



**2023-24**  
**ATHLETIC HANDBOOK**

Updated: July 26, 2023

## Table of Contents

<b>Intercollegiate Athletic Mission Statement</b> .....	3
<b>Academics</b> .....	3
Class Attendance.....	3
SEARK Class Attendance Policy.....	3
Strategies for Academic Success.....	4
<b>Athletic Department Rules</b> .....	7
Code of Conduct.....	7
Sportsmanship .....	8
Team Rules .....	9
Tobacco or Tobacco Products .....	9
Harassment including Sexual and Racial, and Discrimination.....	9
Sexual Misconduct .....	10
Suspension .....	11
Appeals.....	11
Housing.....	11
<b>The Athletic Committee</b> .....	11
<b>Student-Athlete Orientation</b> .....	12
<b>Athletic Conferences</b> .....	12
<b>Game Administrators</b> .....	12
<b>NJCAA Eligibility Rules</b> .....	12
Summary of Eligibility Rules for Student-Athletes .....	12
<b>Medical Coverage and Procedures</b> .....	13
Coverage.....	13
Claim Procedures .....	13
Athletic Injury Procedures .....	14
<b>Drug Policy</b> .....	15
Purpose .....	15
Applicability.....	15
Testing .....	16
Prohibited Drugs .....	16
Refusal to submit to testing .....	17
Consequences and sanctions for policy violation.....	18
<b>Drug and Alcohol Awareness Education Program</b> .....	18
<b>Appendix A – Confirmation of Receipt of Drug Education and Testing Policy Form</b> .....	19
<b>Appendix B – NCAA Banned-Drugs List</b> .....	20
<b>Appendix C - Athletic Handbook Consent Form</b> .....	22

## Intercollegiate Athletic Mission Statement

The intercollegiate athletic program at Southeast Arkansas College is committed to providing every student who meets NJCAA qualifications with an opportunity to participate in intercollegiate sports competitions. The intercollegiate athletic program consists of baseball and softball. It supports the overall mission of the College through its commitment to the academic and personal development goals established for all SEARK students. Overall responsibility for the intercollegiate athletic program resides with the President of the College.

## Academics

### Class Attendance

1. SEARK believes that the student-athletes be students first in accordance with NJCAA guidelines. Student-athletes may receive an excused absence from class only for contests and for contest-related travel (not team practice). During scheduling, coaches will attempt to minimize repeat absences of selected classes. The class schedules should allow for regular practice time. In dealing with conflicts that may arise due to contest-related absences, the Athletic Department and the faculty should maintain open lines of communication.
2. Before the onset of competition in each sport, the head coach will provide a copy of game day itinerary to the student-athlete and provide a copy for the college network.
3. The student-athlete should submit the Class Day Missed Form for every class in which there will be a conflict and give a copy to each respective instructor within the first week of the semester or as soon as the conflict is identified.
4. Students are expected to attend classes and complete all required assignments. In some cases, performance scholarship students such as Intercollegiate Athletes may be required to be absent from some classes while acting as official representatives of the College either on or off campus. **In these cases, students are expected to notify their professor(s) in advance and make plans to complete any assignments due during their absence.**
5. The student-athlete is expected to make up any assignments or tests missed during excused absences, be on time, be alert and attend all other classes. In addition, student-athletes are expected to adhere to the SEARK Class Attendance Policy.

### SEARK Class Attendance Policy

Regular class attendance is essential to student success in college. Absence from the classroom negatively affects student success and learning outcomes. Southeast Arkansas College has established the following Class Attendance Policy, which applies to all students attending classes both in person and online.

1. Attendance at all class sessions and regular participation in any online course for which a student is registered are expected.
2. Absences will be counted from the first meeting of the class.

3. It is the student's responsibility to contact the professor prior to an absence from class or shortly after the absence. The professor will determine whether an absence is excused or unexcused.
4. The student is responsible for all work and/or lecture material covered in any missed class session. The professor will determine whether to accept makeup work for the class.
5. Students who have three (3) consecutive unexcused absences from a class that meets three (3) hours per week, or two (2) consecutive unexcused absences from a class that meets twice weekly or one (1) unexcused absence from a class that meets once weekly in a three (3) hour block, will be reported as "stopped attending." Students who do not participate in an online course for one week will be reported as "stopped attending."
6. Students who exhibit a pattern of absences, even if not consecutive, may also be reported as "stopped attending."
7. A "stopped attending" designation may negatively impact receipt of current and future financial aid.
8. It is the student's responsibility to officially withdraw from a course if a "stopped attending" designation is reported or if continuing, regular attendance proves impossible. In these circumstances, failure to withdraw from a course by the deadline listed in the Academic Calendar will result in a grade of "F," and may negatively impact eligibility for future financial aid and/or continued enrollment (please note that a grade of W may also negatively impact eligibility for future financial aid).
9. Failure to contact the professor prior to an absence may result in the designation of the absence as being "unexcused."
10. Students wishing to appeal a determination of an unexcused absence or "stopped attending" designation should attempt to resolve the matter with the professor within five (5) days from the last date of attendance. If the student still wishes to appeal, he/she must present the matter in writing to the Provost within five (5) days after attempting to clarify or resolve the matter with the instructor. The Provost should receive the appeal within ten (10) days after the last date of attendance. After the Provost receives the appeal, a hold will be placed on the student's account during the appeal process. The Provost will render a final decision within ten (10) days. If the Provost denies the appeal, unearned financial aid money will be returned to the Federal Government (as required by Federal law) and the student may have an account balance. It should be noted that if an appeal is not requested, any unearned financial aid money will be returned to the Federal Government and the student will have to repay unearned financial aid money.
11. Nothing in this policy shall be construed as preventing an professor from having a more restrictive attendance policy regarding absences for an individual class.

