

KINGS QUEENS



RDC
BADMINTON



RDC
BASKETBALL



RDC
CROSS COUNTRY
RUNNING



RDC
CURLING



RDC
G O L F



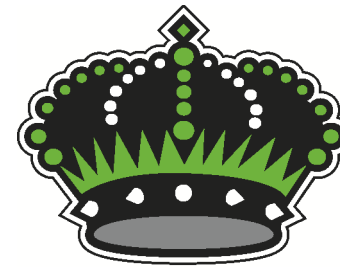
RDC
HOCKEY



RDC
SOCCER



RDC
VOLLEYBALL



RDC Athletics

STUDENT - ATHLETE POLICY HANDBOOK

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FOREWORD

This handbook has been compiled for all members of the RDC athletic teams. It presents a summary of the RDC College Athletic Advisory Board policies. It is meant to be informative, not comprehensive, and for detailed interpretation the reader is referred to the RDC Athletics Policies & Constitution/Bylaws Manual or the ACAC Operating Code. Included will be a philosophical statement of athletics, policies relating to this philosophy, as well as College and ACAC rules and regulations with which the athlete needs to be familiar.

As the athletic year progresses, minor policy changes may occur at both the Conference and College level, and if they affect you, your coach will inform you of such changes.

If you have any questions relating to this handbook, please contact:

Keith Hansen
Director of Athletics
Phone (403) 342-3267
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PHILOSOPHY OF ATHLETICS AT RDC

RDC athletic teams have enjoyed considerable success since the inauguration of the program in the 1960's. Although many reasons may be cited for the overall successes, one of the more prominent must relate to the philosophy and goals of the program which have prevailed over the years. Our philosophy revolves around one goal: **total excellence**.

Total excellence means our student-athletes are expected to strive towards their potentials, first in their chosen academic field, and secondly, in their chosen athletic field. RDC policies, rules and regulations pertaining to the athletic program are based on this premise. Our coaches' philosophies, goals and objectives for their teams will also reflect **total excellence**.

ORGANIZATIONAL STRUCTURE OF THE ATHLETIC PROGRAM AT RDC

The organizational structure of the athletic program may be graphed as follows:



The College Athletic Advisory Board (CAAB) is the advisory board for athletics, with the Director of Athletics as its Chairperson. Athletes normally will communicate with their coaches, who would report to the CAAB via the Director of Athletics. In special cases, however, athletes may communicate directly with the Director of Athletics, or bring a concern or problem to the CAAB via one of its voting members.

In addition, the Student-Athlete Council, comprised of representatives of all intercollegiate teams, serves as a forum and advocate for issues related to student-athletes, their teams and coaches.

EXTENDED HEALTH AND DENTAL PLANS

The [Students' Association of RDC](#) provides extended health and dental plans to all students registered for the fall and winter semesters, provided eligibility requirements are met. You are on the plan if the fees are listed on your tuition invoice. This is supplementary insurance, as you are responsible for basic health care.

If you have other extended health and/or dental coverage, you have two options:

- combine the student health and dental plans with your current plans to increase your coverage and decrease or eliminate out-of-pocket expenses OR
- opt out of student benefits by completing the required waiver form and submitting it to the SARDC Student Benefits Plan Office **by September 30, 2011 @ 4:00 PM.**

Details of the plans, waiver forms and claim forms are available at:

Student Benefits Plan Office (located beside the KNSS Dept. at RDC)
 Rm 2010A, SARDC
 Box 5005
 Red Deer, AB T4N 5H5
 PH: (403) 356-4982
 FAX: (403) 342-2834

- Is this activity an education experience?
- Does this activity promote or conform to the values of the ACAC?
- Will this activity increase the respect for the ACAC?
- Do new and initiated members participate equally in this activity?
- Would you be willing to allow parents or administrative officials of the college/ university to witness the activity?
- Would you be able to defend this activity in a court of law?
- Does the activity have value in and of itself?

A good rule to follow when deciding whether an activity is hazing is this: *If you have to ask if what you are doing is hazing, it probably is.*

Hazing will be dealt with under the RDC Harassment Policy

RDC POLICIES

ACADEMIC ASSISTANCE for STUDENT-ATHLETES

RDC Athletics, through the expertise of the staff of [Learning Support Services](#), provides resources to encourage the academic advancement of student-athletes. Student-athletes who have a GPA less than 1.70 must follow a prescribed academic success program developed with Learning Support Services staff. Failure to do so will result in loss of eligibility.

