



CHAMPION

CHRISTIAN COLLEGE



Athletic Handbook

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Champion Christian College

Student-Athlete Handbook

Tiger Athletics Purpose

Purpose

The purpose of the student-athlete handbook is to acquaint the student-athletes with the Champion Christian College Athletic Department.

The handbook should be used to guide to aid and orient the student athlete and to provide for a successful athletic experience.

Please refer to this handbook throughout the season posted at the Champion Christian College website: Championchristiancollege.com

Champion Christian College's Mission Statement

Champion Christian College's mission is to teach and to train regenerated servant leaders to excel spiritually, intellectually, and practically in professional ministries and selected lay vocations.

Vision Statement for Student Services

The Student Services staff will engage students in a transformation that enhances their scholarly endeavors and inspires their spiritual journey through sustaining a safe, nurturing environment in which they can learn and grow.

Core Values for Student Services

Our Students – Create a student life environment conducive to success; encourage them to believe in themselves; enrich their lives through a robust spiritual, family-friendly atmosphere.

Learning Centered – Challenge their intellectual growth and enrich their lives within a thriving student-centered learning community.

Student Access and Engagement – Guide learners in awareness of and utilization of campus and community resources.

The Champion Tradition – Engaging students in a dynamic, spirit-filled experience – Champions for Christ!

Integrity- Total commitment to fulfilling CCC's mission, vision, and core values

Statement of Faith

We Believe . . . The Bible to be the inspired and only infallible and authoritative Word of God, and that it is inerrant in all it affirms and teaches.

We Believe . . . That there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.

We Believe . . . In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal, future return to this earth in power and glory to rule the nations.

We Believe . . . In the deity of the Holy Spirit who convicts, regenerates, indwells, and seals all believers in Christ; fills those who yield to Him; and gives spiritual gifts to all believers as He wills.

We Believe . . . That mankind was created in the image of God, but that through Adam's sin, the race fell, inherited a sinful nature, and became alienated from God. Man has a radical propensity to sin, and of himself is utterly unable to remedy his lost condition. We also believe that humanity is created in the image of God (*imago dei*), and thus has intrinsic value. This is seen in the reality of Jesus Christ's incarnation, becoming a man, and His willingness to die for humanity. We believe that Jesus' resurrection inaugurated a new kind of humanity, the "One New Man", and that those who are in Christ are being conformed to His image; that is to say, they are being restored to the likeness of God from whence mankind fell and will bear fruit in their life before they die.

We Believe . . . That the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ and that regeneration through spiritual conception by the Holy Spirit is absolutely essential for personal salvation.

We Believe . . . In the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life, evidenced by the fruits of the Spirit and increasing conformity to Christlikeness in all areas of life.

We Believe . . . That Christ's Church, as represented in the assembly of saints in a local community, is the body of Christ to do His work of evangelizing lost individuals in its community; promote spiritual formation in the lives of its members bringing them to full maturity in Christ; and pressing beyond its Jerusalem to plant the church in its Judea, Samaria, and among the uttermost communities of earth, thus endeavoring to complete Christ's Great Commission.

We Believe . . . That the standard for the Christian life should reflect the original intent of God before the fall of humanity and that standards and behaviors that emerged after the fall should not be considered normative. This view values the importance and inherent worth of both man and woman. It also includes the belief that the covenant of marriage is to be between a man and a woman and that all sexual expression is rightly kept only within the boundaries of this relationship. This belief is affirmed in the words of Jesus Christ in Matthew 19:4-6.

We Believe . . . In the resurrection of the saved and the lost, the saved to everlasting life and the lost to everlasting damnation.

NONDISCRIMINATION STATEMENT

Champion Christian College admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school and does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. *As a religious institution, however, it reserves the right to deny admission or to terminate the enrollment of persons whose lifestyle, words, actions, or otherwise do not align with the school's statement of faith, code of conduct, or other policies of this organization.*

CCC Statement of Philosophy for Intercollegiate Athletics

The primary purpose of Champion Christian College is to provide Christ-centered quality higher education in ministry and education at both the undergraduate and graduate levels to traditional age and adult students in order to produce servant leaders who have the ability to integrate faith and learning through their respective callings.

