

HOME OF THE BULLDOGS



**PASSAIC COUNTY TECHNICAL VOCATIONAL
SCHOOL DISTRICT
ATHLETIC STUDENT HANDBOOK**

TABLE OF CONTENTS

| | |
|---|----|
| I. INTRODUCTION & PHILOSOPHY | 3 |
| II. PURPOSE OF THE ATHLETIC DEPARTMENT | 3 |
| III. GOALS & OBJECTIVES OF THE ATHLETIC PROGRAM..... | 4 |
| IV. ELIGIBILITY..... | 5 |
| V. CODE OF CONDUCT..... | 6 |
| VI. GAME & BENCH/SIDELINE CONDUCT | 6 |
| VII. MUSIC..... | 7 |
| VIII. DRESS CODE..... | 7 |
| IX. ATHLETIC DPARTMENT FLOW CHART | 7 |
| X. SELECTION OF TEAMS..... | 8 |
| XI. UNIFORMS & EQUIPMENT..... | 8 |
| XII. PARTICIPATION LIMITATIONS, LEAVING THE TEAM, AND LETTERING.. | 8 |
| XIII. ATHLETIC AWARDS..... | 9 |
| XIV. TEAM PRACTICE..... | 10 |
| XIV. ATTENDANCE & VACATIONS | 10 |
| XVI. TRAVEL ON BUS..... | 10 |
| XVII. SCHOOL SUSPENSION (ISS & OSS)..... | 11 |
| XVII. PHYSICAL EXAMS & PARNET PERMISSION | 11 |
| XIX. ATHLETES IN PHYSICAL EDUCATION | 11 |
| XX. INSURANCE COVERAGE | 11 |
| XXI. SAFETY..... | 12 |
| XXII. LOCKER ROOM PROCEDURE | 12 |
| XXIII. SPECTATOR BEHAVIOR | 13 |
| XXIV. ATHLETIC PROGRAM OFFERINGS..... | 15 |
| XXV. NCAA ELIGIBILITY CENTER DISTRICT MANUAL | 16 |

PASSAIC COUNTY TECHNICAL INSTITUTE

I. INTRODUCTION

Passaic County Technical Institute is a member of the New Jersey Interscholastic Athletic Association (NJSIAA) and the Big North Conference (BNC) and therefore, adheres to the rules and regulations of these governing bodies. This guide is prepared to assist students engaged in the interscholastic athletic program in the fulfillment of duties and responsibilities. The athletic program is an important extension of the total high school educational program. As such, it provides opportunities and emphasizes definite goals which are difficult to duplicate or achieve in other high school activities or in later life. Interscholastic athletic programs also provide enriching and healthful experiences in which physical, mental, and social growth can be enhanced through sport competition. Goals of the athletic program include the enhancement of self-confidence, improvement of sport skills, and development of educationally sound sportsmanship practices. Athletic participation is a privilege provided for students who voluntarily accept the rules and regulations stipulated in the Athletic Code.

II. PURPOSE OF THE ATHLETIC DEPARTMENT

The opportunities provided the interscholastic athletic program will enable students to:

- Develop skills in all areas of growth: physical, intellectual, emotional and social
- Develop interest in life-long leisure time activities, either as participants or spectators
- Develop self-discipline, self-motivation, and the ideals of good sportsmanship
- Acquire special skills in the activities of their choice
- Participate in team play that will develop team skills and produce successful teams characterized by loyalty, cooperation and fair play
- Compete in interscholastic athletic events
- Achieve personal and school goals

- Determine individual future career pursuits
- Develop values, attitudes and habits important for participation in democratic society

The leadership of the athletic program should exemplify the ethical standards of the educational profession. The success of the leadership should be judged, not only in terms of victory and defeat, but also by the caliber of the student athletes produced by the program and the team spirit, sportsmanship, cooperative skills and individual efforts displayed at the various athletic events.

- The athletic program should:
 - Conform to the objectives of the school
 - Be consistent with the general policies of the school
 - Function as a component of the overall educational program and not supersede it
 - Constantly strive to develop well-rounded individuals capable of taking their place in society.

III. GOALS & OBJECTIVES OF THE ATHLETIC PROGRAM

It is the basic goal of the athletic program to develop players who will be able to demonstrate by performance on both competition and practices an increased understanding of and skill in the sport. To accomplish this goal the primary objectives are:

- To develop players who demonstrate improvement in self-discipline, team play, fairness and unselfishness
- To develop good sportsmanship in winning and losing
- To ensure players are properly and adequately conditioned physically to perform the skills and tasks required in a specific sport
- To implement strategies for the development of skills appropriate to the teams for which they are responsible
- To abide by the rules of the game
- To play to win and to accept defeat

- To develop confidence, self-discipline, leadership and acceptable social skills
- To learn decision making skills and build character
- To earn the respect of teammates and opponents
- To respect teammates and opponents
- To develop athletic skills to one's maximum potential

