institution for at least one academic year.
3. If the student athlete receives an NJCAA release agreement from the original institution, signed by that institution's CEO and Athletic Director.
4. If the student athlete should serve on active duty with the Armed Forces of the United States or on an official church mission for at least eighteen (18) calendar months.
5. If the sport is discontinued by the institution with which the student athlete signs.

This eliminates the possibility that a student is able to return to a MCCCDC school closer to home after signing the LOI without a release and preserves the integrity of the LOI in our district.

Athletic and Scholarship Eligibility (effective August 1, 2011)

1. A student athlete must be making satisfactory academic progress toward a degree in an approved college program or course as listed in the college catalog.
2. A student must be in regular attendance within **15**-calendar days from the beginning of classes for the term in which the student wishes to participate.

3. A student athlete must maintain enrollment in **12** or more credit hours of college work as listed in the college catalog during each term of athletic participation. An athlete who drops below **12** credit hours becomes **immediately ineligible** throughout the remainder of the term. Permission to withdraw from any class must be obtained from the counselor and coach and indicated on the drop form.
4. Before a second full-time semester, a student athlete must have passed 12 credit hours with a 1.75 G.P.A. or higher to continue athletic participation.
5. Before a third full-time semester and all subsequent terms thereafter, a student athlete must satisfy one of the following two requirements.
 - a. Pass a minimum of 12 semester hours with a 2.00 G.P.A. or higher during the previous semester of full-time enrollment.
 - b. Pass an accumulation of credit hours equal to 12 multiplied by the number of semesters an athlete was previously enrolled full-time with a 2.00 G.P.A. or higher.
6. Student athletes may also gain eligibility by satisfying one of the following requirements.
 - a. A first season participant must have passed a minimum accumulation of 24 credit hours with a 2.0 GPA or higher, regardless of previous term or other accumulation requirements.
 - b. A second season participant must have passed a minimum accumulation of 36 credit hours for a fall sport, 48 credit hours for a spring sport, with a 2.0 GPA or higher, regardless of previous term or other accumulation requirements.
7. Before a second season of participation in an NJCAA certified sport, a student athlete must pass a minimum of 24 semester hours with a 2.00 G.P.A. or higher.
8. A student athlete must be enrolled full-time when the regular season schedule of sport begins. A student athlete not enrolled full-time when the season starts remains ineligible throughout the season.

9. Participation in any fraction of any regularly scheduled contest during the collegiate year shall constitute **one** season of participation in that sport. Participation means entry into a contest and does not include dressing in uniform for the game.
10. A student athlete who has attended an NJCAA member college as a full-time student and who transfers from that college to another NJCAA member college may not participate for one season.
 - a. The season is interpreted as the season immediately following his/her last term of full-time enrollment.
 - b. The student athlete may be immediately eligible upon transfer if he/she has a NJCAA Transfer Waiver.
 - c. All Academic provisions listed in Article V Section 10 B 1 must still be met.

Rules Governing Amateur Status

1. Student athletes are permitted to:
 - a. Accept scholarships and educational grant-in-aid in accordance with the bylaws of the NJCAA.
 - b. Officiate at sports contests provided compensation does not exceed the going rate.
 - c. Serve as coach or instructor for compensation outside their institution provided they are not paid to coach or teach in the sport they are participating in at the intercollegiate level.
 - d. Serve as a paid supervisor of children's sport programs such as summer camps or recreation department programs.
2. Student athletes shall not:
 - a. Receive money beyond actual expenses for participating in any athletic contest.
 - b. Give lessons on a fee-for-lesson basis.
 - c. Be employed to teach physical education or coach any sport for their college.
 - d. Take any financial assistance or enter into an agreement of any kind to compete in professional athletics, with the exception of baseball athletes who participate for not more than 90 days in professional baseball.

- e. Try out with a professional sports organization while enrolled full-time during any part of the academic year unless the eligibility in that sport has been exhausted.
- f. Contract orally or in writing to be represented by an agent.

Miscellaneous Information

Housing

Arizona State University Polytechnic Campus/Williams Campus Housing and Residential Life offers a variety of housing options to meet your specific needs. Single-family homes, group living, and residence halls, with single or double occupancy, are available.

