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ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
FEBRUARY 6, 2014

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS

RESOLUTION
TO ADOPT REVISIONS TO
THE DISTRICT ATHLETIC GOVERNANCE POLICY
OFFICE OF ACADEMIC AFFAIRS

WHEREAS, the Board of Trustees of Community College District No. 508 is empowered under Section 805/3-30 of the Illinois Public Community College Act, 110 ILCS 805 (“the Act”) to exercise all powers not inconsistent with the Act, “that may be requisite or proper for the maintenance, operation and development of any college or colleges under the jurisdiction of the board”;

WHEREAS, Section 4.2 of the Board Bylaws provides that the Board may amend any Bylaw, Policy or Procedure issued for the governance of the Board, the District and the Colleges;

WHEREAS, the District desires to amend the policy regarding athletic governance and Club Athletics sponsored by member Colleges to ensure the utmost integrity of Athletic Programs and to further ensure the academic progress of each Student Athlete;

WHEREAS, the Policy revision defines a process whereby all eligible Student Athletes may seek to participate in Federal Work Study;

WHEREAS, the District seeks to project a favorable image throughout the Community, the State and Nationally and therefore seeks to instill upon all individuals associated with District Athletic Programs the responsibility for contributing to such a positive perception which will be viewed in a manner which is consistent with the Mission Statement of the City Colleges of Chicago;

WHEREAS, the adoption of the attached amended Athletic Governance Policy shall apply to all member Colleges within the District offering Intercollegiate Sports and Club Sports and jurisdiction of the National Junior College Athletic Association; and

WHEREAS, the Officers of the District support the revisions to that Athletic Governance Policy that are being recommended by the Provost and Chief Academic Officer.

NOW, THEREFORE, BE IT RESOLVED, that the Athletic Governance Policy revisions be adopted by the Board of Trustees of Community College 508 effective February 6, 2014 and posted to the City Colleges of Chicago website.

**EXECUTIVE SUMMARY
REVISIONS TO THE
ATHLETIC GOVERNANCE POLICY OF
THE CITY COLLEGES OF CHICAGO
February 6, 2014**

- **Index Number 2.0 – Adoption of Policies and Procedure, Agreements and Guidelines**
- The policy revision Section 8.0, Conduct of the Student, Item J which addresses the opportunity for student athletes to perform Federal Work Study positions was revised to provide the best opportunities for all student athletes to grow academically and in career interests.
- This revision allows student athletes who qualify for work study to fulfill the responsibility in the athletic department if the placement is appropriate to academic and career interests.
 - A student athlete will only be placed in the athletic department if an available position meets the student's academic and career goals.
 - The revision prohibits any athletic coach of the sport in which the student athlete plays from being the work study supervisor of the student.
 - The revision makes the responsibilities of the student athlete and the supervisor clear in regard to recording and approving time sheets submitted.

**CITY COLLEGES OF CHICAGO
ATHLETIC GOVERNANCE POLICY**

1.0 AUTHORITY

The Board of Trustees, of Community College District No. 508, County of Cook, State of Illinois, (hereinafter referred to as “the Board”) is a body politic and corporate established pursuant to the provisions of the Illinois Community College Act, 110 ILCS, 805/1-1, *et se.* (hereafter referred to as the “State Act”) with powers and duties stated in the State Act. The Board has the jurisdiction over Community College District No. 508 (hereinafter referred to as “the District”) whose territory is conterminous with the corporate boundaries of the City of Chicago (hereinafter referred to as the “City”). The Board currently operates a community college system known as the City Colleges of Chicago which consists of seven separately accredited colleges (hereinafter referred to collectively as “the Colleges”) located in various areas of the District.

2.0 ADOPTION OF POLICIES, AGREEMENTS AND GUIDELINES

In accordance with Board Rules for Management and Government adopted August 6, 2003, the Board may adopt, from time to time, policy statements, guidelines, procedures, regulations, collective bargaining agreements, codes of conduct, or similar documents issued for the governance of the Board, the District and the Colleges. Except where otherwise prohibited by law, these Rules, or resolutions of the Board, the Board may permit the Chancellor to establish procedures, review and approve appropriate publications prior to their dissemination.

