

**BELLEVUE COLLEGE**

**STUDENT-ATHLETE  
HANDBOOK**



## WHERE TO GO, WHO TO ASK WHEN YOU HAVE QUESTIONS

(contact info at back of handbook)

### ACADEMIC ADVISING & GRADUATION

Teresa Descher, Mark Yoshino  
BC Program-Specific Advising if referred

### ATHLETIC INJURY INSURANCE QUESTIONS

Angela D'Amelio

### ATHLETIC SCHOLARSHIP RENEWAL/PROCESS

Coach  
Jeremy Eggers

### ELIGIBILITY PAPERWORK

Angela D'Amelio  
Coach

### EQUIPMENT RETURN

Coach

### INJURIES

Coach  
Andrew Spens, BC Athletic Trainer

### NWAC ELIGIBILITY ISSUES

Mark Yoshino

### TEAM CONFLICT RESOLUTION / INTERNAL TEAM PROBLEMS

Coach  
Jeremy Eggers

### PERSONAL/EXTERNAL PROBLEMS

Coach  
BC Counseling

### TRANSFER PROCESS/REQUIREMENTS TO PLAY AT NCAA/NAIA

Mark Yoshino



Equal Opportunity/Antidiscrimination: *Bellevue College does not discriminate on the basis of race, color, national origin, language, sex, sexual orientation, including gender identity or expression, disability, or age in its programs and activities. Please see policy 4150 at [www.bellevuecollege.edu/policies/](http://www.bellevuecollege.edu/policies/). The following people have been designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator, 425-564-2641, Office C227, and EEOC/504 Compliance Officer, 425-564-2266, Office R130.*

## ATHLETICS DEPARTMENT STAFF DIRECTORY

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Women's Athletic Commissioner  
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425-564-2031

General e-mail: [athletics@bellevuecollege.edu](mailto:athletics@bellevuecollege.edu)

Website: [www.bellevuecollege.edu/athletics](http://www.bellevuecollege.edu/athletics)

Mailing address:  
Bellevue College Athletics  
3000 Landerholm Circle S.E., Mailstop G150  
Bellevue, WA 98007-6484

Fax: (425) 564-3129

## **Decision**

The college official who acts as hearing officer shall issue a written decision which shall include a brief statement of the reasons for the decision and a notice that judicial review may be available. All documents presented, considered, or prepared by the hearing officer shall be maintained as the official record of the brief administrative proceeding. A decision must be promptly rendered after the conclusion of the brief adjudicative hearing and in no event later than twenty (20) days after the request for hearing is received by the vice president of student affairs.

## **SUMMARY**

The information contained in this handbook is not intended to be all inclusive. Departmental codes related to a student-athlete's violation of college policy shall be secondary to college policy unless the nature of the violation is such that immediate action is necessary. In such instances, the Department may choose to enforce Athletic suspension from a game or games, temporary or permanent suspension from the team.

Athlete misconduct must be reported immediately to the Athletic Director. In emergencies call BC Public Safety at (425) 466-9365 or 911

# **BELLEVUE COLLEGE STUDENT-ATHLETE HANDBOOK**

**October 2022**

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## **WELCOME FROM THE ATHLETIC DIRECTOR**

Welcome to Bellevue College! We congratulate you on your decision to attend Bellevue and become a member of our Bulldog family! We have a great history at Bellevue and look forward to your contributions to our future.

We have developed this handbook to provide you with basic information that will help make your transition to Bellevue and the NWAC successful. Please use this handbook as a source of reference throughout your stay at Bellevue. The contents will provide you with many answers.

It is our goal that every student-athlete have a positive educational and athletic experience. Our athletic programs provide many valuable lessons and we hope that all of our student-athletes will have experiences that enrich their lives well beyond their years at Bellevue.

