

## **Preface**

This handbook presents the philosophy, operating procedures, and policies of the Athletic Director of Kansas City Kansas Community College. It is designed to assist the orientation of student-athletes to department policies and procedures.

## **Introduction**

The Kansas City Kansas Community College Athletic Department consists of the following intercollegiate sports:

Men's & Women's Basketball  
Women's Volleyball  
Women's Softball

Men's Baseball  
Men's Golf  
Men's & Women's Soccer

Kansas City Kansas Community College is a member of the Kansas Jayhawk Conference and the National Junior College Association. The college abides by rules and regulations of the above governing bodies.

## **Philosophy and Objectives**

### **KCKCC Athletic Department**

The intercollegiate athletic program is an integral part of the Kansas City Kansas Community College. It is the duty of the Athletic Department to provide leadership in the department of educational values. These values include: intellectual, social, moral, emotional, and cultural growth, loyalty, cooperation, teamwork, physical health and an ability to accept responsibility.

### **Pre-Participation Examination**

Prior to each school year every student-athlete, to meet eligibility requirements is required by Kansas City Kansas Community College athletics department to obtain a pre-participation physical exam. The Kansas City Kansas Community College team physician will administer the P.P.E.'s to each student athlete free of charge. No athlete will be allowed to participate in (practice, game, weight lifting, conditioning) until the KCKCC team physician has cleared them for participation. Each student athlete will be notified by his or her coach or the sports medicine staff as to the date and time of their P.P.E.

### **Transcript to Admissions**

Official transcript(s) of all previous schools attended must be on file in the KCKCC Admissions Office. **This includes high school as well as all colleges attended.** Transcript(s) should be on file prior to enrollment but must be received before the eligibility roster goes to the National Office. This is the responsibility of the student-athlete.

## People Who Can Help

Many questions and/or problems may come up from time to time. Don't hesitate to seek assistance. Don't let problems grow whether they be with your classes, the coach, your family, alcohol, etc. If you have a problem of any type the following people may be contacted.

- Coach and/or faculty members
- Tony Tompkins – Athletic Director. Office is located on lower level of gym.
- Tina Church Lewandowski – Director of Admissions.
  - Office hours are 8:00am until 4:30pm. Phone is 913-288-7201
- Dr. Shawn Derritt – Dean of Student Services. Office is located in upper level of the Jewell Student Center. Phone is 913-288-7167
  - Robert Roberson III, Athletic Advisor – 288-7167 – [rroberson@kckcc.edu](mailto:rroberson@kckcc.edu)
  - Renee Gregory – Advisor – 288-7457 – [rgregory@kckcc.edu](mailto:rgregory@kckcc.edu)
  - Christopher Munoz – Advisor – 288-7148 – [cmunoz@kckcc.edu](mailto:cmunoz@kckcc.edu)
  - Shay Dodson – Advisor – 288-7164 – [sdodson@kckcc.edu](mailto:sdodson@kckcc.edu)
  - Marshall Jackson – Professor/Advisor – 288-7143
- Mary Dorr – Director of Financial Aid – Office in the Jewell Student Center – upper level. Hours are 8:00am until 4:30pm. Phone is 913-288-7145

## People You Should Know at KCKCC

- Dr. Greg Mosier – President
- Dr. Delfina Wilson – Dean of Enrollment Management/Student Services
- Tony Tompkins – Director of Athletics
- Tina Church Lewandowski – Director of Admissions
- Theresa Holliday – Registrar
- Mary Dorr – Director of Financial Aid
- Dr. Shawn Derritt – Dean of Student Services
- Robert Roberson – Student Athletic Advisor
- Kinsey Huwaldt – Coordinator of Athletics
- Rodney Christensen – Head Athletic Trainer
- Mary Bruno-Ballou – Head Volleyball Coach
- Matt Goldbeck – Head Baseball Coach
- Lana Ross – Head Softball Coach
- Joe McKinstry – Head Women's Basketball Coach
- Brandon Burgette – Head Men's Basketball Coach
- Shawn Uhlenhake – Head Women's Soccer Coach
- Ruben Rodriguez – Head Men's Soccer Coach
- Gary Shrader – Head Golf Coach

## **Student Handbooks**

Every student-athlete will have access to view the student-athlete handbook at the beginning of the fall semester. Attempts will be made to meet with all student-athletes to discuss contents of the handbook and to answer questions. There will be a mandatory meeting scheduled with the Athletic Director after classes begin to distribute and discuss the student handbook.

## **General Comments**

1. Every student-athlete is expected to maintain satisfactory academic progress while at KCKCC. This means maintaining a minimum of 12 hours per semester and have a GPA of at least 2.0.
2. Every student-athlete is encouraged to attend the contests of other sports played at KCKCC.
3. Student-athletes are encouraged to get involved with clubs and organizations on campus, attend seminars, attend music and theater activities, participate in graduation programs, etc.
4. Every student-athlete should take pride in KCKCC.
5. Every student-athlete should help to keep the athletic facilities and transportation vehicles at KCKCC as clean and neat as possible.

## **Risk of Athletic Participation**

Every student-athlete should be aware that there are certain risks when participating in athletics. Chances of injury are high in some sports. Examples – soccer, basketball, baseball, softball and golf.

It is very important that student-athletes follow the rules set forth by the coaching staff pertaining to training, practice procedures, travel, games, use of equipment, etc.

Possible injuries and/or death could occur as a result of:

1. Vehicular accidents going to and from contests
2. Collisions of athletes during practices or competition
3. Being struck by balls or objects
4. Unexplained collapse during participation
5. Unforeseen catastrophes or situations that might occur

Most injuries are of lesser nature although some can be severe. Some examples of typical KCKCC athletic injuries are:

1. Sprains (running, throwing, sudden movement, landing improperly)
2. Contusions (collisions, being hit, running into objects)
3. Fractures (collisions, falls, being hit, running into objects)
4. Abrasions (fall, collisions)
5. Cuts (fall, collisions)

## **Letters of Intent**

Your coach may offer you a Letter of Intent for one year of participation. The letter of intent serves as a contract between the student-athlete and Kansas City Kansas Community College.

## **NCAA Regulations**

The NJCAA only charges a season of competition for participation in regular season or post season play. The NCAA rules that we need to be aware of are:

1. One year of eligibility is used if athletes play in any game, match, exhibition, scrimmage or joint practice session with another school.
2. Student-athletes shall not engage in more than four sessions of intercollegiate competition in any sport.
3. In Division I, a student-athlete has 5 years from his/her enrollment full-time in a collegiate institution to complete their four years of competition.
4. In Division II & III a student-athlete shall complete his/her four seasons of participation during the first ten semesters the student is enrolled in a collegiate institution full-time.

