



ALAMO  
COLLEGES  
DISTRICT

St. Philip's College



**2022-2023**

# **Student Athletic Handbook**

**For more information, contact the Department of Student Life at (210) 486-2135.**



## **ST. PHILIP'S COLLEGE**

### **Department of Student Life**

Dear Tiger Nation,

As we start the 2022-2023 academic year, I welcome our new and transfer students to the Tiger Family. Our mission is simple. We want the next few years of your life to be filled with great success – in the classroom and labs, and in competition. We hope that your athletic experience is rewarding and enriching. College is a time for learning and exploration. It's a commitment to becoming your best-self by striving for excellence in the classroom. Sports competitions will maximize your experience and make it profoundly meaningful. St. Philip's College commits the resources, people, services, and facilities to foster your overall personal development. In return, we expect you to take advantage of every opportunity to learn, grow, and thrive. Please do not solely focus on your athletic development or you will miss a large part of the St Philip's College Experience.

The Department of Student Life's Student-Athletic Handbook is designed to serve as your guide regarding St. Philip's College and Department of Student Life's athletic policies and procedures. Please take time to understand these policies and procedures as they govern your time as a Student-Athlete on our campus. We are excited that you wear our uniform because our Coaches recruit young women and men of character. Our success is because of you and your teammates and you and we look forward to future seasons ahead.

**Let's Go Tigers!**

Sincerely,

Paul Lede  
Athletic Coordinator

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## **Department of Student Life Statement on Diversity, Equity and Inclusion**

The Department of Student Life is dedicated to helping students, faculty, and staff build a sense of community. We provide opportunities and experiences for community members to grow personally and professionally.

We have a profound commitment to the diversity of our community. We are focused on cultivating a respectful and inclusive environment. Individuals with varying points of view and a broad range of life experiences can engage with and learn from one another.

Our community thrives when we recognize that our differences are a starting point for greater understanding. We will constantly strive to honor those values as members of a thriving intellectual community, and in our process for resolving conflict.

### **Campus Links**

**Business Office** - <https://www.alamo.edu/district/business-office/>

**Career Services** – <https://www.alamo.edu/spc/experience-spc/current-students/career-services/>

**Counseling Services** - [www.alamo.edu/spc/counseling-services](http://www.alamo.edu/spc/counseling-services)

**Disability Services** - <http://www.alamo.edu/spc/disability-services/>

**Financial Aid Services** – <https://www.alamo.edu/spc/admissions/pay-for-college/financial-aid/>

**Financial Literacy** - [www.TG.org/financialcoaching](http://www.TG.org/financialcoaching)

**Good Samaritan Veteran's Outreach and Transition Center** - <http://www.alamo.edu/spc/gsvotc/>

**Harassment Sexual Violence** - <http://alamo.edu/spc/alamocares/>

**Library Resources and Services** – <https://www.alamo.edu/spc/library/>

**Scholarship Office** – <https://www.alamo.edu/spc/admissions/pay-for-college/scholarships/>

**SPC Feed the Tiger** - <http://spcweb.alamo.edu/feedback/index.html>

**Sexual Misconduct** - <https://www.alamo.edu/TitleIXCoordinator/>

**Veteran's Affairs** - <https://www.alamo.edu/spc/admissions/specific-populations/military-dependents/veteran-affairs/>

**Safe Space & Advocacy Center** - <https://www.alamo.edu/spc/experience-spc/current-students/safe-space/>

**Remote Ready Student** - <https://www.alamo.edu/spc/about-spc/remote-ready/student/>

## **St. Philip's College Athletic Program**

The athletic program is an integral part of Student Life at St. Philip's College (SPC). The Department of Student Life has developed the Athletic Handbook to serve as a guide for the Student-athlete. It is intended to help the student have a rewarding and positive co-curricular experience. The Athletic Handbook will orient the Student-athlete on Alamo Colleges District policies and procedures, St. Philip's College expectations and guidelines, and the Student Code of Conduct.

To better meet the needs of the Student-athletes participating in club sports, information such as degree requirements, financial assistance, support services, etc., can be found in the [College Academic Catalog](#) and [Student Handbook](#) located on the SPC website. These documents are intended to help Student-athletes meet their academic, career and personal goals.

## **St. Philip's College Athletics**

In accordance with Alamo Colleges District's Board Policy (F.5.2 (Policy) Student Contests and Competitions), the Department of Student Life offers competition in four intramural and club sports: Tiger Spirit Squad, Men's Basketball, Women's Basketball, and Women's Volleyball. SPC is a member of the Texas Collegiate Athletic Conference (TCAC).

## **Mission Statement**

The Department of Student Life offers Student-athletes an opportunity to engage in extra-curricular activities that promote wellness, sportsmanship and persistence. In addition, Student-athletes will have an opportunity to develop their character and integrity. They will in turn, apply those traits in their academic, athletic, and personal pursuits.