3.0 PURPOSE

Community College District No. 508, County of Cook, State of Illinois known as the City Colleges of Chicago is desirous of establishing a uniform, District wide Policy to address the governance of athletics concerning student participation in intercollegiate varsity and intercollegiate club athletics. It is a goal of the District to encourage all eligible students to participate in such activities to ensure a broad and diverse educational experience. The District recognizes its responsibility to ensure the safety and wellbeing of all students, as well as the assurance of academic success. Further, the District acknowledges its responsibility to establish expected and reasonable standards of conduct that shall apply to all Student Athletes, Coaches and Athletic Directors and Deans associated with the District Athletic Programs. The City Colleges of Chicago vision for its Athletic Programs is to enhance the Student Athlete’s appreciation of and commitment to academic achievement.

4.0 EXPECTED OUTCOME

The adoption of this Policy governing athletic programs throughout the District which defines expected standards of behavior and establishes procedures, is to ensure quality athletic programs and commitment to the personal development and academic achievement of each Student Athlete. The completion of studies and graduation is consistent with the overall Mission of the District. The City Colleges of Chicago expects

and demands that each Athletic Program maintain high expectations to exemplify both ethical and professional standards of conduct and behavior.

5.0 POLICY GUIDANCE

The intent of this Policy is to provide clear and significant guidance and to define expectations for Student Athletes and Coaches with respect to conduct and compliance with Athletic Policies, District Policies and National Junior College Athletic Association (NJCAA) regulations. Coaches are required to know and comply with this Policy as demonstrated through written and oral presentations and to conduct oneself in a professional and ethical manner during the period of a specific sport on campus and throughout the community.

6.0 JURISDICTION

Compliance with this Policy does not negate other contracts, policies and procedures administered by member colleges, nor the rules and regulations established by the NJCAA. All Coaches are required to be fully knowledgeable of all applicable NJCAA rules and to comply with such regulations without exception in the application of athletics sponsored by City Colleges of Chicago.

7.0 CONDUCT OF THE COACH

The intent of this Section is to define the duties and responsibilities of the Team Coach.

A Coach is responsible for managing, promoting and assuring (to the extent possible), the academic success of a Student Athlete. The Coach shall promote character building, teamwork, collaboration and ethical and professional behavior in Student Athletes at all times. The Coach as a contractor with City Colleges of Chicago shall demonstrate professional leadership that enhances the image and public perception of the District and its programs at all times. The Coach must know and understand and shall be in compliance with the policies of the NJCAA. The Coach and Student Athlete shall be in conformance with the policies, rules, regulations, code of conduct and other applicable standards prescribed by the Board of Trustees of City Colleges of Chicago.

A Coach is considered to be a representative of the City Colleges of Chicago and therefore shall maintain, encourage and support positive images both on-campus and throughout the community. A Coach is expected to exemplify the high standard of expected behavior and professionalism as is expected of all District Faculty, Administrators, Staff, Partners, Contractors and Students.

Each prospective Coach recommended by the Athletic Director shall execute a Professional Services Agreement prepared by the Office of the General Counsel defining the scope of services. Each prospective Coach shall be subject to a pre-engagement background check. Individuals deemed to be inappropriate for association with Student Athletes shall not be offered the final opportunity of engagement.

Each Coach is expected to adhere to the following:

- A. Maintain a professional and businesslike appearance at all public Athletic events, thus representing the College and the District in a

favorable manner. Appropriate attire shall be worn to all athletic events such as a presentable athletic warm up suit or business attire.

