



**GADSDEN STATE**

**ATHLETICS**

***The Cardinal Way***

**ATHLETE'S HANDBOOK**

## Table of Contents

Athletic Department directory.....	2
Letter from the Athletic Director.....	3
Representation.....	4
Athletic Mission & Vision.....	4
Individual conduct rules.....	4
Consequences.....	4
Team rules.....	4
Scholarships.....	4
Dorm and meal plans.....	4
Participation information.....	5
NJCAA Academic Awards.....	5
Academic calendar.....	5
Attendance and absences.....	5
College departments directory.....	5
Class withdraw.....	5
Advising and counseling.....	5
Tutoring.....	5
Institutional policies.....	6
Complaint policy process.....	6
Uniforms and equipment.....	6
Student-athletes permissions.....	6
Name, Image, Likeness (NIL) information.....	77
Insurance/Injuries.....	8
Claim procedures.....	8
Insurance policy.....	9

## FORMS

Acknowledgement of the athletic handbook.....	11
Signee information.....	12
Letter of Intent (LOI) instructions.....	13
Atheletic scholarship guidelines.....	14
Student-athlete contract.....	16
Student info/emergency contact.....	17
Insurance information.....	18
Consent to drug testing.....	19
Consent to participate.....	20
Waiver and release agreement.....	21
FERPA release.....	22
Injury/illness release.....	23
HIPPA authorization.....	24
Athletic Insurance Policy.....	25
Transfer Tracking Form.....	27
NJCAA eligibility affidavit.....	28

## From the Associate Dean of Student Services

Welcome letter / Checklist for Athletes.....	31
--	----

## Athletic Department Directory



**Athletic Director / Head Baseball Coach**  
Blake Lewis  
256-549-8311  
blewis@gadsdenstate.edu



**Administrative Assistant to the Director**  
Ashley Kitchens  
256-549-8310  
akitchens@gadsdenstate.edu



**Head Coach, Men's Basketball**  
Deddric Tarver  
256-549-8442  
dtarver@gadsdenstate.edu



**Head Coach, Women's Basketball**  
Marty Dixon  
256-549-8481  
mdixon@gadsdenstate.edu



**Head Coach, Cross Country**  
Roseanne Green  
256-549-8354  
rgreen@gadsdenstate.edu



**Head Coach, Women's Softball**  
Ryan Clark  
256-549-8449  
pclark@gadsdenstate.edu



**Head Coach, Men's Tennis**  
Buster Stewart  
bstewart@gadsdenstate.edu



**Head Coach, Women's Volleyball**  
Courtney Brothers  
256-549-8447  
cbrothers@gadsdenstate.edu



**Athletic Trainer**  
Hanna Yates  
256-549-8283  
Hannabeth30@yahoo.com



**Kelley Pearce**  
Associate Dean of Student Services, Athlete Advisor  
256-549-8376  
kpearce@gadsdenstate.edu

Access the full Gadsden State directory at  
[www.gadsdenstate.edu/a-z-directory.cms](http://www.gadsdenstate.edu/a-z-directory.cms)



***Congratulations!*** You have just committed to be a Gadsden State Community College Cardinal!

Please read the attached packet and complete the following forms:

- Signee Information Form
- Athletic Scholarship Guidelines
- Student Information/Emergency Contact/Insurance Form
- Insurance Information
- Consent to Drug Test
- Consent to Participate for Student/Athletes at Gadsden State
- Waiver and Release Agreement
- NJCAA Eligibility Affidavit for Gadsden State
- FERPA Release
- HIPPA Release
- Athletic Training Room Policy

Also, we must have an **official high school transcript** that shows graduation date on file. This is **REQUIRED**. Please notify your high school to send a transcript after graduation. If you have already graduated, please go ahead and request from your high school. You will have to have an official copy sent to the Registrar's Office but an official copy also needs to be sent to the Athletic Department at the address below.

**If you have attended college (even if dual enrolled), we must have an official college transcript on file in Admissions and an official copy sent to the Athletic Department. These official high school and official college transcripts must be received by July 1.**

**Please return the completed forms to:** Athletic Department  
Gadsden State Community College  
P.O. Box 227  
Gadsden, AL 35902-0227

We appreciate your promptness in completing and returning these forms with your signed (LOI) Letter of Intent; however, if that is not possible, please mail **within 7 days** from signing your LOI. If you have any questions or problems, please contact your coach promptly.

**NOTE:** Athletic Orientation is **MANDATORY** for all first-time GSCC athletes and at least one parent or guardian. Your coach will communicate when this day and time will be.

Thanks for your help,

Blake Lewis  
*Athletic Director*

## Representation

As a representative of the Gadsden State Athletic family and the College, you will be in the spotlight and have the opportunity to enjoy the collegiate student-athlete experiences on campus, in the community, and throughout the country. With this recognition comes additional responsibilities and obligations that other students might not have.

Often, the choices and decisions made by one student-athlete influence the attitude and thoughts of the general public about all of our student-athletes at Gadsden State. The general impression that you individually create, both on and off the field or court, is important. Your impression- good or bad- can greatly affect all of your fellow student-athletes and our entire athletic department. At all times, you must remember that you are representing more than just yourself. You are representing your teammates and coaches, our entire department, and GSCC.

This handbook has been created so student-athletes at Gadsden State Community College can become acquainted with the policies and procedures that are in place by the Alabama Community College Conference (ACCC), the National Junior College Athletic Association (NJCAA), and Gadsden State Community College.

## Athletics Mission & Vision

We strive to recruit students and coaches who are of the highest moral character.

We embrace diversity and seek excellence while highlighting the implication of ethics, character, and integrity. As a member of Gadsden State Athletics, you will understand that organizational collaboration, community involvement, and hard work lead to perseverance and success throughout life.

The Athletic Department is an integral part of Gadsden State Community College. Our coaches and athletic administration are fully committed to supporting the educational mission of the College. As such, the mission of the Athletic Department and coaches is to promote and provide the greatest opportunity to:

- Help every student-athlete improve themselves in becoming better students.
- Help every student-athlete improve themselves in becoming better people.
- Help every student-athlete improve themselves in becoming better athletes.

## Individual Conduct Rules

Athletes should conduct themselves in a manner that reflects positively on themselves, Gadsden State, and the community. Participation in Gadsden State Athletics is a privilege, not a right.

1. Athletes are encouraged to use social media; however, team rules apply to all social media posts and activity.
2. Athletes are to refrain from using inappropriate language.
3. Athletes must be on time for practice and classes. Additionally, athletes must attend all classes and required college functions.
4. Athletes will not violate the GSCC Code of Conduct nor engage in any criminal activity while on- or off-campus.
5. Athletes will avoid any situations that would embarrass or discredit themselves, their family, their team, or any entity associated with the college. This includes social media activity.

## Consequences

Consequences imposed by the Coach/Athletic Director may include, but are not limited to the following:

- Temporary suspension from the team until prescribed conditions are completed.
- Suspension from the team for a prescribed period.
- Indefinite suspension from the team.
- Dismissal from the team.

## Team Rules

The individual rules as stated above are the minimum rules required by the Gadsden State Athletic Department. Coaches may implement other rules that they feel are necessary for the success of their respective teams.



## Scholarships

Each athletic scholarship is issued as per the agreement between the coach and the student-athlete. Each student should read the specifics of their Letter of Intent (LOI). Student-athletes can receive a copy of their scholarship from the Athletic Department or the Financial Aid office.

Repeated courses, including failed and withdrawn courses, will not be covered under the scholarship allowance after the first attempt of the course.

Any student-athlete placed on Academic Probation/Suspension or enrolled via an appeal to the admissions committee is ineligible to participate in athletic activities of any kind, including formal team conditioning and practice until the player is officially off probation/suspension. These students are not eligible to re-sign until they are officially off Academic Probation/Suspension.

## Dorm and Meal Plans

Under the guidelines set forth by the Alabama Community College System, housing and meal plans may not be part of any athletic scholarship.