IV. ELIGIBILITY

- A. To be eligible by NJSIAA policy for athletic competition a student must:
1. Be formally enrolled at PCTI.
 2. Not be 19 years old before September 1 of any school year. However, any athlete attaining the age of nineteen on or after September 1 shall be eligible for the ensuing year.
 3. Successfully pass 30 credits during the preceding academic year for the fall and winter seasons and 15 credits for the second semester for spring season.
 4. By NJSIAA rules, a student-athlete who is eligible at the beginning of a sports season shall be allowed to compete that season. Incoming freshmen are eligible the first semester.
 5. Not attend more than eight semesters of high school.
 5. Shall not participate in an all-star contest or similar activity unless sanctioned by the NJSIAA.
- B. In addition, a student is eligible for athletic competition only if he/she meets all of the following NJSIAA and PCTI criteria. Students must:
1. Maintain amateur status. Any awards received for non-school activities (i.e., equipment, merchandise, T-shirts) must be received by **ALL** registrants, not just winners or finishers; otherwise, one is no longer considered an amateur.
 2. Have a physical examination at least every school year as confirmed by physician's signature on the State physical examination form.

3. Complete all required paperwork.
4. Have signed parent permission and verification of willingness to adhere to the Athletic Code on file with the athletic director.
5. Report all injuries to supervisors immediately.
6. Adhere to all requirements stated in the Handbook.

V. CODE OF CONDUCT

Athletes are often a focal point during a game and the eyes of students, spectators, and team members are on them during competitions. They can positively influence the conduct of other players and spectators.

- Display good sportsmanship before, during and after competitions
- Exhibit control at all times
- Refrain from engaging in an exchange of words with spectators during a contest
- Assist in storage of equipment
- Report any issues with the playing area and equipment to the coach immediately
- Use proper language in all situations
- Use of drugs, tobacco product and alcohol is prohibited

VI. GAME AND BENCH/SIDELINE CONDUCT

Teams are never to be removed from the playing area until the contest is completed or until directed by the game official. At no time shall an athlete enter the playing area without being directed to by an official. In situations when a coach must leave the bench or sideline to enter the playing area in response to an incident, a predetermined assistant coach (if present) is responsible for seeing that all reserves remain on the bench or sideline. In situations when a coach is by his or herself, before entering the playing area, the coach is to instruct all reserves to remain off the court or field of play.

VII. MUSIC

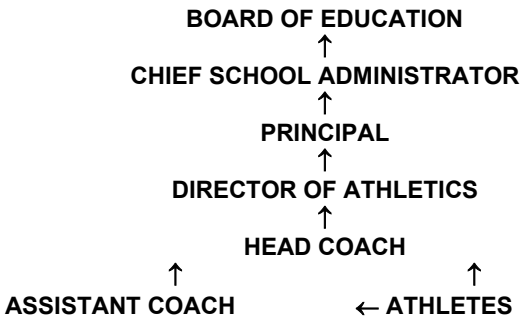
If the team decides to play on music during warm-ups, the coaching staff must listen to it well in advance, make sure it's appropriate and then take the responsibility to playing it. Athletes are not allowed in to put music on or shut off.

VIII. DRESS CODE

1. All athletes should be properly dressed at all times. Whether in practice sessions or at contest, you are in the public eye at all times. The impression you make reflect upon you, your team and the school.
2. Suitable practice attire will, of course, depend upon the nature of the sport, the weather conditions, etc.
3. Wearing spikes or cleats in the school building is prohibited. This is a matter of maintenance and safety.
4. It is the coach's responsibility to see that students on the teams dress properly. On all away trips, when students do no suit up at home, appropriate neat sport clothes should be worn. For competition, only school issued uniforms will be worn.

IX. ATHLETIC DEPARTMENT FLOW CHART

All correspondences, communications and concerns should be directed through the "chain of command" illustrated below. Athletes should not be directed to the Director of Athletics, Principal or Chief School Administrator if an issues arrives.



X. SELECTION OF TEAM

CUTS

- Cutting shall be done at the discretion of the coach when necessary.
- If cuts are made, individual conferences will be held with each student cut in order to encourage the athlete to try again, to avoid misunderstandings and to steer athlete to another sport.
- When numbers make individual conferences not possible for first or second cuts, conferences must be held for final cuts.

LEAVING THE TEAM

- Players who join athletic teams are expected to remain with the team until the season is completed.
- Athletes wishing to leave a team must notify the coach of the particular team
- Students cut from a team may try out for another team during the same season. Notification to the Athletic Department is necessary to update eligibility lists.
- Students who quit a team during the season must have permission from the Athletic Department to try out for another team during the same season.

ABSENCES

Without prior administrative approval, any student who is absent from school is automatically ineligible to participate in a practice or contest on that day.

XI. UNIFORMS & EQUIPMENT

All student/athletes must follow these guidelines pertaining to athletic uniforms & equipment:

- Equipment issue forms must be made out by the head coach and/or an assistant and signed by the athlete. The form must list all equipment issued to the athlete. Number for recording purposes must mark equipment.
- Athletes are responsible for equipment issued to them.
- Athletes will not leave equipment in an unlocked locker. Locker combinations should be given to the coach but not shared with teammates. Athletes are totally responsible for all equipment issued to them.
- Athletes who leave the squad before the season is completed should have their equipment collected immediately.
- Equipment will be collected at the last game or practice and no later than one week after the last game to insure complete returns. After that the athlete will be notified that

the equipment is considered lost and the school is seeking compensation for replacement costs.

