



Chapter 09

Athletic Handbook

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Table of Contents

09.001 – Philosophy.....	3
09.002 – Responsibilities of Coaches	4
09.003 – Requirements for Athletic Eligibility.....	5
Full time Term.....	5
First Season Academic Requirements:.....	5
Second Season Academic Requirements.....	6
General Academic Requirements	7
Examination Credits for Accumulation.....	7
Intersession and Accumulation.....	7
09.004 – Required Forms.....	7
09.005 – Proof of Insurance.....	7
Secondary Insurance	8
09.006 – Athletically Related Financial Aid.....	8
Athletic Grant In Aid and Financial Aid	8
Letter of Intent.....	9
09.007 – Scholarship Renewal and Cancellation.....	11
09.008 – Student Athlete Employment	11
09.009 – Physical Examination.....	11
09.010 – Season Definitions	11
09.011 – Practice.....	11
09.012 – Academic Monitoring	12
09.013 – Travel Procedures: Meals, Hotels, and Transportation	12
09.014 – Operating Budget.....	12
09.015 – Fundraising	12
09.016 – Scheduling.....	12
09.017 – Summer Camps.....	13
09.018 – Uniforms and Equipment.....	13
09.019 – Class Schedules and Drop/Add.....	13

09.001 – Philosophy

The Intercollegiate Athletic program of Eastern Oklahoma State College is an integral part of the total educational offerings and student activities at this Institution. The College wishes to excel in athletics just as it desires to excel in all activities and functions conducted in its name.

The College believes that a student's association with the Athletic Program is voluntary. When a student athlete enters and represents the College, there are certain things he/she may expect from the College, and certain things the College expects of the student athlete.

The College cannot guarantee a diploma or degree. This would imply a free ride rather than an education. Educational fulfillment is a highly personal matter and is directly related to the aspirations and endeavors of the individual.

The College can and will be supportive, but motivation must come from within the student to be successful in both academics and athletics.

In addition to the rules and regulations governing all students, the College also assumes that the student athlete willingly undertakes certain obligations of self-discipline and team-discipline that transcend those of ordinary students. Only the individual can weigh the merits of the benefits as opposed to the added responsibilities.

When representatives from other schools come to its campus, the College expects that they shall be treated with that courtesy and hospitality afforded to all guests. When the College's teams, in turn, are guests on other campuses, the College expects its representative to conduct themselves in socially acceptable manners.

Within the limitations of its objectives and those of similar intuitions in its conference, within official rules and regulations that govern its athletic programs, and within its financial ability, the College is determined to do its best to field aggressive, well-coached teams composed of young men and women who, in turn, represent the College with pride, enthusiasm and loyalty.

The Eastern Athletic Department's philosophy can be summed up by its commitments: Enhance individual student development, build a sense of identity with the college, encourage and strengthen the bond between the college and the community, foster cooperation and competition as important components of American life and by offering opportunities for unique and significant experiences. As an educational institution, it is our mission to provide opportunities for students to grow, learn and achieve their goals.

All of us involved in athletics have a drive and a passion for competition and we love to win! As coaches, we enjoy seeing the results of our players' hard work turning into success on the playing surface. Ultimately, competition and winning is what feeds our passion for the sport we love. At Eastern, our measure of success goes farther than wins and losses. We believe in the growth and development of the student athlete. The overall learning experience includes preparing these student athletes for the future as leaders. Through participation in intercollegiate athletics, the

student athlete should develop carry-over values such as a sense of fair play, cooperation, responsibility, self-discipline, and leadership.

Our measure of success includes:

- Seeing our student athletes graduate and move on to a university and earn their degree if that is their academic goal.
- Holding student athletes accountable for their actions, understanding that there are rules and policies that are to be followed, that life is a “choice and consequence” game.
- People make choices every day and must be held accountable for the consequences of those choices, good or bad, as they affect the individual and the team.
- Doing the right things when running a sports program. Being ethical, following the rules, having integrity, when going about the business of helping student athletes grow and learn.
- Providing the best in community college athletic competition; creating opportunities for our student athletes to achieve their personal and academic goals; these build the foundation for a successful experience for everyone associated with our Athletic Department.

09.002 – Responsibilities of Coaches

The coach is an educator, interested in the total development of the student athlete.