As a member of the National Christian Collegiate Athletic Association (NCCAA) Division II and the Association of Christian College Athletics (ACCA), Champion Christian College adheres to the policies established by these organizations. In addition, the College supports the NCCAA statement of philosophy. This philosophy is based on the belief "that a well-conducted intercollegiate athletic program based on sound educational principles and practices is a proper part of the educational mission of a college....and that the educational welfare of the participating student athlete is of primary concern."

CCC Statement of Philosophy for Intercollegiate Athletics

Additionally, the objectives of the athletic program are to be compatible with the overall mission of the College. The activities of the athletic program will serve the purpose of preparing students and student-athletes for life as they reinforce the principle of competition, emphasizing fair play and good sportsmanship. The welfare of the student and student-athletes are of primary concern emotionally, spiritually, physically, and academically.

This philosophy stands on the following principles of the NCCAA Philosophy Statement:

- "...offering intercollegiate athletic participation opportunities to as many of its students as possible, whether or not these students are athletically recruited.”
- "...striving for broad participation and competitive excellence, encouraging sportsmanship and ethical conduct, and developing positive social attitudes in all of its athletic endeavors."
- "...recognizing the dual objectives in an athletic program of serving both the campus and general public."

Student-Athlete Conduct

CCC and NCCAA Code of Conduct

Athletics plays a significant role in the holistic education of student-athletes. It is a powerful tool to develop leadership skills and Godly character development.

Therefore, every effort should be made to demonstrate the highest standard of excellence and Godly character. Therefore, relying on God, with the help of my coaches and teammates, I will strive to:

- Follow all guidelines of the National Christian College Athletic Association (NCCAA) letter and spirit, and place myself in compliance with the associations.
- Provide student records as well as accurate and complete information concerning all aspects of my athletic eligibility to the ACCA, the NCCAA, and any other public forums.
- Treat coaches, administrators, and officials with respect as the authority figures placed over me as I represent my institution, the conference, the ACCA, and the NCCAA.
- Instill Godly character in my teammates by demonstrating high standards of personal honesty and integrity.
- Accept responsibility for my behavior and performance in the academic setting as well as the athletic arena (see appendix).

Sportsmanship

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 objects at an individual, spectator or across a field or court;
- Seizing equipment or cameras from officials or the news media;
- Inciting players or spectators to violent action or any behavior that insults or defiles an opponent's tradition;
- Using obscene or inappropriate language or gestures directed toward officials, opponents, team members or spectators;
- Making public statements which are negative, controversial or not in compliance with the Department's policy on media relations; or

Violating generally recognized intercollegiate athletics standards or the values and standards associated with CCC, as determined by your head coach and approved by the Director of Athletics.

Gambling and Bribery

On some campuses in the past, student-athletes have been involved with organized gambling operations. The results of this involvement have been both severe and tragic, not only for the individual, but for the entire College athletics program.

You should keep in mind that your participation in gambling interests, even in the most minor fashion, might jeopardize your athletics career. Be aware that placing bets in any amount is strictly prohibited on and off campus.

Because of the extreme importance of this problem, you are asked to observe these guidelines:

- Report to your coach any attempt to secure information concerning situations which might alter the normal performances of your team.
- You are required by both the Athletic Department and NCCAA to report any individual who offers gifts, money, or favors in exchange for supplying information or for attempting to alter the outcome of any contest.
- Be aware of the legalities of gambling at an institution and state level. Understand that the consequences at the College level may be expulsion and that the College will also assist with the enforcement of federal, state, and local anti-bribery laws.
- Don't accept any money from a fan for a game well played. Don't attempt to sell your complimentary admissions to anyone.
- Don't discuss the condition or attitude of your team with anyone other than your teammates or coaches.

Alcohol and Drug Policy

The Champion Christian College Alcohol and Drug Education Program and Policy concerning the use, possession, or distribution of alcoholic beverages and/or illicit drugs is detailed below. Each student, faculty member, and staff member should be familiar with its contents.