RDC HARASSMENT POLICY

All members of the College (employees, students, volunteers) are entitled to an environment free of harassment. The College considers harassment to be a very serious offense and has a policy to deal with allegations of harassment. Harassment is any unwanted, intimidating, abusive, unfair, offensive or demeaning treatment of a person or a group of persons. It may originate from members of either gender and can be initiated by a person in a superior, equal or subordinate position. Harassment is not always intentional: it is sufficient that the harasser knows or ought to reasonably know that the behavior is offensive or unwelcome. It may consist of the incident or a series of incidents.

You may obtain a copy of the RDC Policy of Harassment or contact a Harassment Counselor through the following locations:
Students' Association, Dean's Offices, President's Office, Director of Athletics' Office.

RDC ATHLETIC ACADEMIC POLICIES

A student-athlete shall be considered a full-time student if he/she is officially registered in a minimum of 9 credits per semester or academic equivalent, and deemed fulltime by the RDC Registrar.

RDC RULES OF ELIGIBILITY

The rules of eligibility are taken from the [ACAC Operating Code](#). Student athletes are expected to review the eligibility section of the ACAC Operating Code.

Eligibility for ACAC Competition – all questions relating to the eligibility, or lack thereof, of an athlete for ACAC competition shall be decided by the Director of Athletics.

- All full-time students at RDC, as defined by the criteria provided by the Student Finance Board of Alberta, shall be eligible for ACAC competition.
- It is the direct responsibility of the coach to ensure that his/her athletes are fully aware of the above, and that the athletes' academic progress is monitored.
- In order to retain eligibility, a continuing student must fulfill the definition of full time and demonstrate a commitment to academic success. Should a student receive a GPA below 1.70 in two consecutive terms or below 1.00 in any term, they will be placed on Academic Probation and deemed ineligible for competition.
- Students who have achieved a GPA of less than 1.70, but greater than 1.00 are compelled to follow an individualized academic assistance program in conjunction with the Learning Support Services.
- Any student who has been required to withdraw from RDC and is returning after the required one year absence, is eligible to play immediately on return.
- Summer, full year and/or Intersession grades can be blended with Fall and Winter grades for determination of playing eligibility.
- In the case of *apprenticeship students* who are enrolled and attending full time classes, they will be eligible to compete during their time in class as well as to the end of that semester. Apprenticeship students are not eligible to compete until they are attending full time classes.

Scholarship Eligibility - At RDC, members of the soccer (18 each), basketball (12 each), hockey (20), volleyball (12 each), cross-country running (14) and badminton (8) teams will be eligible to receive a Jimmie Condon Scholarship, value \$1,800.00, payable in two installments, providing eligibility criteria are met. For soccer, the second semester installment is dependent on playing indoor soccer or participating in RDC soccer training. Athletes wishing to play indoor soccer with a team other than the college team must present a written request to the CAAB via the Director of



Athletics but will be released if their grades are satisfactory and it is an equivalent or better level of play.

Those not eligible for the JC Scholarship may apply for a limited number of local and RDC scholarships.

- The eligibility criteria for the Jimmie Condon Scholarship are established by the Government of Alberta, and it is the responsibility of the coaches to be familiar with such, and to inform their team members. The criteria are:
 - ◆ Canadian citizen
 - ◆ Alberta resident for at least one year
 - ◆ Academic eligibility: must have achieved academic Good Standing in the previous semester (maintain a GPA of 2.00 or greater)
 - ◆ Athletic eligibility: must be an active member of an RDC intercollegiate team, representing the college and meeting all training requirements.
 - ◆ A minimum of 60% of courses in the first semester must be post-secondary.

Note: Apprentice student-athletes may qualify for Jimmie Condon Scholarships.

