



Athletics Manual



Office of Student Engagement

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Introduction

Sports Mission Statement

The Sports program strives to enhance students' experiences at Middlesex Community College by providing them with an opportunity to participate in a variety of instructional, competitive, and performance based sport teams. The department aims to foster the development of student leadership, teamwork, and sportsmanship. Our goal is to offer students a positive, safe, and well-rounded extracurricular experience where they are able to pursue their passion for sports and recreation.

Role of Coordinator of Athletics and Student Engagement

The Coordinator of Athletics and Student Engagement serves primarily as an advisor and resource person and is available to assist coaches and student leaders with all teams' business. It is his/her responsibility to monitor team activities, ensure the safety of participants, maintain ongoing communication with captains, coaches and team leaders, and guarantee that funds are managed in accordance with college's fiscal policy. The coordinator will allow the teams as much freedom as possible, provided they operate within the guidelines and regulations of the Center for Health and Wellness.

Purpose of this Manual

This manual will provide coaches and athletes with an understanding of the basic procedures and policies of the Middlesex Community College Sports Program. It should serve as a reference for the leaders in conjunction with the guidance of the Coordinator of Athletics and Student Engagement. It is the responsibility of all student-athletes, coaches and advisors to read and understand the rules set forth within the MCC Sport Manual. This manual acts as a framework of our policies/guidelines but may not be applicable to all teams or circumstances.

Eligibility

Participation on a team is purely voluntary and must be open to students of the college community regardless of age, sex, race, religion, color, creed, national origin, and handicap or veteran status. (Exception: if the nature of the team's activity dictates, participation may be limited to a single gender. MCC Sports will provide every reasonable accommodation possible.) Some teams may require tryouts and cuts.

Sports are designed to serve students at Middlesex Community College. To ensure that all students are given the opportunity to fully participate, alumni, spouses, and community members may not participate in Middlesex Community College Sports.

In order to be eligible to participate in team activities, all members must submit the required paperwork at the beginning of each school year. No student will be allowed to participate without having completed **ALL** of the following forms:

1. Online Registration
2. Waiver

In order to be eligible all team members must be currently enrolled, in good academic and behavioral standing with a 2.0 GPA or higher and free from conduct at Middlesex Community College.

Code of Conduct

The behavior of a team and its individuals impact the entire image of Middlesex Community College. All team members, captains, coaches, advisors, and managers are responsible for creating a team culture that aligns with MCC's mission.

The following guidelines have been put in place to ensure that teams respect the goals and values of the Sports program.

Team Conduct Guidelines

All team members are expected to:

- Comply with MCC and Office of Student Engagement regulations.
- Demonstrate respect towards teammates, opponents, coaches, advisors, officials, fans, community members, staff and facilities.
- Maintain appropriate communication with the Coordinator of Athletics and Student Engagement, as needed or required.
- Remain drug and alcohol free when participating in team activities, including ALL team travel.
- Represent their team, themselves and Middlesex Community College in a manner that demonstrates accountability, pride, professionalism and integrity.

Participation in the Middlesex Community College Sports Program is considered a privilege. Violation of any guidelines and policies may result in individual removal from the team, a loss of funding, loss of facility usage, or loss of a team's recognition. Disciplinary action is determined by the Associate Dean of Students in collaboration with the Coordinator of Athletics and Student Engagement and Director of Student Engagement and Retention and is outlined in the Disciplinary Section of this manual.

Captain's Responsibilities

Captains' responsibilities may include, but are not limited to the following:

- Team Organization
 - Team selection
 - Maintenance of an updated roster
- Scheduling
 - Work with the Coordinator of Athletics and Student Engagement to form the practice and/or competition schedule according to facility availability
- Equipment
 - Distribution and storage of equipment
 - Request new equipment (with the approval of the Coordinator of Athletics and Student Engagement)
 - Ensure that all equipment is properly used and maintained, and returned to MCC Sports Program
- Communication
 - Notify team members of meetings, practices, games, cancellations
 - Maintenance of an updated email/phone list of team members
 - Check email account on a regular basis

Coach's Responsibilities

The coach's role involves teaching the skill of the sport to the team members, promoting development as well as good sportsmanship on and off the field; facilitating a safe, meaningful, and enjoyable athletic/recreational experience. The Director of Student Engagement and Retention and Coordinator of Athletics and Student Engagement must approve all coaches before they are hired. It is required that coaches be certified in CPR and First Aid.