## Participation Information

### Minimum Academic Requirements for Participation

To remain a student-athlete eligible for participation, you must:

- Be a graduate of a high school with an academic diploma or a general education diploma.
- Enroll for at least 15 semester hours. If you have a 4-hour class, it is highly recommended that you be in at least 16 credit hours (except in cases when less than 15 semester hours are all that's required to graduate).
- Maintain a minimum 2.0 GPA for the immediate prior, full academic semester (Gadsden State Community College official GPA utilizing ALL grades); OR
- Maintain a cumulative 2.0 GPA (Gadsden State Community College official GPA utilizing ALL grades).

Progress reports will be sent to instructors periodically during the semester to ensure athletes are maintaining grades at or above acceptable levels, and are attending classes. Accurate progress report forms must be completed and turned in on the due date set by your coaches. Seek academic assistance/tutoring with Mrs. Kelley Pearce if grades fall below required levels, or if you are experiencing difficulties. She can be reached at [kpearce@gadsdenstate.edu](mailto:kpearce@gadsdenstate.edu) or 256-549-8376.

We will only allow one C on progress report and final grades for each semester. If you have more than one C on your progress report, you will be required to meet with Mrs. Kelley Pearce and your head coach to discuss an academic success plan for you. If more than one C is on your final grades listed for the semester, you will be suspended for games ONLY if you have NOT met the obligations from Mrs. Pearce and your head coach. (AD grade book: C = 1 Game, D = 2 games, F = 3 games)

Every student-athlete will be required to get 5 study hall hours in per week through the second full week of October. Pending your progress report and coach's approval, the student-athlete will have the option to only be required to get 3 study hall hours in for the week.

Failure to get ALL study hall hours will have consequences.

1. First offense: Head coach addresses it
2. Second offense: Meet with athletic director and head coach
3. Third offense: Suspension of game(s) or removal from team (athletic director/head coaches discretion)

Repeated classes cannot count towards eligibility. No repeated classes will be covered by the athletic scholarship.

## NJCAA Academic Awards

The Athletic Department will annually submit teams and individuals that qualify for national awards to the NJCAA. The NJCAA has established the following criteria in calculating the awards:

- Every student-athlete certified on all eligibility forms will be used to compute the team's GPA.
- All hours attempted (including withdrawals) from the current academic year must be included with the exception of remedial/developmental course work. A

minimum team GPA of 3.0 is required. A minimum individual GPA of 3.6 is required.

## Academic Calendar

[www.gadsdenstate.edu/college-calendar](http://www.gadsdenstate.edu/college-calendar)

## Attendance and Absences

Student-athletes are to attend all classes for which you are registered. Students should recognize that attendance is necessary for reasonable accomplishment in college work. You should inform instructors before missing classes for athletic competitions. Student-athletes do not have permission to miss class or labs because of practice.

## College Departments Directory

[www.gadsdenstate.edu/a-z-directory.cms](http://www.gadsdenstate.edu/a-z-directory.cms)

## Class Withdraw

Student-athletes cannot withdraw from a course during the semester without prior approval from the head coach, Athletic director, associate dean of students, and instructor. Since all instructors are not on campus, it may take a couple of days to contact the instructor and get a response sent to the appropriate offices. Students are advised to contact their instructor at least a week before the last day to withdraw from a course for the term.

Contact your instructor through Blackboard or GSCC e-mail to request a statement that gives you a current grade along with a statement from the instructor that indicates that it is in your best interest to withdraw from the course. You are then responsible for submitting that statement to your coach, athletic director, and the associate dean of students. It is then your responsibility to withdraw from the course before the deadline.

All instructor statements must be received by the Registrar's Office no later than 3 p.m. on the last day to withdraw in order to be processed. Dates for the last day to withdraw can be found in the Academic Calendar at [www.gadsdenstate.edu/college-calendar](http://www.gadsdenstate.edu/college-calendar)).

## Advising and Counseling

Before registration for each semester, each student-athlete will need to be advised by a faculty advisor concerning the curriculum of your chosen field of study. Upon meeting with a faculty advisor, an advising form must be filled out and turned in before any athlete can register for new classes. Athletic Advising Holds are placed on each student-athlete's record to ensure you remain athletically eligible and are corresponding with faculty members.

## Tutoring

Free tutoring services are available to Gadsden State students at the [Cardinal Tutoring Center](#). Student-athletes are encouraged to use this service.

## Institutional Policies

The institutional policies found in the general catalog are the minimum requirement for students attending this College. The Athletic Department recognizes that athletics may require more guidelines to ensure proper function within the system. Therefore, student-athletes must adhere to all policies of the institution and the Athletic Department.

## Athletic Recruiting, Financial Aid, Admission & Continuing Eligibility Policies

In matters of recruiting, admissions, financial aid, and continuing eligibility of athletes, Gadsden State Community College adheres to the written policies of the National Junior College Athletic Association and the Alabama Community College Conference. These policies/guidelines may be found in the sources listed below: (Available from athletic director, athletic administrative assistant, or any coach.)

**RECRUITING:** NJCAA Handbook and Casebook, Article VIII, Section 2 A-E, Recruitment Section

**FINANCIAL AID:** NJCAA Handbook and Casebook, Article VIII, Section 1 A-J, Grants-in-Aid Section

**ACCC Handbook,** Article XXI, Scholarships and Grant-in-Aid

**ADMISSION:** NJCAA Handbook and Casebook Article V, Section 3

**ELIGIBILITY:** NJCAA Handbook and Casebook, Article V, Section 4, Requirements for Athletic Eligibility



## Athletic Department Complaint Policy Process

In the event that a student-athlete has a complaint, the matter should be resolved by following the Athletic chain of command. The student-athlete should first notify the head coach and together with the coach try to resolve the matter. If the complaint cannot be satisfactorily resolved, you, the coach and the athletic director should meet to resolve the problem.

In the event that the complaint cannot be resolved to the satisfaction of all parties involved, the athletic director will request a meeting with the Executive Vice President. If the problem is still not resolved, a meeting with the President will be requested.

## Uniforms and Equipment

It is the responsibility of the head coach to issue and inventory all items of equipment that are necessary for the student-athlete to participate properly in the sport. All issued items remain

the property of Gadsden State Community College. Failure to properly take care of or replace lost or damaged items could result in forfeiture of the scholarship.

There are certain items that will be regarded as personal items that the Athletic Department will not furnish. The head coach will list these items and it is the responsibility of the student-athlete to obtain these items for your own use. Student-athletes will be financially responsible for uniforms and equipment not returned to the Athletic Department.

## Student-Athlete permissions

*Student-athletes are permitted to:*

- Accept scholarships and educational grants-in-aid from their institution in accordance with provisions of Article VI of the bylaws of the NJCAA.
  - Officiate sport contests, providing the compensation received does not exceed the going rate for such employment provided the employment is not arranged by the institution or a representative of its athletic interests.
  - Serve as coaches or instructors for compensation in a physical education class outside of their institution of participation, provided the employment is not arranged by the institution or a representative of its athletic interests.
  - Serve as paid supervisors of children's sports programs, such as counselors in a summer camp, or in a recreation department program. Their

duties may include teaching techniques or skills in their sport, provided that any instruction is a part of the overall terms of employment (teaching and coaching shall not exceed more than half of their employed time).

- B.I.e. Give lessons for compensation provided such compensation is appropriate and the standard rate for the service area.

*Student-athletes must not:*

- Be employed to teach any class or in any coaching capacity for their college during the academic year in which he/she is a participant.
- Be employed or receive compensation for teaching or coaching sports skills or techniques, if the employment is arranged by the student-athlete's institution or a representative of its athletics interests.
- Be engaged in employment arranged by a member college or any representative of its athletic interest

## Name, Image, Likeness Information (NIL)

Student-athletes may earn compensation for the use of their Name, Image and Likeness (NIL) if the compensation is provided by a third party unaffiliated with the student-athlete's member institution and may not lose their athletic eligibility provided

they follow the guidelines of the National Junior College Athletic Association (NJCAA), Alabama Community College Conference (Conference), Alabama Community College System (ACCS), and/or State of Alabama policies and procedures.