The SPC athletics program emphasizes personal development, professional preparation, and degree completion. Our intent is to prepare Student-athletes to transfer to four-year institutions, resulting in productive careers, responsible citizenship, and life-long learning.

The college strives to provide adequate resources to promote school pride among Student-athletes and the college community. The program will operate with fiscal responsibility and compliance under the rules, policies, and procedures of the Alamo Colleges District, St. Philip's College, Texas Collegiate Athletic Conference (TCAC), and other appropriate governing bodies. The Department of Student Life is committed to the following:

- Ensuring that intercollegiate competition is an integral part of student life;
- Encouraging the broadest possible student involvement in its competitive programs;
- Maintaining high ethical standards through commitment to the principles of self-monitoring and self-reporting;
- Evaluating the competitive program in terms of the educational purpose of the College;
- Maintaining high ethical habits of fitness, competitiveness, drive and discipline;
- Ensuring that intercollegiate competition provides a validation of purpose, balance with support, and encourage Student-athletes to learn in a manner that is active, interactive, reflective, and mindful;

- Ensuring a positive environment in which a Student-athlete is given a chance to develop academically, athletically, and personally;

## Staff Directory

### Department of Student Life

		<b>Email</b>	<b>Phone</b>
Dr. Angela McPherson Williams	Director of Student Success	<a href="mailto:awilliams284@alamo.edu">awilliams284@alamo.edu</a>	210-486-2090
Paul Lede	Interim Associate Director	<a href="mailto:plede@alamo.edu">plede@alamo.edu</a>	210-486-2581
Rose Kyle-Bankston	Administrative Assistant	<a href="mailto:rguillory@alamo.edu">rguillory@alamo.edu</a>	210-486-2135
Front Desk			210-486-2826

### Head Coaches

		<b>Email</b>	<b>Phone</b>
Vacant	Women's Basketball		
Vacant	Men's Basketball		
Vacant	Women's Volleyball		
Vacant	Tiger Spirit Squad		

## **Goals**

St. Philip's College is committed to providing quality educational experiences by offering club and intramural sports designed to foster the personal growth of each student without regard to race, sex, age, income, religion, disability, or occupation. Our program encourages individual and team achievement and strives to enhance the academic success, social development, and well-being of the Student-athletes.

## **Objectives**

- To encourage and stress the importance of academic success.
- To integrate physical development, emotional development, and scholastic achievement.
- To provide opportunities for students to develop effective leadership and interpersonal skills.
- To celebrate contributions and achievements of the athlete on and off of the field of play.
- Individual Sport Acknowledgement of Participation Form
- Athletic Code of Conduct
- Current Physical

## **Rosters/Practice Squad**

Each Student-athlete will be selected through tryouts conducted through the first week of school at the beginning of both fall and spring semesters.

Each team rosters, the Student-athletes will travel, and have uniforms and bags. Each team will consist of 15 players and 5 players for the practice squad. Every Student-athlete (including practice squad athletes) will be issued practice uniforms. All Student-athletes including those in the practice squad will have to adhere team rules, (for example; attendances, grades, and discipline).

## **Leadership & Recognition**

Leadership provides valuable opportunities for student empowerment and strong partnerships; competency and skill development in and out of the classroom, and an appreciation for civic responsibility and community engagement. SPC's Athletic Program believes in fostering the following:

## **Leadership Skills**

- Promote the development of leadership and management skills by encouraging Student-athletes to assume leadership roles within the different team sports.
- Involve Student-athletes in team sports that require them to be cooperative and to develop their interpersonal skills in order to achieve both team and individual success.



- Require teams to participate in community service projects at least once a semester, promoting vital servant-leadership traits necessary for personal and professional success.

## **Athlete Recognition**

Committed Student-athletes work hard to uphold the values of SPC and the Athletic Program. Their work should be acknowledged. The following highlight a few ways our athletic program recognizes the contributions of our Student-athletes:

- Allow Student-athletes who exhibit the best abilities AND attitudes to receive the greatest amount of play during the game.
- Provide Student-athlete recognition and sports awards to all athletes and sports scholars.
  - Athletic Scholar Awards
  - Student-athlete Awards (Leadership)
- Distribute material on the athletic ability of all Student-athletes in order to enhance their opportunities for continuing their education and career after graduating from St. Philip's College.

## **Orientation**

All Student-athletes are required to attend and participate in the mandatory Student-athlete Orientation meeting. A written record is kept of those in attendance. This orientation will cover a variety of topics and offer services specific to Student-athletes. Student-athletes who do not attend are not eligible to participate in athletic competition.

## **Individual Rules**

Ethical decision-making is critical to student success both on and off the field of play. Student-athletes are expected to use the following steps in making decisions:

- Determine the facts
- Identify the options
- Consider the consequences for you and others
- Make an ethical choice and take the appropriate actions.