Coaches are asked to submit a post activity report to the Coordinator of Athletics and Student Engagement within 48 hours after the team returns from the game or trip. It should highlight results, trip specifics, and any problems encountered.

Apparel, Uniforms and Equipment

All apparel and uniform orders must be made by the Coordinator of Athletics and Student Engagement. While student-athlete input is welcome, the final decision and order placement will be made by the Coordinator of Athletics and Student Engagement.

Equipment purchased with MCC funds become the property of MCC and cannot be sold, traded or otherwise removed from team inventory without prior approval. Team equipment should be stored in facilities designated by the Coordinator of Athletics and Student Engagement. Failure to return school property will jeopardize future eligibility.

Health and Safety

In accordance with Middlesex Community College policy, all student-athletes are required to carry health insurance. Students who do not have valid health insurance are not eligible to participate on any MCC teams.

Safety Training

Coaches are responsible for prioritizing team members' safety during on and off campus practices and competitions. The Office of Student Engagement requires that all coaches and advisors are certified in the following:

1. CPR/AED
2. First Aid

Both certifications are offered to coaches (free of charge) at the beginning of each school year. Coaches are responsible for scheduling and obtaining the certifications on their own.

Injury Reporting

When a team member is injured during an off-campus activity, a coach must notify the Coordinator of Athletics and Student Engagement within 24 hours of the accident.

First Aid Kits

Each team is provided with access a first aid kit so that effective care can be delivered in the event of an injury or sudden illness. These kits are available from the Coordinator of Athletics and Student Engagement at the beginning of each season. It is the responsibility of the coach to bring the first aid kit to all games and practices and to notify the Coordinator of Athletics and Student Engagement if the first aid kits need refilling. The first aid kit must be returned at the end of each season.

Discipline

Violation or non-compliance with MCC policies may result in disciplinary action taken against a team or individual members within the team. The following disciplinary guidelines have been put in place to help assist team leaders in ensuring that their team operates within the policies. While these guidelines exist, disciplinary action is ultimately determined on a case-by-case basis by either the Coordinator of Athletics and Student Engagement, Director of Student Engagement and Retention or Associate Dean of Students.

General examples of infractions include but are not limited to:

- Any action which is in violation of Middlesex Community College policies
- Any action that does not comply with the MCC Code of Conduct
- Unsportsman-like conduct towards officials or opposing players
- Disruptive behavior on a trip
- Misuse of team funds
- Allowing ineligible individuals to participate in team activities
- Use of alcohol or any other drugs during any part of a team activity, contest or travel

For many infractions a meeting with the Coordinator of Athletics and Student Engagement, Director of Student Engagement and Retention and/or Assistant Dean of Students will take place. Disciplinary action will be determined based on the nature of the violation.

Anti- Hazing

Crime of Hazing, Definition, Penalty

Hazing is a crime in Massachusetts. The Massachusetts General Laws require that a copy of the law prohibiting hazing be delivered to each team member. A copy of the law that you must deliver is attached to this Handbook. Please read it carefully and give it to all team members at the beginning of each season.

The term “hazing” under Massachusetts law is broadly defined to mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Commonwealth of Massachusetts: Anti-Hazing Law

Chapter 269: Section 17. Hazing; organizing or participating; hazing defined

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Chapter 269: Section 18. Failure to report hazing

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Chapter 269: Section 19. Copy of Secs. 17 to 19; issuance to students and student groups, teams and organizations; report

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution’s compliance with this section’s requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group,

team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

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Title IX

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance.

Title IX prohibits sex discrimination in all university programs and activities, including, but not limited to, admissions, recruiting, financial aid, academic programs, student services, counseling and guidance, discipline, class assignment, grading, recreation, athletics, housing, and employment. Sexual harassment and sexual violence are forms of sex discrimination prohibited by Title IX. Title IX also prohibits retaliation against people for making or participating in complaints of sex discrimination.

The MCC Sports Program is committed to honoring the standards and integrity of Title IX requirements. All coaches, advisors, coordinators, officials, athletes, fans and other relevant personnel are held to the highest level of expectation regarding Title IX compliance in the MCC Sports Programs.

FERPA

Privacy

Privacy rights regarding access to information are observed in accordance with the Family Educational Rights and Privacy Act, commonly known as the Buckley Amendment.

In accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) (Section 438 of the General Education Provisions Act 20 USC 1232), Middlesex Community College has adopted the regulations given below to protect the privacy rights of its students. Revisions and clarifications will be published as experience with the law and the institution's policy warrants.