## **Financial Aid – Work Study**

All student-athletes should complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). By completing this you may apply for the Pell Grant, the Supplemental Educational Opportunity Grant, Federal Student Loans, work study, and some scholarships. If you are selected for verification, you must submit all necessary income documents to the Financial Aid Office. If you are interested in a Federal Student Loan, you must complete a Federal Student Loan Request form available in the Financial Aid Office or on the KCKCC webpage. It is necessary to apply for financial aid each year of college.

## **Scholarships**

The Kansas Jayhawk Conference limits the student-athletic scholarship to the cost of tuition and books. Room and board and course fees must be paid for by each student-athlete. Student-athletes may, however apply for a Pell Grant, Student Loan or Work Study. This money can be used for room and board or athlete educationally related expenses.

To receive scholarship the student-athlete must:

- A. Meet all requirements for admission to KCKCC.
- B. Abide by all requirements of KCKCC, the letter of intent and the Jayhawk Conference.
- C. Have a transcript on file in the Admissions Office. This transcript must show high school graduation or GED completion and all other college work.
- D. Maintain 12 hours with a GPA of 2.00 or higher and sign the academic standards letter required by the Athletic Department.
- E. Be in good standing with the team and coach. Maintain appropriate conduct on campus, and while representing the college in any activity.
- F. Make a contribution to the team or activity group of which he/she is a member as determined by the coach.
- G. Remain enrolled in 12 hours throughout the semester.
- H. Maintain academic eligibility.

The college will honor the scholarship of any student-athlete injured on the squad during their respective activity during the year covered by the letter of intent.

The athletic scholarship will not pay for more than a total of 18 credit hours per semester.

## **Academic Load – Eligibility**

To ensure that all student-athletes are progressing toward a degree, we are requiring enrollment in 12 hours to receive a scholarship. This will also help in meeting eligibility rules because as of August 1, 1988 student-athletes should pass 12 hours in the previous semester. The National rules states an athlete may not drop below 12 hours at any time during the season.

Coaches and other KCKCC personnel will be monitoring student-athletes class attendance and performance on a regular basis. If problems arise that cause a student-athlete to drop below 12 hours, the student-athlete must contact the Athletic Director. Students who miss five consecutive classes or have excessive absences may be administratively withdrawn from the class by the instructor.

## **Academic Progress**

KCKCC is very interested in the academic progress of its student-athletes. Academic success should be the primary objective of all student-athletes. The KCKCC staff will do as much as possible to help every student-athlete to be successful academically, but it is the responsibility of the student-athlete to be aware of their academic status at all times. In order to earn your Associates Degree a student-athlete needs to take 15 hours per semester (60 Credit hours to earn Associate's).

Each student-athlete must, however do their part to ensure success. Attending class is a must! Student-athletes will miss some classes because of travel to athletic contests. Arrangements with instructors should be made in advance for these unavoidable absences. Student-athletes should talk with their instructor's regularly, get all assignments in when required and always be cooperative. If there is a problem the instructor should be contacted as soon as the problem is evident.

Student-athletes will be responsible for delivering academic progress report sheets to all their instructors. The academic progress reports will be completed by the instructor and returned to the coach.

## **Standards for Study Time/Tutoring time in the Student Learning Center**

- Based on Core Classes and Cumulative Grade Point Average
- All freshman students will attend 8 study hall hours per week in their first semester.
- After their first semester study hall hours will be determined by their GPA.
  - **3.0 GPA and Above:                   0 Hours**
  - **2.5-2.99 GPA:                         4 Hours**
  - **2.49 and Below:                       8 Hours**

## **Discipline for missing study hall requirements:**

- 1st Offense: Warning
- 2nd Offense: Discipline from Head Coach
- 3rd Offense: 2 Week Suspension
- 4th Offense: Possible dismissal from team and loss of scholarship.

## **Book Rental Policy**

After the regular enrollment is completed the bookstore personnel will get a printout of all student-athlete schedules and will bag the books for distribution.

1. Books will be ready to be picked up the first day of classes.
2. The bookstore will list books received by each student-athlete and give a letter explaining the student-athletes responsibilities. Each student-athlete must sign.
3. Prior to the end of the semester the bookstore will send an e-mail about procedures for returning books. The bookstore will be using the e-mail that is on file in the Admissions Office.
4. The deadline for returning books to the bookstore is the last day of finals each semester. Books will not be accepted after the deadline date.
5. Student-athletes are responsible for paying for books that are severely damage, lost or not returned by the deadline date.
6. Payment for any books not returned should be made to the bookstore prior to the deadline date.
7. All payments after the deadline date should be made to the KCKCC Athletic Department. The Athletic Director or Coordinator of Athletics will receipt payment after the deadline date.

## **Insurance Coverage**

The KCKCC Athletic Department carries excess medical coverage for injuries incurred while participating in KCKCC sponsored athletic activity. This means our insurance starts payment after the student-athletes' insurance stops paying. It is very important that all medical information be on file with our athletic trainer. The athletic trainer is the person who processes these bills.

The secondary insurance goes up to \$25,000 per accident. KCKCC athletic insurance also includes a lifetime catastrophic injury insurance with a \$5,000 death and dismemberment benefit. The catastrophic insurance goes into effect after \$25,000.

Illness and injuries that are pre-existing, non-athletic related or sustained elsewhere are not covered. Each student-athlete should have insurance to help in cases of car accidents, miscellaneous injuries or sickness (the College Nurse has information about student health insurance).

All injuries should be reported to the Athletic Training Staff immediately. Each injured student-athlete should report to the training staff daily. The athletic trainer will monitor progress, supervise necessary rehabilitation, and release the student-athlete to participate when deemed ready.

Prior to participation the athletic trainer must have insurance information or the student-athlete will not be allowed participation in any area.

## **Athletic Training Room Rules**

The Athletic Training Staff has an obligation of treating athletic injuries and helping with rehabilitation. The athletic training room is not a player lounge. Horseplay and foul language will not be tolerated. Hours of the athletic training room will be variable because of the nature of the work. The athletic trainer will be travelling with teams many times but will have late hours when teams are practicing, etc.

General rules for the Athletic Training area are:

- **No cell phones!**
- Avoid self-treatment and taping.
- Student-athletes should shower before coming to the athletic training room for treatment.

