



# ATHLETICS DEPARTMENT HANDBOOK 2020-2021



**PANTHERS**



A new day! A new way! Forging onward!

DENMARKTECH.EDU

# **Introduction**

The primary purpose of this handbook is to acquaint players with the rules, regulations, and policies of the Denmark Tech Athletics Department. This handbook is intended to encourage and open lines of communication between coaches and players. Coaches and players are responsible for familiarizing themselves with the contents of this handbook.

The coaching staff firmly believes that the players have a great desire to win championships and that they are willing to work to accomplish this goal.

## **Mission of the Athletics Department**

The mission of the Athletics Department is to foster an environment that will allow student-athletes to grow academically, athletically, professionally, and socially. We want to ensure that our student-athletes are provided the resources and undergirding needed in order to matriculate to a four-year institution or a professional career of their choice.

## **History**

The General Assembly of the State of South Carolina authorized the establishment of Denmark Technical College in 1947 and the college began operation on March 1, 1948 as the Denmark Branch of the South Carolina Trade School System. At its inception, the institution functioned under the authority of the South Carolina Department of Education and was mandated to educate black citizens in various trades.

In 1969, the control of Denmark Area Trade School (Denmark Technical College) was transferred to the South Carolina Advisory Committee for Technical Training which acted under the supervision of the State Board for Technical and Comprehensive Education. During the same year, the name of the College was changed to Denmark Technical Education Center. In 1979, the institution was accredited by the Southern Association of Colleges and Schools and assumed its present designation as Denmark Technical College. Since 1948, the College has experienced significant growth and now takes pride in the fact that it has become a comprehensive two-year college that offers a broad range of programs and services.

The college is located in Denmark, South Carolina, a small city of approximately 5,000 citizens. The campus stands on 53 beautifully landscaped acres of land conveniently located about 50 miles south of Columbia, 85 miles northeast of Charleston, and 50 miles east of Augusta, Georgia.

The college's primary service area is comprised of Allendale, Bamberg, and Barnwell counties with a legislated mandate to serve students throughout the state. As an open-door institution, the college provides affordable, post-secondary education culminating in associate degrees, diplomas, or certificates, to citizens from diverse educational and socioeconomic backgrounds.

## **Letter from The President**



Dear Student-Athletes,

Welcome to Denmark Technical College. We are excited that you have chosen Denmark Technical College and the Panthers to continue your academic and athletic journeys. We understand the importance of co-curricular opportunities for students enrolled in higher education and hope that our athletics' program will serve as an excellent complement to your program of study. Whether your goal is to grow in our program and then transfer to a four-year program or to complete your program of study and enter the world of work, you will find that our coaches are highly skilled and prepared to help you gain success.

Having experience in Division I, Division II, and NAIA, they will work diligently to take train you for high level productivity.

As student-athletes, my primary goal is to ensure that you are successful academically and supported with all of your academic needs. Also, understanding your commitment to athletics which has led you to our institution, we want to provide an experience for you which will allow for optimum overall development. This year, we have hired a full-time men's head basketball coach, renovated our locker rooms, made modifications to the gymnasium, added additional staff and office space to our athletics' program, added a new wellness center/weight room, purchased new uniforms, implemented mandatory study hall, and designated academic champions to assist with overall student achievement.

Again, welcome to Denmark Technical College. You are to be commended for an excellent choice to continue both your academic and athletic journeys. You will see me around campus. If I can be assistance, do not hesitate to let me know.

Remember: "The only time you will find SUCCESS before you find WORK, is in the DICTIONARY!"

Forging onward!

Dr. Willie L. Todd, Jr.  
President and Chief Executive Officer

## **Letter from the Athletic Director**



Welcome, Denmark Tech student-athletes!

All of us in the athletic department are delighted to have you back for another great year at DTC. We are lucky to have you and want nothing but success for you academically and athletically.

I know you will enjoy your experience here at Denmark Technical College, one of ten HBCU Junior Colleges in the United States. It is our desire to provide you with the tools needed for you to achieve success as a student-athlete.

Please avail yourself of all our resources, including our academic success team, coaches, faculty, and staff. Our job is to help. You are not alone – ever, so please do not be afraid to ask for help.