- The eligibility criteria for RDC scholarships (non-government) shall be the same as for Jimmie Condon, with two exceptions:
 1. CPP students are eligible, and
 2. Residence requirements do not apply
- Athletes wishing to apply for RDC scholarships must do so through [Student Funding & Awards](#).
- The CAAB Awards Committee will select the scholarship recipients based on the scholarship criteria listed in the RDC Calendar and the coaches' recommendations. The Awards Committee will be appointed by the CAAB and consist of the Director of Athletics, the RDC Financial Aid Office and one faculty representative.
- Where "good" academic standing is a criterion for the scholarship, the academic standing of the student must be a GPA of 2.00 or higher. Student-athletes whose current status is Unsatisfactory or Probationary according to the Unsatisfactory Academic Standing Policy shall not qualify.
- Academic Standing of Student-Athletes in their first term as athletes:
 - ◆ Students admitted to RDC on probation shall be deemed as having unsatisfactory academic standing for the purposes of scholarships.
 - ◆ Students admitted to programs with clear academic status even though they were unsatisfactory, on probation, or required to withdraw from another program shall qualify for scholarships.
 - ◆ Students admitted to the College on the basis of previous successful academic work shall qualify for scholarships.



vide a safe environment in which members may pursue their athletic, academic and career goals.

- The ACAC does not tolerate any form of hazing and undertakes to protect all members from hazing and initiation rites. This will include officers and staff of the Conference and athletic personnel of member institutions such as AD's, other staff, coaches and sport therapists as well as all student-athletes.

Definition of Hazing

Hazing is a broad term encompassing any action or activity which does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; which may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants. Hazing can also be defined as any action or situation which intentionally or unintentionally endangers a student for admission into or affiliation with any student organization.

Such activities may include, but are not limited to:

- Keeping the date of initiation/pre-initiation secret
- Requiring new members (of teams) to use separate entrances to buildings. locker rooms/dressing rooms
- Paddling or striking in any manner
- Marking or branding
- Phone duty
- Treasure or scavenger hunts/road trips
- Requiring calisthenics such as sit-ups, runs, etc.
- Requiring the carrying of items like rocks, helmets, swords, books, paddles, etc.
- Preventing/restricting class attendance or sleep
- Requiring personal servitude
- Forcing members to eat/drink
- Work parties for 'rookies' only
- Staging any form of a line-up
- Preventing/restricting normal personal hygiene
- Causing indecent exposure
- Applying a substance to someone's body
- Physical harassment such as pushing, cursing, shouting, etc.
- Requiring uncomfortable, ridiculous, or embarrassing dress (diapers, helmets, etc.)
- Treating a person in a degrading fashion
- Requiring new members to practice periods of silence

Categories of Activities as Hazing

Some activities are easily categorized as hazing. Others may not be so easily classified. To be sure, consider the following questions:



ceed the student athlete's tuition and required enrolment fees of the specific institution.

Exception:

Third party scholarships or bursaries that do not restrict attendance to a specific school are not subject to this rule.

RECRUITING

- When recruiting student-athletes, an ACAC member may provide the prospective recruit with products and/or services not exceeding a value of \$50 (CDN) over and above what is provided to the general prospective student population.
- Funding of liaison/recruiting trips for prospective athletes is acceptable providing these trips are consistent with general institute policy; however the ACAC limits a member institution or its representatives to finance only one visit on campus for any prospective athlete. The expenses covered by the institute would be limited to transportation, meals and accommodation.
- An institute or its representatives are prohibited from paying, providing or arranging for the payment of travel costs incurred by relatives or friends of a prospective athlete to visit the campus or elsewhere.
- No member of an athletic staff or other representative of athletic interest shall contact, directly or indirectly, the student of another collegiate institution to discuss the possible attendance of the athlete at their collegiate institution unless that student makes the initial contact with the representative of the institution. If the above occurs, the following steps shall be followed:
 - *Once the athlete has made initial contact, it is the responsibility of the athletic staff member or representative to immediately inform the athlete of the process that must be followed. Should the athlete want more information, the athletic staff or representative may inform the athlete of application and registration procedures, provide information on the athletic program and answer any questions the athlete may have.*

SPECIFIC SPORT RULES

- For rules and regulations relating specifically to your sport and team, please see your coach, or refer to the [ACAC Operating Code](#). If there are misunderstandings, or you have further questions, do not hesitate to contact your Director of Athletics.