- No treatment will be given after 20 minutes prior to the beginning of practice.
- Shoes, warm-ups, etc. should be left in the locker room. The athletic training staff will not be responsible for lost articles or theft.
- Be on time for appointments
- Show courtesy and respect to the athletic training staff.

### **Guidelines for the Prevention of Serious Infectious Disease**

Every precaution should be taken in an effort to minimize the possibility of transmission of any infectious disease, especially by blood-borne pathogens such as the Hepatitis B virus and the Human Immunodeficiency Virus (HIV). Proper handling of the injuries that occur during practice and/or games that result in bleeding should be handled with extreme care. The following precautions should be followed.

1. All open wounds must be covered before competing.
2. Student-athletes should administer personal first aid to themselves whenever possible if blood is involved.
3. Wear gloves when helping others, when blood, open wounds or mucous membranes are involved.
4. If you get someone else's blood on your skin you should wipe the blood off with a disposable towel and dispose of it properly.
5. If you begin to bleed during practice or a game you should stop until the bleeding has been stopped and the wound covered.
6. Take a shower using soap and hot water after each practice and competition.
7. You should practice good hygiene. Towels, cups and water bottles should not be shared.

### **Use of Alcohol, Tobacco and Illegal Drugs**

The use of any of these substances will not be tolerated at any KCKCC practices, athletic contests or in the gymnasium and/or ball field areas. Disciplinary action will be taken to deal with offenders.

### **Locker Rooms, Shower Room, Dressing Area, Towels**

Student-athletes will be issued locks and lockers. For your own protection, valuables such as watches, large sums of money, books, etc. should not be left in locker room areas. Avoid leaving dirty laundry in lockers. Don't give your locker combination to others. KCKCC is not responsible for any lost or stolen items.

### **Travel**

All members should be well dressed and groomed when representing KCKCC. Student-athletes should conduct themselves in a manner that would make them worthy representatives of the college. Image of our student-athletes and teams are very important not only to each student-athlete but to KCKCC.

Team members shall travel to away contests by vehicles provided by KCKCC. Remember, KCKCC insurance will not cover other than college provided transportation. Students are not to drive college vehicles unless authorized by the Athletic Director.

The coach and players are responsible for the condition of college vehicles upon return from trips. All trash should be picked up. To avoid having to pick up sunflower seeds, pop cans, etc. from the floor they should be placed in the trash bags provided.

## **Athletic Holds**

Holds will be placed on records if financial obligations are not paid by the student-athlete. When holds are placed on student-academic records, transcripts will not be sent and the student-athlete will not be allowed to enroll. Athletes should contact the Athletic Director to clear holds. The Athletic Director will contact the proper individuals to release grades, records, etc. Athletic scholarships will not be issued if holds are present against a student-athlete. Holds are placed on student-academic records:

1. Anytime student-athletes do not live up to their obligations as stated in the section on scholarships.
2. When equipment issued to a student-athlete is not checked in by the appropriate time.
3. If rental books are damaged or not turned in by the assigned date.
4. When financial obligations to KCKCC or to the Athletic Director are not met.

## **Conduct**

By Jayhawk Conference Rule, if an athlete is involved in an unsportsmanlike incident and/or is ejected from any flagrant act, after investigation by the commissioner, he/she is subject to game suspension. If an athlete is ejected two times during any season in a particular sport, he/she will not be allowed to participate during the remainder of the season in that sport. All student-athletes are expected to display appropriate conduct at all times. Profane or foul language is not acceptable conduct. Fighting is strictly prohibited.

**Code of Conduct:** All student-athletes are subject to the rules and conditions as described in the KCKCC Student Code of Conduct which can be found on the college's website at ([www.kckcc.edu/campus-life/student-services/kckcc-cares](http://www.kckcc.edu/campus-life/student-services/kckcc-cares)) This link includes the Title IX Sexual Harassment Sexual Violence policy.

## **Athletic Discipline**

If a student-athlete is arrested they will be suspended until adjudication of the college. If the student-athlete is found guilty of a felony or pleads guilty of a felony they will automatically lose their scholarship and will not be allowed to participate in Athletics at KCKCC. There will be discretionary discipline for a misdemeanor.

## **Sportsmanship**

Sportsmanship is good citizenship in action. All athletes and coaches should display the behavior that would reflect a positive image at KCKCC. Following are a few points of emphasis.

- A. Be Courteous to all
  - a. **Desirable behavior** – shake hands before and after games; applaud during introduction of players; respectfully address officials; extend hospitality to visitors.
  - b. **Unacceptable behavior** – waving newspapers during introductions; derogatory/disrespectful yells or remarks; waving; gestures or comments such as “you, you, you”, “warm up the bus” or “what’s the score”.
- B. Know the rules, abide by and respect the official's decisions.
  - a. **Desirable behavior** – utilize team captain to clarify calls; accept the officials decisions; promote understanding the rules
  - b. **Unacceptable behavior** – booing or heckling officials; display of temper and arguing; derogatory remarks toward officials
- C. Win with character and lose with dignity



- a. **Desirable behavior** – handshakes between players and coaches at end of contests, regardless of outcomes; friendly conversation; treating competition as a game, not a war; applaud good performances
- b. **Unacceptable behavior** – refuse to shake hands; blame loss on officials, antagonize your opponents; taunting opponents
- D. Display appreciation for good performance
  - a. **Desirable behavior** – search out opposing participants to recognize them for outstanding performances; discuss these outstanding performances
  - b. **Unacceptable behavior** – laughing, pointing fingers, name calling, etc., of opponents; to degrade an excellent performance by opponents
- E. Exercise self-control and reflect positively upon yourself, team and school
  - a. **Desirable behavior** – support the activity, display total unity
  - b. **Undesirable behavior** – display of anger, boasting use of profanity, unsportsmanship yells or gestures
- F. Permit only positive sportsmanship behavior to reflect on KCKCC or its activities
  - a. **Desirable behavior** – positively encourage those around you to display sportsmanship to college officials
  - b. **Undesirable behavior** – unwillingness to get involved and take a stand to defend, teach and promote good sportsmanship

## **Athletic Eligibility**

### **Requirements for Athletic Eligibility**

The following rules shall be used to determine a student-athlete's eligibility for athletic competition in any one of the certified sports of the NJCAA. **THIS ENTIRE SECTION MUST BE READ BEFORE A STUDENT-ATHLETES ELIGIBILITY STATUS CAN BE DETERMINED.**

- A. Student-athletes must be making satisfactory progress within an approved college program or course as listed in the college catalog.
- B. Student-athletes must be enrolled in full-time status using any combination of sessions within a term, and in classes that being before the end of the regular sports season in which the student-athletes choose to participate, within 15 calendar days from the beginning of the term.
  - i. Student-athletes that do not conform to this rule will be ineligible for the remainder of the term.
- C. Student-athletes must maintain enrollment in 12 or more credit hours of college work as listed in the college catalog during each term of athletic participation. Student-athletes that drop below 12 hours are ineligible until full-time status is regained within that term.
  - i. Note: Student-athletes enrollment should be verified 24 hours prior to National Championship competition; if a student-athlete has maintained and currently is enrolled full-time 24 hours prior to National Championship competition he/she will remain eligible throughout the National Competition.