Standards of Conduct:

1. The College code of conduct prohibits possession and consumption or being under the influence of alcoholic beverages.
2. The College code of conduct prohibits possession and consumption or being under the influence of any illicit drugs.
3. The College code of conduct requires that all students and employees be in compliance with all local, state, and federal laws regarding illicit drugs including, but not limited to, their use, sale, possession, or manufacture.

4. The College code of conduct requires that employees and students must notify the College, in writing, of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction.

CCC Athletic Drug Testing Policy

Champion Christian College is committed to education and supervision in the areas of student-athlete drug and alcohol abuse. The following are the standards Champion Christian College has developed to monitor and control the use of alcohol and drugs among the student-athlete population. These standards have been instituted as follows to improve the randomization and the number of athletes tested and to eliminate the occurrence of drug and NCCAA-banned substance abuse at CCC.

Each student-athlete is required to sign an CCC consent form and a NCCAA Drug Testing consent form annually. The signing of this consent form allows CCC and the NCCAA to test the athlete population, as they deem necessary. In order to participate in athletics, both the CCC and NCCAA Drug Testing consent forms must be signed by the student athlete.

CCC Athletic Drug Testing Policy

Champion Christian College is committed to the drug/alcohol education of their student-athletes. Any student-athlete choosing to take a supplement will do so at his/her own risk. All student-athletes taking supplements will need to understand that no CCC administration, coach or athletic trainer can or will recommend any supplement, even if the ingredients list no NCCAA-banned substance. CCC recommends that all student-athletes not intake any form of supplement in their bodies at any time, either orally or through injection.

Champion Christian College will conduct random drug tests of the Basic Sports Panel with an Ephedrine test during the academic school year. The Basic Sports Panel test identifies street drugs, including Marijuana, Amphetamines/ Methamphetamines, Ecstasy, Cocaine, and Ephedrine. These tests will be administered by the CCC Athletic Department.

CCC Athletic Drug Testing Policy

During collection of the specimens, there will be only one athlete allowed in the restroom at a time. The collector will stand at the door of the designated toilet stall in the restroom for an observed test. An observer, consisting of the Director of Athletics, Compliance Officer, or one of the Athletic Department physician partners, who is of the same sex as the student-athlete, will observe the specimen collection to ensure validity. CCC reserves the right to obtain observed and unobserved specimens at the discretion of the Athletic Department physician partner, the Director of Athletics, and College Administration.

Champion Christian College will keep all student-athletes informed of these policies each year through verbal instruction, written correspondence provided to all student-athletes during their initial compliance paperwork in the fall semester.

Hazing

“Hazing” means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or includes students at an educational institution.

All forms of hazing are prohibited by the College and state law. Arkansas Education Code 6.5.201. The Arkansas anti-hazing law prohibits hazing by a person(s) at an educational institution. This law also prohibits the knowing, intentional, or reckless failure to report hazing incidents to school authorities. Failure to comply with the specific provisions of the law will result in criminal penalties and fines.

Photographs

A photography session for you and your team members is usually held at the beginning of your sports season.

The Athletic Director maintains a file of photographs for media use. All photographs are the property of the Department of Athletics. Please note that NCCAA rules do not allow the Department to give photographs to student-athletes.

Equipment Policy

As a member of an CCC athletic team you will be issued athletic equipment, workout and competition gear, uniforms, etc. This equipment and clothing is intended for competition and practice only. It may not be used for personal use at any time. Use of athletic equipment or clothing for personal reasons is in violation of NCCAA rules and could affect your eligibility.

Policies may vary from sport to sport; however, normally you are responsible for any lost or stolen articles. If you are charged and/or fined for lost, damaged, or non-returned uniforms or equipment, you must pay all replacement charges and/or fines by the close of the spring semester. If replacement charges and/or fines are not paid, an administrative cashier's hold is placed on your records, and registration and enrollment is prohibited for the following academic term, until the outstanding balance is cleared.

Academics

Class Attendance

Student-athletes are held to the same class attendance responsibilities as all other students. On-time attendance is considered a necessary factor in the learning process. Absences for all reasons must be kept to a minimum and should not exceed the amount of times a class meets per week times 2. Students are responsible for all academic work required or performed during their absence regardless of the reason for their absences.