**Under NJCAA guidelines, the following acts shall not cause a student-athlete to lose amateur status:**

- Participating in radio or television programs for the purpose of promoting an amateur athletic event.
- Receiving compensation for supervision of physical education, playground, or recreational activities.
- Receiving compensation for use of NIL to promote any commercial product or enterprise, or public or media appearance so long as it does not conflict with the institutions existing partnerships, sponsorships, and agreements.
- A member institution allowing a student-athlete to receive compensation in compliance with state law.

**The Alabama Community College Conference NIL Guidelines state that a Conference member shall prohibit a student-athlete from entering into an endorsement contract with, or otherwise receiving compensation from, any of the following categories of brands or companies:**

- A tobacco company or brand, including any tobacco product, alternative nicotine product, electronic nicotine delivery system, or any electronic nicotine delivery system retailer, or any specialty retailer of electronic-nicotine delivery systems or tobacco specialty store.
- Any alcohol beverage company or brand.
- Any seller or dispensary of a controlled substance, including, but not limited to, marijuana.
- Any adult entertainment business.
- Any casino or entities that sponsor or promote gambling activities.

A Conference member may prohibit a student-athlete compensation contract if such contract does not appear to be based on fair market value in the reasonable and good faith judgment of the member institution or if in the reasonable and good faith judgment of the member institution such contract would negatively impact or reflect adversely on the Conference member or its athletic programs.

A Conference member may prohibit a student-athlete from wearing any item of clothing, shoes, or other gear with the insignia of any entity while wearing athletic gear or uniforms licensed by a Conference member or otherwise competing in any athletic competition or member sponsored event.

Student-athlete may not wear any school and/or team apparel for any NIL activity, including, but not limited to, commercials, social media platforms, photos, etc.

Compensation for a student-athlete's NIL may not be conditioned on athletic performance or attendance at a particular Conference member.

Compensation for the use of a student-athlete's NIL shall be provided only by a third party not owned or operating under the authority of the student-athlete's member institution.

A Conference member, an entity with the purpose of supporting or benefitting the member or its intercollegiate sports, boosters, or any officer, director, or employee of the institution or entity may not compensate or cause compensation to be directed to a student-athlete or the family of a student-athlete for use of their NIL.

Before any contract for compensation for the use of a student-athlete's NIL is executed, and before any compensation is provided to the student-athlete in advance of a contract, the student-athlete shall disclose that contract to the member institution in a manner prescribed by the member institution. The institution shall review such contract to determine its compliance with this policy.

A contract for the use of a student-athlete's NIL, which is formed while the student-athlete is participating in an intercollegiate sport at a Conference member, may not extend beyond the student-athlete's participation in the sport at the institution.

A student-athlete may not receive or enter into a contract for compensation for use of his or her NIL in a way that also uses any registered or licensed marks, logos, verbiage, or designs of a Conference member, unless the Member has provided the student-athlete with written permission to do so prior to the execution of the contract. If permission is granted, the Conference member, by agreement of all parties, may be compensated for the use in a manner consistent with market rates or prior practice.

A Conference member may not prevent or unreasonably restrict a student-athlete from obtaining professional representation for the purpose of securing compensation for the use of the student-athlete's NIL.

An individual representing a student-athlete for purposes of exploring or securing compensation for the student-athlete's NIL shall be registered as an athlete agent with the state pursuant to Section 8-26B-4, Code of Alabama 1975, or shall be a licensed attorney and a member in good standing of the Alabama State Bar.

A student-athlete participating in intercollegiate sports at a Conference member shall provide the institution with written notice at least seven days prior to entering into a representation agreement with any individual for purposes of exploring or securing compensation for use of the student-athlete's NIL.

A student-athlete's failure to disclose in advance any contract for compensation for the use of the student-athlete's NIL, failure to disclose in advance any representation agreement with any individual for purposes of exploring or securing compensation for use of the student-athlete's NIL, or a student-athlete entering into a contract for compensation for the use of their NIL after being advised by the student-athlete's member institution that the proposed contract for compensation was not in compliance with this policy, shall be grounds for the revocation of the student-athlete's privilege of participating in the Conference member's athletic programs.

## Financial Aid and Tax Implications

Student-athletes should be aware that receiving compensation for NIL activities could have an impact on their financial aid, especially for those receiving Pell Grants or other need-based aid.

Conference members shall not revoke or reduce an athletics scholarship as a result of a student-athlete earning compensation in accordance with NIL activities, unless otherwise required by federal laws or institutional standards governing need-based awards due to income received. An athletics scholarship award from Conference members is NOT considered compensation for use of a student-athlete's NIL. Student-athletes are encouraged to consult with their member's financial aid office to fully understand these potential impacts.

Entering into NIL agreements could also present tax implications. Student-athletes should consult with a tax professional regarding these issues.

## Insurance

The student or parent health insurance will serve as primary insurance for all injuries and illness. Athletic insurance is provided by the institution as a secondary policy that only applies for athletically-related injuries which occur during an organized and supervised workout, practice, or competition. This policy is not responsible for any non-athletic injury or illness. Under the terms of the policy, this coverage is considered excess to all other valid and collectible medical insurance policies. Most notable is parental insurance coverage under which you are covered as an eligible dependent. It should be noted that athletes are covered by school insurance only if the injury was not pre-existing and if the injury is a direct result of the sport(s) in which you participate. This is not a health insurance policy. Any and all medical expenses not covered by the primary or secondary insurance are the responsibility of the student and/or parent.

In the event of an injury that the institution's insurance will cover, it is the responsibility of the student and coach or trainer to provide all necessary insurance forms so that a proper claim can be made in a timely manner. If this protocol is not met, any and all expenses will be the responsibility of the athlete. The student must see the athletic trainer to complete an insurance claim form. This must be completed within 24 hours of the injury or by the following Monday if on a weekend.

All bills and related paperwork received by the student or parents from athletically-related injuries must be given to the administrative assistant or the athletic director in the Athletic Department within 10 days from time of receipt.

## Injuries

Claim forms are to be completed by the coach or athletic trainer after any type of athletic injury that might result in medical care. The claim form must be signed by the trainer, coach or the athletic director and the student-athlete. If the injured athlete sees the Gadsden State trainer, the trainer completes the form and enters that day as the date of initial treatment. The completed claim form is returned to the athletic director. The administrative assistant will send the completed claim form to the insurance company for processing. If the injury occurs when the trainer is unavailable, the form will need to be completed as soon as they return to campus or within 24 hours of the injury. If the injury occurs on a weekend, the claim form must be completed on the following Monday. Claim forms are available in the office of the trainer, athletic director or administrative assistant located in Beck Field House.

*\* Be sure to read and sign the memo from the head athletic trainer at the end of this packet.*



## TO THE PARENTS OF STUDENT-ATHLETES:

Student-athletes are required to have a physical examination prior to participation in any intercollegiate sport.

The decision for acceptance/rejection is the responsibility of the team physician/athletic director who also makes the decision if/when an athlete may participate after an injury.

We provide our athletes with the very best care possible. Medical bills may be incurred when the athlete is treated for bodily injury due to an accident. Athletic accident insurance provides coverage for accidents while participating in play/official team practice of intercollegiate sports including sponsored and authorized team travel. The NCAA, ACCC, and NJCAA discourage us from providing coverage or paying bills related to illnesses/conditions that are not sustained as the direct result of an accident in our intercollegiate sports program (this includes pre-existing conditions and non-athletic injuries).

### CLAIM PROCEDURES

Medical bills will be sent directly to your son/daughter or to your home address unless we instruct the medical vendors otherwise.

1. Submit bills to your family insurance first. They will either –
  - a. Honor the claim and pay all or a portion of the bills. An Explanation of Benefits (EOB) will be mailed to you; please forward a copy to the Gadsden State Community College athletic department. The EOB and primary carrier statements will also need to be DIRECTLY mailed to the following:



BMI Benefits, LLC  
 PO Box 511  
 Matawan, NJ 07747 OR

b. Not honor the claim and send you a letter of denial.

2. If a balance remains after your family insurance has contributed toward the claim, send the insurance company's claim form and a copy of the bills to our Athletic Department. If you receive a letter of denial from your family insurance plan administrator, send it and a copy of the bills to our Athletic Department. If coverage is not available, send a letter of verification from your employer to our Athletic Department.