This process will help avoid situations that will embarrass the Student-athlete, their family, or the College. Student-athletes represent St. Philip's College at all times and are responsible for protecting the integrity of the institution. Just as other student leaders, Student-athletes are expected to behave in a manner that positively promotes the College and serve as an example of the caliber of student as St. Philip's College expects. Every Student-athlete is expected to be an ambassador and abide by the college standards. The St. Philip's College Standards are:

- Student-athletes will show RESPECT for Coaches, College officials, faculty members, community members, opposing teams, game officials, and fellow players.

- Student-athletes will be on time and maintain satisfactory attendance in all classes as outlined in the syllabus.
- Student-athletes will be on TIME for all College and team functions, with all required equipment necessary to compete or participate in the activity.
- Student-athletes will take extreme care of all equipment and property that belongs to the College.
- Student-athletes will DRESS NEATLY and use GOOD PERSONAL HYGIENE at all times.
- Student-athletes will wear appropriate attire for games, travel and events.
- Student-athletes will abide by all Alamo College District, St. Philip's College, and area rules.
- Student-athletes will obey all city, county, state and/or national laws.

All Alamo Colleges District, St. Philip's College, and Department of Student Life policies, procedures and guidelines apply. Failure to follow policies, guidelines, and standards will result in disciplinary action to include removal from the team.

Any College official may report a policy violation to the Coach or Director of Student Life. Coaches are responsible for ensuring that all Student-athletes, managers, and officials adhere to policies.

### **Use of Alcohol and Tobacco**

Alcohol, cigarettes, or tobacco products cannot be sold, advertised, or given as samples on campus. The Department of Student Life does not condone the use of alcohol, tobacco, or tobacco products. The use of alcohol or tobacco products is prohibited in connection with any campus function.

### **Travel and Transportation**

All travel related to sports and athletics within 175 miles radius of the Alamo Colleges District is permitted per Alamo Colleges District Board Policy: **F.5.2 (Policy) Student Contests and Competitions**. The Department of Student Life will provide ground transportation for sanctioned club sports contests outside of Bexar County. It is the responsibility of the Coaches to ensure that all players travel with the team and are under his/her supervision. Student-athletes will not be allowed to use personal travel for contests outside of Bexar County. Team transportation may include the team, coaching staff, or any employee from the College. Parents, friends, relatives, and ineligible Student-athletes are not permitted to travel. Student-athletes should dress appropriately on the bus/van. All individuals in the party must travel together.

If an individual must travel separately from the group, he/she must have prior approval from their coach. Student-athletes are responsible for providing their own transportation to local contests and intramural activities. While traveling with an athletic team, Student-athletes, regardless of age, are not permitted to drink alcoholic beverages. Early College

High students must submit a signed permission form for any St. Philip's College off campus activity. Permission slips would not be required if parent provides transportation.

## **Athletic Facilities**

All scheduling for the use of the Health and Wellness Center will be coordinated by the Department of Kinesiology. St. Philip's College Student-athletes will have access to athletic facilities during practice times or during open gym. Student-athletes will follow all rules while using the athletic facilities.

**Gymnasium:** The gym schedule for all team practices, contests, off-season workouts, intramurals and outside groups will be scheduled in coordination with the Department of Kinesiology and the Athletic Coordinator. Teams are responsible for leaving the gym clean.

## **Weight Room**

### **Open Hours**

The Weight Room is open to Student-athletes scheduled practice times. During the scheduled practice time there will be a coach supervising at all times.

### **Team Policies**

1. All Student-athletes are to train during their assigned team times.
2. Coaches are responsible for their Student-athletes in the weight room at all times.
3. The weight room will only be opened by the designated coach during respective training hours.
4. Student-athletes are responsible for leaving the weight room clean with weights racked
5. Sanitation stations with disinfecting wipes and hand sanitizer will be available in each fitness center.
6. All racks and equipment must be sanitized prior to use and following use by each Student-athlete.

### **Weight Room Attire**

1. Shirts, athletic shoes and proper athletic attire must be worn at all times.

### **Aerobic Fitness Room Rules**

1. Wipe down the machine after usage.
2. Machines should be turned off after usage.
3. Television and lights should be turned off when leaving the room.
4. Absolutely, NO food, gum, or tobacco products are allowed in the Aerobic Room.

### **Equipment**

It is the responsibility of the Coaches to issue and inventory all items of equipment. All issued items remain the property of St. Philip's College. Failure to properly care for or

replace lost/damaged items could result in removal from team. There are certain items that will be regarded as personal items that the Department of Student Life will not furnish. In such cases, the Student-athlete will be responsible for obtaining these items for personal use. Student-athletes will be financially responsible for uniforms and equipment not returned to the Department of Student Life. Student-athletes who fail to return College issued equipment will also have a restitution hold placed on their account, which will deny future class registration until the bill is paid in full.