HAZING POLICY (ACAC Operating Code Section 6)

- The ACAC is committed to the dignity, well-being and care of the student-athletes and others that comprise its membership. It is the objective of the ACAC to pro-



Discipline and Eligibility Rulings—Any student-athlete found to be in violation of the rules or policies of the CAAB may be subject to the following disciplinary action as determined by the Director of Athletics in consultation with the coach.

- **Suspension from the Athletic Program**
The period of suspension shall be determined by the Director of Athletics. Suspension shall imply that the individual, while under suspension, shall not be eligible for some or all benefits of RDC Athletics, which may include:
 - ♦ Participation in team practices or games
 - ♦ Travel with the team
 - ♦ Eligibility for a scholarship
 - ♦ Participation in academic support programs
- **Probation** – A student-athlete may be placed on probation for a period of time as determined by the Coach/Director of Athletics. The student-athlete will be immediately suspended from RDC Athletics for the remainder of the season if he violates any RDC Athletics rule or policy while under probation.
- **Ineligibility for scholarships** – The student-athlete's eligibility for a Jimmie Condon, RDC Athletic Scholarship or Grant in Aid Scholarship may be revoked.

Any discipline will take effect upon written notice being delivered to the student-athlete and shall remain in effect unless modified by a successful appeal.

Appeal of Discipline or Eligibility Rulings - Student-athletes have the right to appeal any discipline or eligibility ruling made by the Director of Athletics by giving written notice within 7 days of receiving the discipline/eligibility notice. The student-athlete must give written reasons for the appeal, which must be based on circumstances beyond the control of the athlete, such as injury, illness, grade appeals or unfair treatment. In exceptional circumstances the athlete may rely on assessments from physicians, counselors, or other health care providers.

- Upon receiving an appeal notice, the Director of Athletics shall notify the chair of the appeals committee, who shall convene the committee, which shall hear the appeal within 5 working days from the receipt of the written appeal. The committee must reach a decision within 24 hours of the appeal, and shall immediately convey the decision to the appellant, the Director of Athletics and the coach.
- It is recommended that the appellant be present at the appeal hearing, and he/she may have a representative. He/she may call witnesses. It is recommended that the Director of Athletics or coach be present. The committee is not bound by the rules of evidence, and may determine its own format for hearing any appeal. It will attempt to follow the rules of natural justice.
- The committee may uphold the decision of the Director of Athletics, or substitute its

- decision for that of the Director of Athletics. There is no further right of appeal.
- Any time limit in this policy may be abridged, or extended in appropriate circumstances, by the consent of the appellant, the Director of Athletics and the committee.
 - The Appeals Committee will be appointed by CAAB before October first in each year, and shall consist of two CAAB members, one of whom must be a faculty member, but not a coach, and one student, for a total of 3 members. One member shall be appointed as the chair. Should there ever be a conflict, the chair will appoint an alternate member. The committee has tenure for one year.
 - Decisions made by the Appeals Committee are final and binding. The Chairperson shall notify the appellant and the Director of Athletics of the decision.

Reinstatement of Eligibility

- Any athlete who has lost eligibility to participate in RDC athletics because of unsatisfactory academic standing shall be suspended until attaining satisfactory academic standing.
- Eligibility is regained if an academic appeal results in satisfactory academic standing.
- Any athlete who has lost eligibility to participate in RDC athletics will regain eligibility after one year's absence from RDC.
- Eligibility is regained after completing a successful semester (minimum 9 credits) with a G.P.A. above 1.7.

RDC ATHLETIC PROCEDURES

1. Team Travel Policies (CAAB Policy #2)

DRESS AND CONDUCT:

- Athletes are expected to dress and to conduct themselves appropriately on all road trips. Being a representative of the College, athletes and coaching staff should present themselves in an appropriate manner. RDC Athletics has one fundamental rule that will be strictly enforced:
Those who do not conduct themselves in an appropriate manner may be subject to disciplinary action.

DEPARTURE:

- For all road trips, all members of the traveling group are expected to be at the place

- particular sport in which the student-athlete is participating.
- No Previous Sport Participation:
 - The transferring student-athlete did not previously participate in intercollegiate sports.
- No Registration in Previous 12 Months:
 - The student-athlete did not register full-time at a post-secondary institution in the 12 months immediately prior to date of current registration.