On the first day of class, please present to each of your professors your game schedule for the semester. Then, one week prior to each game, remind your professor of the upcoming absence and secure any class work/assignments that you may miss. The following class, be sure to submit the class work/assignments. Do not delay submittal beyond the first class period upon your return. Following the above steps will ensure that your missed class will be excused. However, it is your responsibility to ensure that your absences are excused, not the professors. Unexcused absences and excessive tardiness could prohibit the athlete from participating in post season play and/or overnight trips. Please note that NCCAA policy prohibits missing class to attend athletic practices. If you notice a conflict between your practice time and your class time, please notify your coach and academic advisor immediately so the appropriate steps can be taken.

Chapel Attendance

Chapel

Chapel is a vital aspect in the spiritual growth of each student attending Champion Christian College. Chapel is held on Tuesday at 10:50 a.m. Students are only allowed 2 absences.

- Students must be on time to chapel.
- Students may not leave before the conclusion of chapel without administrative approval.

- Students must sign in **before** chapel to validate attendance. Signature by proxy will not be permitted.
- Students will be considered absent for failing to sign-in.
- Students more than ten minutes late will be considered absent.
- All students are allowed five unexcused absences per semester.
- Non-resident students are required to attend one chapel a week.
- Written excuses for chapel must be submitted within one week of the absence.
- Accepted excuses include illness, death in the family, or any other excuse deemed appropriate by the Student Services Office.
- Chapel exemption form may be filled out if student requests the need or reason they cannot attend chapel. Form will be accepted or denied by the student services office.
- Laptops, tablets, and cell phones should only be used as it pertains to the message. Refrain from being on social media during this time.
- Appropriate respect for speakers and others is expected.
- Headphones may not be used during chapel other than for as it pertains to the message.
- Exceeding two unexcused absences will result in:
 - Fewer allotted absences the following semester
 - Chapel Probation
 - The student has fewer allotted absences.
 - The student may not be allowed to participate in various extracurricular clubs and intramural athletics.
 - The student may be assigned various labor duties.

Students missing chapel more than twice will meet with the Vice President of Student Services. If absences continue to happen, student will then meet with the college President.

Students are to secure permission from the Vice President of Student Services prior to missing chapel. Students will be permitted up to five excused absences from chapel per semester.

After 3 unexcused chapel absences the athlete could be suspended from participation in their respective sport. Suspension will be determined by the head coach along with the Athletic Director.

Grade Check

The Athletic Department, with the support of all coaches, conducts grade checks many times a semester. The grade check form gives class grade-to-date and current total of absences. All grade checks are submitted to the Athletic Department office. The Director of Athletics meets with any student-athlete who is performing unsatisfactorily or has excessive absences, and then all head

coaches are given their student-athletes' grade checks. Coaches will also conduct in-person classroom checks throughout the year. Failing grades could prohibit the athlete from participating in post season play and/or overnight trips.

Hints for Academic Success

Student-athletes' opportunities for success in the classroom are enhanced if they make a strong commitment to their studies. There is a significant difference between college and high school courses. Your time is limited, especially with the additional demands of college athletics. We have listed guidelines that will help you meet your academic goals.

1. Attend class. Instructors usually test on material covered in their lecture. Do not be late to class! On time means that you should be early to class. Attendance is crucial so that you can take notes and receive handouts that appear on future exams. If you are going to be away for a game, alert your instructors ahead of time. You may want to become acquainted with a fellow classmate so you will be able to receive any missed information that was covered while you were away. If possible, get your assignments in advance and determine when the work is due. Your class attendance is one of the criteria used by your instructor when assigning final grades.

2. Go to class prepared and be ready to participate. You should complete all reading and written assignments before they are due. If you go to class unprepared, it is often difficult for you to understand the material being covered. It is difficult to catch up once you are behind. Use your time wisely and stay ahead. Check your course syllabus before each class to make sure you have the required books, materials, and assignments with you. Do not let others think you are doing fine in a class when you are struggling. Ask for help from an instructor, coach, or athletic staff. We are all here to help you succeed.