### **Water Bottles**

Each Student-athlete will be provided with an individual water bottle. It is the responsibility of the Student-athlete and the Coaches to make sure that their water bottles are appropriately sanitized. Student-athletes will be responsible for ensuring that they bring their water bottle and fill it for every practice, workout, or game.

### **Cleanliness**

The primary concern of St. Philip's College is to make sure our Student-athletes are safe and healthy. We will make sure that their sanitizers are available throughout the facility as well as the locker rooms. Each Student-athlete will be given sanitizers and clean towels throughout practice and games. The gym floor will be mopped daily before practice and games. The Athletic Coordinator will work with the Department of Kinesiology to make sure there are adequate cleaning materials.

### **Social Media**

Student-athletes should feel free to utilize social media (e.g., Facebook, Twitter, and Instagram) in constructive and positive ways. However, Student-athletes should remember that they serve as representatives of SPC. In accordance with the SPC Student Code of Conduct, Student-athletes may be subject to discipline based on materials and statements posted online. Comments/photos that are defamatory, harassing, obscene, retaliatory, and/or threaten the health or safety of others are prohibited by St. Philip's College policies.

## **Procedures & Activities**

### **Eligibility**

- Make appointments with Academic Advising to ensure the proper scheduling of classes and enrollment in a minimum of 9 credit hours, changes in enrollment status, keeping track of ongoing requirements for graduation and transfer.

- Make sure all official high school and post-secondary transcripts are turned in prior to your team's first contest. Student-athletes are not eligible to participate until all official transcripts are turned in.
- Student-athletes must be in good standing with the college (academically and in terms of discipline).
- Student-athletes must be enrolled in and maintain a minimum of 9 hours at SPC each fall and spring semesters.
- Student-athletes must maintain a minimum GPA of 2.0 and meet all other SPC rules and regulations in order to participate.
- Coaches will gather and review academic progress reports a minimum of three times per semester to ensure Student-athletes are maintaining the required GPA and are attending classes. Progress reports will be submitted to the Coaches on Mondays before practice in a timely manner for appropriate action and record keeping.
- The Student-athlete is responsible for monitoring and reporting their academic progress. If needed, students are to seek academic assistance to prevent poor or failing grades. Coaches may choose to remove Student-athletes from athletic participation until grades are brought up to an acceptable level.
  - 1<sup>st</sup> warning – The Student-athlete must implement a goal setting action plan and meet with your academic advisor (see attachment pages 12-13).
  - 2<sup>nd</sup> warning – The Student-athlete will meet with his/her Coach.
  - 3<sup>rd</sup> warning – The Student-athlete will meet with the Coach and the Athletic Coordinator. Any Student-athlete that has failing grades must sit out a one game suspension and cannot travel with the team off-campus.
- Student-athletes must complete four hours of tutoring or academic reinforcement per week.
  - Submit weekly logs every Monday.
  - Submit all required progress reports with instructor signatures.
  - Attend 1 hour of teaching with their perspective coach.
- Student-athletes must complete and submit all required paperwork:
  - Acknowledgement of Athletic Handbook
  - Signed Consent to Participate Form
  - Completed Emergency Contact and Insurance Form
  - Previous Illness/Injury Form
  - Individual Sport Acknowledgement of Participation Form
  - Athletic Code of Conduct
  - Current Physical
  - Student-Athlete Agreement
  - Social Media

## **Disability Services (DS)**

The Disability Services (DS) office is committed to providing all students including our distance education students, with equal access to quality education and providing reasonable accommodations to eligible students. In addition to serving as an advocate for students with disabilities, our office also works closely with faculty and staff members in order to monitor students' progress and encourage a positive educational experience.

### **How to Establish Disability Services for NEW, ONLINE Campus Students;**

1. Complete the “[Initial Request for Disability Services](#)” form and submit a copy of your disability documentation through our secure platform, [DocuSign](#).
2. Please call 210-486-2199 or email [mbotello@alamo.edu](mailto:mbotello@alamo.edu) to schedule a phone , Zoom, or other appropriate communication devices for your intake appointment.
3. Once your appointment takes place eligibility is determined and accommodations are discussed.
4. Letter of Accommodations is emailed to your professors.
5. Be advised letter of accommodations are generated a few days before each semester and processed in the order received. In general, a letter of accommodations takes up to 7 business days.

## **Lateness**

Nothing irritates an instructor as much as a student who is frequently late.

Lateness is a sign of disrespect, lack of interest, and lack of commitment. Be on time to class and practices.