- B. Public comments and general demeanor shall be delivered in a manner consistent with the enhancement of the positive reputation of the District, the College and its employees.
- C. Coaches shall have a special obligation to conform his/her conduct to the highest standards of honesty, integrity and competence. Coaches must be familiar with and compliant with all rules of the NJCAA, Region IV consistent with City Colleges of Chicago organization membership. The City Colleges of Chicago shall report to the appropriate NJCAA official or to the Region IV official, any violations of specified rules and regulations in a timely manner. The list of requirements which follows is not intended to be exclusive nor exhaustive in scope. Coaches must always be cognizant of their special obligation to the public.
- D. Coaches shall maintain a professional and appropriate Contract Partner-student relationship with all students throughout the College and a professional Coach-Student Athlete relationship with Team Members and all prospective Student Athletes throughout the course of the Student's academic career. Sexual harassment by employees, contractors, business partners or students of the City Colleges of Chicago in any form will not be tolerated. Violators will be subject to disciplinary action up to and including termination of employment or employment contract.
- E. Coaches shall not make loans to, nor provide monetary gifts to Student Athletes. A Coach may not receive payments for any purpose from a Student Athlete.
- F. Coaches shall operate within a framework of priorities that places education first and athletics second, and shall engage their best efforts to address the following objectives:
 - 1. Achieve a 100% Student Athlete graduation rate.
 - 2. Support Student Athlete transfer to a baccalaureate granting institution or accomplishment of a career technical degree.
 - 3. Foster the personal development of Student Athletes as good citizens within the community.
 - 4. Attain a won-loss competition record which is reflective of the full talents and capabilities of the Team.
- G. Coaches shall recruit prospective Student Athletes who meet the high academic standards of performance consistent with the expectations of each member institution of the City Colleges of Chicago. Coaches shall fully cooperate with academic advisors and coordinators, in support of the Student Athlete's academic performance.
- H. Coaches shall promote the positive welfare of each Student Athlete. Specifically, Coaches are expected to encourage and maintain an environment in which Student Athletes are safe from any form of harassment,

or physical or emotional abuse. Coaches, in collaboration with the Athletic Director or Dean and /or Student Development Services, will provide Student Athletes with educational programs related to health, drug and alcohol abuse, personal behavior, public self-presentation, study skills, gambling, stress and time management.

- I. Coaches shall be prompt for all practices, games, and meetings with college officials, as well as business meetings outside the College relating to the conduct of athletic program affairs.
- J. Coaches shall listen to, learn from the views of Student Athletes, and provide advice and counsel in assisting Student Athletes in planning and decision making related to the College's Athletic Program, or promoting the Student Athlete's desires to attain personal, career, academic and athletic goals.
- K. Coaches shall enforce a zero tolerance policy for use of illegal controlled substances or paraphernalia including anabolic steroids or any other performance enhancing drug or dietary supplement. Coaches found to be in unlawful possession of controlled substances or paraphernalia shall be subject to contract termination and dismissal from the Athletic Program.

8.0 CONDUCT OF THE STUDENT ATHLETE

The intent of this Section is to define the duties and responsibilities of the Student Athlete.

- A. All Student Athletes shall make satisfactory progress toward completing an Associate Degree in the curriculum of their choice with City College of Chicago. Student Athletes are required to enroll as full time students and maintain this status throughout the entire athletic season of the sport. The Student Athlete must attend all class sessions except when traveling on behalf of City Colleges and complete assignments as required under the class syllabus and must maintain a cumulative grade point average of at least 2.0 ("C" average). Failure to maintain the minimum grade point average and successfully complete the minimum number of credit hours (12 hours) each semester may disqualify the Student Athlete from further participation.
- B. Each Student Athlete shall exercise appropriate classroom behavior and recognizes personal conduct in the classroom, during competition and within the community is a reflection upon the Team, the College and the District. Student Athletes are encouraged to dress in a neat and presentable manner and to demonstrate respect to instructors, fellow students, administrators, sport officials and all others. The District expects the Student Athlete to be prompt to class, to be attentive, to participate and to submit assignments in a timely manner without exception.
- C. Student Athletes will participate in tryout, training, practice and competition Activities. Typically, practice may be held in the late afternoon and early evening and occasionally on weekends.
- D. Student Athletes shall exercise best efforts to arrange a class schedule and

enroll in a class pattern that will not be interrupted by athletic activities.

