



Department of Intercollegiate Athletics Manual

A reference guide of policies and procedures for Trinity Baptist College
Intercollegiate Athletics

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The Trinity Baptist College Athletics Department maintains the following policies and guidelines in an effort to assist with the understanding how the Intercollegiate Athletics Program operates. This handbook will give coaches, students, and staff an idea of what is expected of them when they participate in one or more intercollegiate sports. Anyone with questions concerning the handbook or athletics at TBC should please contact the athletics office.

TRINITY BAPTIST COLLEGE ATHLETICS DEPARTMENT

Directory of Key Personnel

All numbers are (904) 596-XXXX, unless otherwise noted. All e-mails end with @tbc.edu

<u>Position</u>	<u>e-mail</u>	<u>extension</u>
Director of Athletics/Men's Basketball Coach: John D. Jones	jjones	2304
Associate Athletic Director/Women's Basketball Coach: Patrick J. Milligan	pmilligan	2335
Assistant Athletic Director/Baseball Coach: Jon Copeland	jcopeland	2308
Head Men's Soccer Coach: Bill Brindley	bbrindley	2306
Head Volleyball Coach: Kelly Brindley	kbrindley	2308
Head Women's Soccer Coach: Prince Borde	pborde	2306
Sr. Vice President for Academics & Student Life: Dr. Matthew Beemer	mbeemer	2473
Dean of Students: Jeremiah Stanley	jstanley	2333
Dean of Women: Toni Elkins	telkins	2334
Dean of Men: Aaron Unthank	aunthank	2302
Registrar: Dr. John Cash	jcash	2452
Faculty Athletics Representative: Dr. Adam Christmas	achristmas	2453
Public Safety: John Cash, Jr	jcashjr	2494
Athletics Fax Number	(904) 596-2309	

Trinity Baptist College Athletics Program

Beginning in the 2016-2017 academic year, Trinity Baptist College will offer the following varsity programs for student participation.

<u>Fall Sports</u>	<u>Winter Sports</u>	<u>Spring Sports</u>
W. Volleyball	W. Basketball	M. Baseball
W. Soccer	M. Basketball	
M. Soccer		

Athletic Affiliations

Trinity Baptist College is a member of the National Christian College Athletic Association (NCCAA). Institutions with membership at the NCCAA Division II level do not provide scholarships related to athletic ability or participation.

The NCCAA was incorporated to provide a Christian-based organization that functions uniquely as a national and international agency for the promotion of outreach and ministry and for the maintenance, enhancement and promotion of intercollegiate athletic competition with a Christian perspective.

Established in 1968 in Canton, Ohio, the NCCAA held its first men's basketball tournament in Detroit, Michigan in 1968. At the initial tournament, the NCCAA adopted a constitution and voted to move the national headquarters to Chattanooga, Tennessee upon the invitation of the Chamber of Commerce. In 1989, the Board of Directors voted to move the National Office to Marion, Indiana. As the NCCAA grew in membership and national appeal, the Board of Directors examined the need for relocation to a larger corporate community. In May 2000, the NCCAA officially moved the National Office to Greenville, South Carolina.

In 1973, the NCCAA launched into other sports, developing national competition in cross country, track and field and men's soccer. Bible colleges, which had competed well against liberal arts colleges, submitted a plan to add a second division. Division II basketball was developed in 1975 for the Bible colleges (non-scholarship), along with national competition in wrestling. Over the years, national championship competition in several other sports began: women's basketball, men's and women's volleyball, softball, men's golf, women's soccer, men's and women's tennis, baseball, football and indoor track and field.

The membership has grown to approximately 100 Christ-centered colleges and universities and the mission has gone far beyond just winning a tournament. Today, each of the 23 national championships and invitationals are required to hold a Christian Service Project (CSP) during the championship event. CSPs are opportunities in which NCCAA student-athletes and coaches go out into a championship host's community and serve others. Some CSPs have included visiting children's hospitals, serving the Salvation Army, Boy's and Girl's Clubs, Habitat for Humanity, Big Brothers/Big Sisters, reading to children in public schools, doing yard work around the community, writing soldiers overseas, working in food projects, visiting the elderly in nursing homes, and much more. Tens of thousands of hours have been given to communities across the nation through the NCCAA.

The NCCAA game plan is to produce true winners: a game plan that will carry an individual through his or her entire life. The game plan is devised to draw out the student-athlete's greatest potential – body, mind and spirit.