The Freshman Year Experience is tailored for incoming freshman, providing computer labs, student lounges and Resident Assistants who act as resources for students and facilitate activities for the residence hall community.

Arizona State University and Maricopa Community College District students are eligible for residential living.

The Williams Campus Housing Office is located at 7001 E. Williams Field Rd., #120 or call 480-727-1700. Locate their web site at www.poly.asu.edu/housing.

Food

The Coyote Café on the Pecos Campus has a variety of items available for students. Hours vary depending on the semester.

The Poly Techno Cafe, located at Sterling and Texas on the Williams Campus, offers a salad bar, soup and sandwiches during the lunch hour. Serving times are limited.

The Flight Deck Cafe, located at the East End of Texas Ave. on the Williams Campus, serves a variety of dishes. Serving times are:

- Mon-Fri 7:30 a.m. – 2:00 p.m.
- Saturday 7:30 a.m. – 1:00 p.m.
- Sunday 7:30 a.m. – 12:00 Noon

Williams Campus Dining

The Williams Campus Dining Hall is an all-you-can-eat cafeteria offering complete breakfast, lunch, and dinner menus Monday through Thursday, and brunch and dinner service on Friday, Saturday and Sunday. Several low-cost package plans are available, sold on a per-semester basis.

Campus Security

Campus Security is equipped to assist students 24 hours a day with locked key in cars, flat tires, emergency medical situations and public safety issues.

Pecos Campus 480-732-7280

Williams Campus 480-988-8888

Web Sites

Information regarding registration, academics, class schedules, campus maps, etc. can be found at the CGCC web site located at www.cgc.edu

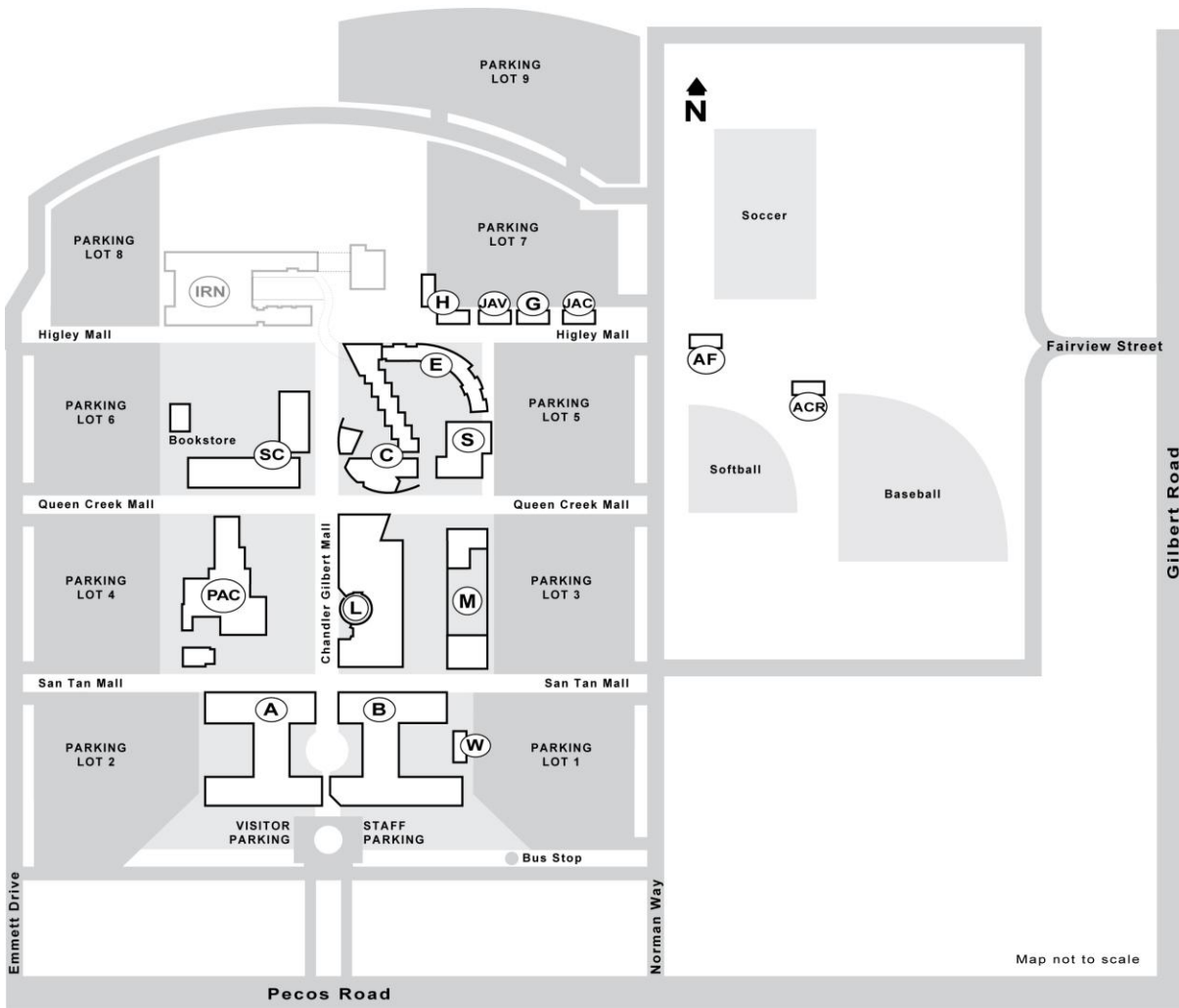
Information concerning the athletic teams, coaches, Athletic Trainer, scores, etc. can be found at www.cgc.edu/athletics