### **SEMESTER ELIGIBILITY**

- D. Academic Progress Eligibility – The basis for NJCAA eligibility is directly related to the number of full-time terms a student-athlete has previously attempted.
  - i. **Full-time Term:** A student-athlete is charged with attempting a term of full-time enrollment when they remain enrolled in full-time status beyond the 15<sup>th</sup> calendar day of the term or if they have participated.

- ii. **First Season Academic Requirements:** A first season participant must satisfy the academic progress eligibility requirements by meeting ALL of the requirements of at least ONE of the following rules or exceptions which apply to the student's situation.
    - i. **Zero (0) Previous Terms of Full-Time College Enrollment:** A student-athlete who is in his/her first full-time college term is deemed to have satisfied the academic progress eligibility requirement for their initial term of full-time enrollment or participation, OR
    - ii. **One Previous Term of Full Time College Enrollment:** On or before the 15<sup>th</sup> calendar day of the student-athletes second full-time college term must have accumulated 12 credit hours with a GPA of 1.75 or higher, OR
    - iii. **Two or More Previous Terms of Full Time College Enrollment:** On or before the 15<sup>th</sup> calendar day of the third full-time, and all subsequent terms of full-time enrollment, a student-athlete must have passed 12 credit hours with a GPA of 2.00 or higher in the previous term of full-term enrollment, OR
    - iv. **Best Hours Accumulation Rule:** A student-athlete must have accumulated passing credit hours with an associated GPA of 2.00 or higher in a number equal or greater than the student-athletes terms of full-time enrollment multiplied by twelve, OR
    - v. **Total Hours Accumulation Rule:** A student-athlete must have accumulated passing credit hours with a GPA of 2.00 or higher in a number equal or greater than:
      - 1. 36 total semester hours for a fall season or 48 total semester hours for a spring season, OR
      - 2. 54 quarter hours for fall sport, 63 quarter hours for a winter sport, or 72 quarter hours for a spring sport.
      - 3. A student-athlete may only use this rule one time. Once this rule is exhausted, the student-athlete must meet the requirements of iii or iv to maintain eligibility.
  - iii. First Participating Term Accumulation Exception for student-athletes with prior enrollment in multiple full-time semesters: A student-athlete entering his/her first season of participation in a sport must have accumulated passing credit hours at a minimum of 24 semester hours or 36 quarter hours with a GPA of 2.00 or higher.
    - i. The First Semester Participating Term Accumulation Exception may only be used once to establish a student-athletes eligibility in the initial term of participation. This exception may not be used to establish eligibility in subsequent terms.
  - iv. Second Season Academic Requirements: Prior to a student-athletes participation in a second season of a sport he/she must meet the appropriate Academic requirements of a first season participant, AND
    - i. Have accumulated 24 earning/passing semester hours with a GPA of 2.00, OR
    - ii. Have accumulated 36 quarter hours with a GPA of 2.00 or higher
- E. Prior to a second season of participation in an NJCAA certified sport, student-athletes must pass a minimum accumulation of 24 semester hours with a 2.00 GPA or higher.
- F. Student-athletes must be enrolled full-time (12 or more credit hours) at the college where they have chosen to participate when the regular season schedule of a sport begins. Student-athletes

not enrolled during the term when the season begins remain ineligible throughout the season schedule unless they enroll on the first possible enrollment date following:

- i. Their release from the Active Armed Services of the United States with a discharge other than dishonorable.
- ii. Their return from a religious mission.
- iii. Their graduation from a high school or receipt of an equivalency diploma.
- iv. Their transfer from an NJCAA member college which has dropped a sport after the school year begins. Student-athletes that satisfy one of the four expectations become eligible after the previous term ended up on registration as a full-time student-athlete for the new term.
- v. A student-athlete attending a multi-campus college may, if at the campus of his/her enrollment a sport is not offered, participate in that sport at any campus within the system that offers said sport.

### **Transfer Rules**

In order to transfer to another college or university and participate in athletics certain conditions must be met. It is important that student-athletes understand eligibility requirements and condition that may affect a transfer.

Any student-athlete interested in transferring to another college should contact the head coach or the Athletic Director. The coach and Athletic Director have official copies of the current transfer rules.

Will not grant transfers to other KJCCC schools unless there are special circumstances.

All high school senior should have their core courses and grade points evaluated as well as take the SAT and the ACT tests to determine if they are a qualifier or a non-qualifier. More specific information can be obtained from the four-year schools.

### **Rules Governing Amateur Status**

1. A student is permitted to:
  - a. Accept scholarships and educational grant-in-aid in accordance with the by-laws of the NJCAA.
  - b. Officiate sports contests provided compensation does not exceed the going rate.
  - c. Serve as coach or instructor for compensation outside of their institution provided they are not paid to coach or teach in the sport they are participating in at the intercollegiate level.
  - d. Serve as paid supervisor of children's sports programs such as summer camp or recreation department programs. The pay shall not be on a fee for lesson basis.
2. Student shall not:
  - a. Receive money or remuneration beyond actual expenses for participating in any athletic contest.
  - b. Give lessons on a fee for lesson basis.
  - c. Be employed to each P.E. or coach any sport for their college.
  - d. Have any KCKCC personnel loan money, sign to sponsor or sign for loans or housing.
  - e. Take any financial assistance, or enter into an agreement of any kind to compete in professional athletics with the exception of baseball athletes who participate for not more than 90 days in professional baseball (see Athletic Director for details).

