



ABOUT JOHN WOOD COMMUNITY COLLEGE

Location.....	Quincy, IL
Enrollment.....	1,900
President.....	Mr. Michael Elbe
Dean of Students/Registrar.....	Mr. Cody Baggett
Director of Athletics.....	Brad Hoyt
Nickname.....	Trail Blazers
Colors.....	Green & Gold
Conference.....	Mid West Athletic Conference
National Affiliation.....	NJCAA Division II

2019-20 ATHLETIC STAFF DIRECTORY

Name	Sport	Position	Phone
Brad Hoyt	Administration	Director of Athletics	217-641-4975
Amanda Keck	Administration	Athletic Specialist	217-641-4976
TBA	Athletic Training	Head Athletic Trainer	TBA
Norm Rodriguez	Women's Basketball	Head Coach	217-641-4510
TBA	Women's Basketball	Assistant Coach	
Merle Jones	Women's Softball	Head Coach	217-641-4979
AJ Smith	Women's Softball	Assistant Coach	
Hayley Womack	Women's Soccer	Head Coach	217-641-4986
TBA	Women's Soccer	Assistant Coach	
Madeleine Halford	Women's Volleyball	Head Coach	217-641-4990
TBA	Women's Volleyball	Assistant Coach	
Brad Hoyt	Men's Basketball	Head Coach	217-641-4975
TBA	Men's Basketball	Assistant Coach	
Adam Hightower	Men's Baseball	Head Coach	217-641-4306
Chace Ellis	Men's Baseball	Assistant Coach	
Bob Cowman	Men's Soccer	Head Coach	217-641-4977
Eric Stratman	Men's Soccer	Assistant Coach	

2019-2020 ACADEMIC CALENDAR

FALL SEMESTER 2019

Classes Begin	August 19
Labor Day Holiday (College Closed)	September 2
Mid-Term	October 11
Fall Recess (No Classes)	October 14-15
Thanksgiving Holiday (College Closed)	November 28-29
Last Day of Classes	December 9
Final Exams (Tues-Fri)	December 10 – 13
Winter Recess (College Closed)	December 23-January 1

SPRING SEMESTER 2020

College Reopens	January 2
Classes Begin	January 13
Martin Luther King Jr Day Holiday (College Closed)	January 20
Mid Term	March 6
Mid Term Break (No Classes)	March 9-13
Spring Recess (No Classes; College Closed April 10)	April 9-10
Last Day of Classes	May 8
Final Exams (Mon-Thur)	May 11-14
Graduation	May 15

Welcome to John Wood Community College,

We are excited to welcome you to our community, our college, and the Trail Blazer athletic department. Each one of you were selected to represent the college in a very public forum – on and off an athletic field or court. I trust that you view that as a privilege and, in turn, make the most of your opportunity here on our campus. Our department has a history of success – athletically and academically and we are looking forward to seeing how you leave your mark in our history books. JWCC is a proud member of the Mid West Athletic Conference (MWAC) and the National Junior College Athletic Association (NJCAA).

At John Wood, we aim to win every day and that can present itself in many different forms. We expect competitors in the classroom and on the playing field, but also expect our student-athletes to understand the importance of relationships, personality, and character. You will develop relationships this year, relationships that will survive the test of time and I hope you are anxious for that to happen. The college has ample resources and incredible people at your disposal to offer advice, wisdom, and counsel and we hope you find the humility to seek that out. Your career and your future will help define our college and our athletic programs through your story – let’s work together to make that story significant.

The **Student-Athlete Handbook** is designed to assist you in your experience as a John Wood student-athlete. We hope you use this as a resource for our policies, as well as a referral for our staff. If I can ever help in anyway, my door is always open and accessible so never hesitate to stop in my office in the Student Activity Center. You can always call or email as well.

Again, welcome to John Wood and **GO BLAZERS!**

Coach Brad Hoyt
Director of Athletics
217-641-4975
bhoyt@jwcc.edu

STUDENT-ATHLETE ORIENTATION

Prior the beginning of the 2018-19 academic year, a MANDATORY student-athlete orientation will be held for all incoming and returning student-athletes. Important information regarding JWCC policies, NJCAA eligibility guidelines, and required paperwork will be shared. You will have an opportunity to ask questions and meet our entire Athletic Department staff. The orientation will be held **Sunday, August 18th, 2019** in the Mary Ellen Orr Auditorium on our main campus. It will begin at 6:00pm.