3. Know your instructor. Introduce yourself to your instructor. If questions arise regarding materials in the class, do not hesitate to contact them. Your instructor is interested in your classroom performance and they are there to assist you with any material related to the course. Be courteous and address your instructors by "professor" or "doctor" unless they have requested you to do otherwise. Make an appointment to see your instructor the moment you feel lost or confused in class. Most instructors are willing to help you in any way they can, provided you show a willingness to do YOUR part. Hints for Academic Success

4. Make a good impression. Go to class on time. Entering class late shows a lack of respect and consideration for your instructor and fellow students. Do not read newspapers, magazines, listen to music, use your cell phone, iPod, etc., in class. Stay alert and focus on the material that is

being covered. Ask questions when material is unclear and participate when it is appropriate. Turn in assignments on time and do not become an excuse maker. Be responsible and it will be noticed. Follow college dress code policy as stated in the student handbook.

5. Don't back yourself into a corner. If you feel you are falling behind in class, contact your academic advisor immediately. Your instructors are also available to help. You need to realize that athletes do not get special treatment from faculty. Make sure that someone knows you need help before you reach the point where you cannot do well in the course.

6. Practice good time management. It is often helpful to make a weekly schedule which includes your classes, practice time, meetings, study time, rest time, etc. It is helpful for you to get into a routine when you study. This will hopefully become a natural part of your day.

Student Discipline Policy

The primary aim of the student discipline procedures is to redirect student behavior toward the achievement of academic goals or the adjudication of possible sanctions. The purpose of these procedures is to balance redirection of individual student behavior with the safety and security of the campus community. To this end, if deemed necessary by the administration, sanctions may include fines, labor, probation, or dismissal from a course, from a program, or from the college. The student has the right to appeal any sanctions to the President of the College.

It is important that student-athletes set a good example for other students on campus. Athletes that receive demerits are not fulfilling their obligations of positive leadership, thus resulting in negativity for themselves and for the Athletic Department. Any fines that an athlete receives must be paid before the athlete can participate in any athletic event. Once this level of fines is achieved, suspensions may be in play (to be determined by the Athletic Director and the head coach).

Academic Conduct Policy

Consistent with the Christian character and values of Arlington Baptist University and in order to encourage and preserve the honor and integrity of the academic community, the College expects its students to maintain high Biblical standards of personal and scholarly conduct.

In instances of cheating during an examination or other classroom or laboratory activity or exercise, the instructor shall have the right to suspend the student(s) who is (are) cheating from further work on the examination or exercise and to deny the student(s) credit for the examination or exercise.

CCC Honor Code

It is the purpose of Champion Christian College to provide students with an educational experience that will allow them to grow in every aspect of their lives. Central to the student's success is the knowledge that God made us in His own image. This reminds us that in the vast universe that reflects God's glory, humans are uniquely "crowned with glory and honor" (Arthur F. Holmes, *The Idea of a Christian College*). The Student Code of Conduct expresses the expectation that each student at CCC uphold the integrity of themselves, their fellow students, and God by maintaining the highest moral and ethical character in all aspects of their college career.

Plagiarism

Cheating may result in your being expelled from the College and/or athletics. Everyone knows cheating on an exam is dishonest; however, students have, on occasion, turned in papers which they thought were acceptable, only to find out they were accused of plagiarism. If you use another person's ideas or expressions in your writing without acknowledging the source, you are

guilty of plagiarism. Failing to give proper credit for ideas, research conclusions, etc., is the same thing.

Physical Welfare

Medical History Form

All student-athletes must complete the medical history form, which encompasses medical history, insurance information, and personal information, prior to participation.

Pre-Participation Physical Exams

All student-athletes must have a full physical exam by a Licensed Physician prior to any participation in any practice or competition.

- All incoming first-year students **MUST** have a physical prior to the first official practice. This may be done through a family physician or an CCC Sports Medicine Physician partner. **ANY** athlete without a physical is **NOT** allowed to participate.