It is a privilege and not a right to represent and be members of an intercollegiate athletic team at Bellevue College. Each student-athlete is a vital member of the college community and is expected to demonstrate good sportsmanship, honesty, and integrity. Student-athletes are among the most visible students on campus as well as in the local community and should serve as positive role models and mentors. You are front and center representatives of BC on the courts/fields, in the classroom and when traveling throughout the Northwest. Each student-athlete also must abide by all applicable laws, ordinances, rules, regulations, policies and/or procedures, whether federal, state, local, college, departmental, team, conference, or NWAC.

Our coaches, the athletics staff, campus community and I are all here to help you in any way we can. Please don't hesitate to contact us with your questions or concerns.

Best wishes and good luck during your season and throughout the academic year!

*Jeremy Eggers*  
BC Athletic Director



Should a student-athlete believe that he or she may have a grievance subject to appeal, that student-athlete may file a written complaint with the athletic director, setting out the specifics of the grievance. The athletic director will hold an informal meeting with the student-athlete and the head coach, after which a written determination regarding the standing of the student-athlete will be provided to the student-athlete and the head coach. If the student-athlete finds the athletic director's determination to be unacceptable, an appeal may be carried on to the vice president of student services.

## **ATHLETIC DISCIPLINARY APPEALS**

### **Suspension Procedure – Right to Informal Hearing**

Any student-athlete dissatisfied with the determination of the athletic director following the initial meeting shall have the right to a brief adjudicative hearing if a written request for such a hearing is received by the vice president of student affairs within three (3) days of receipt of a declaration of further athletic ineligibility. If no written request is received within three days after receipt of the declaration of athletic ineligibility, the student will be deemed to have waived any right to a brief adjudicative hearing and will be declared ineligible for further participation in school-sponsored athletic events for the remainder of the school year.

### **Hearing**

If a timely written request for a hearing is made, the Dean of Student Life shall designate a hearing officer who shall be a college officer who is not involved with the athletic program to conduct the brief adjudicative hearing. The hearing officer shall promptly conduct the hearing and permit affected parties to explain both the college's view of the matter and the student's view of the matter. The brief adjudicative proceeding shall be conducted in accordance with RCW 34.05.482-494, the Administrative Procedure Act.

In addition to any Bellevue College sanctions that may be imposed for misconduct under the Student Conduct Code, student-athletes may be considered for athletic suspension from participation in inter-collegiate athletics for, but not limited to, any of the following:

- Violation of Federal, State, NWAC or BC rules.
- Arrest for any crime other than a minor traffic offense.
- Possession of any illegal drug, including possession or consumption of alcohol.
- Unauthorized possession of any steroid.
- Involvement in gambling and/or bribery.
- Fighting with, threatening the safety of or harassing any individual.
- Stealing money or property from the lawful owner.
- Destruction of BC property or other property.
- Unauthorized entry into any BC building.
- Acts of sexual harassment or sexual violence.
- Any conduct which interferes with or disrupts the normal operations of BC.
- Any conduct that reflects unfavorably upon BC or its athletic department.

### **Athletic Suspension**

The athletic suspension imposed may range from one day to one or more games or removal from the team, as well as the cancellation or non-renewal of a student-athlete's athletic scholarship and/or waiver, depending upon the severity of the misconduct and the surrounding circumstances. The suspension imposed may also be indefinite pending the outcome of an investigation, hearing or other future event. The cancellation or non-renewal of a student-athlete's scholarship for any act of misconduct will be done in accordance with NWAC and BC regulations.

## **BC ATHLETICS DEPARTMENT MISSION STATEMENT**

### **Mission**

The mission of the Bellevue College intercollegiate athletics is to support the college's mission by inspiring academic and athletic excellence in student-athletes by providing an environment to support student-athletes to achieve their highest academic, athletic and personal goals.

### **Goals**

Enhance student retention and graduation rates to afford student-athletes the opportunity to transfer to four-year institutions.

Maintain full rosters of teams for competitiveness within the NWAC.