## **Title IX**

St. Philip's College is committed to providing a supportive learning environment and to fostering, safe, healthy relationships among our students. In this effort, Alamo Colleges has initiated AlamoCARES, a prevention, education and support program regarding dating violence, domestic violence, sexual assault, and stalking. It is our sincere hope that AlamoCARES will empower you to make well-informed decisions about life issues that affect your college years and beyond. Within the AlamoCARES site, you will find information on rights granted by Title IX and resources to help educate and assist you when dealing with harassment and sexual violence. Any student or employee who believes he or she has been a victim of sex discrimination, sexual harassment, or sexual violence is encouraged to contact the District AlamoCARES (Title IX) Coordinator or the college Vice President for Student Success. The SPC Feed the Tiger portal allows access to the AlamoCARES (Title IX) reporting form. There is a link below with more information. <https://spcweb.alamo.edu/feedback/index.html>

## **Retaliation**

St. Philip's College encourages individuals to bring forward information and complaints about sexual harassment and sexual violence. Retaliation against any individual who reports or participates in the investigation of alleged violations is strictly forbidden and will be enforced by the College administration.

## **Conflict Resolution Process**

From time to time, Student-athletes have conflicts with their Coaches, other staff members, and teammates. To resolve these conflicts, direct and honest communication between Coaches and athletes is strongly encouraged. Most conflict is best resolved by the individuals directly involved confronting issues, communicating candidly and in good faith jointly seeking resolution.

What follows is a process designed to bring about the satisfactory resolution of conflict. Each conflict will have a fair, reasonable, and transparent process. The process will end when resolution is achieved or the process is completed.

Every reasonable effort should be made by the student to initially raise the concern directly with the coach. If a conflict is not resolved directly between the individuals involved, the aggrieved student should submit a written complaint to the Athletic Coordinator.

## **Student-Athletes Tutoring Policy**

### **Tutoring Requirements:**

As part of their eligibility requirements, Student-athletes are required to complete **4 hours of tutoring a week and 1 hour of Study Hall**. It can be explained in two ways:

### **Athletic Study Hall:**

Student-athletes will have to attend one Study Hall Session per week in the Health & Fitness Center Room 101, during their regular scheduled practice time. The Student-athletes will have a log that must be signed by the coach overseeing the Study Hall Session. The sessions will include time management skills, goal-setting skills, financial literacy, and test taking strategies.

### **Tutoring Labs on campus:**

Student-athletes can also track other tutoring hours (4) on campus and have their tutor/professor sign off on completed hours. Acceptable tutoring opportunities that meet this requirement include: 1:1 professor tutoring, Math World, Byrd Sanctuary, Rose R. Thomas Writing Center, English (INRW Lab), Reading Lab, and TNT.

**\*If tutoring sessions are not productive (the student is not studying, watching YouTube, on the internet but not for academic purposes, etc.), the tutor will not sign the log.**

### **How Tutoring will be tracked:**

Once a Student-athlete has completed their required hours, they will need to submit their tutoring logs to their coach on Mondays at their scheduled practice time. Each Tuesday, after receiving a report of the previous week's tutoring hours, the Athletic Coordinator will review and approve hours.

If a Student-athlete has met their requirements by noon each Monday, they will be cleared to participate in the following basketball game or performance. If a Student-athlete does not meet the requirements, he/she **WILL NOT** be eligible to participate in the first half of their next scheduled game.

### **Guidelines to Good Grades**

Ultimately, you are responsible for your education. Although various resources exist to enhance your learning capabilities, your hard work and perseverance determine the grades you earn.

1. Attend class. Your professors have the right to set the attendance policy in their classes. If you do not have a legitimate reason to miss class, then attend class and be on time. Your professors know who you are because Student-athletes are high-visibility students.
2. At the beginning of your sport's season, you must inform your professors of future absences due to away-game travel, and you must remind them of this at least one week prior to the travel date. The Director of Student Life can assist if you provide the name of your professors, and their classes.
3. Concentrate in class and take good notes.
4. Review your notes after class and add any information you might have rushed over during class time. Put your notes in good readable form. Their value to you is for use later in organizing the material and structure of the course in preparation for tests and exams.
5. Keep up with work assignments. Work ahead if possible.
6. Note problems early, e.g., being unable to understand professors, having communication issues with them, having poor note-taking ability, not understanding course material or concepts, or lacking preparation time.
7. Don't put problems off. Immediately inform your coach of any issues or problems.
8. Use all the tools and resources available to you: professors, librarians, study guides, recorders, tutors, classmates, friends, etc.

### **Class Schedules and Drop/Add**

St. Philip's College provides each student with an academic advisor. The Student-athlete is responsible for meeting routinely with their advisor to ensure satisfactory academic progress is maintained. The Coach will provide support and serve as a resource to the Student-athlete by being aware of important dates, available academic resources, and critical activities of the semester (i.e. midterms and final exams).



## **Institutional Policies**

The Athletic Handbook is a supplement to the Alamo Colleges District's Board Policies, Student Code of Conduct, and St. Philip's College guidelines. All of the aforementioned documents will govern the Student-athlete's behavior and help provide an experience that will benefit the Student-athlete and the College.