3. If the bills are not paid by your family insurance, the claim will be sent from the Gadsden State Community College Athletic Department to the College's insurance carrier's office. Please cooperate fully if additional information is needed.

**NOTES:**

- If the family insurance is through an HMO (Health Maintenance Organization), you must follow their claim procedures. This is important if your HMO plan requires pre-authorization to treat the athlete if out of your plan's network.
- Complete the document that will be attached IN DETAIL and return it to the Athletic Department prior to athletic participation.
- Keep this handbook for further reference.

## **GADSDEN STATE COMMUNITY COLLEGE ATHLETIC INSURANCE POLICY**

TO: Athletes, Parents and/or Guardians  
 FROM: Hanna Yates, Head Athletic Trainer  
 SUBJECT: POLICY REGARDING ATHLETIC INSURANCE COMPANY

The purpose of this memo is to explain Gadsden State Community College's policy regarding athletic insurance coverage for injuries sustained while participating in the College's intercollegiate sports program.

Please read this statement of policy carefully and note that the attached form must be completed and signed by the athlete's parent/guardian and themselves. No athlete will be permitted to practice or participate in the athletic program until the form is completed, signed and returned to the athletic department.

Please note that Gadsden State Community College athletes will be expected to report all injuries to their coaches and/or trainers. Athletes / parents should submit injury claims to their own insurance company. If additional information is requested, please submit as soon as possible. Failure to provide information will delay the processing of claim by the College / insurance company.

We hope that the above explanation will help you to understand the procedures of insurance coverage. We

appreciate your cooperation and we want to assure you that our main concern is that your student-athlete is covered in case of any injury during athletic practice or competition. If you have any questions, please call the athletic department.

### **SECTION I – ELIGIBILITY FOR ATHLETIC PARTICIPATION**

All students desiring to participate in intercollegiate athletics must be examined and approved by either the College physician or their own physician, before being permitted to work out with any intercollegiate team. The examination is effective for one year. However, the College physician may re-examine and change the athlete's eligibility status at any time. The athlete must present to the head coach of the team for participating prior to drawing equipment or working as a team candidate.

Student-athletes who have sustained injuries to any of the following areas: the head, neck, shoulder, knee, internal organs, or recent fractures (one year prior to becoming a team candidate), dislocations or severe sprains are required to report these injuries to the athletic trainer or college physician. Student-athletes who have had an infectious disease during the previous calendar year must report it. This illness is subject to examination by the College physician prior to being given permission to become a team candidate. Loss of one of any paired organ: (ex: eye, kidney, testicles, etc) shall disqualify the student from participating on any intercollegiate team sponsored by the Athletic Department unless the athlete receives written permission to participate from the College physician.

### **SECTION II – MEDICAL EXPENSE**

Gadsden State Community College provides "excess or "secondary" athletic medical insurance coverage for all intercollegiate student-athletes in addition to your current personal health insurance plan. The secondary coverage is utilized in the event that the student-athlete incurs an injury while participating in a Gadsden State Community College Athletic Department-sanctioned function including play, practice, travel and conditioning. Once all benefits have been paid on the claim, our secondary insurance policy will pay any remaining amounts.

In the event the student-athlete does NOT have primary healthcare insurance, they must have a completed waiver on file with the Athletic Department stating as such. If at any time the athlete should acquire healthcare insurance, they must inform the athletic training staff and Athletic Department immediately.

The Athletic Training Department is not responsible for any medical or healthcare bills acquired by a student-athlete when a student-athlete is assessed, evaluated, treated or consulted with by any provider without the knowledge and written approval of the Athletic Training Department.

No liability is assumed by Gadsden State Community College for the treatment of such common illnesses as colds, sore throats, respiratory infections, minor skin rashes or gastrointestinal disorders, etc.

**HMO (Health Maintenance Organization) or PPO (Preferred Provider Organization)**

Enrollment in these types of organizations is growing by leaps and bounds. For the parents to have payable coverage for their athlete, when they are a member of these organizations, they must use the authorized medical vendors from the list provided to them. Your coverage through our office is EXCESS coverage and does contain exclusions for those bills incurred that were “payable” by other insurance or plan. If the parents choose not to use the authorized medical vendors of their plan, they should be aware that their organization will not be able to pay the bill incurred that would have been honored and they used the proper medical vendors.

GADSDEN STATE COMMUNITY COLLEGE MAY NOT BE ABLE TO HONOR THE CLAIM IF PARENT AND / OR STUDENT FAIL TO FOLLOW THEIR HMO'S OR PPO'S PROCEDURES.

**SECTION III – PARENTS, GUARDIAN AND ATHLETE**

I, (Athlete, Parent, and/or Guardian) understand the College's responsibility to a student who becomes injured as a result of participation in the intercollegiate sports program at Gadsden State Community College.

**SECTION IV – AUTHORIZATION FOR MEDICAL SERVICES**

Authorization for medical services needed as a result of an

injury attributable to participating in intercollegiate athletics must be obtained in advance of such services. Authorization for the needed medical services is obtained from the Athletic Trainer or the Director of Athletics in writing on the approved college form. Arrangement for the care of injuries requiring medical attention following the athlete's drop out or graduation must be made with the Director of Athletics prior to his / her drop out or graduation.





**Acknowledgement of the “The Cardinal Way” Athlete’s Handbook:**

I acknowledge receipt of a copy of the Athlete’s Handbook and have read the rules of conduct. I understand the rules and realize that I am subject to disciplinary measures should 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. I further understand that my signature below acknowledges that I understand and will abide by the rules and regulations.

---

Printed Name

---

Student Number A#

---

Signature

---

Sport

---

Signature of Parent/Legal Guardian  
*(if under 18 years old)*

---

Date





## Letter of Intent (Scholarship) Instructions

1. Coach completes SIGNEE FORM. It is the responsibility of the coach to be sure that the student is eligible prior to beginning the process. If in doubt, see the Athletic Director or Administrative Assistant. Be sure that the information given is legible. An incorrect email address or misspelling will hinder this process.
2. AD or Administrative Assistant will enter the LOI.
3. LOI will be sent to the AD for his signature and approval.
4. LOI will then be sent to the VP for her signature and approval.
5. LOI will then be sent to the parent for their signature and approval.
6. LOI will then be sent to the student for their signature and approval. Until all signatures are received, the document is not complete.
7. AD will receive copy emailed to him when complete.

**IMPORTANT:** The LOI will expire if not signed by the student and parent within 14 days of being issued. The student may still have the email and be able to sign but if after 14 days, it will be invalid. It is up to the coach to follow-up with the student to be sure it is completed with the 14-day timeframe.

In addition to the packet, a copy of the student's insurance card along with any college transcripts must be received in the Athletic Department. This is all required to complete the student file. An official high school transcript is required of all incoming freshmen immediately following graduation.

**TRANSFERS:** Students who are transferring, who have previously attended another college anywhere or has special circumstances, then eligibility **MUST** be determined prior to submitting a SIGNEE FORM. This is regardless of whether or not they have been a student-athlete in the past.

*Below is important information for potential athletes:*

- They must be in an AS or AAS degree program at Gadsden State. They cannot take certificate programs if they plan on playing at the 4-year level. If they are interested in a specific program such as nursing, radiology or classes that require clinicals, you need to discuss this prior to signing since clinicals will conflict with matches/practice times. We will work with them as much as we can so they can take those preferred majors.
- The scholarship will not pay for REPEAT classes.
- Students who plan on living in the dorm must complete the application and pay the dorm deposit of \$200. The sooner the better to hold their place. Recommend by July 1.
- All students should complete FASFA (financial aid) by June 1. This will allow them time to get any issues or documentation required so that there are no issues when they arrive on campus.

---

### Steps after receiving completed LOI:

Once the AD receives the completed LOI, the coach will receive an emailed copy. The coach will forward the email to the Scholarship Coordinator. Include the student's name and sport. For new athletes (freshmen), include the student's high school so the Scholarship Coordinator will ensure a certificate of recognition is sent to the high school for Awards Day.