## **Grievance Procedures**

Kansas City Kansas Community College is concerned with protecting the rights of its students. If a student-athlete feels he/she has been treated unfairly by a coach or any other college personnel, the student-athlete may wish to file a grievance. The student grievance procedure is explained in the college student handbook. Questions concerning the student grievance procedure may be addressed to the Dean of Student Services, Athletic Director, the Director of Counseling or other college personnel.

## **Recruiting Concerns**

Student-athletes should be aware of the recruiting process. Student-athletes should start early collecting information about other schools that are interested in them and also schools that they are interested in attending. The first contact with coaches should be a short typewritten letter proclaiming interest in their school and resume listing accomplishments on and off the field. The resume should include name, address, telephone number, age, height, weight, GPA, achievements, athletic accomplishments, sports camps attending, employment and references. All contacts with prospective schools should be communicated to and coordinated with the head coach at KCKCC.

### *Finances-*

1. How much of the total cost does the scholarship cover? Does it cover full tuition, books, fees, room and board, travel, etc.?
2. What other forms of financial aid are available?
3. Can the student-athlete choose the semester in which scholarship money will be used if it doesn't cover the entire year?

### *Legalities/Eligibility*

1. Does the college include a "letter of intent" with the athletic scholarship offer? (A letter of intent, if signed, is your promise that you will attend that particular college.)
2. Does the school provide a written contract stating the amount, duration, condition, and terms of the scholarship?
3. Is the student-athlete required to participate in fundraising, promotions or any other non-athletic activities?
4. If the student-athlete is injured or cannot participate, can their scholarship be withdrawn?
5. Does the scholarship cover medical expenses incurred during the season?
6. Can the scholarship be lost due to poor grades? What are the GPA and credit hour requirements that student-athletes must maintain to continue playing?

### *The Athletic Program*

1. Is the team in a conference or league?
2. If scholarship is accepted is there a guarantee of a permanent spot on the team?
3. What is the game schedule?
4. What is the traveling schedule? What accommodations?
5. What type of off-season activities are expected?
6. What is the team's past record?
7. How much time is spent per week in practice?
8. Are the services of a team trainer and doctor available?
9. Does the coach require a certain type of behavior, dress or diet?
10. Is the coach's basic philosophy and method of coaching, recruiting, etc. acceptable?

11. Are the athletic facilities adequate and available at any time?

*Academic Climate*

1. Does the school have the appropriate academic curriculum?
2. Can the admissions and academic requirements be met?
3. Are remedial or accelerated classes available?
4. Do professors allow tutoring and make-up tests when team schedules conflict with classes?

**Athlete Agent Law**

A student-athlete forfeits his or her remaining intercollegiate eligibility if he or she enters into an oral or written agreement to be represented by an agent or accept any benefit from an agent or an agent's representative. No athlete with remaining eligibility shall talk to any agent without going thru the process as set forth in the guidelines established by KCKCC and filed with the Kansas Secretary of State office. All contact and interviews should be coordinated by the Athletic Director who is designated compliance officer for KCKCC.

**End of Season Check-Ins**

Student-athletes are required to turn in all equipment that belongs to KCKCC. This should be done as scheduled by each head coach. IF an athlete fails to turn in all equipment, a hold will be placed on the student-athletes records. KCKCC is not responsible for lost or stolen items.

**Each student-athlete will be asked to sign the Media Consent Form for purpose of KCKCC use.**

**Student Media/Public Relations/Discipline/Academic Consent Form**

I, \_\_\_\_\_, in signing this form under the Family Educational Rights and Privacy Acts of 1974 grant permission to Kansas City Kansas Community College to disseminate any personal information for the purposes of public relations and press releases to the media, and to speak to my parents in the event regarding discipline issues and/or grade problems. I also understand that I may be asked to speak with the media and various civic groups, etc. These opportunities aid the department in the areas of public relations and community support.

**I have read the Handbook for Student-Athletes and Parents of Student-Athletes, which is available on the Wilson Athletics webpage. I understand that the Handbook for Student-Athletes and Parents of Student-Athletes explains the policies and procedures associated with the Wilson Interscholastic Athletic Program. A hard copy of the Handbook for Student-Athletes and Parents of Student-Athletes can be printed for you in the Athletic Office if Internet service is not available to you.**

**ATHLETE'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

<p style="text-align: center;"><b>Kansas City Kansas Community College Department of Athletics Drug-Testing Policies and Procedures for Student-Athletes</b></p>
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## 1. Introduction

**Kansas City Kansas Community College and its Athletics Department are committed to the physical and mental well-being of student-athletes.** The college and Athletics Department recognize that the use of certain drugs, legal or illegal, is not in the best interests of the student-athlete or KCKCC Athletics. It is predictable that some student-athletes at any college/university may have experimented with such substances before coming on campus or during their collegiate years. Also, some athletes may be attracted to use so called “performance enhancing” drugs, such as anabolic steroids, even if those were legally obtained in misguided efforts to increase their strength or endurance. In an effort to combat the use of illicit drugs and “performance enhancing drugs,” KCKCC has implemented a comprehensive substance abuse education and testing program to promote healthy and responsible lifestyles for student-athletes.

All students are required to follow Kansas City Kansas Community College rules and policies regarding the use of illicit and illegal drugs. Kansas City Kansas Community College prohibits the unlawful possession, use, distribution, manufacturing, or dispensation of illicit drugs by students on property owned, leased, or controlled by Kansas City Kansas Community College or during any Kansas City Kansas Community College activity. No student is to report to school, work-study assignment, attend class, or participate in any Kansas City Kansas Community College activity while under the influence of an illegal substance.

## 2. Purpose

**The purpose of the KCKCC Athletics Department Drug -Testing Program is multifaceted.** The program focuses on the following objectives:

1. Help student-athletes avoid improper involvement with illegal substances by ensuring that they are well informed about illegal drugs and other illegal substances.
2. Identify substance-abuse users through a screening program based on periodic testing designed to reveal the use of drugs.
3. Provide rehabilitation and educational services to student-athletes who have been found misusing/abusing drugs.
4. Promote the role of KCKCC student-athletes as representatives of the Community College and positive role models for the youth in the community.
5. Counsel student-athletes who do not adhere to the requirements of the program.
6. In cases of repeated failure, to remove from our athletic programs any student athlete who is found to have ignored attempts of education and who has violated requirements of this program.
7. Provide a fair administrative process for testing, sanctions, and potential appeals.