Transferring between CCAA member institutions

- A student-athlete who for the first time in his/her post-secondary career, transfers from one CCAA institution to another CCAA institution between the end of one academic year and the beginning of the next, is eligible to compete immediately, provided that all other eligibility criteria are met. That is, s/he is NOT required to sit-out one (1) year (365 days) from the date of their last league/playoff game participation.
- A student-athlete who, for the second (or greater) time in his/her post-secondary career, transfers from one CCAA institution to another CCAA institution between the end of one academic year and the beginning of the next in the same sport, IS required to sit-out one (1) year (365 days) from the date of their last league/playoff game participation.

NOTE: The following transfers are not counted in the above:

- Transfers that take place between two post-secondary institutions outside of the CCAA
- Transfers that come from a post-secondary institution outside of the CCAA (e.g., Canada West) to a CCAA institution
- Transfers from an institution where the student-athlete did not participate.
- If student-athlete graduates and decides to go to another institution to further pursue academics that is not considered a transfer.
- If a student athlete is involved in a joint cooperation program between two institutions where he/she has to transfer to that specific institution to complete their education that is not considered a transfer.

Transfers During the Academic Year: The student-athlete transferring during the academic year shall not be eligible to participate in ACAC competition if his/her name appears on a league game sheet in the same sport at the institution from which he/she is transferring.

- Any ACAC student-athlete who withdraws from all courses prior to the completion of the semester will not be eligible for ACAC participation for 12 months from the date of withdrawal unless they re-establish academic eligibility.

AID TO ATHLETES

- At any member institution the only acceptable form of aid which can be given to a student, specifically to participate in athletic activities, will be financial, not to ex-



from the attending physician, physiotherapist, or chiropractor and by letter from the Athletic Director(s) of the institution(s) concerned, shall be regarded as not having played in that year. *Note:* Death or compassionate care of an immediate family member is to be considered in similar terms as a season-ending injury.

- Student-athletes who compete at any official ACAC tournament (i.e. Regionals, Championships) excluding Grand Prix events shall be charged with having used one year of eligibility. *Note:* Student-athletes who participated in ACAC sanctioned sports that were scheduled as one time weekend events, including cross-country running, will not be considered as having used a year of eligibility between the years 1995/96 and 2003/04.

OUTSIDE COMPETITION

- A student participating in a sanctioned ACAC league sport shall not be allowed to participate concurrently in organized competition in the same sport outside of the institution in which he/she is registered. "Concurrently" shall be interpreted as to include only the term(s) or semester(s) of the institution in which the student is registered and shall exclude specifically the period of Christmas recess for the appropriate program as defined by the academic calendar of the institution in question. "Organized competition" shall be interpreted as one for which a card or contract must be signed, vis C.A.H.A., A.A.H.A., A.B.A., A.V.A. card.
- ACAC commitments shall at all times receive priority.

TRANSFERS/WITHDRAWALS

A student-athlete transferring to an ACAC member institution from another post-secondary institution will be immediately eligible if he/she complies with one of the following:

- Academically Eligible at Sending Institution: The transferring student-athlete has demonstrated that:
 - he/she is deemed eligible for participation in the current season at/by their previous institution, or
 - in the event the sending institution indicates the student-athlete would not be eligible to compete at that institution, that he/she has passed 9 credits (or equivalent) during the last semester of full-time attendance at the institution from which the student-athlete is transferring.
- Completion of One Semester at Receiving Institution:
 - The transferring student-athlete has attended the institution to which he/she transfers full-time for a term (minimum of 12 weeks) during which time the sport in which he/she is requesting eligibility is competing, but the student-athlete only practises, not participating in non-conference, league, play-off or championship events.
- ACAC Sport Not Offered:
 - The institution from which the student-athlete is transferring does not offer the



of departure at the designated time. The transport vehicles will leave at that time. Those who arrive late will find themselves left behind.