## Strategies for Academic Success

**Step I** – The first strategy for being successful in college-level coursework is to complete all assignments on time. The following is a list of problems and solutions that will help you stay on track.

- A. List of **common problems** that have caused other students to fail assignments:
- Not allowing enough time to get the assignment done because you waited until the last minute
  - Turning in an assignment after the due date
  - Not submitting the assignment at all
  - Occasionally neglecting to turn in an assignment altogether
  - Deciding not to do routine work (like workbooks or practice problems) in classes because it isn't checked and doesn't count for credit
  - Skipping optional and extra-credit assignments and just doing the minimum to get by in class
  - Not asking for additional instructions when the assignment is unclear
  - Forgetting some of the details of an assignment because you didn't write them down when

the assignment was given

- Not listening well when the professor gives the assignment
- Not wanting to do the assignment
- Feeling like you don't have enough time to do the assignment or being afraid that you wouldn't be able to do it correctly
- Blaming the professor for being unclear when you were confused about the assignment
- Doing an assignment without understanding all the words the professor used when giving it
- Leaving out important details in doing an assignment, such as forgetting the bibliography, forgetting to show work on a problem, or citing sources in research papers
- Doing one part of an assignment incorrectly, such as using the wrong form for the outline or using the wrong formula
- Waiting until the night before it is due to do a complicated assignment, write a long paper, or study for a test
- Thinking college assignments can be done as quickly as high school assignments

**B. Solutions** for getting your assignment right:

- Listen carefully when the professor gives instructions for assignments
- Write down the instructions and details of the assignment as the professor explains it
- Ask questions until you understand the details of the assignment
- Reach out to your professor if you are confused about an assignment or a topic in the class
- Keep assignment sheets during the study sessions
- Check assignment sheets regularly to make sure course work is on schedule
- Write down the due dates for assignments
- Do all the assignments listed in the course syllabus and/or in Canvas
- Check each assignment carefully to make sure every detail is carried out as requested
- Begin assignments early so that there is plenty of time to complete and review them before turning them in
- Understand all of the words the professor uses in giving an assignment
- Break complicated assignments into steps that can be managed
- Do all assignments, even those that are not going to be graded
- If absent, ask the professor how and when to make up the assignment

**Step II** – This section outlines some strategies that can help you understand the role of textbooks in college courses.

How does the professor use the textbook?

1. Assigns chapters to read in advance of the class
2. Previews important points to look for in chapters – either in class or through online discussions or announcements
3. Assigns chapters to after class as reinforcement to lectures
4. Announces on the first day of class that students will be responsible for the entire text on the final exam, but never mentions text again
5. Announces the text is not used in lectures or tests but would be interesting for students to read
6. Gives out textbook study guides for chapters assigned before discussing them
7. Gives out textbook study guides as part of review for tests after having assigned the reading
8. Expects students to ask questions if they do not understand the assigned reading otherwise never lectures on text

The important thing is always to read the material before a class. Have the right mindset for the class. Be aware of vocabulary and have an organization pattern in which to function. This is true even if the instructor does not discuss the text. Your mind can comprehend a class more efficiently if it already has some experience with the material.

**Step III** – Tests and exams are an important part of college courses. To do well on tests, you need to understand several things, beginning with the material you will need to study, policies regarding testing, and how tests factor into the course grade. These issues are discussed below

What material do the tests cover?

1. Some professors may assign chapters or sections of the textbook as the sole material to study for a test;
2. Some professors may test over their lecture notes and not the textbook;
3. Some professors pull material from the text and lecture notes for tests;
4. Sometimes, professors include projects or assignments with the other tested materials; and
5. Some professors include all activities, assignments, assigned readings, and lecture notes on exams.

Also, find out:

1. How many tests will the professor give in this class?
2. How will the tests be scored?
  - a. Some professors use a point system, so grade could be reported as x out of y points (i.e., 60 out of 75 points).
  - b. Some professors use a percentage system where each grade is reported as a percent and the maximum score is 100. In the example above 60 right answers out of 75 total questions would equal 80%.
    - In a percentage system, sometimes all the exams are weighted equally (i.e., every test is worth 15% of the overall course grade).
    - Sometimes, the percentage of the overall course grade that is reflected in each test varies. One common example is when the regular tests are worth the same percentage and the final exam is worth more (i.e., 15% each for regular exams and 20% for the final exam).
  - c. Sometimes, professors assign a letter grade to a test without giving a specific numerical score.
3. What are the professor's policies on testing?
  - a. Can you make up a missed test? If so, what do you need to do to schedule a make-up test?
  - b. Does the professor allow students to retake any tests?

**Step IV** – **One of the most important strategies to be successful in college is to spend some time getting ready for classes.** After reviewing the assignments and making plans for action, you need to get things organized.

1. **Adopt a positive attitude** toward listening: be alert, active and analytical; be interested.
  - If you need help to develop efficient listening skills, make an appointment with an academic advisor or tutor to get help through the College. It doesn't take much time, it's free, and it pays big dividends.
  - If you have questions or don't understand something, ask questions. If you don't want to ask questions during class, contact your professor by email or visit during office hours. Don't stay confused!
2. **Round up the proper equipment and supplies**
  - a. Use a full-sized (8 ½ x 11) notebook;
  - b. Get index tabs or dividers to separate sections for various courses or consider a separate