Student Athletes must maintain regular class attendance and provide class attendance reports and grade performance on a regular basis as requested by the Coach and/or other administrators.

- E. Student Athletes shall be prompt for all for all intercollegiate activities inclusive of tryouts, training, practice and competition events.
- F. Student Athletes shall undergo a physical examination and submit the results to the Athletic Director or Dean **prior** to participating in tryouts, training, practice or competition events.
- G. Student Athletes must read and understand all documents pertaining to the policies, rules and regulations of the NJCAA regulated athletic programs sponsored by the City Colleges of Chicago and shall comply with said rules and other policies established by City Colleges of Chicago.
- H. Student Athletes will comply with a zero tolerance policy for use of controlled substances or paraphernalia including anabolic steroids or any other performance enhancing drug or dietary supplement containing substances banned by the U.S. Food and Drug Administration, the NJCAA or the United States Olympic Council. Student Athletes found to be in unlawful possession of controlled substances or paraphernalia shall be subject to dismissal from the Athletic Program and may be subject to academic sanctions.
- I. Students Athletes shall provide Certification as to academic experiences previous to enrollment at one of the City Colleges of Chicago and shall provide detailed information with respect to athletic participation post high school. Any false information provided or the concealment of any information that is pertinent to eligibility shall constitute a violation of NJCAA Certification of Eligibility. Such misrepresentation will subject the Student Athlete to disciplinary action and may cause future loss of eligibility to participate in intercollegiate athletics
- J. Student athletes may participate in approved work-study programs in various departments within the City Colleges of Chicago provided the activities associated with the assignment are considered appropriate as defined by the Office of Student Financial Services and within the scope of the Federal Work Study program. We encourage students to apply for jobs related to their academic major and/or future career interests. However, student athletes may not have any athletic coach of the sport in which they play as their Supervisor. Each student is responsible for the accurate recording of the actual times and hours worked. The Supervisor is responsible for verifying the times and hours to ensure accuracy in reporting and wages. Student employees cannot and will not be paid for hours purportedly worked during scheduled class hours or while participating in any team activities including, but not limited to, workouts, practice and competitions.

- K. Each Student Athlete shall complete a Physical Medical History Form prior to a required physical examination and shall execute a Consent for Medical Treatment and Medical Release Form.
- L. Each Student Athlete shall execute a Participation of Risk Statement and a Waiver of Liability and Hold Harmless Agreement as provided by Athletic Director of the enrolling College.

9.0 CONDUCT OF THE ATHLETIC DIRECTOR OR DEAN

The intent of this Section is to define the duties and responsibilities of the Athletic Director or Dean. The use of the term "Athletic Director" and the term "Dean" throughout this document is intended to be synonymous with an individual charged with the duty of administration and oversight of athletic programs at a particular College which is a member institution of City Colleges of Chicago.

- A. The Athletic Director shall be responsible for providing leadership and vision consistent with the Mission Statement of the City Colleges of Chicago and the objectives of the member College core values.
- B. The Athletic Director of each member institution of the City Colleges of Chicago is expected to define the goals and objectives for the College athletic program and to foster an environment whereby Coaches can provide quality services and effective coaching to Student Athletes. The Athletic Director is expected to establish and provide rules and guidelines to assist in making ethical and professional decisions in support of the Student Athletes, the College and the District.
- C. The Athletic Director in conjunction with the College coaching staff, student development staff and College advisors shall develop an academic support program for Student Athletes. Coaches are expected to ensure outcomes that include a strong record of personal academic achievement and continuing eligibility throughout the course of the semester and academic year.
- D. The Athletic Director shall devote significant effort to ensure that District and College strategic priorities for administering an academic based and ethically oriented athletic program are consistent with directives provided by the City College of Chicago Board of Trustees under Rules, Policies and Procedures.