Students are informed of their rights under this act through the College Catalog and the [Student Handbook](#). In compliance with this federal law, the college has established a policy to protect students from misuse of information in their personal folders and to allow students access to their own folders. The policy is summarized as follows:

Location of Educational Records

Most educational records are kept in the Office of Records and Registration. Other offices may maintain informal or unofficial records. Inquiries concerning those records should be made in writing to the Registrar. For information on how to request your transcript, see [Transfer Information](#).

Disclosure of Information from Records

Directory Information - The college, unless requested not to do so by the student, will release directory information about individual students to anyone who inquires. "Directory Information" is limited to name, address, date of enrollment, date of graduation, degree received, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, and official college honors such as Dean's List. Students who do not wish to have directory information released must complete a "Request to Prevent Disclosure of Directory Information" form in the Student Information Centers. In no case will the college release a list of all students or groups of students to non-college personnel except that, by law, a student cannot prevent the release of directory information to the U.S. military for recruiting purposes.

Non-Directory Information - No information, other than that contained in the directory (as outlined above), will be released without a student's written consent except when prior written consent is not required by the Act. The college must disclose educational records without written consent of students to those federal and state government agencies and officials provided by law. The college must also provide the access of education records to:

- a. Personnel within the college determined by the college to have legitimate educational interest. "Legitimate Education Interest" is defined as the demonstrated need to know by those college officials who act in the student's education, professional employees and other persons who manage student record information.
- b. Officials of other institutions in which a student seeks to enroll on condition that the issuing institution attempts to inform students of the disclosure, or makes such a transfer of information a stated institutional policy. (This notification is to be considered as such.)
- c. Organizations contributing to a student's financial aid, or determining financial-aid decisions concerning eligibility, amount, condition and enforcement of terms of said aid.

- d. Organizations conducting studies to develop, validate and administer predictive tests, to administer student aid programs or to improve instruction.
- e. Accrediting organizations carrying out their functions.
- f. Parents of a student who have established that student's status as a dependent according to the Internal Revenue Code. (Parent(s) must provide a certified copy of the appropriate federal income tax form.)
- g. Persons in compliance with a judicial order or lawfully issued subpoena, provided the college makes an attempt to notify the student unless otherwise specified in the order or subpoena. (The student will be notified in writing by the Registrar that a subpoena has been issued unless otherwise specified.)
- h. Persons in an emergency, if the knowledge of information, in fact, is necessary to protect the health and safety of student(s) or other persons.
- i. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- j. To the general public, the final results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.
- k. To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

Note: Information concerning applicants to the college who have not yet enrolled will not be released to anyone, with the exception of a judicial order or lawfully issued subpoena.

Inspection and Review of Records

Students may inspect and review their educational records upon request to the Registrar. As of January 1975, students have the right to examine their own files. There are however, limitations that do exist on students' rights to inspect and review these records. The college does reserve the right to deny students access to confidential letters and recommendations placed in their files prior to January 1975, confidential letters and recommendations associated with admission, employment or job placement, or honors to which students have waived rights of inspection and records containing information about more than one student. (In such cases, the college must permit access to that part of the record which pertains only to the inquiring student.)

Challenge of Records

Students have the right to challenge records they believe to be inaccurate, incomplete or incorrectly disseminated. If the outcome of the challenge is unsatisfactory, the student has the right to a hearing. And if the outcome of the hearing is unsatisfactory, the student may submit an explanatory statement for inclusion in the education record. Such a statement shall become part of the information contained in the educational record and will be disclosed with it.

Records of Requests and Disclosures

The college will maintain records of requests and disclosures of non-directory information. The records of requests shall include the names and addresses of the person(s) who requested the information and their legitimate interests in the information. Records of requests and disclosures need not be maintained for:

- a. those requests made by students for their own use.
- b. those disclosures made in response to written requests from students.
- c. those made by school officials.
- d. those specified as Directory Information.

The records of disclosures and requests for disclosures are considered a part of the students' education records; therefore, they must be retained as long as the education records to which they refer are retained by the college.

Right of Complaint

Students who believe that the college is not complying with the requirements of the Family Educational Rights and Privacy Act (FERPA) or the regulations issued by the Department of Education implementing that Act may file complaints in writing to:

FAMILY POLICY COMPLIANCE OFFICE
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Copies of the Family Educational Rights and Privacy Act as amended are available in the Office of Records and Registration.