STUDENT-ATHLETE PHYSICAL/INSURANCE REQUIRED PAPERWORK

All student-athletes must have all required paperwork on file prior to participation. Each coaching staff should have shared a listing of needed paperwork with their respective teams. At a minimum, the following is required to be complete and filed before participation:

Physical form

An up-to-date physical is required for all student-athletes. The John Wood athletic department will offer the opportunity to have this completed by our team doctor and his staff in the months of July and August, but it can also be completed by a home physician as well.

Medical history

A medical history form, completed by the student-athlete, must be on file for all student-athletes. This form also requires a physician's signature. Prior to attending a physical, this form should be complete and available for review by the physician.

Parent information/Primary Insurance

All student-athletes are required to carry a primary insurance plan to cover sickness and injuries that occur while on our campus. The parent form is required by our secondary insurance company and assists in verifying the primary coverage. A current copy of an insurance card is also required!

Release of medical information

Quincy Medical Group, host of our athletic training and team doctor services, requires all student-athletes to have a signed release of medical information on file. It requires a witness signature.

Release of liability

John Wood Community College requires all student-athletes have a signed release and assumption of liability on file for all student-athletes, This form requires a witness signature.

STUDENT-ATHLETE SECONDARY INSURANCE COVERAGE

John Wood Community College carries a secondary insurance policy for all team members within our athletic department. It is designed to 100% cover all expenses that are not covered via a student's primary insurance plan. **The college underwrites this expense for the student-athletes.** Our hope is the coverage is never utilized but it is in place to protect our student-athletes and their families.

The policy will cover all injuries sustained while participating during a required athletic workout, practice, or competition. It is not designed to cover sickness or injuries sustained prior or outside of mandated training with John Wood athletics. In order to access the policy correctly and timely, a series of paperwork and communication is required by the student-athlete. Please communicate with your head coach and the Athletic Director immediately following injury in order to begin the correct protocol. **Lack of follow up and paperwork immediately following an injury may delay and suspend an insurance payment in the future.**

STUDENT-ATHLETE RESPONSIBILITY

As a student-athlete at John Wood Community College, you represent yourself, your family, the institution, the coaches, and your teammates at all times. Athletics, led by the student-athletes, is a window into the college and we require that our team members take that responsibility seriously. As a student-athlete, your responsibilities exceed those of other students and includes, but is not limited to, the following:

- Attend all classes and make PRIOR arrangements for classes missed due to game travel. Athletes are not automatically excused from class for games.
- Attend and fully participate in scheduled practices and team activities unless excused by the coach.
- Refrain from using illegal drugs or abusing legal drugs or alcohol.
- Any action taken by the local, state, or federal authorities that result in legal action will be subject to consequences by the Head Coach and/or the Athletic Department.
- You may be drug tested at any time during the year. The Athletic Department conducts both random and team tests throughout the year.
- Conduct yourself in a positive manner and demonstrate responsible behavior on and off the court or playing field.
- All athletes must have a physical and all insurance paperwork complete and on file in the athletic office prior to first day of team practice.
- Take care of equipment and apparel that is provided for use. All equipment and apparel must be returned to the coach immediately upon request. Failure to do so will result in a 'hold' placed on the student account.
- Conduct yourself appropriately in other on campus locations, including but not limited to, the library, cafeteria, student life area, and other common areas.

STUDENT-ATHLETE TEAM RULES

Each student-athlete is responsible to comply with all team rules as provided by the Head Coach of their respective program. The rules and policies set forth by each program are critical as they may affect your status as a student-athlete at John Wood Community College. Within the intercollegiate athletic program, all decisions directly related to the team performance, i.e playing time, position, amount of scholarship, etc are the province of the head coach and these decisions are final. Team rules that refer to player appearance, expectations, training, curfew, and conduct will be discussed with each team prior to the beginning of the season. You have a right to discuss any decision that you consider unjust with the Athletic Director.