As your athletic director, my door will always be open to all students, especially our student-athletes. Feel free to visit me or contact me at (803) 570-0028 or [paynea@denmarcktech.edu](mailto:paynea@denmarcktech.edu).

A new way! A new day! Forging onward!

*Andre S. Payne*

## **Commitment to Academic Excellence**

### **Academic Support**

Degree progress and graduation monitoring coaches and advisors are responsible for monitoring the academic progress of each student-athlete to promote effective communication between the student, academic counselor, coaches, and faculty members. All information gathered encourages the student-athletes to take ownership of their academic program and make appropriate decisions regarding their future. Academic progress updates are also provided to the coaches on a regular basis to ensure that the coaching staff is fully aware of how their students are progressing in their courses and how their progress may affect their eligibility status.

Academic progress reports throughout the semester, faculty submit midterm grade reports with detailed information on academic performance including current grade, attitude, and attendance. In addition, emails are sent to instructors seeking academic progress information on student-athletes as needed.

### **Academic Integrity**

General principles of academic honesty include and incorporate the concept of respect for the intellectual property of others, the expectation that individual work will be submitted unless otherwise allowed by an instructor, and the obligations both to protect one's own academic work from misuse by others as well as to avoid using another's work as one's own. All students are expected to understand and abide by these principles.

### **Travel Excuse Letters**

One week prior to each competition, academic counselors are responsible for providing each competing student-athlete with a competition excuse letter for the classes they will be missing while on the road. The purpose of the excuse letter is to make the instructor aware of any absences that may occur due to university-sponsored athletic events. The letter will include the following information provided by the Athletic Director: 1) competitor(s), 2) competition site, 3) competition date(s), 4) excuse date(s), and 5) a list of those student-athletes who will be traveling for the specific competition.

It is the responsibility of the student-athlete to provide each instructor with the letter at least one week before the competition and arrange to make-up any missed assignments or exams.

## **NJCAA and Region 10 Athletics**

### **Mission of NJCAA**

It is the mission of the NJCAA to foster a national program of athletic participation in an environment that supports equitable opportunities consistent with the educational objectives of member colleges.

The NJCAA's mission is to promote and foster two-year college athletics. Unlawful discrimination is incompatible with this mission and detracts from the organization's goal of promoting healthy and fair competition. The NJCAA prohibits unlawful discrimination based on sex, race, color, national origin, ancestry, disability, religion, creed, sexual orientation, age, or any other characteristic protected by applicable law in the NJCAA's governance, programs, regulations, and employment practices.

## Region 10 Athletics Members

Brunswick Community College  
Bryant & Stratton College - VA  
Caldwell Community College & Technical Institute  
Cape Fear Community College  
Catawba Valley Community College  
Central Carolina Community College  
Cleveland Community College  
Dabney S. Lancaster Community College  
Davidson County Community College  
Denmark Technical College  
Fayetteville Technical Community College  
Florence-Darlington Technical College  
Guilford Technical Community College  
Johnston Community College  
Lenoir Community College  
Louisburg College

Patrick Henry Community College  
Paul D. Camp Community College  
Pitt Community College  
Richard Bland College  
Rockingham Community College  
Sandhills Community College  
Southeastern Community College-Whiteville  
Southwest Virginia Community College  
Spartanburg Methodist College  
Surry Community College  
Thomas Nelson Community College  
USC Lancaster  
USC Salkehatchie  
USC Sumter  
USC Union  
Vance-Granville Community College

### NJCAA Requirements

All players are expected to place academics before athletics. Education is the vehicle that will sustain each player when playing careers are over, not the memories of flattering athletic careers. Moreover, if the academic requirements of the National Junior College Athletic Association (NJCAA) are not met by the player, the player will not be eligible to participate. The NJCAA and Denmark Tech require the following in order to maintain eligibility to participate in intercollegiate athletics:

- Enrollment each semester in a minimum of twelve (12) hours
- A cumulative 2.00 GPA on a 4.00 scale at the end of each semester
- A minimum of twenty-four (24) earned credit hours per school year for further participation

## **Ineligible Players**

A player who becomes ineligible at the end of the fall semester more than one time in his/her playing career has proven that he/she cannot be depended on to maintain academic eligibility over the course of a full season. In these cases of repeated academic ineligibility, the coaching staff may limit the participation of these individuals during future seasons until after midterm grades are received and found to be within NJCAA requirements or terminate the player's relationship with the athletics program. This action will be for the purpose of preserving team continuity and hopefully improving the student's chances of academic success.

