

Rock Valley College

Intercollegiate Athletics RVC Administrative Procedure (4:10.200)

Purpose

The purpose of this procedure is to establish the operational requirements for the administration of the College's intercollegiate athletics program in support of Board Policy 4:10.200. The College's athletics program is intended to contribute to student learning, academic achievement, leadership development, and campus engagement while ensuring compliance with all applicable laws, regulations, and athletic association requirements.

Scope

This procedure applies to all intercollegiate athletic programs sponsored by the College, including student-athletes, coaches, athletics staff, administrators, and other College personnel involved in the operation, oversight, and support of athletics programs.

Departments and Primary Points of Contact

Responsible Department:

Athletics Department

Supporting Departments:

- Enrollment Services
- Academic Advising
- Student Affairs
- Finance and Business Services
- Human Resources
- Institutional Research
- Marketing and Communications
- Campus Safety
- Health Services (if applicable)

Primary Point of Contact:

Athletic Director

Assistant Athletic Director of Operations

Secondary Contacts:

- Vice President of Student Affairs
- Compliance Officer (if designated)
- Registrar or designee for eligibility verification

Definitions

Athletic Director: The College administrator responsible for oversight and administration of intercollegiate athletics programs.

Coach: Any individual employed by the College to instruct, supervise, or lead an intercollegiate athletic team.

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Athletic Trainer: Healthcare professional who specializes in preventing, diagnosing, and treating muscle and bone injuries.

Equity in Athletics Disclosure Act (EADA): Federal legislation requiring institutions that participate in federal student financial aid programs to collect and report information regarding athletic participation, staffing, and expenditures.

National Junior College Athletic Association (NJCAA): The governing organization that establishes rules, eligibility standards, and competition requirements for member community and junior colleges.

Student-Athlete: A student enrolled at the College who participates in an officially recognized intercollegiate athletic program.

Eligibility: The status of a student-athlete who meets all academic, enrollment, and participation requirements established by the NJCAA and the College.

Procedure

A. Program Administration

1. The Athletic Director shall oversee all intercollegiate athletics programs and ensure compliance with College policies, NJCAA regulations, and applicable laws.
2. Athletic programs shall support the educational mission of the College and promote student success, leadership, teamwork, and personal development.
3. The College shall periodically evaluate athletic programs based on student participation, educational value, compliance requirements, and available resources.

B. Student-Athlete Eligibility

1. Student-athletes must meet all NJCAA eligibility requirements prior to participation in practices, competitions, or other athletic activities.
2. The Athletic Director, Registrar, or designated staff member shall verify and document eligibility before competition.
3. Student-athletes are responsible for maintaining academic progress and complying with College policies and team expectations.

C. Academic Support

1. Student-athletes shall have access to academic advising, tutoring, and other student support services available through the College.
2. Coaches shall encourage academic achievement and monitor student-athlete academic progress.
3. Athletic participation shall not interfere with the student's ability to meet academic responsibilities.

D. NJCAA Compliance

1. The College shall maintain compliance with all NJCAA bylaws, regulations, eligibility standards, and reporting requirements.

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2. Coaches and athletics personnel shall receive training regarding applicable NJCAA requirements.
3. Suspected violations shall be reported immediately to the Athletic Director.
4. The Athletic Director shall investigate reported concerns and implement corrective actions as necessary.

E. Equity in Athletics Disclosure Act (EADA) Reporting

1. The Athletic Director, in collaboration with Institutional Research, Finance, and other appropriate departments, shall collect and maintain data required under the Equity in Athletics Disclosure Act.
2. Required reports shall be submitted accurately and within established federal deadlines.
3. EADA reports shall be made available to students, employees, and members of the public as required by law.

F. Health, Safety, and Risk Management

1. Student-athletes shall complete all required medical documentation and clearances before participation.
2. Coaches and Athletic Trainer shall implement appropriate safety practices and emergency response procedures.
3. Athletic activities shall be conducted in a manner that promotes participant safety and risk reduction.
4. Injuries and incidents shall be documented and reported in accordance with College procedures.

G. Conduct and Sportsmanship

1. Student-athletes, coaches, and athletics personnel shall conduct themselves in a manner that reflects positively on the College.
2. Unsportsmanlike conduct, harassment, discrimination, hazing, retaliation, and other violations of College policy are prohibited.
3. Violations may result in disciplinary action consistent with applicable College policies, team rules, NJCAA regulations, and employment agreements.

H. Financial Administration

1. Athletics budgets shall be developed and administered in accordance with College financial policies and procedures.
2. Expenditures shall be appropriately authorized and documented.
3. Fundraising activities shall comply with College fundraising and financial management requirements.

I. Recordkeeping

1. The Athletics Department shall maintain records related to:
 - Student-athlete eligibility
 - Team rosters
 - NJCAA compliance
 - EADA reporting
 - Budget and financial transactions
 - Safety and incident reports

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2. Records shall be retained in accordance with the College's records retention schedule and applicable legal requirements.

Related Documents

Board Policy:

- Board Policy 4:10.200 – Intercollegiate Athletics

Federal Laws and Regulations:

- Equity in Athletics Disclosure Act (20 U.S.C. §1092(g))
- Title IX of the Education Amendments of 1972
- Family Educational Rights and Privacy Act (FERPA)

External Regulations:

- National Junior College Athletic Association (NJCAA) Constitution, Bylaws, and Eligibility Rules

Related College Policies and Procedures:

- Student Code of Conduct
- Records Retention Policy
- Travel Procedures
- Financial Management and Purchasing Procedures
- Risk Management and Safety Procedures
- Anti-Hazing Policy
- Equal Opportunity and Non-Discrimination Policies

Reference: AR 314

Implemented: April 8, 2014

Revised: July 13, 2026