Bellevue College	North Idaho College
Big Bend Community College	Olympic College
Blue Mountain Community College	Peninsula College
Centralia College	Pierce College
Chemeketa Community College	Portland Community College
Clackamas Community College	Rogue Community College
Clark College	Shoreline Community College
Columbia Basin College	Skagit Valley College
Douglas College	S. Puget Sound Community College
Edmonds Community College	Southwestern Oregon CC
Everett Community College	Community Colleges of Spokane
Grays Harbor Community College	Tacoma Community College
Green River Community College	Treasure Valley Community College
Highline Community College	Umpqua Community College
Lane Community College	Walla Walla Community College
Linn-Benton Community College	Wenatchee Valley College
Lower Columbia Community College	Whatcom Community College
Mt Hood Community College	Yakima Valley Community College

## ORGANIZATION OF BC INTERCOLLEGIATE ATHLETICS

- Bellevue College is a member of the Northwest Athletic Conference (NWAC). Headquartered in Vancouver, WA, NWAC is the athletic association that regulates intercollegiate athletic competition for 36 member community colleges in Washington, Oregon, Idaho, and British Columbia. Website: [www.nwacsports.org](http://www.nwacsports.org)
- The NWAC Official Code Book sets out the rules governing the athletic programs of member schools for participation in intercollegiate competition.
- Two Athletic Commissioners (one male, one female) from each college comprise the NWAC Athletic Commission that is responsible for interpretation and enforcement of the Code. The Athletic Commissioners are also responsible for verification of eligibility forms and petitions.

## RESPONSIBILITIES AND EXPECTATIONS OF THE STUDENT-ATHLETE

Student-athletes are subject to the regulations and procedures set forth in the NWAC Code Book, the BC Student-Athlete Handbook and the Student Conduct Code of Bellevue College (WAC 132H-125), as well as any other published rules and regulations to which BC students are subject. Additionally, student-athletes are subject to all rules pertaining to individual participation on a specific team. The head coach has the discretion to take disciplinary action for any perceived disrespect or insubordination.

All team members of BC intercollegiate sports programs shall adhere to the following standards of conduct to promote a positive representation of Bellevue College:

- *Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual;*
- *Such conduct has the purpose or effect of unreasonably interfering with an individual's professional or educational performance or creating an intimidating, hostile, or offensive employment or educational environment.*

*Sexual harassment may involve relationships of unequal power and contains elements of coercion – as when compliance with requests for sexual favors becomes a criterion for granting work, study, or grading benefits. However, sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal behavior of a sexual nature have a harmful effect on an individual's ability to work or study. Sexual harassment in the workplace or in the classroom is unlawful whether it involves harassment between co-workers, harassment between individuals of the same gender, harassment between a manager and an employee, between a faculty member and a student, between students, or harassment between an employee and a vendor or a customer.*

## ATHLETIC DISCIPLINARY POLICIES

### Student-Athlete Discipline Policy

**You are a highly visible representative of your team and this college.** It is imperative that you conduct yourself in an appropriate manner whether it is during competition, in the classroom, or within the social settings of campus life and your community. Integrity, respect for the person and property of others and a commitment to your own personal development as an individual of strong character are our shared goals.

*All BC Students are responsible for upholding the Student Conduct Code of Bellevue College (WAC 132H-125). Reports of possible misconduct under the Student Conduct Code may be reported to the Athletics Director as part of the investigation.*

## HARASSMENT AND SEXUAL HARASSMENT

BC student-athletes are part of a culturally and socially diverse community, and are expected to respect the dignity and sensitivity of all members of this community regardless of their national, ethnic or cultural background, sexual orientation, gender, marital or family status, age, ability or creed.

Actions that intentionally intimidate, humiliate or demean individuals or groups are unacceptable and will not be tolerated. Student-athletes are expected to contribute to an environment that promotes community spirit and develops positive understanding and interactive relationships.

Consistent with the policies of BC, the Athletics Department is committed to supporting an environment which is free from exploitation and intimidation.