- Know and comply with policies, rules and regulations regarding his/her sport as it pertains to Conference, State and National Competition.
- Exercise complete control over all matters regarding coaching the team including recruiting, practices, team selection, behavior and participation.
- Recognize the student athlete’s main purpose at the institution is to earn a degree and the emphasis must be placed on academics as well as athletics.
- Keep informed and comply with all rules and regulations set forth by the governing bodies as well as institutional policies and procedures.
- Always supervise the conduct of team members and demand the highest standards of behavior as student athletes are representatives of the institution.
- Work cooperatively with other athletic departments and institutional personnel. Maintain excellent public relations with the community, faculty, staff and parents.
- Develop schedules for competition, plan for travel, lodging, meals, and transportation.
- Follow institutional and departmental policies and procedures.
- Maintain accurate records regarding the academic progress and eligibility of student athletes, team statistics, graduation statistics and transfer of athletes. Submit recommendations for honors and awards as appropriate.
- Maintain a historical account of team records, student honors and awards, alumni records and information concerning his/her sport.
- Recommend the selection of uniforms, equipment and supplies to the Athletic Director.
- Provide accurate and detailed information as requested.

- Seek approval from the Athletic Director prior to entering into contracts or agreements with individuals or groups external to the College.
- Prepare periodic reports on player's academic progress and submit recommendations for honors and recognition.
- Supervise the work of assistant coaches and ensure adherence to rules and policies.
- Recruit student athletes following the guidelines of the institution and governing bodies of the sport.
- Assist students in setting graduation as a goal and assist students in achieving that goal.
- Supervise equipment inventory and prepare work requests for maintenance and repairs.
- Comply with governing body requirements pertaining to statistical reporting and accurately complete reports by the specified date.

09.003 – Requirements for Athletic Eligibility

The following rules shall be used to determine a student athlete's eligibility for athletic competition in any one of the certified sports of the NJCAA.

THIS ENTIRE SECTION MUST BE READ BEFORE A STUDENT ATHLETE'S ELIGIBILITY STATUS CAN BE DETERMINED.

Student athletes must be making satisfactory progress within an approved college program or course as listed in the college catalog.

The basis for NJCAA eligibility is directly related to the number of full-time terms a student athlete has previously attempted.

NOTE: Best hours can be utilized to meet previous terms, accumulation credits, and GPA requirements.

Full time Term

A student athlete is charged with attempting a term of full-time enrollment when they remain enrolled in full-time status beyond the 18th calendar day of the term (not to end on a weekend or Federal Holiday) OR if they have participated in a contest prior to that date.

First Season Academic Requirements:

A first season participant must meet accumulation requirements below in Figure 1 for semester institutions or Figure 2 for quarter institutions OR earn 12 credits with a GLA of 2.00 or higher during their previous full-time term. These requirements must be met on or before the 18th calendar day of the term (not to end on a weekend or Federal Holiday).

Figure 1 - Semester Academic Grid			
Number of Previous Full Time Semesters	Accumulated Credits Required	Overall GPA Required	Notes
0	0	X	Must meet all enrollment eligibility requirements
1	6	2.00	GPA based on the accumulated credits utilized to meet requirements
2	24	2.00	
3	33	2.00	
4	48	2.00	
5	57	2.00	
6+	57	2.00	Must also earn 12 credits with a 2.00 GPA during previous full-time term**

** Student athletes that utilized Article V, Section 2.C.2.c or C.2.c.i in their previous term are not required to meet the 12 credits in their previous term. (NJCAA Handbook)

Figure 2 - Quarter Academic Grid			
Number of Previous Full Time Semesters	Accumulated Credits Required	Overall GPA Required	Notes
0	0	X	Must meet all enrollment eligibility requirements
1	9	2.00	GPA based on the accumulated credits utilized to meet requirements
2	21	2.00	
3	36	2.00	
4	46	2.00	
5	56	2.00	
6	72	2.00	
7	82	2.00	
8+	82	2.00	Must also earn 12 credits with a 2.00 GPA during previous full-time term**

** Student athletes that utilized Article V, Section 2.C.2.c or C.2.c.i in their previous term are not required to meet the 12 credits in their previous term. (NJCAA Handbook)

Second Season Academic Requirements

A second season participant must meet accumulation requirements above in Figure 1 for semester institutions for Figure 2 for quarter institutions OR earn 12 credits with a GPA of 2.00 or higher during their previous full-time term. These requirements must be met on or before the 18th calendar day of the term (not to end on a weekend or Federal Holiday).

AND

Have accumulated 24 earned/passing semester hours with a GPA of 2.00 or higher, OR

Have accumulated 36 quarter hours with a GPA of 2.00 or higher.