- Money for lost equipment will be submitted to the Athletic Office. A receipt will be given to the athlete in the event of a possible return.
- Students will not be permitted to participate in the next sport and will not receive their athletic awards until they have met all obligations.
- Uniforms are to be used only for competition.
- Athletes are to use only the uniforms or school issued apparel provided. There shall be no exceptions.

XII. PARTICIPATION LIMITATIONS, LEAVING TEAM AND LETTERING

- A. Student-athletes are prohibited from participating in more than one school-sponsored athletic activity during any given season.
- B. Individuals who voluntarily sever their team affiliation and/or quit during the season and later have a change of heart may be reinstated to team status at the coaches discretion.
- C. Letter winners must meet sport requirements and **MUST** complete the sports season in good standing with the team/squad and coaching staff.

XIII. ATHLETIC AWARDS

A. Issue awards as follows:

- Freshmen Letter
- JV Letter
- 1st year Varsity Letter
- 2nd year Varsity Plaque
- 3rd year Varsity Plaque
- 4th year Varsity Plaque

B. In order to receive the award, an athlete must participate in all school-related events and the award ceremony.

XIV. TEAM PRACTICE

- No more than six days of practice are recommended in a week.
- Practice should be held daily, Monday through Saturday, during the entire season.
- Sunday practice is optional.
- Practices are expected during school vacations unless otherwise scheduled.
- Practice periods should last approximately 1½ to 2½ hours.
- Practice sessions should be planned in advance.
- Practice schedules should be published.

XV. ATTENDANCE & VACATIONS

- Athletes must attend all practices, games and team affairs unless legally excused by coaches or legally absent from school.
- To participate in athletic competition, an athlete must be in school for a minimum of four hours, on the day of competition.
- It is the responsibility of the athlete to notify the coach if he or she is in school and unable to make practice or game.
- If an athlete is detained for academic reasons, a note, signed by the teacher, must be obtained showing the date and time of the meeting and submitted to the coach.
- Athletes make a commitment to a team, parents and athletes should understand the time requirement for games and practices. (Some games and practices are held during vacation days.)
- All coaches will keep attendance.
- Athletes must commit themselves to the school team and should inform their coach of any other out of school team they are involved in.
- Contests and practices are usually scheduled during vacations. It is up to the athlete to decide if he/she is willing to make the commitment and sacrifice during the vacation period.
- Athletes will not be excused during vacation periods, missed practices and missed contests at any point in the season can result in additional suspension from the team unless extraordinary circumstances occur and are approved prior to incidence by the coach. Continued tardiness and absenteeism can result in a player's removal from the team.
- In recognition of the athlete's necessity to be with the team, coaches will try to provide a long range practice/game schedule, which affords family's the time to plan effectively.

XVI. TRAVEL ON BUS

Team members are required to travel to and from away contests on the school bus or authorized vehicle in order to participate in the game. Parents may request permission to transport their child to/or from athletic events provided they submit such a request in writing to the coach or athletic director, in advance of the event. Decisions will be based on a case by case basis.

XVII. SCHOOL SUSPENSION

Any athlete suspended “in-school” (ISS) or “out-of-school” (OSS) may not attend or participate in any phase of the interscholastic activities (practice, contest or other) during the term of the suspension.

XVIII. PHYSICAL EXAMINATIONS & PARENT PERMISSION

Students wishing to participate in athletics must submit to an annual physical examination. Parent permission forms and emergency cards must be submitted before the student is allowed on the team. Physicals should be given by a family physician. However if you do not have a family physician, a physical may be done by the school physician at the request of the parent or guardian. Physical forms can be obtained at the nurse’s office or through the coach or athletic office.

- Students will not be allowed to practice until proof of physical, emergency card and parent permission is submitted and recorded.
- Students must practice six days before being able to compete interscholastically.
- Students sustaining injuries or serious injuries during the season will be required to provide a medical release to the nurse or trainer.

XIX. ATHLETES IN PHYSICAL EDUCATION

- Athletes are not to be excused from the physical education classes.
- Athletes will dress and participate in physical education on days of contests and practices.
- Athletes may be excused from strenuous activity such as prolonged running, but they must speak to the instructor regarding the situation. Coaches should contact the instructor on these occasions.
- Athletes with medical excuses for physical education class will not be permitted to participate in an athletic contest or practice.
- Coaches will keep in contact with the school nurse and athletic trainer regarding excuses or exceptions.

XX. INSURANCE COVERAGE

Athletes injured at practice or game will immediately notify the coach, trainer, and school nurse upon returning to school. If emergency treatment is necessary, parents will be contacted immediately. The trainer or coach will complete an accident report. The report will be filed in the trainer and nurse’s offices.

- All athletes are covered by Bollinger Insurance. This is a rider policy. All bills are first sent to your private insurance and any remaining costs are then submitted to the sports insurance company.
- The business office issues the athletic insurance claim form.
- If the student is not covered by any group insurance, then BMI (Bob McCloskey Insurance) Insurance will be considered the primary carrier.
- Parents/guardians submit all bills to the insurance companies.