## ATHLETIC SCHOLARSHIP GUIDELINES

1. The number of Athletic Scholarships to be awarded by the Athletic Department at Gadsden State will not exceed the allowed number set by the NJCAA and allocation by the Alabama Community College System.
2. The terms of the scholarship are as follows:
  - Scholarship will include tuition and/or book loan only (no other stipends or payments for room/board are allowed). Each scholarship is per the agreement between the coach and student-athlete and can vary between student-athletes.
  - Scholarship is void if student quits team, becomes academically ineligible per NJCAA bylaws, or is dismissed from team due to inappropriate behavior as outlined in the handbook and guidelines
  - Student will be financially responsible for books, uniforms and equipment not returned
  - Student-athlete will adhere to the Alabama Community College Conference Drug Education and Testing Policy
3. The number of credit hours that may be provided by the scholarship to any athlete may be limited to the Fall and/or Spring semesters. With approval, additional hours may be granted to a scholarship and for NJCAA hardship status for injury/illness. **Each scholarship issued is per the agreement between the Gadsden State Athletic Department and the student-athlete. The Letter of Intent (LOI) will give the specifics of each scholarship.**
4. Athletic scholarships will not be given for any term in which the student does not meet NJCAA eligibility requirements. A student-athlete who fails to meet the criteria of his/her scholarship, will not receive a probationary status- that is, the scholarship shall be terminated.
5. Each semester the college drops students from classes for non-attendance. If this happens and a student falls below full-time status, they are ineligible. All student-athletes **MUST** be full-time.
6. Athletes will be removed from the scholarship using the NJCAA Release Agreement. The Financial Aid/Scholarship Office will remove the scholarship upon receipt of the Release Agreement.
7. If a student-athlete owes funds once he/she is removed from an Athletic Scholarship, the Athletic Department will notify the Financial Aid/Scholarship Office and the Business Office of outstanding charges. The student-athlete will be responsible for paying any balance owed for tuition, books not returned or uniforms not returned.
8. Managers will be required to meet the same credit hour and GPA requirements to keep their Athletic Scholarship as required by the NJCAA for athletic eligibility.
9. Athletic Scholarships will begin on Aug. 1, the official start date of the Letter of Intent (NJCAA on-line form) for new athletes. A new student-athlete who is required to take summer classes will be financially responsible for payment.
10. A student-athlete must be a graduate of a high school with an academic diploma or general education diploma.
11. Books (if applicable) will not be issued until eligibility for the term is confirmed and books from the previous semester have been returned to the Athletic Department. Books are due when finals are complete.
12. Student-athletes are responsible for applying their scholarship to their account. If a student has multiple scholarships or financial aid, they should contact the Business Office to be sure all scholarships are applied correctly.
13. Student-athletes must be full-time to be on scholarship during the Fall and Spring semester. If a student drops below full-time status, they will be ineligible and will be responsible for paying for their tuition.
14. Summer classes are only covered for critical need, when funding is available and when approved by the Athletic Director.
15. Student-athletes are responsible for providing accurate information as to previous colleges, breaks in enrollment, delays in enrollment, clubs, prep schools, employment, etc.
16. **No repeat classes will be covered by scholarship.**

*Continued on next page*

17. Cancellation of an athletic scholarship/grant-in-aid during the period of its effectiveness is permitted for the following reasons without an addendum:

- If the student-athlete becomes ineligible for participation in athletics because of academic and/or disciplinary reasons.
- For misconduct (unrelated to athletic ability) found by the person or body in charge of general discipline at the institution, after following the same procedures as in other disciplinary matters, to be serious enough to warrant permanent suspension or dismissal from the athletic program.
- If the student-athlete voluntarily withdraws from a sport prior to the institution's first competition in that sport.
- Graduation.
- An athletic scholarship may be canceled based on the four reasons listed above and can be replaced at the next term, or at any term thereafter. A Release Agreement for the vacating student-athlete must be signed and submitted online with the NJCAA National Office at the time of replacement, and the new student-athlete's Letter of Intent must be electronically submitted via the NJCAA Online Letter of Intent system prior to any benefit being provided.
- Cancellation/replacement must be at term, not mid-term.

18. All student-athletes must adhere to the ACCC drug testing and social media policies.

I have read and understand the above criteria when accepting my athletic scholarship.

---

Student-Athlete's Signature

---

Date

---

Parent/Legal Guardian Signature

---

Date

*(if athlete is under 18)*



## Gadsden State Community College Student-Athlete Contract

As a member of the Gadsden State athletic team, I hereby agree to abide by the following rules and guidelines:

- I understand that being a member of a Gadsden State athletic team is a privilege. I understand that in consideration of being granted such privilege, I will be held to a high standard of conduct. While a member of a Gadsden State athletic team, I agree not engage in any immoral or inappropriate conduct, including but not limited to, violation of rules/policies of the Student/Athlete handbook or the Student Code of Conduct. I agree to represent myself, my team, the Gadsden State Athletic Department and Gadsden State Community College in a positive manner at all times while a member of a Gadsden State athletic team.
- I will conduct myself in a manner befitting the Gadsden State Athletic Department on the field/court, off the field/court, and at my residence
- I will uphold my status as a student first and fulfill the academic requirements set forth by the NJCAA and the Gadsden State coaching staff and administration
- I understand that I am accountable for things that are put on my social media pages and coaches have a right to monitor the actions deemed inappropriate of a Gadsden State student-athlete
- I will refrain from the illegal use of any substances and drugs, prescription or illicit
- I will accept whatever role the coaching staff outlines for me and do my best to excel in that role
- I will exhaust all means to resolve all complaints or issues (personal, academic, or athletic) that involve myself, the team or coaching staff **personally** with the head coach and/or athletic director
- I will do my best to work within my coach's team philosophy and take pride in being a member of Gadsden State athletic team
- I must adhere to the Alabama Community College Conference Drug Testing Policy
- I understand that as a student-athlete, I am responsible for following the Gadsden State Student Code of Conduct

I understand that failure to adhere to the above could result in the forfeiture of my membership on a Gadsden State Community College athletic team and that the coaching staff and/or athletic director will make all determinations of compliance with the above rules and guidelines.

### **Additional agreement for players on an athletic scholarship:**

I understand that my scholarship is awarded for the duration as determined by the head coach and listed on the Letter of Intent, but that I may forfeit my scholarship at any time by:

- Failing to adhere to any of the above rules and guidelines
- Failure to maintain academic eligibility by maintaining required credit hour and GPA minimums
- Violating the ACCC Drug Testing Policy
- Acting in a manner unbecoming of a member of a Gadsden State Community College athletic team
- Being dismissed or quitting the team for any reason

**\*If a student-athlete on scholarship quits the team, does not attend class, is dismissed from the team for violating the Gadsden State Community College student-athlete contract, they may be immediately removed from scholarship and be required to pay prorata tuition and fees for the remainder of the current semester if they are going to stay in classes. The determination of whether the student-athlete has to pay the prorata amount will depend on the reason for quitting the team, the amount of time left in the semester, and/or the reason for being dismissed from the team for violating the Gadsden State student-athlete contract.**

Player Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

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





### Student Information/Emergency Contact/Insurance Form

Academic Year \_\_\_\_\_

Student's Full Name \_\_\_\_\_

Sport \_\_\_\_\_

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

Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_

Address \_\_\_\_\_

Parent/Guardian #1 Name \_\_\_\_\_ Phone # \_\_\_\_\_

Parent/Guardian #1 Employer \_\_\_\_\_ Work # \_\_\_\_\_

Parent/Guardian #1 Address \_\_\_\_\_

Parent/Guardian #2 Name \_\_\_\_\_ Phone # \_\_\_\_\_

Parent/Guardian #2 Employer \_\_\_\_\_ Work # \_\_\_\_\_

Parent/Guardian #2 Address \_\_\_\_\_

Additional Emergency Contact # \_\_\_\_\_ Relationship: \_\_\_\_\_



### Insurance Information

Student-Athlete Full Name: \_\_\_\_\_

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

Student-Athlete Date of Birth (DOB): \_\_\_\_\_ SSN \_\_\_\_\_

Policy Holder Name and DOB \_\_\_\_\_

Relationship to Student-Athlete \_\_\_\_\_

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

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Policy/Group Number \_\_\_\_\_

Policy Holder's Name ID Number \_\_\_\_\_

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

Does this policy cover athletic-related injuries? \_\_\_\_\_

Your Primary Physician Name/Phone Number \_\_\_\_\_

Address \_\_\_\_\_

#### Authorization to Release Information

I/We certify that the foregoing information is true and correct. I/We authorize any Health Care Provider, Insurance Company, Employer, Person or Organization to release information regarding medical, dental, mental, alcohol or drug abuse history, treatment or benefits payable, including disability or employment related information, to the Insurance Plan Administrator, or their employees and authorized agents for the purpose of validating and determining benefits payable with the respect to the above student athlete. I further authorize release of this information to the GSCC Athletic Department staff for the purpose of validating and determining benefits payable. A photocopy of this authorization shall be valid as the original.