General Academic Requirements

Below are the general academic requirements:

- Official Grades: Only credits recorded on an official college transcript or copy of an official college transcript may be used.
- Incomplete Grades: To be counted for academic eligibility, course hours must be graded and completed as reflected on the student athlete's transcript; hours graded "Incomplete" are not passing grades.
- Awarding of Credits: Only credits awarded or recognized by a degree awarding institution are permitted to be used for NJCAA academic requirements.
- Conversion of Hours: In instances where a student athlete has accumulated semester credits as well as quarter credits, the following shall be used to convert the hours, so they can be combined to determine the student athlete's academic eligibility.
 - Semester credits shall be converted to quarter credits by multiplying the semester credits by 3/2.
 - Quarter credits shall be converted to semester credits by multiplying the quarter by 2/3.
- Credit hours passed/earned from part-time term enrollments can be calculated in accumulation totals.

Examination Credits for Accumulation

Maximum of eight (8) CLEP hours per academic discipline. CLEP hours may not be used to meet enrollment requirements or previous term requirements. CLEP hours may only be used to meet accumulation bylaws.

Advanced Placement (AP) credits may be used toward accumulation provided the credits are recorded and appear on a college's official transcript.

Intersession and Accumulation

Intersession hours may be used toward accumulation provided the hours are completed, passed, and recorded on a college's official transcript by the 18th calendar day (not to end on a weekend or Federal Holiday) of the term.

(from NJCAA Handbook, 2013)

09.004 – Required Forms

The following forms must be on file, in the Athletic Office, for each student athlete on your team, prior to any practice. The forms are as follows:

- Physical Examination, signed by a physician.
- Emergency Information Form.
- Proof of Insurance including a copy of both sides of the insurance card.

09.005 – Proof of Insurance

All student athletes are required to have at minimum an accident-only primary insurance policy. This policy must cover NJCAA athletic injuries. It is the student athlete's responsibility to make sure that their personal insurance is current and up to date to prevent any delay in medical care. If the student athlete does not have a primary insurance policy upon arrival at Eastern, they will be required to purchase the policy that is recommended by the Athletic Department. The policy recommended by the Athletic Department is an accident only policy. It does not include health benefits. It will not cover charges related to visits to a general physician for common illnesses or health issues that require specialists.

Proof of insurance includes:

- A photocopy of the front and back of the student athlete's current insurance card.
- A completed Emergency Information Form.

Secondary Insurance

To complement the student athlete's primary insurance, Eastern provides a secondary insurance policy in the event a student athlete sustains an injury resulting from a practice, workout or competition supervised by the Athletic Department. All student athletes who are enrolled as full-time students, have passed a pre-participation physical examination and are under the supervision of the Athletic Department are eligible for secondary insurance coverage if he/she complies with the conditions in this policy. The secondary coverage is limited to injuries sustained while participating in practice, workouts or competition supervised by the Athletic Department. The coverage also applies to an injury sustained by a student athlete while traveling directly to or from scheduled practices or competition sponsored by Eastern Oklahoma State College. Secondary coverage begins after the student athlete's primary insurance policy has reached its limits of coverage.

The College policy cannot cover bills incurred for expenses related to illness or conditions that are not sustained as a direct result of an athletic injury from participation in intercollegiate athletics. This includes pre-existing and non-athletic injuries.

09.006 – Athletically Related Financial Aid

All Eastern Athletes are required to fill out the FAFSA form!

To be considered for scholarships, applicants are required to complete the Free Application for Federal Financial Aid (FAFSA) at <http://www.fafsa.ed.gov/>

Athletic Grant In Aid and Financial Aid

An "Athletic Grant in Aid" is defined as any financial assistance awarded to student athletes from any source because of his/her athletic capabilities. All student athletes are required to complete the FAFSA and apply for financial aid. Any student who receives any athletically related financial aid must be signed to an official NJCAA Letter Of Intent. Each team is allotted a specific amount of scholarship aid. This aid can be distributed as the coach sees fit (within NJCAA limits) but the total amount cannot be exceeded.

Letter of Intent

The NJCAA Letter of Intent will be binding upon all NJCAA member colleges.

The policies and procedures of the Letter of Intent/Scholarship Agreement Form and the NJCAA Release Agreement form are as follows:

Limits have been placed upon the total number of Letters of Intent and scholarships allowed for each NJCAA sport (Article V, Section 19).

A scholarship is defined as any institutional athletic aid given to any student for a maximum of one (1) academic year. All student athletes receiving athletic aid must have a National Letter of Intent/Scholarship Agreement form and be electronically on file at the NJCAA National Office.

An Academic year is defined as August 1 through July 31.

A student athlete must have completed his/her junior year in high school in order to be signed to a NJCAA Letter of Intent.