After a complete examination and a review of the CCC Medical History Form, Physician partners will declare one of the following to determine the student-athlete's status:

- Full Clearance for athletic activities/ No restrictions
- Clearance with restrictions
- Not Cleared until seen by a specialist

Pre-Existing Condition

All pre-existing conditions will be dealt with by the athlete's personal physician. CCC is not responsible for doctor visits or cost associated with pre-existing conditions.

Outside Care

Student-athletes with sustained athletic injuries or illnesses should be treated by an outside physician. When an athlete receives care from an outside physician, the coaching and training staff will need copies of that doctor's dictation, rehab protocols, surgical notes or any information pertinent to the athlete's condition.

Emergency Card Information

Prior to participation, an emergency card will be filled out with current information for each student-athlete. The emergency card will travel with the team and be carried by the Athletic Training Staff , in case of an emergency.

Proof of Insurance

Prior to any participation, all athletes must show proof of primary insurance and must provide the athletic staff current information on their insurance policy.

Secondary Insurance

Student-athletes are covered by the NCCAA Catastrophic Injury Insurance Program which covers the student-athlete who is catastrophically injured while participating in a covered intercollegiate athletic activity. More information on the NCCAA Catastrophic Injury Insurance Program can be obtained at www.theNCCAA.org

Risk of Injury

Please be aware that any competitive athletic event has inherent physical dangers for its participants. These risks may involve minor injuries, severe injuries, or even death. The Champion Christian College Department of Athletics wants to remind student athletes and parents of these risks. Signing this document means that you have read and understand this warning.

Fitness Center

The CCC Fitness Center is located on the north side of the Gymnasium. The Fitness Center is open to all CCC faculty, staff, and students.

Fitness Center Policy and Procedures

- A current and valid CCC Student ID is required to use Fitness Center at all times.
- Proper workout attire required: shirts and closed toes shoes must be worn at all times.
- Return all weights, barbells, and plates to racks when finished.
- Do not drop or slam free weights on the floor. Do not slam machine weights against plates.
- Keep fingers clear of weights, chains, pulleys, etc.

- Weights and equipment are never to be removed from the Fitness Center.
- Please report any malfunctions or concerns to a coach.
- Spotters and training partners are recommended.
- No cleats allowed in the Fitness Center.
- Complete exercise and move on, please do not rest on equipment.
- Be courteous to others in the Fitness Center at all times.
- Clean any debris from floor, etc. for which you are responsible.
- Wipe sweat from equipment with a towel after each use

Insurance Information and Procedures

1. Athletes who are not covered under their own family insurance plan or other personal insurance plan will be required to obtain their own method of medical financial assistance. The family or personal plan will always be the primary coverage in the event of an athletic-related claim and the athlete is responsible for all deductibles.
2. Athletes must inform all doctors, hospitals, or other medical providers of the appropriate information about your insurance carriers.

Athletes must file claims with his or her primary insurance carrier in accordance with the terms of the policy on the day of the initial visit to the doctor or hospital. You must report any athletically-related illness or injury to the Director of Athletics. The Department of Athletics does not assume any financial responsibility for medical treatment obtained.

Training/Conditioning

STAY COOL

- Get in shape and acclimate
- Know the warning signs of dehydration and heat illness

- Don't rely on thirst to drink
- Drink on schedule
- Favor sports drink
- Monitor body weight
- Watch urine color and caffeine intake
- Key in on meals as an opportunity to increase fluid intake
- Stay cool when you can

STAY HEALTHY

- Minimize the stresses of life
- Eat a well-balanced diet
- Avoid over training
- Sleep well
- Avoid rapid weight loss
- Avoid people with colds
- Keep hands away from nose and mouth
- Get a flu shot
- Stay hydrated and ingest carbohydrates during exercise

STAY HYDRATED

- Drink throughout the day Drink at least 17 to 20 oz of fluid 2 to 3 hours before a practice or game
- Drink an additional 7 to 10 oz of fluid 10 to 20 minutes before competition
- Drink 28 to 40 oz of fluid per hour of play (at least 7 to 10 oz every 10 to 15 minutes) to replace sweat loss during exercise
- Drink at least 20 oz per pound of weight loss within two hours of finishing training or competition
- Optimal to have fluid intake match sweat and urine loss

COMPLIANCE

Compliance

To compete in intercollegiate athletics as a student-athlete, it is essential that you know the NCCAA rules and regulations related to collegiate sports. Any violation of these rules and regulations could have severe negative consequences for you and the College. At the beginning of each academic year, each student-athlete is required to sign several compliance documents prior to being permitted to practice or compete. Failure to sign any of these documents will result in immediate ineligibility for practice, competition, and any athletics aid.