## **Expectations and Disciplinary Actions**

St. Philip's College works diligently to provide students with a quality athletic experience. We provide students with practice, game, and warm-up uniforms for use during the season. In so doing, we expect all teams to look professional and polished when representing the college. In an effort to ensure good stewardship and responsible use, each Student-athlete is financially responsible for their uniform. The Student-athlete must return the complete uniform in good condition at the end of each semester. Failure to return complete uniform will result in a hold on the Student-athlete's account until the uniform is returned or restitution is paid for lost or damaged item(s).

Finally, the success of the athletic program depends on each Student-athlete being accountable for his/her actions. We expect the Student-athlete to uphold their commitment to their teammates, the Athletic Program, the Department of Student Life and the College. Failure to do so will result in disciplinary action up to and including being removed from the team. Listed below are violations and automatic consequences:

### **Drop below 2.0 GPA or 9 semester hours:**

1. Suspended from team until grades improve
2. Suspended from team until enrolled in at least 9 credit hours

### **Unexcused Absences (class or team activities):**

3. 2 = half a game suspension
4. 4 = One game suspension

### **Incomplete tutoring hours:**

5. 1<sup>st</sup> time <5hrs = half a game suspension/mandatory hours makeup
6. 2<sup>nd</sup> time = No travel or 1 game suspension

### **Un-sportsman like conduct:**

7. Verbal Confrontation (practice or game) = Coaches discretion
8. Physical Confrontation = Suspension pending conduct investigation

Disrespect of College Employee (any coach, staff, faculty or administrator) = Cut from team

## **College Service Hours**

Student-athletes are college ambassadors, peer role models, and student leaders. As such, Student-athletes are expected to attend at least 3 *campus events per semester*. The purpose of attending campus events is to give the Student-athlete an opportunity to

engage with the campus community. **Every Student-athlete is expected to attend all Homecoming activities (Pep-Rallies, Game, Photo Shoot, and Dance).** In addition, Student-athletes are required to attend **at least** 3 campus events by participating in activities. Examples include the SPC Club Rush, Spirit Day, MLK March, Tiger Nation Family Day, CultureFest, Men of SPC, EMBODI Conference, Cheer Competition, Juneteenth parade, and the Caesar Chavez March.

## **Fundraising**

Each sport is responsible for raising funds that may be used to supplement the Athletic Department budgets. Goals for fundraising will be set by each Head Coach in conjunction with the Athletic Coordinator.

All projects and gifts must be pre-approved and authorized by the Athletic Coordinator. Students may not attempt a project or try to secure a gift without prior authorization.

All checks for fundraising must be made to St. Philip's College – Foundation (name of sport). Coaches cannot cash checks that are made out to an individual sport or the Head Coach. Team fundraising is for the College and sport – not the individual. An individual gives up their rights to any monies even when they were involved with the fundraising activity and do not make a team.

## **Injury Protocol**

To ensure the safety and well-being of our Student-athletes, the Department of Student Life requires medical clearance to participate in sports. If a Student-athlete has had a major injury/illness since the last competitive season (requiring surgery or extensive rehabilitation) or has a history of a specific chronic injury, the Student-athlete must be cleared by the treating physician. In addition, if a Student-athlete is injured during a game or practice, they are required to provide a doctor's note or equivalent document clearing them for participation before engaging in further physical activity. All Coaches will have a medical bag. We will follow NCAA rules as it relates to Coaches and personnel responding to injuries on the floor. If a player gets hurt, the referee must wave the Coach, parent, or College personnel onto the floor. If a Coach, parent or College personnel goes on the floor without permission, it can result in a technical foul for the team.

1. Athletics does not and cannot cover any personal illnesses (chronic or acute - at any time), any infection, diagnostic tests or surgery for pre-existing conditions, or injuries incurred by a Student-athlete outside of team travel, scheduled contests, supervised practice and supervised strength and conditioning sessions.
2. Student-athletes must make their Coach aware of injuries prior to practices and game to make ample time for treatment.
3. If a Student-athlete is injured outside of practices or games they must tell their Coach as soon as possible prior to returning to practice.
4. All Coaches will abide by HIPPA regulations regarding confidentiality of medical information.

5. All Coaches will be CPR certified.
6. Coaches will fill out injury report as soon as possible after injuries occurred.
7. If injuries fall in one of the following categories, Athletic Coaches will respond accordingly:
8. All open sores, fungal growth, rashes, etc. must be properly covered.

**Level One Injuries** - Bumps, bruises, minor cuts, scrapes and scratches. The Coaches may treat the student with Band-Aids, wraps, ice packs, etc. as needed. The Coach will determine if the student can return to the game and practices.

**Level Two Injuries** - Twist, strain, slight sprain, major, dislocation. The Coach will determine if the student can stay and watch the game. If the injury is downgraded to a Level One, they may be able to return to the game and practices.

**Level Three Injuries** – Head injuries (Concussion protocol), Torn ligaments, dislocated bones, breakages. Any injuries that stop the player from physically being able to play. The injured player will be taken away by family, emergency personnel, etc.