- notebook for each class;
  - c. Write only on one side of the paper (it's so much easier to read later!);
  - d. Consider using a device to type notes or other writing instruments. Always have a backup.
    - 1. Some professors allow, or even encourage you to use laptops in class. Some don't. Find out the options.
    - 2. Always have a backup pen or pencil. You never know when you might need it.
  - e. Double-space notes;
    - 1. Makes them easier to read (especially if you're typing them);
    - 2. Allows for insertion of additional items or comments later.
- 3. Sit near the front of the room**
- a. You can hear the professor better;
  - b. You can see the notes on the board more easily;
  - c. You can get the attention of the professor to ask questions more easily;
- 4. Concentrate on the course in progress**
- a. History is not the place to write an English theme or a letter home;
  - b. The lecture period is not the time to think about other classes, athletic problems, or boy or girlfriend problems.
  - c. Stay focused on the class. It's a simple thing, but it will help you remember!
- 5. Prepare yourself to listen and comprehend**
- a. Look over the assigned chapter and notes;
  - b. Review the previous day's class notes before going to class;
- 6. Go to class each day mentally and physically prepared to excel**
- a. Remember, to be worth the effort, notes must be useful:
    - 1. Make sure the pattern fits the professor;
    - 2. Make sure main ideas and supporting ideas are related;
    - 3. Limit notes to essential items – sift out unimportant things;
    - 4. Record briefly, making sure the notes will make sense later;
    - 5. Save doodling for other occasions;

### **Step V. – Intellectual Honesty**

The College believes intellectual honesty is a virtue central to the life of an academic community. All members of the SEARK community are held accountable for upholding that virtue. Academic misconduct, including cheating or plagiarism (the act of offering another's words, ideas, data or conclusions as one's own), will not be tolerated. A professor may, with written notice to the student, treat as unsatisfactory any student work that is a product of academic misconduct. A professor may impose sanctions ranging from failure on the assignment or test to failure in the course.

## **Athletic Department Rules**

All men and women in the Southeast Arkansas College athletic program are student-athletes. Learning in both the classroom and the intercollegiate athletic program is necessary if emotional, social, intellectual, and athletic growth is to occur. Each student's college experience ought to culminate in a degree in his or her chosen field of study. The intercollegiate athletics program at SEARK has as its goal the graduation of student-athletes as well as excellence in each sport.

## Code of Conduct

Southeast Arkansas College makes every effort to offer a program that assists each student-athlete in securing a degree and fulfilling the mission of the College. Being a member of an athletic team carries with it definite responsibilities for the student-athlete. They are as follows:

### 1. Academic

- a. Attend classes regularly and complete all academic assignments.
- b. Consult with an academic advisor and attend tutoring sessions or other academic responsibilities and programs as directed.
- c. Keep a course load of at least 12 hours per semester and make satisfactory progress toward a degree.
- d. Accept responsibility for academic eligibility.

### 2. Athletic

- a. Abide by SEARK, Region 2, NJCAA and team rules.
- b. Maintain oneself in top physical condition.
- c. Attend organized practices unless officially excused.
- d. Take proper care of equipment and return it in good condition.
- e. Treat officials and opponents with respect, and avoid undue confrontations.
- f. Maintain a proper standard of grooming and dress.

### 3. Student

As a student-athlete, you are a highly visible member of the College community. Whether traveling with the team, competing, attending class, working, or just walking around campus, you will be recognized by the public. This can be a privilege when things are going well, but a burden when things are not going well. The student conduct code is published annually in the Student Handbook. Violations of the code include academic misconduct, such as cheating, and acts of social misconduct, such as property damage and theft. Athletes are reminded that drinking or possession of alcoholic beverages on campus is prohibited. Violations of the code could result in course failure, disciplinary reprimand, censure, probation and expulsion.

## Sportsmanship

Sportsmanlike conduct means more than the absence of negative actions in public. Following are guidelines that should be followed by student-athletes and coaches at all times:

### 1. Guidelines:

- a. Maintain control during emotionally charged situations.
- b. React in a positive manner to aggressive action by an individual or a group.
- c. Treat all players, officials, and coaches with respect and courtesy.
- d. Uphold all standards and regulations expected of participants and extend appreciation to those who have made the contest possible.
- e. Accept victory or defeat with class.
- f. Respect and accept the decisions of the coach. Players should direct questions to the coach in private and follow appropriate channels to voice their concerns.
- g. Exhibit dignity in manner and dress while representing the College both on and off the playing field.



2. Unacceptable behavior includes, but is not limited to, the following:
  - a. Any arrest for unlawful conduct;
  - b. Physical abuse of officials, coaches, opponents or spectators;
  - c. Throwing of objects;
  - d. Inciting players or spectators to negative actions or to any behavior which insults or defiles an opponents' traditions;
  - e. Use of obscene or otherwise inappropriate language or gestures;
  - f. Participating in any action that violates the generally recognized ethical standards of intercollegiate athletics, the College, or the community.

## **Team Rules**

Participation in the Southeast Arkansas College athletics program is a privilege. Consequently, each student-athlete is expected to comply with all guidelines and policies of the College and then the National Junior College Athletic Association (NJCAA). In addition, the following standards of conduct must be observed:

1. Student-athletes shall perform to the better of their abilities both academically and athletically.
2. Student-athletes shall contribute their best effort to the success of the team.
3. Student-athletes shall conduct themselves both on and off the field in a way, which brings credit to the team, the athletics program and the College.
4. Student-athletes shall abide by the letter as well as the spirit of college rules and regulations.
5. Student-athletes shall at all times respect and be courteous to all members of the College community and to visitors to the campus.
6. Student-athletes shall exhibit dignity in a manner and dress when representing the College.
7. Student-athletes shall neither physically or verbally abuse another person nor abuse any college-owned or controlled property, or property associated with any college-sponsored functions.
8. Student-athletes shall not use, possess or distribute any steroids, narcotics or dangerous drugs as designated by the NJCAA (with the exception of the use of drugs prescribed by a licensed physician).

## **Tobacco or Tobacco Products**

Participants, coaches, cheerleaders, athletic trainers, game administrators, and officials shall not use tobacco or tobacco products in the playing areas during all NJCAA sanctioned competitions and practices for such competition. The institution's coaching staff, administrator, or host site coordinator shall enforce this policy.