XXI. SAFETY

There is a certain amount of risk in all athletics. We will always have unavoidable injuries in sports. However, let us be careful to prevent the avoidable injuries.

- Students should never be allowed anywhere alone. Supervision must take place at all times, including going to and from practice and contests, in the locker rooms and on buses.
- Equipment should not be left out unless a coach is present.
- Horseplay should not be permitted.
- Never leave the facility until all students are out of the locker room and on the bus or in front of the building waiting for their ride.
- Whenever there is thunder or lightning during any outdoor activity, all athletes should leave the area and seek cover in the building or on a bus.
- Coaches must make sure that a first aid kit and ice is with your team at all times. When applicable, a hand held radio should be held by a coach, in case of an emergency.
- Coaches are responsible for the safety and welfare of their squads.
- Practices should not begin until the coach is present.
- Injured athletes should not be moved until the trainer can access the injury.
- The first aid kit will be replenished through the trainer, as necessary.
- Emergency cards must be filled out by all athletes and kept where they are easily accessible. Suggested location is the first aid kit.

XXII. LOCKER ROOM PROCEDURES

- The eating of food is **not** allowed, at any time, in the locker rooms, gymnasium, trainer's room or athletic offices.
- Team locker rooms will not be accessible during the school day. Coaches may open the team rooms before school to allow athletes to put their equipment in their lockers but the doors must be locked prior to homeroom and not opened until the end of the day or 8th period, if you have an away game.

- Lockers should be issued to the athletes with preference given to varsity athletes first. Locker numbers and combinations should be recorded by the coach and kept with you in case of an emergency.
- Lockers must be cleared out at the end of each season and it is the coaches' responsibility to see that this is done before the next season begins. At the end of the spring season, all lockers must be cleared for cleaning purposes.
- Locker room supervision is a priority for coaches and the athletic department, it is for that reason that under no circumstance should students loiter in the team locker room. Students are not allowed in the team locker room without supervision by their program coach(es)

XXIII. SPECTATOR BEHAVIOR

Since athletics must operate within the framework of sound educational principles, it follows *that*:

1. Athletic teams come under the jurisdiction of, and are required to abide by, the rules of the New Jersey Interscholastic Athletic Association and Passaic County Technical Institute District Board Policies so that all athletes may compete under identical standards.
2. Those who take advantage of the privilege of athletics either as a participant or spectator are expected to conduct themselves in a manner that does not detract from the educational principles which direct the basic organization.
3. Athletes and officials are human beings -- they are not perfect and never will be. Everyone involved in a contest may make a mistake. Competitors, coaches, officials, and spectators enter into competition knowing that errors are a normal part of an activity and are likely to happen.
4. Even though winning is certainly an admirable goal, it is hollow if it comes at the expense of morals, ethics, and just plain common sense. As the preceding points are kept in mind, the following spectator behavior will be adhered to:

SPECTATORS ARE EXPECTED TO:

1. Stand during the National Anthem and remove all headwear.
2. Cheer ***for*** their team rather than against their opponents.
3. Maintain self-control at all times while conducting themselves as responsible citizens.
4. Show **RESPECT** for opponents in every way possible.

5. Always be **positive** in support of their teams.
6. Recognize and acknowledge good performances made by **both** teams.
7. **RESPECT** officials and accept their decisions.
8. Be humble and not boastful in victory and gracious and not bitter in defeat.
9. Leave the site of an activity--including the parking lot--as soon as possible after the activity is completed.

SPECTATORS WILL NOT BE ALLOWED TO:

1. Use **negative** chants which focus on or exploit mistakes.
2. Participate in chants or behaviors which use obscene or insulting language or gestures or which mention or imply topics which would tend to ridicule, taunt, harass, intimidate, humiliate, demean, or embarrass others in attendance, incite or abuse opponents, or bring disrespect upon game officials.
3. Engage in any action that endangers the safety of participants, spectators, or officials.
4. Bring stereo, tape, or radio equipment to athletic contests or make use of noisemakers in the stands.
5. Throw **anything** onto the playing surface or at players, coaches, officials, cheerleaders, band members, supervisors, police, fans, or guests.
6. Carry or consume any alcoholic or controlled substance while on school or athletic property or attend a school-sponsored function while under the influence of same.
7. Meet with Coaches to address issues immediately following a contest, the Athletic Department has a strict 24-hour rule before coaches and players/parents will discuss situations arising during a game/contest.

Failure to comply with any of the aforementioned rules will result in the spectator being removed from the premises and, in the case of a student, further disciplinary action by the appropriate grade level principal. **ANYONE EJECTED FROM A TOURNAMENT GAME IS AUTOMATICALLY EJECTED FROM ANY AND ALL REMAINING TOURNAMENT GAMES.**

XXIV. ATHLETIC PROGRAM OFFERINGS

Following is a list of the current sports offering.