### 3. Program Compliance and Eligibility

**Participation within KCKCC athletics is a privilege, not a right.** To become and remain a participant within KCKCC athletics, a student-athlete must comply with the terms of this program that encompasses drug education, screening, and counseling. By signing KCKCC's *Verification of Receipt of Documents and Drug Testing Policy Consent Form*, the student-athlete agrees to submit to any and all tests ordered by KCKCC Athletics Department in order to detect unauthorized drug use. Completion of these documents is required of all student-athletes.

The student athlete should read the requirements of this program carefully. By signing the *Verification of Receipt of Documents and Drug Testing Policy Consent form*, the student-athlete willingly agrees to abide by the requirements of this program.

If the student-athlete refuses or does not sign the documents, he/she will not be permitted to participate in intercollegiate athletics at KCKCC.

### 4. Educational Program

**The most important part of this program is an ongoing educational effort designed to help student-athletes avoid involvement in prohibited uses of illegal drugs.** Each and every student-athlete, student manager, athletic training student, or any individual receiving aid from the KCKCC Athletics Department shall be required to participate in prescribed drug testing education activities. Each year, the Athletics Department will require each student-athlete, student manager, ~~and~~ athletic training students, and those receiving aid to attend educational sessions related to illegal drug use.

The program's objective is to educate student-athletes, those receiving aid, coaches, and staff members about the physical, psychological, financial, and legal problems associated with illegal drug use and/or involvement. This program shall consist of, and not be limited to, lectures, audio-visual presentations, and printed materials.

### 5. Prohibited Drugs

**This program is concerned with the use of illegal drugs (that is, the law prohibits their sale, purchase, or possession), medically prescribed drugs (i.e., prescribed by personal/family physician), and lawfully purchased "over the counter" drugs (those purchased in retail stores).**

KCKCC Department of Athletics utilizes the most current NCAA List of Banned Drug Classes for its substance abuse testing. This list maybe found in the appendix (Appendix 1). Additionally, you may obtain a list from the Director of Athletics, Head Athletic Trainer, Athletics' Secretary, and the NCAA Sports Sciences internet site. **No Substance**



**belonging to the prohibited class(es) may be used without proper medical documentation, regardless of whether it is specifically listed as an example.**

**Note:** Student-athletes will be in violation of this policy if they test positive for a prescription drug that has not been prescribed to them.. Physician documentation will be required and completion of the *Therapeutic Use Exemption* form will be required prior to drug testing.

## **6. Policy Statement on the Use of Dietary/Nutritional Supplements**

**KCKCC does not condone the use of dietary/nutritional supplements.**

Dietary/nutritional supplements do not undergo federal government approval and are not tested for quality like prescription and over the counter medications. The claims that many supplement manufactures represent have not been based on scientific research in many cases. Terms such as “natural,” “healthy,” or “ephedra free” do not necessarily imply safety or compliance with the KCKCC Drug -Testing program. The potential adverse and or harmful side effects of these substances have not been completely studied and clearly documented. However, serious side effects have been reported in the literature and should raise a level of concern. At present, there are minimal federal government labeling requirements for dietary supplements. Some may contain banned substances that are listed in the KCKCC Drug -Testing program but are not listed on the label. All student-athletes must remember that they are responsible for every substance that enters their body.

By signing the KCKCC Drug *Testing Consent Form*, the student-athlete:

- A) Acknowledges that he/she understands the need to disclose all dietary/nutritional supplements to the Sports Medicine Staff. The student-athlete should complete the appropriate form (*Supplement Disclosure Form*) and return it to the Sports Medicine Staff for review whenever he/she needs to disclose such information.
- B) Acknowledges the aforementioned policies and statements, and fully accepts the detrimental and possibly permanent defects caused by the use of dietary/nutritional supplements.
- C) Fully accepts that he/she has been made aware of KCKCC policies with regard to the use of dietary/nutritional supplements.
- D) Accepts any and all liability if they have in the past used, continue to use, and/or use at any time in the future, dietary/nutritional supplements in any form; and releases KCKCC, its agents, and all personnel of any and all responsibility and liability to such use.

## 7. Screening Program

### Selection/Frequency

**All student-athletes, student managers, athletic training students, or any individual receiving aid from the KCKCC Athletics Department are subject to drug testing.** The KCKCC Drug -Testing Program requires all student-athletes to be tested at a minimum of once a year during their eligibility at KCKCC.

KCKCC Athletic Department Drug Testing Program utilizes four (4) different testing regimens. They are as follow:

#### 1. **Announced Entry Testing**

All student-athletes, student managers, athletic training students, or any individual receiving aid from the KCKCC Athletics Department may be required to be tested within the first 90 days of the beginning of a semester (either Fall or Spring) at an announced drug testing session.

#### 2. **Unannounced Random Testing**

All student-athletes, student managers, athletic training students, or any individual receiving aid from the KCKCC Athletics Department may be subject to unannounced random drug testing during the academic year. Specifically, a percentage (up to 50%) of each team's roster will be selected at random and then tested. The KCKCC Department of Athletics Drug -Testing Program Advisory Board will determine the percentage of each team to be tested, date, time, and site for testing. KCKCC may conduct random drug testing a minimum of one (1) time every four (4) weeks, up to a maximum of once every 24 hours.

#### 3. **“Reasonable Suspicion” Testing**

In addition to the Announced and Unannounced regimens, KCKCC Department of Athletics reserves the right to screen a student-athlete, student manger, athletic training student, or any individual receiving aid from the KCKCC Athletics Department anytime there is reasonable suspicion that he/she may be engaged in the use of banned substances. The term “reasonable suspicion” means the following: that information has been given to a member of the coaching staff, Sports Medicine Department, and/or athletics administrator, in good faith, from a reliable source or sources regarding a student-athlete's use of banned substances. It is the duty of staff members to report any suspicions to a member of the Advisory board. He/she must complete the *Reasonable Suspicion Form* and submit it for review to the Advisory Board. The student-athlete will be notified of the decision regarding the need for testing and/or counseling.

Any student-athlete involved in a drug -related offense, including but not limited to Fighting, domestic violence, drug trafficking, etc., whether on campus or off, will be subject to immediate evaluation for drug abuse. Results may include counseling for drug abuse, probation, suspension, and/or termination from the team and can be considered a violation of the Drug Testing Policy as determined by the Advisory Board.

#### **4. “Isolated” Team Testing**

KCKCC reserves the right to utilize “Isolated Team Testing” for the purpose of testing a specific team for the following reasons:

- A) Post-season championships
- B) Any incident, on-campus or off-campus, in which two or more athletes from one specific teammate associated with a criminal act associated with illegal substances.