National Junior College Athletic Association provides news, scores, polls, etc. at www.njcaa.org

ACCAC web site www.accac.org

Maps

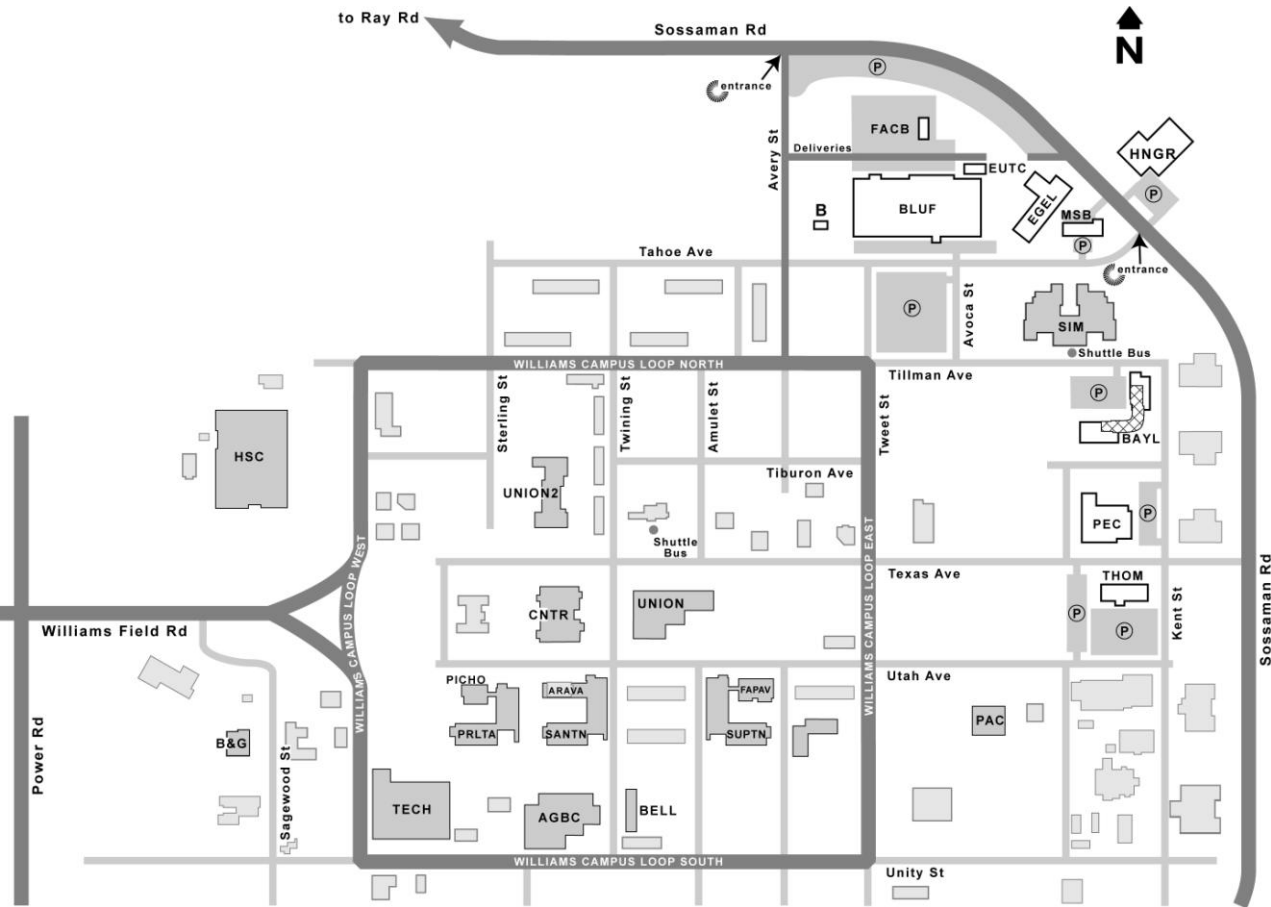
Pecos Campus



ACE Program	SC	Computer Lab	B	NAU Office	JAC
Administration Offices	B, L, SC, W	Copy Services	B	Occupational Education	L
Admissions & Records	A	Disabled Student Services	SC	Registration	A
Advisement Center	A	Facility Services	M,W	Service Learning	SC
Assessment	A	Faculty Offices	B,C,E,G,PAC,JAC	Special Services	SC
Athletic Department Offices	SC	Financial Aid	A	Student Center	SC
Athletic Team Locker Rooms	AF	Fiscal Services	A	Student Life	SC
Athletic Trainer	AF	Fitness Center	A	Teaching & Learning	L
Cafeteria/Food Services	B	Information Center	B	Technical Support	L
Career & Placement Services	SC	International Studies	SC	Testing	A
Cashier	A	Learning Assistance Center	L	Transcripts	A
Career & Technical Education	L	Library	L	Tutoring	L
Chandler Early College	H	Marketing & Public Relations	B	Veterans	A
Classrooms	A,B,C,L,PAC,S,SC,JAC,JAV	Math & Science Tutoring	L	Writing Center	L
College Safety Offices	M	Media Services	L		

Maps

Williams Campus



Admissions & Registration
 Advisement Center
 Assessment, Orientation, & Recruitment