The BC policy on Prevention of Discrimination, Harassment and Retaliation (Policy 1440), states in part:

### **POLICY**

*It is the policy of Bellevue College to provide a working and learning environment free from discrimination, harassment or retaliation...*

*Sexual harassment is a form of sex discrimination that involves the inappropriate introduction of sexual activities or sexual comments the working or learning environment. Applicable state and federal law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal or physical contact of a sexual nature when:*

- *Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;*

- **Good Sportsmanship**

Unsportsmanlike conduct by anyone associated with BC athletics will not be tolerated and may subject the individual to disciplinary action. Violations include, but shall not be limited to:

- Use of profanity, vulgarity, taunts, ridicules or obscene gestures to opponents, officials, spectators or coaches
- Verbal or physical abuse of any opponent, official, spectator, coach or media
- Making negative public statements which demean a coach, team member, an opponent or another institution.

- **Drug and Alcohol Use**

It is the policy of Bellevue College to prohibit the unlawful use, sale, dispensing, transfer or possession of controlled substances, alcoholic beverages or drugs not medically authorized regardless of age. The use or possession of alcoholic beverages by any participant (student, coach, faculty, staff or official) during any NWAC or member college practice, game or athletic activity is prohibited and will result in the participant being removed from that activity. Any athlete involved in the use of drugs or alcohol may face dismissal from the team and/or BC, as well as legal action. All student-athletes are subject to the laws of the city of Bellevue, as well as state and federal law regardless of age.

- **Tobacco Use**

As specifically set out the NWAC Code Book: The use or possession of any form of tobacco by any participant (student, coach, faculty, staff or official) during any NWAC or member college practice, game or athletic activity is prohibited and will result in the participant being removed from that activity.



- **Injuries and Illness**

Injuries or illnesses must be reported immediately either to the coach and BC's athletic trainer. Injury cases are not to be taken to outside trainers and therapists unless directed to by BC's athletic trainer. Due to HIPPA (privacy laws), consultation and treatment by outside parties not affiliated with BC athletics lead to delayed communication between all parties required in order to return to play. Therefore it is imperative that athletes consult and get treatment from BC's athletic trainer first.

Athletes visiting the training room will be treated on a first-come, first-served basis with priority of care given to in-season athletes.

It is each athlete's responsibility to allow enough time before practice to receive proper care and to rehab properly.

Team members who have injuries must report to all practices unless excused by the coach.

- **Practice**

Any team member missing practice without being excused by the coach may be subject to disciplinary action.



## **ACADEMIC PLANNING**

You are expected to take ownership of your academic goals. Any student-athlete who has intentions of continuing his or her sport at the four-year level, should contact Mark Yoshino. All other student-athletes should seek assistance from Teresa Descher and/or program specific advisors in the U Building. Many resources on campus are available to you, but it is your responsibility to make the best of these opportunities.

Refer to either the BC website [www.bellevuecollege.edu](http://www.bellevuecollege.edu) or the printed current version of the BC Student Handbook for additional resources.

## **EQUAL OPPORTUNITY STATEMENT**

*Bellevue College does not discriminate on the basis of race, color, national origin, language, ethnicity, religion, veteran status, sex, sexual orientation, including gender identity or expression, disability, or age in its programs and activities. Please see policy 4150 at [www.bellevuecollege.edu/policies/](http://www.bellevuecollege.edu/policies/). The following people have been designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator, [425-564-2641](tel:425-564-2641), Office C227, and EEOC/504 Compliance Officer, [425-564-2266](tel:425-564-2266), Office R130.*

## **TRAVEL POLICY**

Student-athletes are expected to travel with their respective teams via college-authorized vehicles to and from all off-campus intercollegiate athletic events. Team transportation, meals and lodging are provided by the college during travel.

Student-athletes are expected to be aware of, and accept the responsibility of, representing BC and adhere to the following as relates to travel:

- Instructors shall be informed prior to the trip, and all efforts shall be made ahead of time in regards to any potential, but not guaranteed, flexibility options for missed work. The syllabus for each course remains as the contract between student-athlete and instructor regarding missed classes and missed exams and assignments.
- Be on time at scheduled departure times and locations.
- All members are to eat at the designated time and place unless otherwise excused by the coach.
- Curfews as directed by the coach are to be strictly obeyed.
- Pay any personal expenses during overnight stays.