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

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

**PLEASE ATTACH A COPY OF YOUR INSURANCE CARD.**



**ALABAMA COMMUNITY COLLEGE CONFERENCE CONSENT TO DRUG TESTING  
&  
ACKNOWLEDGEMENT OF STUDENT-ATHLETE DRUG TESTING POLICY**

I certify that I have received a copy of the Alabama Community College Conference Drug Education and Testing Policy for student-athletes, and I have read and understand the requirements of the policy and guidelines in order to participate in intercollegiate athletics, including parental notification requirements.

I understand that to participate in intercollegiate athletics (including athletic managers), I will be required to submit to mandatory drug testing. I agree to submit to specimen collections for purposes of analysis for drug use. I further agree and consent to the disclosure of the records and test results relating to this analysis to be released to ACCC Commissioner, the College's Athletic Director, Head Coach, and College President in order that my eligibility to participate in the athletic program can be determined.

My signature below further authorizes my institution to notify my parents and/or guardians of the results of my drug test, any sanctions that may or may not be placed on me in relation to the Drug Education and Testing Policy, or other issues relating to the Drug Education and Testing Policy.

---

Student-Athlete's Printed Name

---

Student-Athlete's Signature

---

Witnessed: Coach/Athletic Director

---

Date

---

Signature of Parent/Legal Guardian  
(if under 18 years old)



## Consent to Participate for Student/Athletes

I give my permission and understand that the athletic trainer, coaching staff, team physician, administrators, or other school officials can use their own judgment in applying first aid until medical help becomes available, or to secure medical aid and ambulance service in case parents cannot be reached. I voluntarily accept their service on my behalf and grant permission for them to perform their necessary duties as described above.

Student-Athlete Full Name \_\_\_\_\_

Birth date \_\_\_\_\_ SS# \_\_\_\_\_

*Phone number to reach parents/guardians during the day:*

Parent/Guardian name: \_\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Medications currently taking: \_\_\_\_\_

Known allergies: (including medications): \_\_\_\_\_

Medical conditions (diabetes, epilepsy, etc.): \_\_\_\_\_

Do you wear contact lenses/glasses?  yes  no

Any other medically-related condition that may affect emergency care? \_\_\_\_\_

I, \_\_\_\_\_, wish to participate in \_\_\_\_\_ at Gadsden State Community College, Gadsden, AL. I am aware that the very nature of athletic participation carries with it an inherent risk of injury. I understand that the dangers and risks of participating in athletics, whether in competition or preparing to compete, include, but are not limited to, death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular skeletal system, and serious injury or impairment to other aspects of my body and general health and well-being. In addition, I am aware that participation in intercollegiate athletics will involve traveling with the team, and that such traveling may expose me to the risks of a motor vehicle accident, as well as other conditions that result from traveling.

I also accept the responsibility in taking personal measures to help prevent injury to myself or other athletes by notifying the coaching staff, athletic trainer, administrators or other GSCC personnel of conditions that I am aware of that may predispose me or other athletes to an increased risk of injury resulting from athletic participation.

Having understood the risks of athletic participation and particularly the risk inherent in (your sport) \_\_\_\_\_ I voluntarily assume and accept these risks as they have been explained above.

Student's signature \_\_\_\_\_ Parent's signature \_\_\_\_\_

Date Signed: \_\_\_\_\_



## WAIVER AND RELEASE AGREEMENT

I, \_\_\_\_\_, agree to participate in the Gadsden State Athletic Program. In consideration for being permitted to participate in the Program, I hereby agree and represent that:

- Gadsden State Community College strongly recommends that every person who participates in sports events have insurance coverage. I understand that a physical examination by a doctor is required, and I hereby release the College and the employees and agents from any responsibility or liability for expenses incurred by me for injuries or illnesses (including death) that I may incur because of those injuries or illnesses.

I further agree:

- That it is my obligation to obtain the proper training before competition.
- That it is my obligation to obtain a medical physical examination and a physician's clearance before undertaking physical activity in conjunction with the Program.
- That it is my obligation to have any injuries I may suffer treated in a prompt manner.
- That it is my obligation to report any injury to the Coaching Staff in a prompt manner.
- That it is my obligation to be proactive in all situations to ensure a healthy and safe environment for my Program participation.

- I understand that, although the College has made every reasonable effort to assure my safety while participating in a sport that there are unavoidable risks in sports, and I hereby release the College or its employees or agents for any damages or injury (including death) caused by, deriving from, or associated with my participation in the sport even if caused by the negligence of any College employee or agent.

- I agree that, should any provision or aspect of this agreement be found to be unenforceable, that all remaining provisions of this agreement will remain in full force and effect.

- I represent that my agreement to the provisions herein is wholly voluntary, and further understand that, prior to signing this agreement, I have the right to consult with the adviser, counselor, or attorney of my choice.

- I agree that, should there be any dispute arising from my participation in the Program that would require the adjudication of a court of law or before any administrative body, such adjudication will occur in the courts of, and be determined by the laws of the State of Alabama.

- This agreement represents my complete understanding with the College concerning the College's responsibility and liability for my participation in the sport program, supersedes any previous or contemporaneous understandings I may have had with the College on this subject, whether written or oral, and cannot be changed or amended in any way without my written concurrence.

- I represent that I am at least 18 years of age or, if not, that I have secured below signature of my parent or guardian as well as my own.

I have read and agree to this liability waiver and release agreement.

Participant's Signature: \_\_\_\_\_

Signature of Participant's Guardian (if under 18): \_\_\_\_\_

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



**Student Consent Form for Release of Educational Records and to Monitor Academic Progress  
(FERPA Release)**

Print Name: \_\_\_\_\_

Student Number: A \_\_\_\_\_

I do hereby authorize Gadsden State Community College Athletic Department to release any or all of my educational records and other documents for eligibility purposes and audit purposes to the ACCC and NJCAA in accordance with FERPA while I am a student athlete at Gadsden State Community College. I also give my coach and the Athletic Department permission to monitor my academic progress. This permission includes verifying grades and class attendance with my instructors during the time that I am a student athlete at Gadsden State Community College.

Student signature \_\_\_\_\_

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



## STUDENT ATHLETE INFORMATION AUTHORIZATION AND INJURY/ILLNESS RELEASE

I DO give consent       I DO NOT give consent

For the team physician, athletic trainers or other personnel of Gadsden State Community College to release such information regarding my medical history, record of injury or surgery, record of serious illness and rehabilitation results as may be requested by the treating physician, rehabilitation facility, supervising team and strength coaches, Gadsden State Community College's risk management department or insurance carrier for the purpose of claim assessment and payment. I understand that a record will be kept of all individuals requesting such information and the date of the request. This information is normally confidential and except as provided in the Release, will not be otherwise released by the parties in charge of the information. This Release remains valid until revoked by me in writing. I understand that the team physician, athletic trainers and other personnel of Gadsden State Community College have strict confidentiality policies and will not release my private medical information to any other individuals other than those listed above including scouts, representatives of any professional or amateur organization, sports information and/or the media/journalists without obtaining my written release.

Student-Athlete Name (Print) \_\_\_\_\_

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

I have read the above student athlete injury/illness release and understand the statement therein. I authorize the team coaches, team physician, athletic trainers or other medical personnel of Gadsden State Community College to release verbally or in writing all information pertaining to injuries/illness that effect my sports participation.

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

### STATEMENT OF COMPLETION

I have filled out this packet truthfully and to the best of my knowledge. I understand that failure to provide any information requested RELEASES Gadsden State Community College, the Athletic Department, the Sports Medicine Staff and consulting physicians from legal responsibility regarding recurrences or complications of any conditions not listed here.