 Aviation Division Offices
 Bookstore
 Student Union Annex
 Career & Placement Services
 Cashier/Fiscal Offices
 Classrooms/Faculty Offices/Science Labs
 College Safety
 Facility Services
 Financial Aid/Veterans Services
 Fitness Center
 Gymnasium
 Information
 Library
 Mailroom
 Nursing Division Office

BLUF
 BLUF
 BLUF
 BLUF
 Union
 Union2
 BLUF
 BLUF
 EGEL
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 PEC
 PEC
 EGEL
 EGEL
 BLUF
 EGEL

Electric Utility Technology Classroom
 Physical Activity Center
 Student Services Offices
 Technical Support Services
 Tutoring Services
 University of North Dakota Offices
 Williams Campus Housing

EUTC
 PAC
 BLUF
 BLUF
 EGEL
 Hangar
 Union2

Athletic Conference
(ACCAC)

Arizona Western College, Yuma

Central Arizona College, Coolidge

Chandler-Gilbert Community College

Cochise College, Douglas

Eastern Arizona College, Thatcher

Estrella Mountain Community College, Avondale

GateWay Community College, Phoenix

Glendale Community College

Mesa Community College

Paradise Valley Community College

Phoenix College

Pima Community College, Tucson

Scottsdale Community College

South Mountain Community College

Yavapai College, Prescott