This game plan is catching on virtually all over the United States. The participating schools are dedicated not only to providing the best athletic competition possible, but also to exemplifying Jesus Christ in all they do.

The NCCAA believes:

- That athletics are a means to an end, not an end in themselves.
- That the process is as important as the performance.
- That the person (student-athlete) is more important than the program

Athletic participation in a Christian liberal arts or Bible college is a unique experience that prepares Christian men and women for a life of meaningful work and service. The athletic experience provides a dynamic growth process for learning discipline, team work, leadership, and mutual respect where the student-athlete and his/her preparation for life is more important to the coaches and the athletic administration than win-loss records and championships.

Department of Athletics ~ Mission Statement

Trinity Baptist College Athletics exists to be a leading Christ-centered program distinguished by excellence in athletic competition, academic performance and spiritual formation.

Understanding that God has ordained our physical bodies as temples of the Holy Ghost (1 Cor. 6:19) and that we are commanded to “glorify God in your body” (vs. 20), TBC believes that Intercollegiate Athletics should contribute to a student’s education and health, promoting the values of physical fitness and wellness. The Trinity Baptist College Athletics program endeavors to provide students with an opportunity to compete successfully and / or maintain a lifestyle of wellness at any level.

The department views opportunities in intercollegiate athletics as integral to the educational experience. The department seeks to promote an environment that emphasizes fair play, integrity, sportsmanship, education and overall health and fitness. Students participating in the intercollegiate athletics program can benefit from the values and lessons taught through sport including teamwork, commitment, perseverance and communication, among others.

Embracing the objectives and purpose of the College and the NCCAA philosophy, the athletics program provides opportunities for students to compete and develop successfully, grow as responsible citizens, maintain a varied program of educational experiences, and share the Gospel through the platform of athletic competition. The Trinity Baptist program can help students realize their full potential... spiritually, athletically, and intellectually as teammates and individuals.

Members of the department’s faculty and staff seek to steadily improve the quality of the athletics experience through professional development, conferences, and department meetings. The department is committed to providing the best possible facilities, faculty and staff to ensure a positive athletic experience and an appropriate balance between athletics and other aspects of college life.

The Intercollegiate Athletics program will comply with the standards set forth by the National Christian College Athletic Association. The department will adhere to State and Federal regulations that directly impact coaches, students and intercollegiate athletics.

Trinity Baptist College athletics programs have the following specific objectives:

1. Operate in an environment consistent with the mission of the college.
2. Provide the best athletic experience possible without sacrificing academic integrity.
3. Support students in their efforts to reach high levels of performance by providing them with proper facilities, competent coaching, and appropriate competitive intercollegiate opportunities.
4. Encourage participation through the opportunity to compete.
5. Observe, develop and promote good sportsmanship.
6. Encourage the integration of student-athletes into the institutional life of the college.
7. Instill the realization that many of the traits necessary for athletic success are also fundamental for success in life.
8. Compete while maintaining the highest regard for ethical practices and procedures.

NCCAA Mission Statement

The NCCAA is an association of Christ-centered collegiate institutions whose mission is to use athletic competition as an integral component of education, evangelism and encouragement.

We serve our members by setting association standards, developing communication resources, providing regional/national competition and partnering in outreach to our communities and the world.

We are committed to equipping student-athletes and coaches to make a positive impact for Christ.

NCCAA ADMINISTRATORS' AND COACHES' CODE OF ETHICS

(Must be submitted by September 30 of each academic year)

Athletics play a significant role in the holistic education of student-athletes. It is a powerful tool to develop leadership skills and Godly character. Thus, every effort should be made to *demonstrate* the highest standard of excellence and Christian character.

Therefore, relying on God, I am accountable for the student-athletes entrusted to me and, as an administrator or coach, I will strive to:

Carry out all aspects of our athletic program in a Godly manner, in concert with the mission of the institution and the goal of the student-athletes' education.

Follow all NCCAA guidelines in both letter and spirit and place myself, my student-athletes and my institution in compliance with the association.

Provide accurate information concerning all aspects of our athletic programs to the NCCAA and other public forums.

Ensure honesty and integrity when working with the campus personnel to recruit and retain student-athletes.

Treat all student-athletes equally and celebrate their diversity, regardless of gender, ethnicity or cultural background.