In an effort to promote a healthy environment free of tobacco-related smoke and debris, the use of tobacco products and electronic cigarettes or like devices in all Southeast Arkansas College property is prohibited.

## **Harassment including Sexual and Racial, and Discrimination**

Southeast Arkansas College is committed to providing an educational environment that is free from harassment and discrimination.

Harassment is defined as conduct based on a person's race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender, identity/expression, disability, age, status as a covered veteran, genetic information, or anything else that violates state or federal law that:

- Adversely affects a term or condition of employment, education, participation in education activities or living environments;
- Unreasonably interferes with employment or academic performance or creates a hostile or abusive environment, or
- Is used as a basis or factor in a decision that tangibly affects employment, education, participation in educational activities, or the living environment.

Sexual harassment could be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Here are some examples: Sexual innuendoes, comments, and remarks about a person's clothing, body or activities; suggestive or obscene gestures; patting, pinching or other inappropriate touching; humor and jokes about sex that denigrate men or women; email, notes, letters, or other written materials displaying objects or pictures which are sexual in nature that would create a hostile or offensive learning environment.

Racial harassment is generally defined as any person's conduct that unreasonably interferes with an employee's or student's status or performance by creating an intimidating, hostile, or offensive working or educational environment. Examples: Offensive or demeaning treatment of an individual, threatening physical harm or abuse, insults directed at an individual because of race, color, or national origin.

Discrimination may occur by:

1. Treating individuals less favorably because of their race, color, religion, creed, ethnic or national origin, sex, sexual orientation/gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, or any other category protected by federal or state civil rights law; or,
2. Having a policy or practice that has a disproportionately adverse impact on protected class members.

## Sexual Misconduct

SEARK is committed to creating an environment free from the threat of sexual assault. Sexual Assault is defined as any attempted or actual unwanted sexual behavior. Domestic violence and date rape are forms of sexual assault.

### Reporting Harassment, Discrimination or Sexual Misconduct

To report harassment, discrimination or sexual misconduct, contact the SEARK officials listed below.

Dr. Stacy Pfluger, Provost  
Administration Bldg., Room 850  
[spfluger@seark.edu](mailto:spfluger@seark.edu)  
Office: 870-543-5961

Lynette Bloomberg - Professor of Humanities, Director  
McGeorge, Room 827  
[lbloomberg@seark.edu](mailto:lbloomberg@seark.edu)  
Office: 870-850-8417

Lawanda Smith, Title IX Adjudicator  
Administration Bldg., Room 846  
[lsmith@seark.edu](mailto:lsmith@seark.edu)  
Office: 870-850-4910

Courtney Kline -Lead Student Success Coach  
Student Services Bldg., Room 164  
[crkline@seark.edu](mailto:crkline@seark.edu)  
Office: 870-543-5949

## Suspension

Behavior that is not in accord with team rules may result in a reduction of Grants-in-Aid, suspension, or expulsion from intercollegiate athletics participation. If a student-athlete is suspended from college or from the team, he/she will not be able to practice with the team, travel with the team, sit on the bench with the team, or play/practice during the time of suspension.

## Appeals

Disciplinary actions taken by the Athletic Director may be appealed first to the Provost by submitting a written statement within five (5) working days of the action. A decision will be rendered within ten (10) working days. If the student is unsatisfied with the outcome, the matter will then be referred to the President for the College. The President for the College or his/her designee will render a final decision within ten (10) working days.

## Housing

Student Athletes are required to stay in student housing (The Reef), unless they have an underlying circumstance. Permission to stay outside of "The Reef" must be granted first by the athletic director, and then the President of the College.

## The Athletic Committee

Members of the SEARK Athletic Committee for 2023 are:

- Emily Pyland, Convenor
- Cordell Jordan, Marketing Consultant
- Dr. Steven Bloomberg, President of the College, ex officio
- Dr. Stacy Pfluger, Provost, ex officio
- Beryl Langdon, Director of Student Housing, ex officio
- Chad Kline, Athletic Director, ex officio
- Belinda Hendrix, Women's Head Softball Coach, ex officio
- Jabe Thrower, Physical Plant
- Wanda Grimmert, Executive Assistant to the President
- Steven Adams, Head Baseball Coach, ex officio
- Courtney Kline, Lead Student Success Coach
- TBA - Softball Player
- TBA - Baseball Player

The committee is responsible for formulating, reviewing and recommending to the President, the policies concerned with intercollegiate athletic programs at SEARK.

## Student-Athlete Orientation

All student-athletes will be required to participate in orientation sessions facilitated by the SEARK coaching staff. The purpose of the sessions is to help the student-athlete develop as a whole person - academically, athletically, emotionally and socially. The curriculum of topics includes the commitment to academic excellence, athletic excellence and personal development.

## Athletic Conferences

National Junior College Athletic Association, Region II

<http://www.njcaa.org>

NJCAA Region II

<https://region2athletics.com/landing/index>

## Game Administrators

Conference rules require that a college administrator be present at each regularly scheduled intercollegiate competition. The Athletic Director may serve in this role providing it is not a competition where he has coaching responsibilities. When he is serving in the role of coach, game administrators will be selected from either the President's staff.