#### **8. Self-Referral (“Safe Harbor Program”)**

**A student-athlete eligible for the Safe Harbor Program may refer himself/herself for voluntary evaluation and treatment for alcohol or drug problems.** A student-athlete is not eligible for the Safe Harbor Program after he/she has been informed of an impending drug test or after having received a positive finding on a drug test. KCKCC Athletics will work with the student-athlete to prepare a Safe Harbor treatment plan, which may include confidential testing. If the student-athlete tests positive for a banned substance upon entering the Safe Harbor Program, that positive test will not result in any administrative sanction unless the student-athlete tests positive in a subsequent retest or the student-athlete fails to comply with the treatment plan. A student-athlete will be permitted to remain in the Safe Harbor program for a reasonable period of time to be determined by the counselor assigned to his/her case. If a student-athlete tests positive for any banned substance after completing the Safe Harbor Program or fails to comply with the Safe Harbor treatment plan, the student-athlete will be removed from the Safe Harbor Program and an initial Safe Harbor positive test will be treated as a first positive and a subsequent positive as a second positive, subject to the sanctions explained in the policy. While in compliance with the Safe Harbor Program treatment plan, the student-athlete will not be included in the list of student-athletes eligible for random drug testing by KCKCC Athletics but will be tested without consequence during each random test. The Director of Athletics, Head Athletic Trainer, and the student-athlete’s Head Coach may be informed of the student-athlete’s participation in the Safe Harbor Program. The athletic trainer assigned to the student-athlete’s sport may also be notified if medically appropriate. The assistant coaching staff may also be informed at the discretion of the Head Coach.

## 9. Medical Exception(s) Process

**KCKCC recognizes that some banned substances are used for legitimate medical purposes.** Accordingly, KCKCC allows exceptions to be made for those students-athletes with a documented medical history demonstrating a need for regular use of such substance. Exceptions may be granted for substances included in the following classes of banned drugs: stimulants, beta-blockers, diuretics, and peptic hormones.

The student-athlete is required to inform the Head Certified Athletic Trainer and/or Team Physician of all medications he/she is taking. KCKCC should maintain in the student-athlete's medical records a letter from the prescribing physician that documents the student-athletes medical history demonstrating the need for regular use of such a drug. The letter should contain information as to the diagnosis (including appropriate verification), medical history, and dosage information.

In the event a student-athlete tests positive, the Head Certified Athletic Trainer in consultation with the Team Physician will review the student-athlete's medical record to determine whether a medical exemption should be granted.

## 10. Definitions

- 1) Drug Testing Advisory Board – this advisory board shall administer, and govern, all aspects of the KCKCC Department of Athletics Drug-Testing Program. The Drug Testing Advisory Board shall consist of the following representatives:
  - A.) Vice-President for Student and Administrative Services
  - B.) Director of Athletics
  - C.) Representative from Community Outreach Counseling Program
  - D.) Head Athletic Trainer
  - E.) School Nurse
- 2) Controlled substance/Illegal substance – any substance as defined by the NCAA's list of banned drug classes. This list consists of drugs generally purported to be performance enhancing and/or causing potential harm to the student athlete.
- 3) Reasonable suspicion – is defined as that quantity of proof or evidence which is more than intuition or strong feeling, but less than probable cause. Such reasonable suspicion must be based on specific, contemporaneous, articulate observations concerning appearance, behavior, and speech or body odors of the student-athlete. The observations may include indications of the chronic and/or withdrawal effects of controlled/illegal substances or any of the following:
  - A.) Reduced quality of academic or athletic performance,
  - B.) Patterns of unexcused absence from academic classes or athletic meetings,
  - C.) Inability to get along with others; excessive withdrawal or isolation,

- D.) Frequent tardiness to academic classes or athletic meetings.
  - E.) Decreased manual dexterity,
  - F.) Impaired short term memory,
  - G.) Periods of unusual hyperactivity, irritability, or drowsiness,
  - H.) When an administrator, coach, or support staff has suspicion through the sense of smell, sight, or sound, or,
  - I.) Presence or possession by a student-athlete of controlled/illegal substances or related drug paraphernalia.
- 4) Events – this program applies to the following events:
- A.) All on campus activities whether during or after normal school hours, and both between and within semesters.
  - B.) All school related trips, activities, athletic events, or any other extra-curricular events whether on campus or off campus.

## **11. Notification of Testing**

Upon selection for testing, the student-athlete will be notified of the scheduled testing as follows:

- 1) The Director of Athletics and/or Head Certified Athletic Trainer will notify:
  - i. The athletes sport coach, and assistant coach(es) if deemed necessary.
  - ii. The Athlete
- 2) The Director of Athletics and/or Head Certified Athletic Trainer and sport coach will utilize any of the following methods to notify student-athletes of drug testing: available phone numbers, attend student-athlete classes, send emails, or text messages.
- 3) Upon notification, the student-athlete will be asked to read and sign a *KCKCC Substance Abuse Notification Form*, notifying him/her of the date, time and site of the testing, as well as any other special instructions pertinent to the testing.
  - i. The student-athlete will be instructed to report to the testing site with a picture ID (driver's license or student ID card)
  - ii. The student-athlete will not be allowed to practice or otherwise participate in team activities until he/she has reported to the testing site and has supplied a viable sample.

## **12. Consequence of Failure to Participate in or Cooperate with Testing**

Consequences for failure to participate in or cooperate with testing area as follows:

- 1) If the student athlete declines to execute the required *KCKCC Department of Athletics Drug Testing Policy Consent Form*, eligibility in intercollegiate athletics will be cancelled for the balance of the academic year.

- 2) If a student-athlete fails to report for a scheduled test, the student-athlete would then be responsible for a “make up” test (scheduling, costs, etc.). The “make up” test shall be conducted within a 24-hour period of the missed test. If at that time, the “make up” test is positive, this would be treated as a “first positive test.” No student-athlete will be allowed to participate in any team activity until they have made up their missed drug test. If during their eligibility, a student-athlete fails to report a second time, it would be treated as a second positive test.
- 3) If a student-athlete fails within reasonable period of time to produce a required urine specimen, it will be considered a positive test.

### **13. Collection Procedure**

- 1) Student-athletes will be required to report to the designated testing location within the pre-determined allotment of time.
- 2) Student-athletes will be required to bring photo identification for verification of identity.
- 3) Student-athletes will not be allowed to use cell phones or any other electronic equipment in the testing area.
- 4) Only student-athletes who are selected for drug testing are permitted in the drug testing area.
- 5) Student-athletes will be required to produce an adequate urine sample as determined by the trained drug testing collector. This sample must be produced within the pre-determined allotment of time.
- 6) Student-athletes will be asked to leave testing area once an adequate sample has been collected and the trained drug testing collector has secured the sample.