Student-Athlete Name (Print) \_\_\_\_\_

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



## HIPPA Authorization to Disclose Protected Medical/Health Information

Student's name	Birth date	GADSDEN STATE COMMUNITY COLLEGE
----------------	------------	---------------------------------

1. I authorize medical providers to discuss, disclose and/or release information regarding my medical condition or medical history, to the following individuals:

*Administrative Assistant, Athletic Department*  
*Athletic Trainer or Medical Designee*

*Athletic Director, Athletic Department*  
*Coach, Athletic Department*

Name(s) of any other authorized person(s) listed below:

Relationship

_____	_____
_____	_____
_____	_____

2. \_\_\_\_\_ (Initials) I hereby authorize medical providers, Inc. to discuss, disclose, and/or release information necessary to process or respond to eligibility inquiries, coverage/benefit inquiries, claims inquiries, appeals, and Explanation of Benefits about my student health insurance coverage with respect to any injury or medical condition. I further acknowledge that the information discussed, disclosed and/or released may include individually identifiable health information about me.

3. \_\_\_\_\_ (Initials) This authorization is being made at my request.

4. In signing this Authorization, I understand and acknowledge the following (initial each in the space provided):

\_\_\_\_\_ (Initials) I understand that this Authorization is voluntary and that I may refuse to sign it.

\_\_\_\_\_ (Initials) I understand that my refusal to sign this authorization will not affect my ability to obtain treatment, receive payment or eligibility for benefits unless allowed by law.

\_\_\_\_\_ (Initials) I understand that I may revoke this Authorization at any time, by notifying GSCC Athletic Department in writing of my intent to revoke this Authorization, except to the extent that action has been taken in reliance on this authorization.

\_\_\_\_\_ (Initials) I understand that, unless otherwise revoked, this Authorization will remain in full force and effect.

\_\_\_\_\_ (Initials) I understand that once the disclosures authorized herein have been made, the information disclosed may be subject to re-disclosure by any recipient and no longer protected by federal privacy laws.

\_\_\_\_\_ (Initials) I understand that any medical conditions or health issues that are included in any medical records relating to my physical or Consent to Participate form will be shared with the Athletic Trainer, Coach and Athletic Staff.

I, the undersigned, do hereby affirm that I am the above-named student or dependent or an authorized legal representative. I have read and understand the above information.

Signature of Student \_\_\_\_\_ Student # \_\_\_\_\_

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





## GADSDEN STATE COMMUNITY COLLEGE ATHLETIC INSURANCE POLICY

TO: Athletes, Parents and/or Guardians  
 FROM: Hanna Yates, Head Athletic Trainer

The purpose of this memo is to explain Gadsden State Community College's policy regarding athletic insurance coverage for injuries sustained while participating in the College's intercollegiate sports program.

Please read this statement of policy carefully and note that the attached form must be completed and signed by the athlete's parent/guardian and themselves. No athlete will be permitted to practice or participate in the athletic program until the form is completed, signed and returned to the athletic department.

Please note that Gadsden State Community College athletes will be expected to report all injuries to their coaches and/or trainers. Athletes / parents should submit injury claims to their own insurance company. If additional information is requested, please submit as soon as possible. Failure to provide information will delay the processing of claim by the College / Insurance Company.

We hope that the above explanation will help you to understand the procedures of insurance coverage. We appreciate your cooperation and we want to assure you that our main concern is that your student-athlete is covered in case of any injury during athletic practice or competition. If you have any questions, please call the athletic department.

### SECTION I – ELIGIBILITY FOR ATHLETIC PARTICIPATION

All students desiring to participate in intercollegiate athletics must be examined and approved by either the College physician or their own physician, before being permitted to work out with any intercollegiate team. The examination is effective for one year. However, the College physician may re-examine and change the athlete's eligibility status at any time. The athlete must present to the head coach of their team for participating prior to drawing equipment or working as a team candidate.

Student athletes who have sustained injuries to any of the following areas: the head, neck, shoulder, knee, internal organs, or recent (one year prior to becoming a team candidate) fractures, dislocations or severe sprains are required to report these injuries to the athletic trainer or college physician. Student athletes who have had an infectious disease during the previous calendar year must report it. This illness is subject to examination by the College Physician prior to being given permission to become a team candidate. Loss of one of any paired organ: (ex: eye, kidney, testicles, etc) shall disqualify the student from participating on any intercollegiate team sponsored by the athletic department unless the athlete receives written permission to participate from the College Physician.

### SECTION II – MEDICAL EXPENSE

Gadsden State Community College provides "excess or "secondary" athletic medical insurance coverage for all intercollegiate student-athletes in addition to your current personal health insurance plan. The secondary coverage is utilized in the event that the student-athlete incurs an injury while participating in a Gadsden State Community College Athletic Department sanctioned function including play, practice, travel and conditioning. Once all benefits have been paid on the claim, our secondary insurance policy will pay any remaining amounts.

In the event the student-athlete does NOT have primary healthcare insurance, they must have a completed waiver on file with the athletic department stating as such. If at any time the athlete should acquire healthcare insurance, they must inform the athletic training staff and athletic department immediately.

The Athletic Training Department is not responsible for any medical or healthcare bills acquired by a student-athlete when a student-athlete is assessed, evaluated, treated or consulted with by any provider without the knowledge and written approval of the Athletic Training Department.

*Continued on next page*

No liability is assumed by Gadsden State Community College for the treatment of such common illnesses as colds, sore throats, respiratory infections, minor skin rashes or gastro-intestinal disorders, etc.

HMO (Health Maintenance Organization) or PPO (Preferred Provider Organization)

Enrollment in these types of organizations is growing by leaps and bounds. For the parents to have payable coverage for their athlete, when they are a member of these organizations, they must use the authorized medical vendors from the list provided to them. Your coverage through our office is EXCESS coverage and does contain exclusions for those bills incurred that were "payable" by other insurance or plan. If the parents choose not to use the authorized medical vendors of their plan, they should be aware that their organization will not be able to pay the bill incurred that would have been honored and they used the proper medical vendors.

**GADSDEN STATE COMMUNITY COLLEGE MAY NOT BE ABLE TO HONOR THE CLAIM IF PARENT AND / OR STUDENT FAIL TO FOLLOW THEIR HMO'S OR PPO'S PROCEDURES.**

### **SECTION III – PARENTS, GUARDIAN AND ATHLETE**

I, (Athlete, Parent, and/or Guardian) understand the College's responsibility to a student who becomes injured as a result of participation in the intercollegiate sports program at Gadsden State Community College.

### **SECTION IV – AUTHORIZATION FOR MEDICAL SERVICES**

Authorization for medical services needed as a result of an injury attributable to participating in intercollegiate athletics must be obtained in advance of such services. Authorization for the needed medical services is obtained from the Athletic Trainer or the Director of Athletics in writing on the approved college form. Arrangement for the care of injuries requiring medical attention following the athlete's drop out or graduation must be made with the Director of Athletics prior to his / her drop out or graduation.