If a student-athlete wants to provide his or her own transportation to an off-campus athletic event or travel with his or her parents or legal guardian, permission must first be secured from the head coach who will communicate that information to the athletics office prior to travel.





- The head coach will clearly communicate any scholarship renewals, reductions or withdrawals with each such student-athlete immediately following the end of the season or at any time such changes are to be made. An internal second year letter of intent will be issued by Jeremy Eggers for returners on athletic aid.

Refer to [www.bellevuecollege.edu/fa/youraid/sap/](http://www.bellevuecollege.edu/fa/youraid/sap/) for information on financial aid satisfactory academic progress.

### **Outside Scholarships**

- Scholarships received from sources outside of Bellevue College should be handled directly between the student-athlete and Leslie Strand.
- Scholarships are available through the BC Foundation. Application can be found at [www.bellevuecollege.edu/foundation/scholarships/](http://www.bellevuecollege.edu/foundation/scholarships/)

### **Athletic Employment**

Student-athletes may be awarded athletic employment according to the availability of funds. The maximum grant is \$3000 per year. The maximum average number of hours that a student-athlete can work during a week during the school year is 20 hours. BC participates in several governmental programs which restrict the maximum hours worked.

- All student-athlete employment is to be performed on campus as assigned and supervised by college employees.
- The hours stated on the time sheets and acknowledged by the student and supervisor must be the actual hours worked. Federal legislation provides a stiff penalty for falsifying time sheets.

## **ATHLETIC ELIGIBILITY**

***It is the responsibility of each student-athlete to familiarize themselves with the following rules of eligibility.***

1. You must be a high school graduate or the class of which you were a member has graduated. A GED is NOT needed if you did not graduate in order to participate in the NWAC. Current running start students cannot participate.
2. You shall be officially enrolled in a minimum of 12 quarter credit hours at BC during the sport season in which you participate. \*For the 2022-2023 year only, for those who have completed their educational requirements of a degree, or have accumulated 70+ credits towards a degree, the minimum number of credits required to enroll in shall be one.
3. You shall have earned a minimum of 10 quarter credit hours or the equivalent during your last quarter or semester of enrollment at any post-secondary institution.
4. If your cumulative or quarterly GPA falls below 2.0 you may be placed on academic probation.
5. You may not participate in one sport more than two seasons.



6. You must be registered within 20 days from the beginning of the quarter.

7. To qualify for eligibility to participate in a second (2nd) season of any sport, a student-athlete must have:

- Earned a minimum of thirty-six (36) quarter credit hours or the equivalent, beginning with and including the first quarter (the quarter of the sport season's official start date) of the first season of participation. (NOTE: Credits from a course repeated to raise a grade of D or higher do not count toward the 36 credit requirement) *OR* have earned a minimum of:
  - 36 quarter credit hours before entering fall quarter of their second year for fall quarter eligibility.
  - 48 quarter credit hours before entering winter quarter of their second year for winter quarter eligibility.
  - 60 quarter credit hours before entering spring quarter for spring quarter eligibility.

For student-athletes who enroll full-time after fall quarter of their first year of eligibility, the total credit hours required for second year participation will be pro-rated based on the average of 12 credits per term. (e.g. basketball player who is a first-time college enrollee in winter quarter, not fall)

**Exception:** Prerequisite courses that require a higher grade for advancement in an academic subject (e.g. math, English) shall be included in the cumulative credit requirement.

- Maintain a cumulative grade point average of 2.00 during any quarter of participation. The 2.00 GPA must be for all college credits attempted and earned beginning with the first academic quarter of enrollment in the first year of participation.
8. Any time you participate in a regularly scheduled game, scrimmage, match or contest, you will be charged with one year of eligibility in that sport. A scrimmage could count as an official year of eligibility at NCAA or NAIA, but not for NWAC purposes.
9. You may be declared ineligible if during the sport season you practice, workout, or play in a game with any club, organization or team other than your college team.

