

Rights of Procedure for Student-Athletes- Updated JUNE 27, 2011

North Idaho College shall promote an atmosphere of respect for and sensitivity to the dignity of every person. It shall also be its policy not to unlawfully discriminate with respect to policies, educational programs, medical care, activities, and employment policies.

The NIC Student Handbook describes the policy and procedures of North Idaho College approved for all student-athletes. The ASNIC Student Handbook is provided to all students and is also available on the NIC website (www.nic.edu/current). Section 6 of the handbook details the policy of the ASNIC Student Code of Conduct. It is important to remember that for acts of misconduct, your coaches, the Athletics Department, and/or the College may discipline you. If the disciplinary action includes reduction or cancellation of your athletic aid, you will be provided written notice of an opportunity for a hearing.

The following steps are to be followed if you believe you have been treated unfairly or if you have a complaint or grievance with a coach, financial aid decision, or medical/insurance coverage.

For Disciplinary Matters & Financial Matters

Step 1: Head Coach

In the event of an athletic disciplinary or financial aid action, a student-athlete is entitled to a meeting to address concerns in an efficient and timely manner. If athletic disciplinary action precludes participation in practice and/or competition, an informal meeting with the head coach may be arranged at the request of the student-athlete. During this meeting, the head coach will clearly explain to the student-athlete the nature of the infraction and the disciplinary action. The student-athlete will then be given the opportunity to respond to the head coach. The meeting will be held as soon as is practical after receipt of the student-athlete's written and/or verbal request. Disciplinary action taken by the NIC Athletics Department shall not preclude disciplinary action by other appropriate College officials, including but not limited to the Office of Student Services and the Vice-President of Student Services.

Appeal of Athletic Sanctions:

In the event a student-athlete believes the informal meeting has not resolved the disciplinary or financial aid matter, the student-athlete may initiate an appeal. The student-athlete appeal process is as follows:

Step 2: Athletics Director

If, after meeting informally with the head coach, the student-athlete still disagrees with an athletic disciplinary penalty or financial aid decision, he or she may request a meeting with the Athletics Director. The Athletics Director will review the disciplinary action based on information provided by the head coach and the student-athlete. Based on the available information, the Athletics Director will either affirm the head coach's action, or recommend a more appropriate action, or rescind the disciplinary action. The meeting with the Athletics Director will be held as soon as possible after receipt of the student-athlete's written or verbal request.

Step 3: Office of Student Services

If a satisfactory agreement is not reached between the student-athlete and the Athletics Director within five (5) days of the meeting, the student-athlete may request a hearing. Disciplinary matters will be referred to the Assistant Dean of Students. Financial Matters will be referred to the Financial Aid

Director. All appeal matters will be administered in accordance with Article XIII- Disposition of Disciplinary Matter; Judicial Process for Behavioral Misconduct (ASNIC Student Handbook and Planner). The Office of Student Services representative will hear the dispute and recommend a course of action to the Athletics Director, Head Coach and Student Athlete with a copy to the Vice President of Student Services, within five (5) days of the hearing.

Step 4: Vice President of Student Services

A student who wishes to appeal the decision or the sanction assigned by the Office of Student Services may request a review by the Vice President of Student Services. The Vice President of Student Services will examine the information provided by the Office of Student Services representative and will either implement the recommendation, or take action that is deemed more appropriate. Such action could include implementing a more or less restrictive disciplinary or financial aid action, or rescinding recommended action. The head coach and student-athlete will be notified of the decision within 48 hours of the hearing, or as soon as it is practical. The terms of the decision will also be stated in a letter, which will be sent to the student-athlete and to the head coach. **The decision of the Vice President of Student Services is final. No further appeal of athletic/financial sanctions is available.**

For Medical/ Insurance Matters

The North Idaho College athletic trainers, working under the direction of the team physicians, are involved in the care of all injuries and illnesses, and/or other medical conditions affecting the physical or mental status of a student-athlete. The NIC head team trainer and consulting team physicians have the sole responsibility for the treatment programs, treatment protocols, criteria for participation in varsity athletics and return to competition after an injury. The student-athlete is responsible for reporting all injuries and illnesses to the athletic training staff as soon as possible.

The athletic training staff is responsible for the coordination of paperwork and information necessary for servicing insurance needs of student-athletes. Every student-athlete at North Idaho College should have primary insurance. This can be handled via parent's insurance or independent sources, which can be purchased for six-month intervals. A medical and catastrophic blanket insurance policy has been purchased by North Idaho College to cover all student-athlete athletically related injuries not covered by student insurance.

Student-athletes and coaches should report all injuries and illnesses to the athletic training staff. Coaches should also report any and all unusual behaviors they observe of their student-athletes to the athletic training staff or team physician.

The following steps are to be followed if you believe you have been treated unfairly or if you have a complaint or grievance with athletic training or medical coverage. **NOTE: In disputes related to medical conditions or return to the playing field the decision of the NIC Consulting Physician is final and no further appeal is available.**

Step 1: Athletic Trainer

In the event of a dispute related to medical coverage or insurance, a student-athlete is entitled to a meeting to address concerns in an efficient and timely manner. An informal meeting with the Athletic Trainer may be arranged at the request of the student-athlete. During this meeting, the Athletic Trainer will clearly explain to the student-athlete the nature of the decision and the action of the insurance company.

The Athletic Trainer can be assisted by the NIC Athletics Coordinator. The student-athlete will then be given the opportunity to respond to the Athletic Trainer. The meeting will be held as soon as is practical after receipt of the student-athlete's written and/or verbal request.

Appeal of Reduction or Denial of Medical Coverage:

In the event a student-athlete believes the informal meeting has not resolved the medical insurance matter, the student-athlete may initiate an appeal. The student-athlete appeal process is as follows:

Step 2: Athletics Director

If, after meeting informally with the Athletics Trainer and Athletic Coordinator, the student-athlete still disagrees with the decision related to medical coverage, he or she may request a meeting with the Athletics Director. The Athletics Director will review the action based on information provided by the Athletics Trainer, Athletics Coordinator and the student-athlete. Based on the available information, the Athletics Director will either affirm the decision, or recommend a more appropriate action. The meeting with the Athletics Director will be held as soon as possible after receipt of the student-athlete's written or verbal request.

Step 3: Office of Student Services

If a satisfactory agreement is not reached between the student-athlete and the Athletics Director within five (5) days of the meeting, the student-athlete may request a hearing. Decision matters related to medical conditions will be referred to the NIC Director of Health Services. All appeal matters will be administered in accordance with Article XIII- Disposition of Disciplinary Matter; Judicial Process for Behavioral Misconduct (ASNIC Student Handbook and Planner). The Director of Health Services will hear the dispute and recommend a course of action to the Athletics Directors, Head Coach and Student Athlete with a copy to the Vice President of Student Services, within five (5) days of the hearing.

Step 4: Vice President of Student Services

A student who wishes to appeal the decision assigned by the Office of Student Services may request a review by the Vice President of Student Services. The Vice President of Student Services will examine the information provided by the Director of Health Services and will either implement the recommendation, or take action that is deemed more appropriate. Such action could include implementing a more or less restrictive action, or totally rescinding recommended action. The head coach and student-athlete will be notified of the decision within 48 hours of the hearing, or as soon as it is practical. The terms of the decision will also be stated in a letter, which will be sent to the student-athlete and to the head coach. **The decision of the Vice President of Student Services is final. No further appeal is available.**