## NJCAA Eligibility Rules

The NJCAA Eligibility Pamphlet is Available at the Following Website: [www.njcaa.org](http://www.njcaa.org)

### Summary of Eligibility Rules for Student-Athletes

1. Student-athletes must be making satisfactory progress within an approved college program or course as listed in the college catalog.
2. Students must be in regular attendance within 15 calendar days from the beginning of classes of the semester in which the student chooses to participate. Students that do not conform to this rule are INELIGIBLE throughout the remainder of the semester.
3. Students must maintain enrollment in 12 or more credit hours of college work as listed in the college catalog during each term of athletic participation. Students who drop below 12 semester hours become automatically INELIGIBLE.
4. Prior to the third full-time semester and all subsequent semesters thereafter, a student must satisfy one of the following two requirements to be eligible for the upcoming semester:
  - a. pass a minimum of 12 semester hours with a 2.0 GPA or higher during the previous semester of full-time enrollment or
  - b. pass an accumulation of semester hours equal to 12 multiplied by the number of semesters in which the student was previously enrolled full-time with a GPA of 2.0 or higher.
5. Prior to the second season of participation in an NJCAA certified sport, students must pass a minimum accumulation of 24 semester hours with a GPA of 2.00 or higher.

## Medical Coverage and Procedures

### Coverage

- a. Athletes must **HAVE and MAINTAIN** a personal or family insurance policy broad enough to cover any injuries or illnesses that might occur during practice or participation in their sport. Athletic-related medical expenses must first be filed through the personal insurance policy. If the current medical insurance plan is an HMO or PPO plan, be aware of the limitations of the coverage area. Some insurance plans do not have providers in this area.
- b. SEARK has supplemental insurance coverage for student-athletes in the event of an accident during supervised practice, conditioning and competition. If the injury or illness is due to participation in the athletics program, this policy will pay the amount not covered by the personal policy. The supplemental athletic insurance coverage is subject to the following limitations:
  - i. Only injuries (accidents) sustained during a game or supervised practice will be covered.
  - ii. Supplemental coverage means that personal or family insurance must contribute its maximum before this coverage comes into effect. This supplemental coverage is designed to pick up any shortage within the stated limits. Supplemental insurance is obtained to make certain that medical bills incurred as a result of an accident during a game or supervised practice will be paid without loss to the student.
- c. SEARK has also acquired a 10-year catastrophic injury insurance coverage for catastrophic injury.

### Claim Procedures

- a. All medical bills incurred as a result of an accident in the intercollegiate athletic program will be sent directly to the student at his/her home address. In some cases, the athletic department may receive a copy of the bill, but should not be the primary place for the bill to be sent.
- b. All bills incurred will be in the student's or the parents' name and must be submitted to the family or employer group insurance first. If there remains a balance after the family or employer group insurance payment, then the explanation of benefits paid from the insurance company and a copy of the itemized bills incurred must be sent to SEARK, Office of the Athletic Director for the College.
- c. The company will, in some instances, require additional information from the student-athlete and in some cases, even duplicate information. Cooperation with our insurance company will facilitate the claim in the least possible amount of time. It is the student's best interest to have the claim settled as quickly as possible, since all the bills incurred are in the student-athlete's or parent's name.

## Athletic Injury Procedures

**IMPORTANT: Review the Parent Insurance Information Form, Catastrophic Claim Sheet, General Authorization/Statement of Risk Form, Medical Referral/Appointment Form.**

Please read the following points carefully. Understanding them will provide efficient service for the student-athlete and is instrumental in protecting his/her well-being during participation in particular sport(s).

- a. The Insurance Certification/Authorization Form must be completed and on file. Student-athletes will not be allowed to practice or compete without this form.
- b. The Assumption of Risk Form must be on file or student-athletes will not be allowed to practice or compete.
- c. Student-athletes will be responsible for any amount of the medical bill that is over the usual and customary allowance covered by the College's insurance carrier.
- d. The Medical History Questionnaire must be on file or student-athletes will not be allowed to practice or compete.
- e. Any injury resulting in a medical bill or claim must be directly related to and caused by participation in a supervised game/practice or conditioning session. Preexisting conditions will not be covered.
- f. Report all injuries immediately, even if seemingly insignificant, as they may result in a medical bill later on. Unless the Coach verifies an injury, the claim could be denied. There is a time limitation on when athletes may obtain medical service related to a specific injury.
- g. All doctor visits resulting in a claim must be referred through your athletic director.
- h. Prior to a visit to a medical vendor, student-athletes must first fill out the athletic injury form and hand-deliver it to the Athletic Director.
- i. Student-athletes are not covered outside official supervised practice/game/conditioning sessions. They are not covered for physical education classes, intramural sports or for any non-athletic injury. Student-athletes are not covered should they become ill.
- j. It will be the student-athlete's responsibility to keep scheduled appointments for doctor, physical therapy, x-rays, etc. If the student-athlete cannot keep the scheduled appointment, it will be their responsibility to give a 24-hour notice to the respective office and reschedule the appointment.
- k. Student-athletes must comply with recommendations made by coaches, physicians, and physical therapists regarding treatment and activity.
- l. Unless student-athletes follow the above procedures, their claim may be denied, and they will be responsible for any and all balances after their own insurance payment.

## Drug Policy

Southeast Arkansas College as a member of NJCAA Region 2 and, in conjunction with the National Junior College Athletic Association (NJCAA) and the National Collegiate Athletic Association (NCAA), works to provide a competitive athletic environment that is free from drug and substance use and abuse in any form.

Participation in athletics is a privilege and student-athletes who use illegal performance-enhancing and/or recreational drugs substantively violate that privilege. Similarly, as the Region 2 institutions serve as educational liaisons for those student-athletes desiring to continue their athletic careers at four-year institutions, that are subject to drug testing procedures, it is imperative we expect a drug-free environment for student-athletes while attending our institution as we educate them for now and for their lives beyond athletics.

This policy regarding drug and substance abuse testing is specifically designed for the members of our intercollegiate athletics teams. It is based on the premise that banned substances and athletics are inherently incompatible.

First, many banned substances, when used in connection with athletics activities or physical conditioning programs, may pose serious risks to the health of the student-athlete and may endanger other persons in contact with the user. Such use may result in illness, temporary or permanent injury, or even death.