TECHNOLOGY STATEMENT

As a member of the John Wood Community College Athletic Department, it is important to understand the power and usage of technology and social media sites such as Snap Chat, Twitter, Facebook, Instagram, and others. As an athlete and a constant representation of Trail Blazer athletes, the information that is posted and shared must reflect an appropriate message. It is advised to use extreme caution in posting personal information, incriminating pictures and videos, and inappropriate content. Future employers, JWCC athletic alumni, and members of the media can and will access information and the college reserves the right to discipline any content that inappropriately reflects the Athletic Department and the College.

ALCOHOL POLICY * DRUGS * ILLEGAL ACTIVITY

John Wood student-athletes are subject to all local, state and federal regulations concerning the use/consumption/possession of alcoholic beverages and drugs. The Athletic Department does not permit use of alcohol or drugs by athletes, managers, trainers, coaches, or other staff when they are engaged in activities relating to their athletic roles: practices, contests, team trips, team meetings, all receptions including those sponsored by friends' groups or parents, banquets, locker room activities. Athletes who use alcohol or drugs in contravention to this policy risk immediate suspension from the team by the Athletic Department. In addition, the department restricts and does not condone illegal activities, including use of recreational drugs and underage drinking. Student-athletes in violation of any or all local, state and federal laws is subject to additional consequences, including immediate dismissal from the athletic program. Some JWCC teams have stricter but informal rules about alcohol and drug use. The Director of Athletics must approve any exception to this policy.

DRUG TESTING

John Wood Community College has a standardized drug screening urinalysis program intended to detect the use of illegal drugs as identified by the NCAA in its list of banned substances. The program may be administered on a random basis or may be requested by the Athletic Director on a recommendation from a head coach. Once tested through the Athletic Department protocol, student-athletes that are in violation will be entered into a three-step consequence sequence. The three-step consequence includes the **listed items up to immediate program dismissal at the coach's discretion.**

First Violation:

1. Mandated counseling set up with JWCC counseling service and initiated in conjunction with the Athletic Director
2. Mandated re-test approximately 30 days following original test

Second Violation:

1. Mandated counseling set up with JWCC counseling service and initiated in conjunction with the Athletic Director
2. Mandated re-test 30 days following test
3. Subject to suspension of a minimum of 20% of regular season game schedule.

Third Violation:

1. Immediate dismissal and suspension of all athletic contact and participation for 1 calendar year following violation. No further athletic aid can be dispersed to a suspended student-athlete.

An appeal process is available for any student-athlete that feels that the Drug Testing policy has been misinterpreted and should be directed toward the Dean of Students and the Athletic Director. A written request must be presented to both the Dean of Students and the Athletic Director within 7 days of the appealable ruling. A follow up appeal process will follow.

Brief Statements on Frequently Asked Questions by John Wood Student-Athletes

For additional information, full policies and specific procedures, please visit with your Head Coach and/or the Athletic Director. A complete copy of the NJCAA Handbook & Casebook is available in the Dean of Student's and Athletic Director's offices.

ATHLETIC AID PROCESS

All institutional waivers are allotted to cover in-district tuition and universally assessed fees only. All student-athletes receiving athletic-aid must be on a signed, valid NJCAA National Letter of Intent or athletic eligibility may be in jeopardy. The NJCAA National Letter of Intent is a required form that must be submitted in order to have funds applied to the account. There are limits to maximum credit hours per semester and Summer scholarship dollars may be available through the Dean of Students and Athletic Director's offices through a separate process.

MEDICAL HARDSHIP

There are two types of Hardship Requests granted via the National Junior College Athletic Association. One is for a medical hardship and another is in reference to a non-medical hardship that prevented the student-athlete from completing the competitive season. Each have a maximum number of games (20%) allowed and prohibits a hardship to be granted if the student-athlete participates past the 50% mark of the game schedule. If a student-athlete plays 1 minute or is on the field for 1 play at any point during a season, a season of eligibility has been used. In order to get that eligibility back, a hardship must be requested. The hardship paperwork is filed in conjunction with the student-athlete, the Head Coach, the Athletic Director, and the Athletic Trainer. Paperwork with appropriate signatures and dates are required to apply for the hardship – in no way is there a guarantee to a hardship being granted until the NJCAA rules on the request. Ownership of the process must include the student-athlete.