## FINANCIAL AID

In addition to federal or state need-based financial aid (FAFSA), student-athletes may be eligible for one or more of the three types of financial awards coaches may provide to student-athletes:

- Scholarships (referred to as grants-in-aid by NWAC) - these are funded through the BC Athletic Department
- Waivers - this is a tuition/fee amount waived by BC
- Athletic employment

The head coach of each sport determines athletic financial assistance for their respective student-athletes. The BC Financial Aid office is responsible for maintaining and monitoring financial aid records.

For questions relating to scholarships being applied and final tuition cost, contact Leslie Strand (contact info in back).

### **Athletic Scholarships and Waivers**

To receive athletic aid and remain eligible for it, the student-athlete must be registered as a full-time student (minimum 12 credit hours) *and* maintain a cumulative 2.00 GPA. The maximum amount that can be awarded shall not be more than the maximum allowed by NWAC.

- Athletic financial assistance is awarded for one year *provided* that at all times the student-athlete remains academically eligible and meets eligibility requirements of BC.
- ***If a student-athlete fails to earn a minimum of 10 credit hours and the cumulative GPA drops below 2.00 in any quarter:***
  - The student-athlete will be placed on probationary status for the next quarter, and may be required to reimburse any athletic scholarship awarded during the quarter the cumulative GPA dropped below 2.00.
  - ***Athletic scholarships will not be provided during the probationary quarter.***
  - Reinstatement of athletic scholarships will be contingent upon the student-athlete meeting the 10 credits/2.00 cumulative GPA requirement by the end of the probationary quarter.

## PHYSICALS AND INSURANCE PROCEDURES

NWAC requires all athletes to have a physical exam (prior to the first practice) before turning out for a sport and be cleared for intercollegiate athletic participation. The physical is valid for 24 consecutive months from the date of the exam (exception for 2023 season, required annually), unless otherwise limited by the physician.

- BC student-athletes are covered by a group policy provided by the State of Washington and the NWAC. This plan is provided at NO COST to student-athletes, managers and athletic trainers.
- The plan covers student-athletes participating in intercollegiate athletics, games and practices, and travel to and from the athletic event under college supervision.
- If you or your family has medical insurance coverage, that insurance is considered the primary coverage. This means that bills are submitted to your insurance first, then to the athletic insurance. If you do not have other accidental injury coverage, then the sports injury insurance will be your primary coverage.
- This insurance does not cover ordinary health care needs, for example, colds, flu, shots, etc. Unless you have full coverage under your family's policy, you may wish to get other student insurance that is available on campus. Contact the BC cashier's office for information.
- There is a \$500 deductible per injury. After the deductible has been met, benefits are payable for medical expenses beginning within 90 days from the injury date and incurred within a 104-week period from the date of accident, up to a maximum of \$25,000.

For other specifics regarding athletic injury coverage benefits, exclusions and limitations, please contact Angela D'Amelio, program coordinator (contact info in back).

10. If you are an athletic participant transfer from another community college that is a *member* of the NWAC, you **BECOME ELIGIBLE** for athletic competition after a time lapse of three quarters, exclusive of summer school, after separation from the former college, *provided* all other Code requirements (including 10/36/2.00) are met.
11. If you transfer from a four-year college or *non-member* community college, you **BECOME ELIGIBLE** provided you passed 10 quarter credit hours the last quarter in attendance at any post-secondary institution and meet all other requirements of the NWAC Athletic Code.

**\*If Student has transferred under the guidelines above, and met all requirements, he/she is eligible.**

DURING YOUR SEASON OF  
PARTICIPATION,  
IF AT ANY TIME YOU EN-  
ROLLMENT DROPS BELOW  
12 CREDITS, YOU BECOME  
**INELIGIBLE** IMMEDIATELY.

**\*\*\*NEVER\*\*\***

WITHDRAW FROM A  
COURSE WITHOUT FIRST  
TALKING TO YOUR COACH.