Second, the use of certain performance-enhancing substances may temporarily improve some types of athletics performance and thereby create an unfair competitive advantage for the person using them, violating the basic principles of sportsmanship.

Third, intercollegiate student-athletes frequently become highly publicized role models and their use and abuse of banned substances can negatively influence other young people, as well as damage the reputation of the College.

### Purpose

The purpose of the drug and substance abuse testing and education program is to discourage the use of illegal drugs, the abuse of legal drugs, and the use of unsafe dietary supplements by student-athletes through a reasonable suspicion based drug testing program designed to identify those who use a banned substance including, without limitation, those substances appearing in this policy, and to assist student-athletes by ensuring that they are well-informed about illegal drugs, the abuse of legal drugs, and dietary supplements and to promote a healthy student-athlete lifestyle as well as create a fair competitive environment.

### Applicability

Any student-athlete may be required to submit to a drug test if, upon evidence supplied by a member of the athletic staff or any other person, such as an advisor, faculty member, police officer or administrator, having an opportunity to reliably observe the student athlete's behavior, physical

condition or performance, the Athletic Director concludes there is a reasonable suspicion to suspect drug or alcohol use. Information deemed reliable by the Athletic Director or his or her designee, can include but not limited to:

1. Observed possession or use of banned substances;
2. Outward appearance of impairment, e.g., impaired or slurred speech, impaired ability to walk, the odor of alcoholic beverage or illegal narcotics about the person;
3. A combination of factors indicating the illegal use, abuse of or addiction to drugs, including but not limited to:
  - a. Unexplained change in the student-athlete's behavior/demeanor;
  - b. Unexplained change in student athlete's appearance;
  - c. Inconsistency in the student-athlete's grades and/or performance;
  - d. Unwillingness to attend class;
  - e. Unsafe behaviors; and
  - f. Other unexplained changes indicating impairment or use of illegal drugs;
4. Possession of items or paraphernalia indicating the use of drugs;
5. Arrest or conviction for a criminal offense related to the possession, use or trafficking of banned substances;
6. A drug-related charge under the college's *General Regulations on Student Conduct*;
7. Abnormal weight change; or
8. Observed abnormal appearance, conduct or behavior, including unusual patterns of behavior or absence from training or competition, reasonably interpreted as being caused by the use of banned substances,

shall be sufficient for the Director of Athletics or his or her designee to confer with the College's legal and medical authorities to determine whether there is reasonable cause to suspect that the student-athlete is engaged in banned substance use. Reasonable cause exists if a reasonable person unfamiliar with the student-athlete or the athletics program would conclude, based on the available information, that there is a basis for the suspicion that the student-athlete is using a banned substance.

## Testing

Before requiring the student-athlete to submit to drug testing, the Athletic Director shall confirm that reasonable suspicion exists and the appropriate documentation has been supplied. The Athletic Director or his/her designee shall meet in person with the student-athlete and the student-athlete shall be asked to sign an acknowledgment form found in Appendix A.

The institution will take reasonable measures to maintain the confidentiality of any student-athlete who either admits to drug or alcohol use or abuse or, through testing, is discovered to be using or abusing drugs or alcohol.

All information and records, including test results, will remain confidential and be released only to the Athletic Director and/or individuals with an educational need to know, except as required by law.

## Prohibited Drugs

Substances prohibited include but are not limited to those listed below.

The complete list of banned drugs may be found in Appendix B.



General banned drugs are:

- Stimulants: amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; methamphetamine; methylphenidate (Ritalin); synephrine (bitter orange); methylhexanamine (DMAA); “bath salts” (mephedrone); Octopamine; DMBA; phenethylamines (PEAs); etc. exceptions: phenylephrine and pseudoephedrine are not banned.
- Anabolic Agents (sometimes listed as a chemical formula, such as 3,6,17-androstenetrione): androstenedione; boldenone; clenbuterol; DHEA (7-Keto); epi-trenbolone; testosterone; etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; stanozolol; stenbolone; trenbolone; SARMS (ostarine, ligandrol, LGD-4033); etc.
- Diuretics (water pills) and Other Masking Agents: bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.
- Street Drugs: heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (e.g., spice, K2, JWH-018, JWH-073)
- Peptide Hormones and Analogues: growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); IGF-1 (colostrum); etc.
- Anti-Estrogens: anastrozole; tamoxifen; formestane; ATD, clomiphene; SERMS (nolvadex); Arimidex; clomid; evista; fulvestrant; aromatase inhibitors (Androst-3,5-dien-7,17-dione), etc.
- Beta-2 Agonists: bambuterol; formoterol; salbutamol; salmeterol; higenamine; norcoclaurine; etc.
- Alcoholic Beverages, for individuals under the legal age for consumption of alcohol.

Labs that perform confirmation tests must also be certified by either the Substance Abuse or Mental Health Services Administration (SAMSHA) or by the College of American Pathologists—Forensic Urine Testing Programs (CAP-FUDT)

SEARK is responsible for the cost of initial testing.

If the student-athlete is unable to provide an adequate specimen upon reporting to the screening site, he/she will not be allowed to depart from the screening area until an adequate specimen is provided.

The student-athlete must give the sample to the collector for transfer of urine to vials A and B (“split specimen”) under observation by the student-athlete. In the case of a positive result, student-athletes may request, in writing that the “B” sample be checked at another lab. The student-athlete will be responsible for the cost of sample “B” testing if it confirms a positive result.

There are banned substances, stimulants, beta-blockers, diuretics and certain classes of hormones that are used for legitimate medical purposes. Exceptions may be granted for those students with a documented medical history and/or a letter from the prescribing physician demonstrating the need for the use of such a drug. Therefore, at the start of each semester, student-athletes are encouraged to voluntarily submit a list of such medicines to the Athletic Director.