Boys

Cross Country: Varsity & JV
Football: Varsity, JV, Sophomore and Freshmen
Soccer: Varsity, JV and Freshmen
Basketball: Varsity, JV and Freshmen
Bowling: Varsity & JV
Fencing: Varsity & JV
Ice Hockey: Varsity and JV (Co-Ed)
Swimming: Varsity & JV
Wrestling: Varsity, JV and Freshmen
Winter Track: Varsity, and JV
Baseball: Varsity, JV and Freshmen
Golf: Varsity & JV
Lacrosse: Varsity & JV
Tennis: Varsity & JV
Track: Varsity & JV
Volleyball: Varsity & JV

Girls

Cross Country: Varsity & JV
Soccer: Varsity, JV and Freshmen
Tennis: Varsity & JV
Volleyball: Varsity & JV
Basketball: Varsity, JV and Freshmen
Bowling: Varsity & JV
Fencing: Varsity & JV
Ice Hockey: Varsity & JV (Co-Ed)
Swimming: Varsity & JV
Wrestling: Varsity, JV and Freshmen
Winter Track: Varsity, and JV
Golf: Varsity & JV
Lacrosse: Varsity & JV

Softball: Varsity, JV and Freshmen

Track: Varsity & JV

Co-Educational

Cheerleading: Varsity & JV

(Fall)

Football: Varsity, JV, Sophomore and Freshmen

Competition Cheer: Varsity & JV

(Winter)

Chess: Varsity & JV

Ice Hockey: Varsity & JV

Wrestling: Varsity, JV and Freshmen

**PASSAIC
COUNTY
TECHNICAL
INSTITUTE**

**NCAA
Eligibility
Center
District Manual**

Professional Responsibilities

The NCAA Eligibility Center process is a requirement for any student-athlete who wishes to participate in NCAA Division I or Division II athletics. Educating student-athletes as well as parents about this process should be a shared responsibility on behalf of the PCTI staff including: the Director of Pupil Personnel Services, the Athletic Director, school counselors, and coaches.

This responsibility requires student-athletes to register with the NCAA Eligibility Center in a timely manner, submit official SAT/ACT scores through college boards, and to pay the required fee or submit a request for a fee waiver for approval.

The process also requires the PCTI staff to: update approved courses to the NCAA Eligibility Center, mentor student-athletes and/or parents throughout the course selection process, send student transcripts to the NCAA Eligibility Center, and to approve requests for fee waivers.

This responsibility is significant to all parties involved and also extends to parents and/or guardian(s) of each student-athlete. Therefore, proper notification and communication about the NCAA Eligibility Center process must occur between PCTI staff members and student-athletes/ parents in an effort to assure that each aspiring student-athletes qualifies academically and is cleared by the NCAA Eligibility Center.

Director of Pupil Personnel Services

- Serve as the designated 'key master' or point person responsible for the login and password for the purpose of gaining access to the NCAA Eligibility Center
- Update list of approved courses annually (Submit course descriptions to NCAA Eligibility Center)
- Administer annual (NFHS) NCAA Eligibility Center online course training to all school counselors (Courses are available at NFHS.org)
- Provide additional NCAA Eligibility Center training within the guidance department as needed
- Communicate with Athletic Director and School Counselors to assess student awareness of the NCAA Eligibility Center process
- Supervise the duties of school counselors relating to the NCAA Eligibility Center process
- Supervise the duties of any additional staff member(s) who may be retained for the purpose of assisting the

guidance department in the NCAA Eligibility Center process

- Assure that each aspiring student-athlete has been registered with the NCAA Eligibility Center
- Approve fee waivers when applicable and send student transcripts to the NCAA Eligibility Center

Athletic Director

- Update the NCAA Eligibility Packet annually in accordance with the NCAA Eligibility Center website (See Appendix A)
- Assure that every PCTI student-athlete receives the NCAA Eligibility Packet annually beginning in 9th grade (See Appendix A)
- Oversee the distribution of NCAA Eligibility Center packets from coaches to student-athletes
- Collect and maintain a file documenting NCAA Eligibility Center notification signed by student-athletes/parents prior to each sports season (Fall, Winter, Spring) See NCAA Eligibility Signature Form
- Distribute NCAA Eligibility packets to parents at orientations, meetings, or any other additional opportune occasions
- Communicate with coaches in an effort to identify student-athletes who wish to participate in NCAA athletics and encourage them to register beginning in 11th grade
- Provide the Director of Pupil Personnel Services with a list of prospective NCAA student-athletes at the conclusion of each sports season (Fall, Winter, Spring)
- Assure that each aspiring student-athlete has been registered with the NCAA Eligibility Center

School Counselors

- Identify each student as a student-athlete or non-student-athlete prior to designing course schedules
- Distribute NCAA Eligibility Packet to any student identified as a student-athlete (See Appendix A) Discuss the NCAA Eligibility process with student-athletes and parents during scheduling meetings
- When designing student schedules, encourage student-athletes to register for courses that meet NCAA Eligibility Center requirements beginning in 10th grade
- Encourage student-athletes to register with the NCAA Eligibility Center beginning in 11th grade