Compliance Coordinator

The Compliance Office coordinates, monitors, and verifies compliance with all NCCAA bylaws and educates the various constituencies of the athletic programs regarding the NCCAA. The Compliance Coordinator is committed and obligated to the principle of institutional control in operating its athletics programs in a manner that is consistent with the letter and the spirit of the NCCAA and the College rules and regulations.

Rules Violations

A key responsibility of the Compliance Office is to investigate potential NCCAA rules violations when necessary. The reporting of violations can come in many forms. There are times where an anonymous phone call or letter will arrive. There are also times when a formal request for an investigation occurs either through the ACCA or NCCAA. There are also occasions where a rules violation is self-reported through a College staff member, student-athlete, or coach. In all instances, it is necessary to conduct some type of investigation to discover the extent to which a problem does or does not exist.

It is extremely important that you, as a student-athlete, report any issue you think may be a rules violation. It is your duty to assist with maintaining NCCAA rules and regulations. NCCAA Bylaw 10.1 requires that as a student athlete, you must fully cooperate with any investigation. If it is determined that you have not cooperated fully, you will be declared ineligible and lose your privilege for athletic competition.

Playing and Practice Restrictions

NCCAA regulations identify the academic year in two distinct segments – in-season and out-of-season. At the beginning of each academic year, the sports head coach must identify the days during the academic year that will consist of the in-season period of time. During in-season, a student-athlete is limited to practicing 20 hours per week with a maximum of 4 hours per day. This includes all team practice, weight lifting, and any other required team meeting. Also, during the in-season portion of time, a student-athlete is required to have one day off per week.

During the out-of-season period of time, a student-athlete can engage in only 8 hours per week of mandated practice activities. In the appropriate sports, only 2 hours of the 8 may be utilized for individual skill instruction with a member of the coaching staff. Additionally, during the out-of-season time frame, a student-athlete must have 2 days off per week.

Eligibility Compliance Meeting

Before the first day of practice each year, an eligibility compliance meeting is held. You will be requested to complete and sign eligibility forms for each sport in which you plan to participate.

Academic Rules for Student-Athletes

Student-athletes must be aware of several strictly enforced academic rules set by the NCCAA in order to stay academically eligible. Below is a list of general rules that apply to all student-athletes set by CCC and the NCCAA that you must adhere to in order to maintain your academic eligibility. Eligibility rules continually change, so student-athletes should stay updated by accessing www.NCCAA.org or by contacting their respective head coach. The **ACADEMIC RULES FOR ELIGIBILITY** sheet also provides useful information and must be signed by the student-athlete at the beginning of each academic year.

Academic Rules for Student-Athletes

1. A student-athlete must be a full-time student to practice and/or compete in a sport at CCC. Full-time is defined as being enrolled in at least 12 hours per semester of coursework.
2. Each year student-athletes must earn a minimum of 24 credits to be eligible to play the following year.
3. Each semester student-athletes must earn a minimum of six credit hours in order to participate during the following semester and to be eligible for NCCAA post-season competition.
4. Student-athletes must declare a major by their fifth semester or junior year.
5. Once student-athletes have declared a major, every course must be applied to graduation in their designated major to be used for eligibility purposes.
6. At certain points during their academic career, student-athletes will be required to meet a minimum grade point average and a certain percentage of their degree requirements. Please refer to the Academic Rules for Eligibility sheet for specifics.

In order to be eligible for athletics aid, practice, and competition after your initial year in residence or after you have used a season of competition in a sport, you must meet the following eligibility requirements.