SPECIFIC RULES:

There are a number of specific rules, which must be adhered to for the protection, and benefit of, team members and RDC Athletics. These are:

- The use of illegal drugs by any intercollegiate athlete will not be permitted and will result in immediate dismissal from the athletic program.
- Alcohol will not be consumed by any intercollegiate athlete while traveling to or from an athletic event.
- Alcohol consumption on chartered vehicles (i.e. buses, vans, airplanes) will not be permitted to or from any events.
- Alcohol consumption in lodgings will not be permitted.
- No alcohol will be consumed in the locker rooms of any institution before, during or after RDC competition.
- Any incidents arising out of the misuse of alcohol as stated, will result in the immediate suspension from the athletic program of all persons involved, pending further investigation.
- No one other than RDC team members is allowed into a hotel room. Each is responsible for ensuring that the hotel room is left in a neat and undamaged state.
- No items are to be removed from the hotel rooms other than those which you brought in with you.
- When coaches stipulate curfews, they are to be strictly adhered to.
- All room expenses are the responsibility of the occupants and must be paid for at the time of checkout, i.e. phone calls, room service, etc.
- All team members will travel to and from all contests with the team and are expected to stay with the team at the accommodation provided.

Any person who wishes to report a violation of the above rules may do so anonymously to the Director of Athletics.

2. Lodging

For overnight trips, the Director of Athletics or Athletic staff will arrange for accommodations. All student-athletes are expected to conduct themselves in accordance with hotel/motel management regulations. (see "Specific Rules" on previous page)

Your coach may wish to set additional behavior standards (such as a curfew), and team members are expected to maintain such.

3. Meals

Students are responsible for their own meals on all road trips; however they will be subsidized as follows: \$12.00/meal for 1 meal trips, \$20.00 for 2 meal trips, \$25.00 for 3 meal trips.



4. Travel

For insurance reasons, all travel to away games must be arranged through the Director of Athletics' office. Private cars are not generally acceptable. Independent travel or stay-over's must be approved by your coach **one** week in advance along with signing an agreement waiver. This waiver must be handed in to the Athletics office.

5. Dress

RDC has no formal dress code because of the variation in the nature of the athletic events, the length of such and the travel arrangements. However, each coach has the right and privilege to require certain dress standards while representing RDC away from home.

6. Practices

The number of practices and times for such are established according to policies approved by CAAB. Teams are not allowed to hold formal practices during final examination periods, i.e. Christmas exam schedule.

7. Fundraising

The RDC Athletics base budget covers all expenses relating to ACAC competition as well as a significant portion of non-conference competition costs. Many teams, however wish to travel to other provinces and other countries for athletic, educational and cultural exchanges. To defray these additional travel costs, teams employ various fund raising techniques. CAAB has established a priority system for teams wishing to raise additional funds, and must approve fund raising schedule.



ACAC POLICIES

The following pages include excerpts from the [ACAC Operating Code](#) with which each student-athlete at RDC should become familiar.

ACADEMIC LOAD AND STATUS

- Students registered in conjoint/co-offered programs between or among institutions or students registered in more than one institution simultaneously shall be free to choose the institution for their athletic participation. The student must declare an institution as his/her "home campus" for athletic participation purposes prior to the first scheduled conference competition at either institution. It is understood that the student's registration status is full-time at all institutions involved in this program.
- Generally speaking, courses of general interest, community-based courses, hobby -type extension courses, non-career courses, as examples of non-credit courses, shall not be recognized for eligibility purposes.

AMATEUR STATUS

A student must have amateur status in the activity in which he/she is participating.

YEARS OF ELIGIBILITY

- A student-athlete shall have a maximum of five (5) years of eligibility in ACAC competition. Participation in any other college or university conference shall be considered equivalent to and deducted from the five years of ACAC eligibility with the exception of the following:
 - ♦ Alberta College Athletic League (ACAL) participation
 - ♦ Cross-country running for 2002-03
- A student-athlete who has completed four (4) years of post-secondary eligibility, as defined by the CCAA, at the conclusion of the 2005-06 competition year shall be considered to have used all the years of eligibility available. This student-athlete shall not be entitled to a fifth year of CCAA eligibility.
- The student-athlete who has completed his/her post-secondary eligibility within any non-CCAA four (4) year post-secondary jurisdiction (e.g. NCAA, NAIA) shall not be eligible for a fifth year of participation.
- A student shall be considered to have used one year of ACAC eligibility if he/she has participated in one scheduled ACAC contest. The appearance of the *student-athlete's name on a game report* shall be interpreted as indicating participation in that game. (*Not to include pre-season contests.)
- A student-athlete who suffers a season-ending injury limiting his/her participation to no more than 30 percent of his/her league schedule, as documented by letter