- Assist student-athletes with the NCAA Eligibility Center registration process as needed
- Inform student-athletes of the cost of registration to the NCAA Eligibility Center and help them determine if they qualify for a fee waiver. Communicate accordingly with student-athlete's parents and Director of Pupil Personnel Services in order to assure a valid registration

Coaches

- Work along with the Athletic Director and School Counselors by informing each student-athlete of the NCAA Eligibility Center process
- Distribute NCAA Eligibility Packet to student-athletes prior to each sports season (See Appendix A)
- Assist with the collection of required NCAA Eligibility Center Signature Forms which verifies receipt of the NCAA Eligibility Center Packet
- Communicate both verbally and in writing with both Athletic Director and Director of Pupil Personnel Services by identifying student-athletes who wish to participate in NCAA athletics at the conclusion of each sports season
- Encourage all student-athletes to register with the NCAA Eligibility Center beginning in 11th grade
- Educate student-athletes and parents about the importance of the NCAA Eligibility Center process

Divisions I and II Initial-Eligibility Requirements

Core Courses

- **NCAA Divisions I and II require 16 core courses.** See the charts below.
- **NCAA Division I will require 10 core courses** to be completed **prior to the seventh semester** (seven of the 10 must be a combination of English, math or natural or physical science that meet the distribution requirements below). These 10 courses become "locked in" at the start of the seventh semester and cannot be retaken for grade improvement.
 - *Beginning August 1, 2016, it will be possible for a Division I college-bound student-athlete to still receive athletics aid and the ability to practice with the team if he or she fails to meet the 10 course requirement, but would not be able to compete.*

Test Scores

- **Division I** uses a sliding scale to match test scores and core grade-point averages (GPA). The sliding scale for those requirements is shown on Page No. 2 of this sheet.
- **Division II** requires a minimum SAT score of 820 or an ACT sum score of 68.
- The SAT score used for NCAA purposes includes **only** the critical reading and math sections. **The writing section of the SAT is not used.**
- The ACT score used for NCAA purposes is a **sum** of the following four sections: English, mathematics, reading and science.
- **When you register for the SAT or ACT, use the NCAA Eligibility Center code of 9999 to ensure all SAT and ACT scores are reported directly to the NCAA Eligibility Center from the testing agency. Test scores that appear on transcripts will not be used.**

Grade-Point Average

- **Be sure** to look at your high school's List of NCAA Courses on the NCAA Eligibility Center's website (www.eligibilitycenter.org). Only courses that appear on your school's List of NCAA Courses will be used in the calculation of the core GPA. Use the list as a guide.
- **Division I** students enrolling full time **before August 1, 2016**, should use Sliding Scale A to determine eligibility

to receive athletics aid, practice and competition during the first year.

- **Division I** GPA required to receive athletics aid and practice on or after August 1, 2016, is 2.000-2.299 (corresponding test-score requirements are listed on Sliding Scale B on Page No. 2 of this sheet).
- **Division I** GPA required to be eligible for competition on or after August 1, 2016, is 2.300 (corresponding test-score requirements are listed on Sliding Scale B on Page No. 2 of this sheet).
- **The Division II** core GPA requirement is a minimum of 2.000.
- Remember, the NCAA GPA is calculated using NCAA core courses only.

DIVISION I 16 Core Courses

- 4 years of English.
- 3 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 1 year of additional English, mathematics or natural/physical science.
- 2 years of social science.
- 4 years of additional courses (from any area above, foreign language or comparative religion/philosophy).

DIVISION II 16 Core Courses

- 3 years of English.
- 2 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 3 years of additional English, mathematics or natural/physical science.
- 2 years of social science.
- 4 years of additional courses (from any area above, foreign language or comparative religion/philosophy).

For more detailed information visit:

http://fs.ncaa.org/Docs/eligibility_center/Quick_Reference_Sheet.pdf

Guidelines for What to Do If a College-Bound Student-Athlete Falls Behind

I am behind! What do I do now?

1. See your counselor for guidance. Do not try to do this on your own or with advice from someone who is not involved in your educational planning. Your counselor will know better than anyone.
2. Sign up for four-year college preparatory courses. These courses should meet your high school's graduation requirements and should also appear on your high school's NCAA List of Approved Core Courses.
3. Consider summer school for the summers after ninth, 10th or 11th grades. Make sure the summer school program you choose meets your high school's requirements. If you are thinking about taking an online course, see the information above.
4. Take a full load during the academic year. It may mean giving up a slot for an elective course, but it is a great way to make sure you get the classes you need. Do not overload, though, and try to do too much.
5. Get tutoring or other study help. Your teachers will be able to meet with you before or after school. Your high school may also have tutoring services they offer free of charge or you may need to hire someone to help you understand the concepts being taught in your courses.
6. Graduate on time with your class. This will best position you to be able to take one course after high school graduation to use in your Division I certification.
7. Accept the consequences of poor academic performance. If you did not take your academics seriously for most of high school, you may need to accept the fact that you may not be able to play right away when you get to college.
8. Call the compliance officer at the college you have been recruited to attend or call the NCAA Eligibility Center.
9. DO NOT try a "quick fix" through credit recovery or other short cuts. These are usually not accepted.