## Refusal to submit to testing

If at any time, a student-athlete refuses to take a drug test, the refusal will be treated as a positive test. Failure to arrive at the collection site at the designated time without justification or to leave the collection site before a specimen is collected will be treated as a positive test.

## Consequences and sanctions for policy violation

Subject to completion of due process requirements as provided in the College's Student Disciplinary Policy, **minimum** sanctions for the results of a positive test for recreational and performance-enhancing drugs is as follows:

1. First positive result – Coach's decision.
2. Second positive result – Student-Athlete will be suspended from 50% of the team's remaining games and must see a counselor.
3. Third positive result – Student-Athlete will be dismissed from the team.
4. Follow-up testing: While the student-athlete is participating in a prescribed treatment plan, he or she may be subject to testing for banned substances for the purpose of determining the student's progress under the treatment plan. After the student-athlete is released from the treatment plan, he or she will be subject to periodic unannounced testing for banned substances for as long as he or she remains a member of the athletics program.

Head Coaches have the option to create more stringent sanctions for their specific teams.

Any student-athlete that tests positive will also be required to meet with the College's professional counselor, their head coach and the Athletic Director; and comply with any rehabilitative counseling program prescribed.

## Drug and Alcohol Awareness Education Program

The Athletic Committee, in conjunction with the SEARK, will sponsor educational programming on the negative aspects of drug and alcohol usage. Attendance to these sessions will be mandatory, and any student-athlete failing to attend without proper authorization must view a videotape of the seminar or like film dealing with drug and alcohol use. College and community resources may be utilized for these programs. The major objective of this aspect is to develop a healthy and positive attitude toward the individual and deter the use of drugs as an escape or source of recreation. The areas of concern of this Program will be:

1. Alcoholism
2. Harmful effects of recreational and performance-enhancing drugs
  - a. Mental
  - b. Physical
  - c. Social
3. Stress Management - Pressure of
  - a. Classroom
  - b. Competition
  - c. Peers
4. Identification of recreational drugs and performance-enhancing drugs
5. Development of positive attitudes - Making a choice, taking a stand.
6. Legal aspects

# Appendix A – Confirmation of Receipt of Drug Education and Testing Policy Form

## Confirmation of Receipt of the Drug Education & Testing Policy for Student-Athletes

### Acknowledgement of Student-Athlete for participation in intercollegiate athletics:

I acknowledge that I have read and fully understand Southeast Arkansas College’s Reasonable Suspicion Drug Education and Testing Policy and confirm that I will abide by this policy. I understand that this policy contains important information on the drug testing policies for student-athletes and on my obligations as a student-athlete.

If I have any questions about the Drug Testing and Education Policy or other related matters, I will consult with my coach or the Athletic Director. I understand that my eligibility for participation in intercollegiate athletics at Southeast Arkansas College is conditioned on my compliance with the Drug Testing and Education and Policy.

\_\_\_\_\_  
Name of Student-Athlete – Please Print

\_\_\_\_\_  
Student-Athlete Date of Birth MM/DD/YYYY

\_\_\_\_\_  
Signature of Student-Athlete

\_\_\_\_\_  
Date

### Acknowledgment of parent or guardian of Student-Athletes who are minors (under age 18):

I certify that I have custody of or am the legal guardian of the student-athlete shown below. I have read and fully understand Southeast Arkansas College’s Drug Testing and Education Policy.

I agree to the conditions stated therein on behalf of my minor child. If I have any questions about the Reasonable Suspicion Drug Testing and Education Policy or other related matters, I will consult with my minor child’s coach or the Athletic Director. I understand that my minor child’s eligibility for participation in intercollegiate athletics at Southeast Arkansas College is conditioned on his/her compliance with the Drug Testing and Education Policy.

\_\_\_\_\_  
Name of Student-Athlete – Please Print

\_\_\_\_\_  
Student-Athlete Date of Birth MM/DD/YYYY

\_\_\_\_\_  
Name of Parent or Guardian – Please Print

\_\_\_\_\_  
Parent or Guardian’s Best Contact Number

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

DO NOT WRITE BELOW THIS LINE

SEARK Official - Received by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## Appendix B – NCAA Banned-Drugs List

### NCAA Banned Drugs

#### NCAA Banned-Drug Classes

The NCAA list of banned drug classes is subject to change by the NCAA Executive Committee. Contact NCAA education services or [www.ncaa.org/health-safety](http://www.ncaa.org/health-safety) for the current list. The term “related compounds” comprises substances that are included in the class by their pharmacological action and/or chemical structure. **No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.**

Many nutritional/dietary supplements contain NCAA-banned substances. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore, purity and safety of nutritional dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete’s own risk. Student-athletes should contact their institution’s team physician or athletic trainer for further information.

**Bylaw 31.2.3. Banned Drugs** - The following is a list of banned-drug classes, **with examples of substances under each class:**

#### **(a) Stimulants:**

amiphenazole  
methylenedioxymethamphetamine  
amphetamine (MDMA, ecstasy) bemi-gride  
methylphenidate benzphetamine  
nikethamide bromantan pemoline  
caffeine<sup>1</sup> (guarana) pentetrazol  
chlorphentermine phendimetrazine cocaine  
phenmetrazine cropropamide phentermine  
crothetamide phenylephrine

diethylpropion  
phenylpropanolamine (ppa)  
dimethylamphetamine picrotoxine  
doxapram pipradol  
ephedrine prolintane  
(ephedra, ma huang)  
strychnine ethamivan  
synephrine  
ethylamphetamine (citrus aurantium,  
zhi shi, bitter  
fencamfamine orange)  
meclofenoxate **and related compounds**  
methamphetamine