Instill in my student-athletes Godly character by demonstrating high standards of honesty and personal integrity while expecting the same from them. I will encourage spiritual growth in their walk with the Lord or attempt to lead them to a saving knowledge of Christ.

Put the needs, safety and protection of the student-athletes above winning or personal desires. I will strive to give balance to each individual as it relates to their performance and their spiritual, social, emotional, intellectual and physical well-being.

Develop independence in my student-athletes. Student-athletes must be encouraged and guided to accept responsibility for their behavior and performance in training and competition, as well as all aspects of their life.

Set and monitor appropriate boundaries between a working relationship and friendship with my student-athletes. I will not engage in behavior that is harassing or demeaning to any student-athlete.

Ensure that I am not attempting to exert undue influence over my student-athletes in order to obtain personal gain.

Respect the rights and privacy of my student-athletes by not sharing information that should remain confidential.

Demonstrate high personal standards and a Christ-like image to the student-athletes, parents, fans, officials, coaches and media.

Continue to maintain competence in my sport and ensure a safe environment. I will use careful judgment in protecting the welfare of all student-athletes.

Uphold professional standards of conduct and accept responsibility for my behavior. I will comply with standards and this code of conduct and ask my colleagues to hold me accountable.

NCCAA Student-Athletes' Code of Conduct

(Must be submitted by September 30 of each academic year)

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 association.

Provide student records as well as accurate and complete information concerning all aspects of my playing to the NCCAA and other public forums.

Treat coaches, administrators and officials with respect as the authority figures placed over me as I represent my institution and the NCCAA.

Treat fellow student-athletes with respect and celebrate their diversity regardless of gender, ethnicity or cultural background.

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 arena as well as the athletic arena.

Student-Athlete Expectations

It is considered a privilege, and not a right, to be a member of an intercollegiate athletic team at Trinity. Membership on an athletic team means accepting the responsibility of representing one's self, the team, and the college in a positive and appropriate manner.

Any behavior exhibiting racial, ethnic, or sexual harassment is prohibited. Physical or verbal abuse of any member, guest, or host of the College (including officials, opposing teams, etc.); disruptive or disorderly conduct; or any offensive or anti-social behavior will not be tolerated and may result in disciplinary action.

Student conduct checklist:

1. Put forth a conscientious, positive effort in all athletic endeavors.
2. Encourage sportsmanship and ethical play in all situations.
2. Be humble in victory and gracious in defeat, congratulating the opponent after competition.
3. Control temper in all situations.
4. Be courteous to officials.
5. Do not incite fans.
6. Do not criticize team circumstances, coaches, teammates, or the institution publicly.
7. Observe the Guidelines on Scheduling Conflicts.
8. Understand and abide by team, department and college rules and regulations.
9. Respect and give proper care to facilities, uniforms, and equipment.
10. Return all issued equipment on time.
11. Recognize that you represent yourself, your team and your institution while competing and traveling.

Hazing

Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding. ---Source: *stophazing.org*

Hazing of any Trinity Baptist College athlete will not be tolerated and will result in disciplinary action.

Drug and Alcohol Policy

The Department of Athletics recognizes and endorses the policies of the college with regard to a zero-tolerance approach to drug and alcohol use. The Department also maintains an aggressive policy of periodic testing for Drug or Alcohol use. Each student-athlete, by virtue of their participation in TBC athletics agrees to submit to the NCCAA Drug Testing program. Refusal to submit to a drug test will be treated the same as a failed test. All individuals who fail a drug test will be immediately suspended from the athletic program and referred to the Dean of Students.

Uniforms and Equipment

Students issued uniforms, practice gear and equipment must assume responsibility for returning each item at the end of the season. Lost or stolen items are the responsibility of the borrower. Any equipment not returned will be billed to the student. All equipment will be billed at the replacement cost.

Academic Eligibility and Financial Aid

A student must demonstrate satisfactory progress toward a degree in accordance with Trinity Baptist College and NCCAA standards for all students in order to be eligible to participate in intercollegiate athletics. The student must also be enrolled as a full-time student (12 credits or more). The following number of credits is considered satisfactory progress:

- 9 credits after the first semester for a first time freshman.
- 24 credits after the first season of competition.
- 48 credits after second season of competition.
- 72 credits after third season of competition.

In addition, all student-athletes, regardless of classification, must pass 24 credits in the two terms immediately preceding the term of competition.