10. DO NOT try to take a full load of courses at your high school during the day and another full load through an alternative school or program at night. This will result in academic over- load.

11. DO NOT go around, over or through your school's policy and do not take the advice of anyone who tells you to do so. The best thing to do is work within the rules.

Guidelines for Online or Credit Recovery Programs

Look for a school or program that:

1. Is led or run by your district or your state. Almost every state has such a program. Staying local makes sense.
2. Has certified and qualified teachers.
3. Requires interaction between the student and the teacher. There needs to be actual instruction, not just the student doing things on his or her own. There should be feedback, conversations, questions, etc. between the two parties. This interaction should be frequent and ongoing throughout the duration of the class.
4. Teaches the entire course. Courses where a student retakes only a portion of the class in order to improve a grade do not count. Students should be expected to be taught, study and assessed on all course content.
5. Has varied assessments. There should be assignments, quizzes, papers, exams, required chats or virtual participation. A class that has only one form of assessment will not be as engaging or rigorous.
6. Offers courses that are four-year college preparatory. Courses should have significant rigor and contain content and assessments that truly challenge the student to engage, think and write critically, and to learn. Courses that have content that would have been taught/mastered in primary or middle school do not fit this description.
7. Meets high school policy. Your policy should clearly indicate whether such courses are accepted (and for whom), how they are placed on the transcript and how they are given credit. It is not a good idea to bend or break high school policy for any student or student group.
8. Requires security measures. There needs to be a means through which the school or program can verify the student's identity.

9. Requires certified proctors. The school or program should have a means to make sure proctors are qualified to perform their assigned duties. There should be clear policies on who should or should not be a proctor.

Try to avoid schools or programs that:

1. Are less rigorous. Courses should have the same rigor as a “traditional” college preparatory course and should contain the same content.
2. Allow students to complete courses in a short period of time. If this is the case, the course is probably less rigorous and contains diminished content.
3. Allows students to take multiple courses at the same time, more than would normally be allowed. This is especially true when courses are in the same subject area or are sequential in nature (e.g., Algebra I, Geometry and Algebra II at the same time).
4. Have no formal transcript

New NCAA Division I Initial-Eligibility Standards

The initial-eligibility standards for NCAA Division I college-bound student-athletes are changing. College-bound student-athletes first entering a Division I college or university on or after August 1, 2016, will need to meet new academic rules in order to receive athletics aid (scholarship), practice or compete during their first year.

First, here are three terms you need to know:

Full Qualifier: A college-bound student-athlete may receive athletics aid (scholarship), practice and compete in the first year of enrollment at the Division I college or university.

Academic Redshirt: A college-bound student-athlete may receive athletics aid (scholarship) in the first year of enrollment and may practice in the first regular academic term (semester or quarter) but may NOT compete in the first year of enrollment. After the first term is complete, the college-bound student-athlete must be academically successful at his/her college or university to continue to practice for the rest of the year.

Non-qualifier: A college-bound student-athlete cannot receive athletics aid (scholarship), cannot practice and cannot compete in the first year of enrollment. Here are the *new* requirements:

Full Qualifier must:

1. Complete 16 core courses (same distribution as in the past);
 - Ten of the 16 core courses must be completed before the seventh semester (senior year) of high school.
Seven of the 10 core courses must be English, math or science.
2. Have a minimum core-course GPA of 2.300;
 - Grades earned in the 10 required courses required before the senior year are “locked in” for purposes of GPA calculation.
A repeat of one of the “locked in” courses will not be used to improve the GPA if taken after the seventh semester begins.
3. Meet the competition sliding scale requirement of GPA and ACT/SAT score (this is a new scale with increased GPA/test score requirements); and
4. Graduate from high school.

Academic Redshirt must:

1. Complete 16 core courses (same distribution as in the past)
2. Have a minimum core-course GPA of 2.000;
3. Meet the academic redshirt sliding scale requirement of GPA and ACT/SAT score;
4. Graduate from high school.

Non-qualifier is a college-bound student-athlete who fails to meet the standards for a qualifier or for an academic redshirt.

Examples:

Q: *A college-bound student-athlete completes 15 core courses with a 2.500 core-course GPA and an 820 SAT score (critical reading and math). What is the college-bound student-athlete’s NCAA initial-eligibility status?*

A: The college-bound student-athlete is a non-qualifier because only 15 core courses were completed, not the required 16 core courses.

Q: *A college-bound student-athlete completes 16 core courses in the required framework with a 2.500 core-course GPA and a 68 sum ACT. What is the college-bound student-athlete’s initial-eligibility status?*

A: The college-bound student-athlete is an academic redshirt. Under the new competition scale, a 68 sum ACT score requires a 2.950 core-course GPA.

Q: *A college-bound student-athlete completes nine core courses prior to the seventh semester of high school. What is the college-bound student-athlete’s initial-eligibility status?*

A: The college-bound student-athlete cannot be certified as a qualifier because only nine of the 10 required courses were completed before the seventh semester. He/she would be permitted to practice and receive aid (scholarship), provided he/she presents 16 core courses and meets the necessary core-course GPA and test-score requirement at the time of graduation.