ATHLETIC TRAINING

Our Head Athletic Trainer is an employee of Quincy Medical Group and provides a consistent service to our department and our student-athletes. Weekly office hours will be posted and shared prior to each semester and all game days will be properly covered by the Quincy Medical Group's staff. Individual coaches help determine appropriate arrival and departure times dependent upon the needs of the team – please visit with your coach if you have questions concerning game day timing. It is strongly advised to make and keep appointments for treatment with the Athletic Trainer throughout the week. The Athletic Training room/office is **OFF LIMITS** to all student-athletes without the consent and presence of an athletic staff member or trainer. The Training area is not only a training room, but also an office. We require all staff and student-athletes to understand that distinction and behave appropriately.

NJCAA ELIGIBILITY/CERTIFICATION

The Athletic Director certifies all student-athletes that are eligible to compete in their respective seasons. Proper inclusion of official transcripts (high school and college), up to date physical information, transfer waivers and tracking forms, and a current full time class schedule is critical in order to be certified. **NO student-athlete will participate unless certified by the Athletic Director.**

FACILITY USAGE

The Student Activity Center and accompanying athletic facilities are available for all students to utilize throughout the academic year. **NO student should be in athletic facilities without a staff member on site** – that includes student-athletes. The Student Activity Center is typically open from 6:30am until 7:30pm Monday through Friday and not officially open on the weekends. Non-compliance may result in having facility privileges revoked immediately. Fitness Room, aerobic room, and gymnasium are available to general usage, but may be bumped due to scheduled team activities. Please respect the time of other student-athletes and coaches and manage your time in the facility appropriately.

Helpful Information as a John Wood Student**Full Time Status**

A full time student is one who carries 12 or more credit hours per semester. All student-athletes must be a full time student at all times or will be immediately ineligible to participate and/or receive a JWCC athletic waiver.

Dropping/Adding Courses

All drops and adding of courses must be approved and verified by the Athletic Director prior to being executed. All student-athletes will have a hold on their account requesting such approval. You can be dropped/withdrawn from a course for lack of participation or engagement! Completing coursework and attendance (log in to online courses & active participation) is required! You could be dropped without prior knowledge! Please talk with your Head Coach or the Athletic Director prior to deciding on adding or dropping coursework – your athletic eligibility may be at stake!

Tutoring Services

JWCC offers tutorial services in various academic areas free of charge to students. These are walk-in based tutoring labs located in the library.

College-Issued ID

Visit Admissions & Advising to order & receive your College ID. It is important to utilize during campus events, library access, and may provide local student discounts at restaurants and organizations.

Student-Athletes Responsibility for Policies and Procedures

All student-athletes at John Wood Community College are responsible to be familiar with and comply with the policies of their team, their Coach, JWCC Athletic Department, John Wood student code of conduct, and the NJCAA. Any student-athlete who has questions about policies is responsible to ask for clarification from their coach or Athletic Director.

CONFIRMATION OF RECEIPT AND ACKNOWLEDGEMENT OF JOHN WOOD COMMUNITY COLLEGE'S STUDENT-ATHLETE HANDBOOK

I have received and understand the components of the 2019-20 John Wood Student-Athlete Handbook. I also acknowledge and understand that if I have questions or concerns, I will directly ask a member of the coaching staff or the Athletic Director. The receipt and acknowledgement of this handbook does not exclude me from additional consequences for my actions as a representative of Trail Blazer Athletics. Nothing contained herein shall limit the authority of the President, Dean of Students, or the Athletic Director to discipline any student that has acted in contrary to the rules and regulations of the college.

Disclaimer: Every effort is made to ensure the accuracy of information contained in the John Wood Community College Student-Athlete Handbook at the time of publication. The College reserves the right to make any change, revision or amendment at any time and without prior notice. The John Wood Community College Student-Athlete Handbook and the information included is published solely for the convenience of student-athletes and the College expressly disclaims any liability that may otherwise be incurred.

Print Name: _____ Sport: _____

Signed: _____ Date: _____

Witness Signature: _____ Date: _____