### **Documents Required for Participation**

The following documents are to be completed and submitted to the Coach PRIOR to any athletic participation:

1. Acknowledgement of the Student Athletic Handbook
2. Consent to Participate form
3. Emergency Contact and Insurance form
4. Previous Illness/Injury form
5. Individual Sport Acknowledgement of Participation form
6. Athletic Waiver form
7. Athletic Social Media Contract
8. Student-athlete Agreement

**Student Athletic Handbook:**

I acknowledge receipt of the Student Athletic Handbook and the rules of conduct. I understand the rules and realize that I am subject to disciplinary measures if I violate them. I do agree to participate and conduct myself in accordance with the rules of our Athletic Department and any other specific rules of the College or the Coaches.

Printed Name \_\_\_\_\_

Banner ID Number \_\_\_\_\_

Sport \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(If under the age of 18)

## **Intercollegiate Athletics Consent to Participate**

I give my permission and understand that the coaching staff, administrators, or other College officials can use their own judgment to apply first aid until medical help becomes available or secure medical aid and ambulance service in the event a parent cannot be reached. I voluntarily accept their service on my behalf and grant permission for them to perform their necessary duties as described above.

### ***Identification***

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Preferred Name/Nickname \_\_\_\_\_ Banner ID \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

### ***Stats***

Height \_\_\_\_\_ Weight \_\_\_\_\_

Birthday \_\_\_\_\_ Age \_\_\_\_\_

### ***Emergency Contact***

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

### ***Medical Clearance***

Any Lasting Medications Currently Taking \_\_\_\_\_

Withstanding Medical Condition \_\_\_\_\_

Allergies to Medicine or Food \_\_\_\_\_

Do you wear contact lenses/glasses?  yes  no

Any there other medically related conditions that may affect emergency \_\_\_\_\_

\_\_\_\_\_

## Previous Injury/Illness Release

To ensure eligibility for participation, this form must be completed and returned immediately.

I authorize any Health Care Provider, Insurance Company, Person, or Organization to release information regarding medical, dental, mental, alcohol or drug abuse history, or treatment to the Plan Administrator, or their employees and authorized agents for the purpose of validating eligibility to participate in competitive sports. I further authorize release of this information to the St. Philip's College Department of Student Life.

Student-Athlete Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

If there has been an injury or any medical condition that prevented, limited, or altered your participation in, or preparation of athletic activity within the last 12 months, you must be medically released by the treating physician before being allowed to participate in St. Philip's College Athletic activities.

What was the injury/condition that prevented, limited, or altered the Student-athlete named above from participation or preparation for athletic activity?

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### Comments

#### Health Care Provider Only:

On the basis of my treatment, and/or evaluation, I have found no reason which makes it medically inadvisable for the Student-athlete to fully and completely participate in any intercollegiate activities and release this Student-athlete for intercollegiate participation.

Physician Name: \_\_\_\_\_

Physician Signature \_\_\_\_\_ Date \_\_\_\_\_

## Emergency Contact & Insurance Information Form

To ensure eligibility for participation this form must be completed and returned immediately.

### Student-athlete Information

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Sport(s) \_\_\_\_\_

Banner ID Number \_\_\_\_\_ Academic Year \_\_\_\_\_

### Emergency Contact

Name \_\_\_\_\_

Address \_\_\_\_\_

Cell # \_\_\_\_\_

Home # \_\_\_\_\_

### Insurance Information

Insurance Company \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Group Number \_\_\_\_\_

Policy ID \_\_\_\_\_

Policy Holder Name \_\_\_\_\_

Relationship to Student-athlete \_\_\_\_\_

Effective Date of Policy \_\_\_\_\_

Expiration Date \_\_\_\_\_

Does policy cover athletically related injuries? \_\_\_\_\_

## **St. Philip's College Department of Student Life**

### **Volunteer Coaching Process**

1. The applicant must submit a completed coaching application prior to coaching.
2. The applicant must speak with Alamo Colleges District Human Resource for a background check and provide their name, social security number and date of birth.
3. The candidate for the volunteer position is interviewed by the Coach and Athletic Coordinator.
4. The Coach and Athletic Coordinator, utilizing selection criteria, make a recommendation to the Director of Student Success.





## St. Philip's College Athletics

### Volunteer Coach Application Form

**VOLUNTEER COACH:** This form details your desire to be a volunteer coach at St. Philip's College and is to be completed and signed by you as a commitment to abide by St. Philip's College Department of Student Life. A Volunteer Coach is any coach who does not receive compensation or remuneration from the institution's Department of Student Life.