***The Initial-Eligibility Standards for NCAA Division I
College-Bound Student-Athletes Are Changing***

College-bound student-athletes first entering an NCAA Division I college or university on or after August 1, 2016, will need to meet new academic rules in order to receive athletics aid (scholarship), practice or compete during their first year.

What are the New Requirements?

| Full Qualifier | Academic Redshirt | Non-qualifier |
|---|--|--|
| Complete 16 Core Courses: <input type="checkbox"/> 10 of the 16 core courses must be complete before 7th semester (senior year) of high school. <input type="checkbox"/> 7 of the 10 core courses must be in English, Math, or Science. | Complete 16 core courses. | Does not meet requirements for Full Qualifier or Academic Redshirt status. |
| Minimum Core-Course GPA of 2.3 | Minimum Core-Course GPA of 2.0 | |
| Meet the <i>Competition</i> sliding scale requirement of GPA and ACT/SAT score.* | Meet the <i>Academic Redshirt</i> sliding scale requirement of GPA and ACT/SAT score.* | |
| Graduate from high school. | Graduate from high school. | |

Full Qualifier: A college-bound student-athlete may receive athletics aid (scholarship), practice and compete in the first year of enrollment at the Division I college or university.

Academic Redshirt: A college-bound student-athlete may receive athletics aid (scholarship) in the first year of enrollment and may practice in the first regular academic term (semester or quarter) but may NOT compete in the first year of enrollment. After the first term is complete, the college-bound student-athlete must be academically successful at his/her college or university to continue to practice for the rest of the year.

Non-qualifier: A college-bound student-athlete cannot receive athletics aid (scholarship), cannot practice and cannot compete in the first year of enrollment.

Q: *A college-bound student-athlete completes nine core courses prior to the seventh semester of high school. What is the college-bound student-athlete's initial-eligibility status?*

A: The college-bound student-athlete cannot be certified as a qualifier because only nine of the 10 required courses were completed before the seventh semester. He/she would be permitted to practice and receive aid (scholarship), provided he/she presents 16 core courses and meets the necessary core-course GPA and test score requirement at the time of graduation.

Q: *A college-bound student-athlete completes 16 core courses in the required framework with a 2.500 core-course GPA and a 68 sum ACT. What is the college-bound student-athlete's initial-eligibility status?*

A: The college-bound student-athlete is an academic redshirt. Under the new competition scale, a 68 sum ACT score requires a 2.950 core-course GPA.

Q: *A college-bound student-athlete completes 15 core courses with a 2.500 core-course GPA and an 820 SAT score (critical reading and math). What is the college-bound student-athlete's NCAA initial-eligibility status?*

A: The college-bound student-athlete is a non-qualifier because only 15 core courses were completed, not the required 16 core courses.

For additional information on these requirements please visit: www.eligibilitycenter.org

Division I Worksheet

This worksheet is provided to assist you in monitoring your progress in meeting NCAA initial-eligibility standards. The NCAA Eligibility Center will determine your academic status after you graduate. Remember to check your high school's List of NCAA Courses for the classes you have taken. Use the following scale:

A = 4 quality points; B = 3 quality points; C = 2 quality points; D = 1 quality point.

English (4 years required)

| Course Title | Credit | X | Grade | = | Quality Points (multiply credit by grade) |
|----------------------------|--------|---|-------|---|---|
| Example: English 9 | .5 | | A | | (.5 x 4) = 2 |
| | | | | | |
| | | | | | |
| | | | | | |
| Total English Units | | | | | Total Quality Points |

Mathematics (3 years required)

| Course Title | Credit | X | Grade | = | Quality Points (multiply credit by grade) |
|--------------------------------|--------|---|-------|---|---|
| Example: Algebra 1 | 1.0 | | B | | (1.0 x 3) = 3 |
| | | | | | |
| | | | | | |
| | | | | | |
| Total Mathematics Units | | | | | Total Quality Points |

Natural/physical science (2 years required)

| Course Title | Credit | X | Grade | = | Quality Points (multiply credit by grade) |
|---|--------|---|-------|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| Total Natural/Physical Science Units | | | | | Total Quality Points |

Additional year in English, mathematics or natural/physical science (1 year required)

| Course Title | Credit | X | Grade | = | Quality Points (multiply credit by grade) |
|-------------------------------|--------|---|-------|---|---|
| | | | | | |
| Total Additional Units | | | | | Total Quality Points |

Social science (2 years required)

| Course Title | Credit | X | Grade | = | Quality Points (multiply credit by grade) |
|-----------------------------------|--------|---|-------|---|---|
| | | | | | |
| | | | | | |
| Total Social Science Units | | | | | Total Quality Points |

Additional academic courses (4 years required)

| Course Title | Credit | X | Grade | = | Quality Points (multiply credit by grade) |
|--|--------|---|-------|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| Total Additional Academic Units | | | | | Total Quality Points |

Core-Course GPA (16 required) Beginning August 1, 2016, 10 core courses to be completed prior to the seventh semester and seven of the 10 must be a combination of English, math or natural or physical science.

Total Quality Points

Total Number of Credits

Core-Course GPA (Total Quality Points/Total Credits)