10.0 RULES GOVERNING THE AMATEUR STATUS OF CCC STUDENT ATHLETES

The following requirements are adopted as Policy for all City Colleges of Chicago Student Athletes as prescribed by rules established by the NJCAA. Amateur athletes are those who engage in sports for the physical, mental or social benefits they derive in participation and to whom athletics is an avocation and not a source for personal financial remuneration. Whenever the amateur standing of a student is questionable and before competition begins in an activity sponsored by a CCC member institution and the NJCAA, it is the responsibility of an administrative officer of the College where the student is enrolled to clear the status of the student in question. In determining amateur standing of the student, the following guidelines as set forth by the NJCAA serve as the directive for each member institution of the District.

A. Student Athletes are permitted to:

1. Accept scholarships and educational grants-in aid from their institution in accordance with the provisions of Article VIII of the by-laws of the NJCAA.
2. Officiate sport contests, providing the compensation received does not exceed the going rate for such employment.
3. Serve as coaches or instructors for compensation in a physical education class outside of their institution provided the employment is not arranged by the Student Athlete's institution or a representative of its athletic interests.
4. Serve as paid supervisors of children's sports programs, such as counselors in a summer camp, or in a recreational 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) and not on a fee-for-lesson basis.
5. Participate in professional baseball for no more than ninety (90) days at a level no higher than Class A. If this can be confirmed by the National Association of Professional Baseball Leagues, the student shall be eligible to compete in baseball at an NJCAA member college. Any participation beyond the first ninety (90) days shall cause student to be ineligible in the sport of baseball.
6. Participate in women's softball if the women were involved in the Professional Softball Association and have been reinstated by the appropriate amateur governing body.
7. Have their names or pictures appear in books, other publications, or films without jeopardizing their amateur status, but only under the following conditions:
 - a. Appearance in such publications or films is for the purpose of demonstrating athletic skills, analysis of a sport event, or instruction in sports.
 - b. There is no indication that the Student Athlete expressly or implicitly endorses a commercial product or services.
 - c. The Student Athlete is not paid.
 - d. The Student Athlete has signed a release statement detailing the conditions under which his or her name or image may be used and has filed a copy of the statement with the institution he or she attends.

B. Student Athletes shall not:

1. Receive money or other forms of remuneration beyond actual expenses for participating in any athletic contest or program with the exception of bowling and golf. (Refer to the NJCAA Handbook for further detail).
2. Provide lessons on a fee-for-lessons basis.
3. Be employed to teach physical education classes or coach any sport for their enrolling institution.
4. Be employed or receive compensation for teaching or coaching sports skills or techniques, if employment is arranged by the Student Athlete's institution or a representative of its athletic interests.
5. Accept financial assistance, or enter into an agreement of any kind, to compete in professional athletics, with the exception of the student who participates in professional baseball for not more than ninety (90) days as provided in NJCAA Rules, Section 11.a.5. Student Athletes who violate this

provision shall be ineligible for participation in the sport.

6. Try out with a professional sports organization while enrolled full-time during any part of the academic year unless they have exhausted eligibility in that sport. (This includes any time from the beginning of the fall semester through the completion of the spring term, including any intervening period). Part-time students who are not participating under the provisions of NJCAA Rules, Section 4.1 may try out provided that they do not receive any form of compensation other than actual expenses from the professional organization.
7. Contract orally or in writing to be represented by an agent in the marketing of athletic ability or reputation in a sport.
8. Participate in the Major Junior A Hockey League sponsored by the California Amateur Hockey Association (CAHA).

11.0 FUTURE AMENDMENTS TO NJCAA RULES AND REGULATIONS

It is the intent of the Board of Trustees that subsequent Amendments promulgated by the National Junior College Athletic Association addressing issues of conduct shall be automatically adopted by the City Colleges of Chicago without further action of the Board of Trustees.