#### **(b) Anabolic Agents:**

##### **anabolic steroids**

androstenediol methyltestosterone  
androstenedione nandrolone boldenone  
norandrostenediol clostebol  
norandrostenedione dehydrochlormethyl-  
norethandrolone testosterone oxandrolone  
dehydroepiandro- oxymesterone sterone  
(DHEA) oxymetholone dihydrotestosterone  
stanozolol

(DHT) testosterone<sup>2</sup>  
dromostanolone tetrahydrogestrinone  
(THG) epitrenbolone trenbolone  
fluoxymesterone **and related compounds**  
gestri  
none  
meste  
rolone  
methandienone **other anabolic agents**  
methenolone clenbuterol

**(c) Diuretics:**

acetazolamide hydrochlorothiazide  
bendroflumethiazide hydroflumethiazide  
benzhiazide methyclothiazide bumetanide  
metolazone  
chlorothiazide polythiazide

chlorthalidone  
quinethazone ethacrynic  
acid spironolactone  
flumethiazide  
triamterene furosemide  
trichlormethiazide **and  
related compounds**

**(d) Street Drugs:**

heroin tetrahydrocannabinol  
marijuana<sup>3</sup> (THC)<sup>3</sup>

**(e) Peptide Hormones and Analogues:**

corticotrophin (ACTH)  
human chorionic gonadotrophin (hCG)  
leutenizing hormone (LH)  
growth hormone (HGH, somatotrophin)  
insulin like growth hormone (IGF-1)

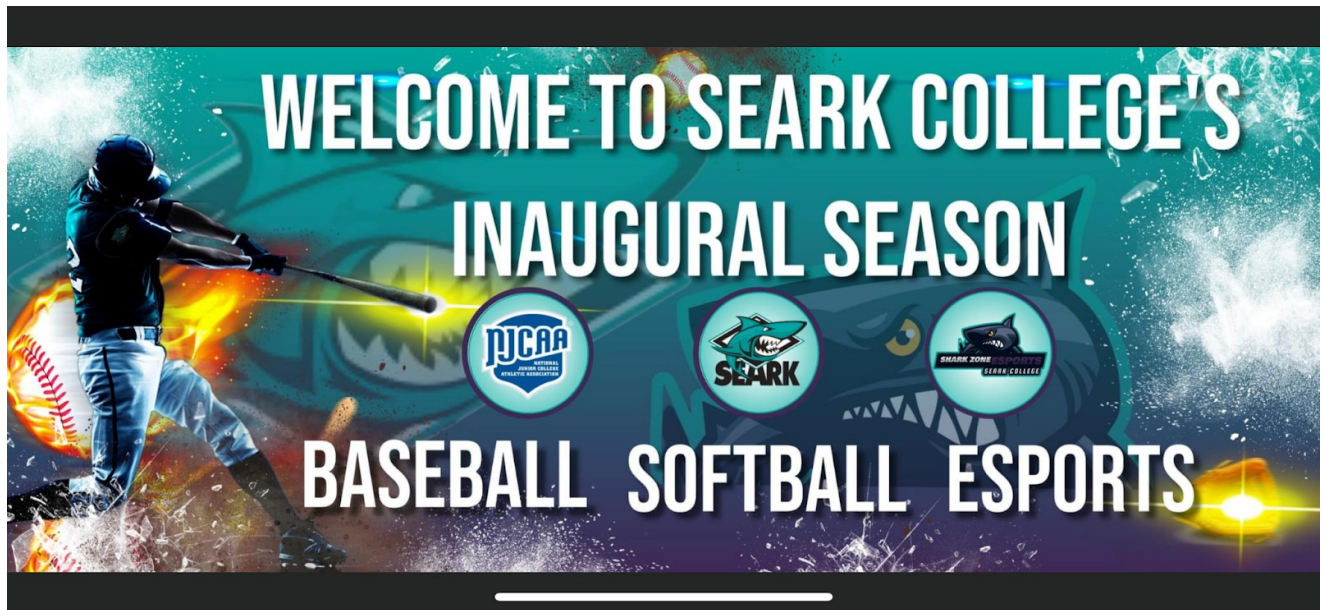
**All the respective releasing factors  
of the above-mentioned  
substances also are  
banned:** erythropoietin  
(EPO) sermorelin  
darbypoetin

**(f) Definitions of positive depends on the  
following:**

1for caffeine—if the concentration in  
urine exceeds 15  
micrograms/ml.  
2for testosterone—if the administration  
of testosterone or use  
of any other manipulation has the result  
of increasing the ratio  
of the total concentration of testosterone  
to that of

epitestosterone in the urine to greater than 6:1,  
unless there is  
evidence that this ratio is due to a physiological  
or  
pathological condition.  
3for marijuana and THC—if the concentration in  
the urine of  
THC metabolite exceeds 15 nanograms/m

## Appendix C – Athletic Handbook Consent Form



### Southeast Arkansas College Athletic Handbook Consent Form

I have read the Athletic Handbook and National Letter of Intent, and with my signature below and on my National Letter of Intent, I am agreeing to be bound by these documents as long as I am an athlete at SEARK.

\_\_\_\_\_  
Student-Athlete

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coach

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athletic Director

\_\_\_\_\_  
Date

### **Participation Based on Sex**

In accordance with Public Chapter 1005, male-to-female transgender students may not participate on a women's team. If there is any question about eligibility to participate in women's athletics, eligibility shall be determined in accordance with PC1005, Section 2.

### **Statement of Vision**

Southeast Arkansas College will elevate the region's educational attainment thereby enhancing the quality of life in Pine Bluff and surrounding areas.

### **Campus Safety and Security**

<https://www.seark.edu/campus-safety-security>



Southeast Arkansas College does not discriminate on the basis of race, color, religion, creed, ethnicity or national origin, sex, disability, age, status as a protected veteran or any other class protected by Federal or State laws and regulations with respect to employment, programs and activities.