Good Academic Standing

You must be in good academic standing as defined by Champion Christian College. It is possible to be on academic probation and still be in good academic standing. However, if you are suspended for academic or disciplinary reasons, you are not in good standing.

Eligibility Between Terms

In order for any student-athlete to be eligible to compete in postseason competition occurring between regular terms, he or she must have satisfactorily completed six semester credit hours during the preceding regular academic term.

Policies and Procedures for Transfer

NCCAA Regulations

Permission to Contact

Student-athletes wishing to transfer away from CCC and to another College affiliated with the NCCAA are bound by NCCAA Bylaw 13.1.1.3. No communication, directly or indirectly, can occur with another institution without the express written consent of Champion Christian College. Student-athletes wishing to obtain official Permission to Contact other schools (i.e., a release) must make that request in writing and submit it to the head coach of their athletic team. The head coach in conjunction with the Director of Athletics will make the decision to grant or deny the permission to contact and then subsequently communicate the decision to the Compliance Coordinator. Whatever decision is made, the Compliance Coordinator shall then communicate the decision to the student-athlete in writing, including notification of the right of the student-athlete to formally appeal the decision. If a student-athlete wishes to appeal the decision, then the student-athlete must follow the Formal Hearing Process outlined in the below section.

Appeal Process

Informal Resolution

The goal of informal resolutions is to resolve disputes among student-athletes, coaches, administrators and staff without resort to a formal grievance procedure. Individuals should make reasonable and good faith efforts to resolve a dispute informally with each other directly, promptly, and informally. Persons seeking to resolve a dispute informally may seek the assistance of staff members of the CCC Athletics Department, as appropriate.

Appeal Process

Formal Hearing Process

The student may appeal the decision to the Director of Athletics by following the prescribed appeals process:

A. The student may file a letter of appeal with the Director of Athletics. This letter must be received within five (5) business days of receipt of written notice of the original resolution. The letter should include a copy of the original sanctions prescribed and state the reason for appeal. The Director of Athletics will send the appeal to the appropriate appeals committee.

B. The appeals committee will meet within a reasonable time following the filing of the appeal. The date, time, place, and names of witnesses appearing on behalf of the College will be provided to the student who is appealing.

C. Only the student appealing and representatives of the College may be present during the hearings. Authorized witnesses on behalf of the student-athlete may also appear before the committee to testify. Only the committee members College counsel may be present during the actual deliberations of the appeals committee.

D. The appeals committee may recommend that the decision of the Head coach be affirmed, reversed or modified.

E. The student will be notified of the College's final decision in writing. This is an internal process of the College, and neither legal counsel nor other representatives may participate on behalf of the student without written permission from the Director of Athletics.

Absentee Policy

The amount of absences a student is allowed to miss is determined by multiplying the number of times a class meets by 2. I.e. If a class meets on Monday, Wednesday, and Friday, the student is allowed to miss 6 classes per semester of that class.

Excused absences (school-sponsored activities) do not count toward the allotted number of absences. However, students who participate in school-sponsored (CCC) extracurricular activities and have excused absences (athletics, traveling groups, etc.) must attend 80% of the classes not affected by school-sponsored extracurricular activities.*

Unofficial Withdrawal

Once a student has exceeded the number of allowed absences (unexcused + excused) in a course, an unofficial withdrawal will be processed by the Registrar. Anytime an unofficial withdrawal occurs, the result is a reduction of semester hours which can result in a change of status for financial aid (full-time to part-time, etc.).

The procedure for unofficial withdrawals will be as follows: the professor of the course will notify the Registrar of the student who has exceeded the number of allowed absences, the Registrar will complete the unofficial withdrawal form, and the Registrar will submit the form to the financial aid office. IF at the time of the unofficial withdrawal, we have not reached the 60% mark, the financial aid officer will process a Return to Title IV form and return the required portion of the student's financial aid to the Federal Government.

Professors will monitor excused and unexcused absences and will inform the student and the administration when the student is within 2 absences of being withdrawn from the course.

**An OFFICIAL withdrawal is generally initiated by the student when he/she no longer wishes to complete the semester. An official withdrawal can also be initiated by the Student Affairs office if a student has an infraction requiring dismissal from the college.