Student-Athlete grades, class attendance, and chapel attendance will be monitored on a weekly basis. If a student-athlete falls below an acceptable level of academic performance or chapel attendance, they will be warned and placed on probation for two-weeks. If there has been no documented improvement during this time, the student-athlete may be suspended from competition until the issue is corrected in a satisfactory manner.

Financial aid application materials are mailed to every admitted TBC student. Continuing students will automatically be sent renewal application materials each winter for the next academic year. As such, the college reviews each student's financial situation annually. **Students are required to maintain Satisfactory Academic Progress (SAP) to retain their financial aid from year to year.**

Trinity Baptist College is an NCCAA Division II institution and cannot award financial scholarship based on athletic performance.

Scheduling Conflicts

Please read and use these guidelines when addressing scheduling conflicts.

1. Students who have potential class / game conflicts must present faculty with a copy of their competition schedules, including departure, or meeting time, at the beginning of their season.
2. A student may not be excused from an activity other than a competition. Practices, team meetings or other athletic functions will not be considered.
3. If a game is postponed, students are expected to attend any classes they had anticipated missing for that competition.
4. Students are responsible for arranging to make up all missed course work. Papers or tests should be handed in or taken before the missed class.

Sports Information

All representative of Trinity Baptist College Athletics (student-athletes, coaches, staff) must receive approval from the Director of Communications before agreeing to any interview or photograph with the media.

We want to protect you as well as promote your achievements and those of your teammates. With your cooperation, we can properly coordinate any interview session, as well as provide necessary academic, biographical and statistical information. Additionally, we can be present to help with any questions about the general state of the program, department, or institution.

If you are contacted directly by the media, or have any questions concerning this policy, please contact Daniel Riddick, Director of Communications, at extension 2436.

Sports Medicine

Any injuries are to be reported to the athletic trainers and coaches. Athletic Trainers from Heartland Rehab will assess injuries and implement a course of treatment or refer the student to the appropriate medical specialist. Students are responsible for any complying with treatment protocols and maintaining contact with the training room. Students may be required to provide insurance information to Heartland Rehab for referrals to medical specialists or advanced treatment modalities. Coaches may not permit injured students to practice or compete until the sports medicine office has cleared them.

Physical Examinations And Insurance

The Athletic Department is fully committed to the health and welfare of the student-athletes participating in intercollegiate athletics and hopes to provide a safe environment by providing qualified sports medicine personnel and state of the art athletic training facilities. The sports medicine department at Heartland Rehab is staffed with NATA certified athletic trainers. Heekin Orthopedic Specialists offers 24 hour on call orthopedic consultations and provides in-person evaluations as needed.

All intercollegiate athletes must have an annual physical examination no more than six months prior to the date of their first competition. Copies of the completed physical examination should be on file in the Athletic Office prior to the start of practice. A medical history, updated insurance information and participation agreement will be completed annually by each student-athlete.

Beginning in the fall semester of 2012, Trinity Baptist College Athletics will require all student-athletes to carry their own medical insurance. The Department of Athletics provides limited secondary insurance coverage for injuries that occur during monitored competitions or practices. All student-athletes are solely responsible for any remaining balance after the primary and secondary coverage has been applied. Student insurance policies must have coverage for athletic injuries and provide out-of-network benefits. The NCCAA provides catastrophic insurance for claims in excess of \$25,000.

Student-Athlete Grievance Procedure

This procedure is intended to aid student-athletes in the proper method of voicing concerns about a member of the Trinity Baptist College Athletics staff. This procedure should only be initiated if the student-athlete is unable to discuss the concern with the department member or, if after discussion no accord was reached.

1. The student-athlete should contact the Athletic Director's office and request an appointment.
2. Prior to, or at the time of the appointment, the student-athlete should submit a brief written statement concerning the grievance.
3. The Athletic Director and student athlete will meet to discuss the grievance. If appropriate, coach/staff or other student-athletes will attend the meeting upon the agreement of the Athletic Director and the student-athlete initiating the grievance.
4. In the event that the grievance cannot be resolved, the Dean of Students may become involved to facilitate the process.

Team Travel

Students are, as a general rule, expected to travel with the team to all contests and practices. When students cannot travel with the team, they must complete a travel waiver, available in the athletic office, and have a parent contact the Dean of Students giving verbal approval for the student to travel independently of the team. Trinity Baptist College cannot be responsible for any activity or incident while students are traveling independently of the team.