Should a college choose to utilize the NJCAA Letter of Intent even though no athletic aid is being provided to the student athlete, the Athletic Scholarship portion of the NJCAA Letter of Intent must be completed. The box indicating "No Athletic Aid" should be utilized for that situation.

Student athletes who are resigned for a second year to an institutional scholarship agreement and who are academically eligible (Article V), must be awarded at least the same amount of scholarship aid the second year or the student athlete shall be allowed to void the Transfer Waiver commitment and transfer to any NJCAA member college. This scholarship must be awarded by June 15th. (This is not applicable for scholarships that were cancelled per Article VIII, Section 1.F or for student athletes that do not meet the academic requirements set by the college)

The Letter of Intent is an institutional letter awarded for a maximum of one (1) year. Any HS (3+) student athlete who becomes academically ineligible (Article V) at mid-year, may be replaced by another HS (3+) student athlete for the remainder of the year. HS (-3) student athletes may not be replaced by another HS (-3) student athlete once the college expends any funds on that student athlete during the academic year defined by the NJCAA Letter of Intent. (For the purpose of this section. An HS (3+) student athlete is a student athlete who has attend three or more years of high school in the United States. An HS (-3) is a student athlete who attend fewer than three years of high school in the United States.)

NJCAA Letters of Intent supersede all current regional and/or conference Letters of Intent. Regions and/or conferences, however, may impose more stringent restrictions than current NJCAA regulations.

If a student athlete decides to enroll in another NJCAA member college, having already signed a valid NJCAA Letter of Intent and prior to fulfilling the terms of the original Letter of Intent, that

student athlete would be ineligible to compete for any NJCAA college for the academic year, with the following exceptions:

- If, by the opening day of classes in the fall, the student athlete has not met the requirements for admission to the original institution or the academic requirements for financial aid to athletes.
- If the student athlete receives a NJCAA Release Agreement from the original NJCAA member college, signed by that NJCAA member college's President and Director of Athletics.
- If the student athlete should serve on active duty with the Armed Forces of the United States or on an official church mission for at least 18 calendar months.
- If the sport is discontinued by the institution with which the student athlete signs.

The NJCAA Letter of Intent will be ruled invalid for the following reasons:

- The student athlete and parent/legal guardian fail to sign the Letter of Intent within 14 days after the date of issuance.
- The Director of Athletics does not sign and date the Letter of Intent prior to submission for the student athlete's signature.
- The Letter of Intent is not electronically filed with the NJCAA National Office within 21 days after the student athlete's signature.

The student athlete will forfeit all NJCAA eligibility if he/she falsifies or has knowledge of his/her parent/legal guardians falsifying any information contained on the Letter of Intent.

The NJCAA Letter of Intent becomes valid when signed by the student athlete.

All NJCAA institutions are obligated to respect a student athlete's signing and shall cease any further recruitment. The student athlete shall notify any recruiter who contacts them of his/her signing.

Student athletes may be released from the Letter of Intent by receiving a signed copy of the NJCAA Release Agreement Form signed by the Athletic Director, the President of the Institution and the student athlete/(and parent when necessary) as required on the form.

A NJCAA Letter of Intent may be voided if a student signs a Letter of Intent with an NCAA/NAIA institution.

A NJCAA Release Agreement form may be electronically submitted to the NJCAA National Office for all student athletes no longer receiving or intending to receive athletic aid.

If more than one valid NJCAA Letter of Intent is signed without first receiving an NJCAA Release Agreement, the student athlete will immediately become ineligible to compete.

A college may not expend any funds on a student athlete prior to electronic submission of a Letter of Intent with the signing date of the athletic director and student athlete. It is understood

the President's signature and final submission will come within 21 days. NOTE: This would not include a student athlete's one official recruiting visit as per Article VIII, Section 2.B
(from the NJCAA Handbook, 2013)

09.007 – Scholarship Renewal and Cancellation

The scholarship agreement is signed for a period of one (1) academic year. Renewal of the scholarship agreement is solely based upon the discretion of the head coach. Cancellation of the scholarship agreement because of injury or good or bad athletic performance is not permitted during the period of its effectiveness. Cancellation of the scholarship agreement is permitted if the athlete becomes ineligible for participation in athletics because of academic and/or disciplinary reasons; or for misconduct (unrelated to athletic ability) found by the coach or body in charge of general discipline at the institution, after following the same procedures as in other disciplinary matters, to be serious enough to warrant permanent suspension or dismissal from the athletic program.