KCKCC shall utilize all testing and collection procedures set forth by the trained collectors and labs.

### **14. Notification of Results**

All results will be forwarded from the lab to the Director of Athletics and Head Athletic Trainer. Subsequently the Director of Athletics will forward the results to members of the Drug Testing Advisory Board and will assist the Head Athletic Trainer in notifying the student-athlete and student-athletes coach of a positive result in order to schedule a meeting to discuss sanction(s). This meeting should be scheduled within 48 hours of a positive drug test result.

### **15. Sanctions for Positive Results**

All sanctions imposed on a student-athlete shall be applied and carried over for a two-year eligibility period. All offenses are cumulative throughout the student-athlete's eligibility.

A **positive result** is defined by:

- 1) A urine sample that reveals the presence of one or more of the banned drugs or metabolites set forth in the KCKCC Drug Testing program.
- 2) Failure to arrive at the collection station at the designated time.
- 3) Failure to provide an adequate sample as determined by the laboratory or trained collector.
- 4) Leaving collection station or holding area without the permission of the test site administrator.
- 5) Alteration of any sample as determined by the collection technician or their designee.

**Sanctions for positive results:**

- 1) First Offense
  - i. Immediate 30 day suspension. Student-athlete may NOT represent KCKCC Athletics in any manner during this time. The student-athlete will not be allowed to practice, scrimmage, participate in strength and conditioning activities or any team related activity.
  - ii. In addition to the 30 day suspension, the student-athlete shall miss 10% of the immediate remaining, competitive, regular season and post-season games.
  - iii. Student-athlete shall undergo a drug and substance abuse evaluation and be required to complete all counseling sessions required by the counseling department before returning to activity.
  - iv. Student-athlete shall undergo a follow-up test no sooner than 30 days after the first positive test. This test must be negative before student-athlete is allowed to return to activity.
  - v. Once returned to activity, the student-athlete shall be required to undergo monthly drug testing until three (3) consecutive negative tests are produced.
  - vi. Student-athlete shall complete any other Drug Testing Advisory Board approved sanction recommended by his/her Head Coach.
- 2) Second Offense
  - i. Student-athlete shall lose the right to represent and to participate in athletics at KCKCC.
  - ii. Student-athletes' Athletics Scholarship shall be revoked. The student-athlete shall be then responsible for full payment of their scholarship.

**16. Counseling and Rehabilitation**

In the event of a positive test result, the student-athlete will be required to seek counseling and comply with the treatment recommendations of a drug counselor. Part of the referral process will be to sign a waiver and release of information that allows members of the Drug Testing Advisory Board, to contact parents/guardians and allows release of any treatment plan or recommendations to the Drug Testing Advisory Board,

and/or parents/guardians. This waiver will also allow the Drug Testing Advisory Board to monitor compliance with the treatment plan. Failure to comply with the treatment recommendations set forth by the counselor(s) assigned to the student-athlete will subject the student-athlete to suspension from the team for a period of time designated by the Drug Testing Advisory Board.

## **17. Financial Responsibilities**

Costs associated with drug testing procedure will be covered as follows:

- i. The initial drug testing fee will be assumed by KCKCC.
- ii. The cost for a second drug test of the same specimen; used for confirmation of the first positive test will be assumed by KCKCC.
- iii. A challenge by the student-athlete of a drug test, where any subsequent drug testing is required by an outside private laboratory, will totally be the responsibility of the student-athlete and/or his/her parent(s) or guardian(s).
- iv. Any additional testing required or requested will be the responsibility of the student-athlete and/or his/her parent(s) or guardian(s))

## **18. Hearing of Appeal**

Student-athletes who test positive under the terms of the KCKCC Athletic Department Drug Testing Program will be entitled to a hearing prior to imposition of any sanction. Appeals will be heard by the Drug Testing Advisory Board.

The Drug Testing Advisory Board will make a recommendation on each appeal to the President of the College. The decision by the President regarding the sanction to be imposed will be final. Requests for a hearing must be made within forty-eight (48) hours of notification of a positive test result. If the forty-eight hours would end on a weekend, the request must be made by noon on the next business day. Requests must be in writing and received by the Director of Athletics. The student-athlete may have an advocate or other representative present if the student-athlete desires. However, the student-athlete must present his or her own case. The hearing should take place no more than seventy-two (72) hours after a written request is received. Either the student-athlete or other parties involved may request an extension of this time to the Drug Testing Advisory Board, who will consider whether to grant the extension upon a showing of good cause. These proceedings shall include an opportunity for the student-athlete to present evidence, as well as to review the results of the drug test. The proceedings shall be confidential. During the appeals process, the student-athlete may continue to compete until a final decision has been rendered by the President of the College or his/her designee. A student-athlete who tests positive for a banned substance by the laboratory retained by KCKCC may, within seventy-two (72) hours following receipt of notice of the laboratory finding, contest the results of the finding. Upon the student-athlete's request for additional testing of the sample, the Director of Athletics will formally request the laboratory retained by KCKCC to perform testing on Specimen B. The student-athlete may choose to be present at the opening of Specimen B at the



laboratory. If the student-athlete does not wish to be present at the opening of Specimen B, but desires to be represented, arrangements will be made for a surrogate to attend the opening of Specimen B. The surrogate will not be involved with any other aspect of the analysis of the specimen. The student-athlete or his/her surrogate will attest to the sample number and the integrity of the security seal prior to the laboratory opening of Specimen B. Specimen B findings will be final, subject to the results of any appeal. If Specimen B results are negative, the drug test will be considered negative. The student-athlete will be responsible for all costs associated with Specimen B analysis (e.g. laboratory cost, travel costs).

#### **19. Confidentiality of Information Concerning the KCKCC Athletics Drug Testing Program**

All members of the KCKCC athletics department are expected to respect a student-athlete's right to privacy. It is essential that any information seen, heard, or read remain confidential by all parties involved. It is illegal for any person to gain access to patient information, through all means, unless the information is needed in order to treat the student-athlete, or because their job would require access to such material. All KCKCC athletics personnel are expected to adhere to the confidentiality policy at all times. Violation of the policy may incur disciplinary action at the discretion of the Director of Athletics and the Dean of Students.