While traveling, students are expected to conduct themselves responsibly and within the context of State, Institutional, Departmental and team regulations. Understanding that members of traveling parties are representing Trinity Baptist College, failure to abide by rules, laws and policies may have punitive results.

Students may be asked to make a financial commitment for certain team trips deemed extraordinary to normal departmental travel. These may include air travel, spring, winter and fall break trips and other extended stay competitions. In these instances, the student is financially responsible for their ticket. Should the student, after purchase of such ticket, decide that they do not want to travel, that student will not be eligible for a refund of the ticket. Extenuating circumstances will be dealt with on an individual basis.

Participation in Post-Season Championships

Trinity Baptist College representation in regional or national championships, team and individual, will be predicated, in part, upon the following criteria:

1. A realistic appraisal of the competition level in the region, as it compares to the national competition setting.
2. The level of athletic achievement reached by the athlete or team in region competition.
3. Season long consistency of the individual or team.
4. How the individual or team is performing towards the end of the season.
5. Cost considerations and exposure value.
6. Any qualifying standards that may exist.

Multiple Participation in Sports

Multi-sport competition is permitted provided that the following expectations are met:

1. The student will compete fully in each season of play.
2. The student-athlete who selects to play two sports during the same season will do so after consultation with the coach of both sports and the Athletic Director.
3. A student-athlete may not change teams during the season without written permission of the coach of the sport he /she is presently participating in, the Athletic Director, and the coach of the team to which he / she is transferring.
4. Students will complete one season in its entirety before commencing practice or competition with the next sport.

Dismissal from Athletic Teams

1. A student-athlete may be removed from an athletic team at any time that the coach and Athletic Director feel that the student has violated the philosophy, guidelines, or principles of the team, Trinity Baptist College or the NCCAA.
2. Student-athletes facing such disciplinary action may appeal before a committee consisting of the Athletic Director or designee, Faculty-Athletics Representative, and the Dean of Students.
3. If a student-athlete quits or is dismissed from a team, a charge will be applied to their student account for the value of the equipment that was issued to them.

Social Media Policy

Student-athletes and staff members are asked to use discretion when participating in social networking avenues. For good or for bad, you are always "on the clock" when it comes to representing Trinity Baptist College and your programs.

Student-athletes are representatives of Trinity Baptist College and are in the public eye more so than other students. Assume anything you post on your personal account could be read by Trinity Baptist College staff, teammates, classmates, opposing teams, recruits, alumni, parents or other family members, media members, a current employer, future employers or coaches, and even TBC's Public Safety or the local police.

What is social media?

- Social media connects people in various corners of the world, helping to build relationships through social interaction using highly accessible communication techniques.
- Examples include Twitter, Facebook, YouTube, Vimeo, Instagram, Tumblr, LinkedIn, MySpace, Flickr, Foursquare and blogs

Best practices

- ***Remember that the Internet is permanent!!!***
- Avoid posting offensive or inappropriate language, pictures, videos or comments.
- Ensure content posted on these sites does not depict inappropriate or illegal activities.
- Don't post anything you wouldn't say in a public forum when representing Trinity Baptist College, or anything you wouldn't say to the media.
- Be in the right state of mind when you make a post - don't post when you're angry, upset, or your judgment is impaired in any way.
- Never criticize or mock a coach, teammate, opponent, official, or a TBC faculty or staff member. Refrain from criticisms of TBC as an institution and her policies and procedures.
- Use caution when re-Tweeting, sharing, liking or reposting. When you do this, you are endorsing the content as your own.
- Check your privacy settings. It is recommended that the strongest security settings be used for Facebook, and that student-athletes have "protected tweets" on Twitter, wherein only approved followers will be able to view tweets.
- Never post your home address, local address, phone number(s), birth date or other personal information. You could be a target of predators. For additional safety measures, it is recommended that student-athletes do not include their location in Facebook posts and tweets.
- Understand that anything posted online is available to anyone in the world - any content placed online becomes the property of the site(s) and is completely out of your control the moment it is placed online, even if you limit access to your page.
- Ensure any information placed on the website(s) does not violate College, athletic department or student-athlete codes of conduct.
- Do not comment on athlete injuries, rosters, playbooks, officiating or any other team information that should be kept confidential.
- Student-athletes and members of programs are asked to refrain from discussing scrimmages on social media, whether in advance of the event or in regards to the outcome.
- **Student-athletes could face discipline and even dismissal for violations of team, department, College and/or NCCAA policies.**