Name of Volunteer Coach: \_\_\_\_\_ Sport: \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Coaching Experience:

\_\_\_\_\_  
\_\_\_\_\_

Academic year serving as a volunteer coach: \_\_\_\_\_  
(Academic Year)

#### ACCEPTANCE:

My signature below indicates the following:

- I agree that the Head Coach or appropriate administrator shall determine the duties and responsibilities of this position.
- I agree to abide by all the rules and regulations of St. Philip's College and The Texas Collegiate Athletic Conference.

Signature of Volunteer Coach: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Head Coach: \_\_\_\_\_ Date: \_\_\_\_\_

#### APPROVAL:

Signature of Athletic Coordinator of Student Success: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Director of Student Success: \_\_\_\_\_ Date: \_\_\_\_\_

## **St. Philip's College Department of Student Life**

### **Volunteer Coaching Evaluation Process**

1. Each Volunteer Coach will be responsible for following all rules and guidelines of St. Philip's College and Texas Collegiate Athletic Conference.
2. Volunteer Coaches are responsible for assisting the Head Coach in developing an athlete's skill level, attitude, and enthusiasm for the game. This includes good sportsmanship.
3. Volunteer Coaches are expected to be role models for the team.
4. Volunteer Coaches will assist in making sure athletes attend tutoring and submit their tutoring logs on a weekly basis.
5. Volunteer Coaches will create and develop events on AlamoEXPERIENCE.
6. Volunteer Coaches will have a one-on-one discussion at least one per semester, with the Head Coach and Athletic Coordinator.

# TIGERS

## Student Athlete Progress Report

Name: \_\_\_\_\_ Sport: \_\_\_\_\_

Course	Units	Grade	Prof Signature	Comments***

### \*\*\*Comment Codes

- 1. Good attendance
- 2. Always prepared
- 3. Pleasure to have in class
- 4. Missing assignments
- 5. Poor Attendance
- 6. Low test scores

Thank you in advance for your time and cooperation. St. Philip's College is committed to providing its Student-athletes a quality education and academic support. Should you have any questions regarding this form, please feel free to contact

Paul Lede, (210-486-2581)  
Athletic Coordinator

## ACADEMIC ACTION PLAN

**STUDENT NAME:**

**ADVISOR NAME:**

**SEMESTER/YEAR:**

ACADEMIC REGULATIONS					
Status	Reason		Subject	Teacher	Date
1 <sup>st</sup> Warning	Failing Grade	Implement a Goal Setting Action. Discuss your performance with your academic advisor.			
2 <sup>nd</sup> Warning	Continue to have failing grades.	Discuss your performance with your coach.			
3 <sup>rd</sup> Warning	Cumulative GPA of less than 2.0.	Discuss your performance with the Coach/ Athletic Coordinator.			

This Academic Action Plan is designed to help you identify, refine and discuss your goals for the upcoming term, and the changes you will make/have made to improve your academic progress

**Based on my academic status:**

- ✓ *I acknowledge that I will meet with my Academic Advisor to discuss my academic progress.*
- ✓ *I acknowledge the requirements that must be met to improve my academic progress.*
- ✓ *I acknowledge the importance of developing an Academic Action Plan.*
- ✓ *I acknowledge that if I do not meet the requirements of improving my academic progress, I may be dismissed from participating in club sports.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Coach's Signature: \_\_\_\_\_

## ACADEMIC ACTION AGREEMENT CONTRACT

### SELF-ASSESSMENT

CHALLENGES — In your own words, please describe the factors that contributed to your academic difficulties.

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### DEVELOP YOUR PLAN OF ACTION

List the steps you will take to reach your goal and the date by which you will complete those steps. Keep in mind that you may use a variety of resources of in putting your action plan into motion:

How can I alleviate the problem/factor that contributed to academic difficulty?	What will this solution require of me in terms of time and effort?	Write timelines for the next two weeks, two months, and semester
1.		
2.		
3.		

Sample Goals	Your SMART-R Goals
<b>S – Specific:</b> Make your goal as specific as possible. <i>Example: I will develop a time management plan that includes at least 4 hours per week of study time.</i>	<b>S – Specific:</b>
<b>M – Measureable:</b> Be sure that your goal is measureable. <i>Example: I will be able to measure how many hours per week I study throughout the semester.</i>	<b>M – Measureable:</b>
<b>A – Attainable:</b> Set goals that you can achieve. <i>Example: I have mapped my personal, family &amp; work schedule in a planner and know that my goal is</i>	<b>A – Attainable:</b>
<b>R – Realistic:</b> Set realistic goals. <i>Example: I will spread my study time across multiple days per week to make my goal realistic.</i>	<b>R – Realistic:</b>
<b>T – Timely:</b> Establish a timeline for reaching your goal. <i>Example: I can achieve my goal by the 2<sup>nd</sup> month of the term.</i>	<b>T – Timely:</b>
<b>R – Rewards:</b> Find meaningful ways to celebrate meeting your smart goals by rewarding yourself. Remember your achievements, and celebrate them – you deserve it!	<b>R – Rewards:</b>

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_