Date \_\_\_\_\_ Athlete's Name Printed \_\_\_\_\_

Date \_\_\_\_\_ Athlete's Signature \_\_\_\_\_

Date \_\_\_\_\_ Parent or Guardian's Signature \_\_\_\_\_



## Transfer Tracking Form

Please complete the following information regarding a recent transfer student-athlete from your college and send back to Gadsden State Community College. Email: [blewis@gadsdenstate.edu](mailto:blewis@gadsdenstate.edu)

To: \_\_\_\_\_ at \_\_\_\_\_  
ATHLETIC DIRECTOR COLLEGE

From: Blake Lewis, Athletic Director at Gadsden State Community College

Student-Athlete Name \_\_\_\_\_ DOB \_\_\_\_\_

I hereby authorize the release of this information. Signature of Student: \_\_\_\_\_  
 The above student-athlete has expressed an interest in participating in athletics or has transferred to Gadsden State Community College and would like to compete in our \_\_\_\_\_ program.  
SPORT(S)

In order to certify the student-athlete's eligibility status under NJCAA bylaws, we ask your assistance in responding to the following:

1. Dates/terms the student-athlete attended your institution: \_\_\_\_\_
2. Does your institution have athletics at the varsity, JV, and or club level?  Yes  No
3. Number of previous terms enrolled? Full-time:  Part-time:
4. Did the student-athlete transfer from another institution to your institution?  Yes  No  Not to my knowledge  
 If "Yes", please list all institution(s): \_\_\_\_\_
5. Has the student-athlete ever been signed to an NJCAA Letter Of Intent?  Yes  No  
 If "Yes", please include the academic year(s): \_\_\_\_\_
6. Has the student-athlete ever been granted a medical hardship while at your institution or any previous institution?  
 Yes  No  Not to my knowledge If "Yes", please include the season: \_\_\_\_\_
7. Did the student-athlete participate during the regular season in intercollegiate athletics at your institution beyond participation in limited pre-season tryouts? (Please select one.)  
 Yes: Practiced only  Yes: Practiced and participated in regular season games  
 No: Did not practice or participate  No: Red-shirted (Which year? \_\_\_\_\_ )
8. If the student-athlete did participate was Article V, Section 4.E.4 used for NJCAA eligibility purposes?  
 Yes  No  Not Applicable (transferring from a Non-NJCAA Member school)
9. Did the student-athlete participate on a club team at your college? Yes  No
10. How many seasons of eligibility has this student-athlete utilized and in what sports at your college? Please include any club participation.  
 \_\_\_\_\_

Sport: \_\_\_\_\_ Number of seasons: \_\_\_\_\_

Sport: \_\_\_\_\_ Number of seasons: \_\_\_\_\_

Print Name of Person Completing Form \_\_\_\_\_

Title of Person Completing Form \_\_\_\_\_

Signature of Person Completing Form \_\_\_\_\_ Date \_\_\_\_\_

*This form is a mandatory form and must be on file at the member college for all transfer students competing in the NJCAA. This requirement is in place regardless if the student transferred from an NJCAA member or non-member college. This form must be included in the students eligibility file for audit.*



## NJCAA Eligibility Affidavit for Gadsden State

Sport \_\_\_\_\_ Date \_\_\_\_\_

**The information on this form must be accurate. This information is used to determine eligibility for the NJCAA.**

Name \_\_\_\_\_ SS# \_\_\_\_\_

Address \_\_\_\_\_

Birth Date \_\_\_\_\_ Phone \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_ Phone \_\_\_\_\_

Address of Parent/Guardian \_\_\_\_\_

Are you a United States citizen or permanent resident?  Yes  No

Do you have another type of VISA?  Yes  No If so, what type? \_\_\_\_\_

Do you have an I-20 form on file at this college?  Yes  No

Name of high school you attended: \_\_\_\_\_

Address of high school: \_\_\_\_\_

Did you graduate?  Yes  No High school graduation date \_\_\_\_\_

Were you home schooled?  Yes  No Did you graduate?  Yes  No

Check here if you have earned a GED  GED date earned: \_\_\_\_\_

**Attach an official copy of your high school transcript or GED certificate. If you have not graduated and are currently in high school, we must have your official high school transcript by JUNE 15.**

Have you taken any college courses while in high school?  Yes  No

If yes, from what college(s)? \_\_\_\_\_

*If yes, attach official transcripts from all colleges previously attended.*

Have you ever signed a Letter of Intent form with any institution?  Yes  No

If yes, please specify the college \_\_\_\_\_ Date \_\_\_\_\_

Have you ever participated in a sport in a country other than the United States?

Yes  No

Sport \_\_\_\_\_ Country \_\_\_\_\_ Date \_\_\_\_\_

If yes, explain: \_\_\_\_\_

Have you ever been red-shirted for a season?

Yes  No

If yes, list the dates of that season, name of college and describe the situation: \_\_\_\_\_

Have you ever participated in practices, scrimmages, and/or games for an intercollegiate team other than this college?

Yes  No

If yes, name the school, date, sport and describe the situation: \_\_\_\_\_

Have you ever played on a club team at a college, university or prep school?

Yes  No

If yes, name the school, date, sport and describe the situation: \_\_\_\_\_

Do you currently play on any other sport teams (USAV, city recreational leagues, indoor soccer, AAU, PREP school teams, etc.)?

Yes  No

If yes, please provide the name of the team location and dates of participation: \_\_\_\_\_

Have you ever received money beyond expenses for participating in any athletic event?

Yes  No

Did anyone on your team receive money beyond expenses for participating in any athletic event?

Yes  No

If yes, describe the situation: \_\_\_\_\_

And then complete the [NJCAA Amateurism Questionnaire](#) to include with your eligibility file.

**LIST ALL COLLEGES ATTENDED FULL-TIME OR PART-TIME WHILE IN OR AFTER HIGH SCHOOL**  
**Attach an official transcript of ALL colleges you have attended**

College: \_\_\_\_\_ Dates attended: \_\_\_\_\_ Full-time  Part-time

College: \_\_\_\_\_ Dates attended: \_\_\_\_\_ Full-time  Part-time

College: \_\_\_\_\_ Dates attended: \_\_\_\_\_ Full-time  Part-time

College: \_\_\_\_\_ Dates attended: \_\_\_\_\_ Full-time  Part-time

Additional Explanation. If you attended college part-time or were not attending college for any period of time following your high school graduation, please explain and list dates. If you were employed or served in the military, please list those dates. If you were unemployed at any time, please list those dates. The NJCAA requires that you account for any time not enrolled full-time in college following graduation from high school. List months, years and include ALL information when referring to dates:

---



---

I understand that information falsified or omitted can make me ineligible for ALL future college competition in compliance with the National Junior College Athletic Association Eligibility Rules and that my scholarship may be released.

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

Parent if under age 18: \_\_\_\_\_ Date: \_\_\_\_\_

Coach: By signing below, I have done due diligence in checking/verifying the above information. I have researched the NJCAA website to be sure that there are NO current Letter of Intent for this student and I have talked with coaches and family that document what is listed above. I understand that falsified or omitted information can make the student ineligible for all future college competition. I certify that the above student is eligible based on the current NJCAA rule book.

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



## Welcome to the Gadsden State Family!

Gadsden State is so happy you will be attending Gadsden State Community College as a student athlete. My name is Kelley Pearce and I serve as the Associate Dean of Student Services, an advisor for student athletes, and as a liaison between the Athletics Department and other departments on campus. I am your Student Advocate. I am available to help you with all things Gadsden State. You can reach me at [kpearce@gadsdenstate.edu](mailto:kpearce@gadsdenstate.edu) or 256-539-8376.

Below are steps that will make your transition to Gadsden State smooth and easy.

### 1. APPLICATION PROCESS:

- a. Fill out a Gadsden State application. You can do this [online](#).
- b. Send in a current high school transcript, then final high school transcript after graduation.

### 2. FINANCIAL AID:

- a. Financial aid information can be found at: [www.GadsdenState.edu/FinancialAid](http://www.GadsdenState.edu/FinancialAid)
- b. Fill out a FAFSA (Free Application for Federal Student Aid). The link to apply is located at: <https://www.gadsdenstate.edu/admissions-aid/fafsa.cms>
- c. Academic Scholarships are administered through the Financial Aid Office. Cathy Hicks is the coordinator for scholarships and can be reached at [chicks@gadsdenstate.edu](mailto:chicks@gadsdenstate.edu)

### 3. ADVISING:

- a. Once you have applied for admission, please contact Kelley Pearce to help you register for classes.

### 4. HOUSING:

- a. Full details about the Fowler Residence Hall can be found at <https://www.gadsdenstate.edu/student-life/on-campus-housing.cms>

### CHECKLIST

- Apply for Admissions
- Current high school transcript
- Copy of insurance card
- Copy of current physical
- Apply for Financial Aid
- Request ACT/SAT scores be sent to Gadsden State
- Apply for housing if applicable
- Meet with Kelley Pearce

*It's great to be a GADSDEN STATE CARDINAL!*

**Kelley Pearce**

*Associate Dean of Student Services*

[kpearce@gadsdenstate.edu](mailto:kpearce@gadsdenstate.edu)

256-539-8376