09.008 – Student Athlete Employment

NJCAA prohibits student athletes from engaging in employment for which they receive greater compensation, or in which they are not required to work as hard as others in similar employment or which is otherwise not legitimate employment. Employment at the College is independent of their role as a student athlete and all work-study positions are open to all students.

09.009 – Physical Examination

All student athletes participating in any one of the NJCAA certified sports must have passed a physical examination administered by a qualified health care professional licensed to administer physical examinations, prior to the first practice for each calendar year in which they compete. A physical is valid for 13 months from the date it is administered. A student athlete must always have a valid physical examination on file to practice and or participate and it is the head coach's responsibility to see that each student athlete has a valid physical examination form on file in the Athletic Office.

09.010 – Season Definitions

The first day of practice for athletic teams is mandated by the NJCAA National Office. Dates of practices, length of season, maximum number of contests and grant in aid limits are noted in the NJCAA Handbook.

09.011 – Practice

Practice is any meeting, activity, or instruction involving sports-related information and having an athletics purpose; held for one or more student athlete at the direction of; or supervised by; any member or members of an institution's coaching staff. Participants must be enrolled/registered at the college he/she is representing and have a physical on file.

09.012 – Academic Monitoring

All student athletes will be monitored for academic progress. Faculty members will be surveyed throughout the semester to assess academic progress, attendance and satisfactory participation on classes. Coaches and the Athletic Director will make decisions based on information compiled from progress reports to promote the success of every student athlete.

09.013 – Travel Procedures: Meals, Hotels, and Transportation

Travel arrangements involve several offices on campus and the process can be cumbersome. Separate forms are required for fleet rentals, meal money and hotel accommodation (if needed). Make the athletic administrative assistant aware of any travel needs as soon as possible so the process can be completed in a timely manner. Additionally, out-of-state travel requires approval by the Board of Regents, so those arrangements need to be done well in advance. The travel budget is meant to cover the entire season so coaches must plan accordingly when scheduling on-conference games and scrimmages, etc. Specific dollar amount limits have been set for each meal and each day. Coaches are advised to request meal money on a credit card when practicable to minimize the risk of losing cash. Receipts for all travel expenses need to be kept and returned, along with any unused money, within 48 hours of the trip.

09.014 – Operating Budget

The Athletic Director oversees all athletic department budgets while the coach is responsible for staying within his/her budget. The coach must secure purchase orders for all purchases. All requests for expenditures require the approval of the Athletic Director and the Vice President of Business Affairs. Money will not be expended over the budget. Each coach is provided with a copy of the budget for his/her sport and should plan expenditures carefully over the course of the season and the fiscal year.

09.015 – Fundraising

At a small college, it is necessary for coaches to do fundraising to pay for some program needs and enhancements. All fundraising activities must be approved in advance by the Athletic Director and coordinated with the Advancement Office. The Foundation accounts (your fundraised budget) will be maintained by the Advancement Office and monitored by the Athletic Director. All checks that are from fundraised dollars need to be made payable to: “EOSC Foundation – name of the sport”.

09.016 – Scheduling

Scheduling all games and practices is the responsibility of each head coach. Schedules must be approved by the Athletic Director (AD). Competition schedules must be on file with the AD’s office. Any changes in the existing game schedule shall be reported to the AD immediately for approval.

When scheduling non-conference games, coaches should be sensitive to the fact that athletic contests require the involvement of a wide variety of staff members in addition to the coaching staff.

*Please be mindful when considering scheduling games during holidays or other times when offices are normally closed. Scheduling during finals week should be avoided as much as possible.

09.017 – Summer Camps

Summer Camps can be an effective way to build support for your program and the College as well as raising funds and coaches are encouraged to sponsor these camps. Since many groups use campus facilities in the summer it is important that all necessary facilities are officially reserved. Don't assume that all facilities will be available. Please inform the maintenance office what dates, times and the place(s) you will be holding your camp so that arrangements can be made for reserving facilities. All financial arrangements need to be coordinated with the Business Office.

09.018 – Uniforms and Equipment

It is the responsibility of the head coach to issue and inventory all items of equipment that are necessary for the student athlete to participate properly in the sport. All issued items remain property of Eastern's Athletic Department. Loss or damage to the issued items will be charged to the student athlete.

09.019 – Class Schedules and Drop/Add

It is the responsibility of the head coach to monitor the student athletes' course schedules to ensure continued eligibility and that satisfactory academic progress is being made. The head coach should have a class schedule of each semester on file.

It is the student athlete's responsibility to notify the head coach of any change in the schedule. Student athletes should not drop or add a course during the semester without prior approval from the head coach. Any student athlete who drops below twelve (12) hours becomes immediately ineligible.