## **Athletics Expectations**

### **Social Media**

Social media is a fun and useful tool, but it can also spread information in a negative way that exposes your personal life to the world. DTC supports an individual's expression of First Amendment rights of free speech. We do not place restrictions on the use of social media by our student-athletes. **HOWEVER**, please remember that you represent DTC, the athletic department, and your team at all times. Because the internet can be accessed by anyone, it is recommended that student-athletes do not post information--including photographs and text-and/or join "groups" that do not promote positive behavior. Remember that the general public, coaches, athletic department administrators, media, opponents, NJCAA, law enforcement agencies, and future employers have access to your social media. Inappropriate language, behavior, or social media postings, as well as social media postings that violate NJCAA rules, could lead to repercussions from the DTC athletic department or the division of student services.

It is HIGHLY recommended that you do not post any personal information, including your address or phone number. Put your viewing setting on "Private" so only your friends can see your postings. As a student-athlete, you are highly visible and many people are interested in you...sometimes, it is the "wrong kind" of people who could put your career or even your life in jeopardy. Also, use discretion when posting pictures of yourself, your teammates, and friends. Digital cameras and cell phones with picture and video capability allow the public to catch you in private moments and easily share those pictures with the rest of the world. Do not allow yourself to be photographed in a compromising situation. A photo could be "tagged" to you, leaving you with little control over the content or usage of the photograph.

Bottom line: YOU are accountable for your social media presence. Understand that inappropriate postings can follow you for life. Do not post anything that would embarrass you, DTC, your team, or your family. If you believe something you posted would upset your parents, then know that it is most likely going to upset the college, too.

### **Image**

The image that the athletics department projects is very important from the standpoint of the

College and the community. The following suggestions are offered as guidelines for projecting an appropriate player image:

### **Personal Appearance**

The appearance of an athlete should be such that it reflects a young man/woman who is proud of himself/herself and Denmark Technical College. The alumni, faculty, students, and members of the local community should not have any cause to think that they are being represented by people who dress and act like persons of poor character. Personal appearance should always be reasonable and acceptable.

### **Student Grievances**

Denmark Technical College is committed to treating all students equitably and fairly. Consequently, in its interactions with students, the college does not differentiate between students based on race, color, religion, gender, gender identity, sexual orientation, national origin, disability, medical condition. Likewise, in creating and maintaining a learning environment that promotes academic excellence, one element of maintaining such an environment is ensuring that students are free from the effects of misconduct by other members of the college community, including faculty members.

### **Definition of Grievance**

A grievance arises when a student believes, based on established administrative policies and procedures, that he or she has been treated in an arbitrary, capricious, or discriminatory manner by a college department or a representative of the college.

### **Student-Athlete Conduct**

Players participating in the game should always act in a way that will bring honor to Panther Athletics. Temper tantrums, emotional outbursts, and fighting are all selfish actions that put the individual before the good of the team. These actions, and actions like those described, will not be tolerated. Each incident will be dealt with by the coaching staff in a game-by-game situation. Penalties could range from extra conditioning to suspension(s), to dismissal from the team for the season depending on the seriousness of the violation.

Players on the bench should remain attentive to the game. This is not a time to wave at family and fans and carry-on discussions with them. The only people with whom players need to talk are coaches, other players, managers or trainers, or medical personnel. This also holds true for time out periods. During a time out, players should immediately take water, a towel, and concentrate on the words of the coaches.

While on the bench and during the game, players should watch the player on the floor/field in their position. This will enable the player to understand the flow of the game and know what has been successful when it is time for the replacement to enter the game. Sitting with legs crossed and arms folded in a “don’t care” posture will send just that message to the coaching staff.

During the game, bench players should make every effort to encourage their teammates on the floor/field with positive activity.

Players should not pay attention to coaching from the stands. Coaches make decisions about playing and substitutions based on the tendencies of the opponent, strengths and weaknesses of teams, the game plan, injuries, and the practice ethic of those on the team. Most fans are unaware of all these parameters and cannot make sound judgments without this knowledge. A failure on the part of a player to remain focused while on the bench could result in no playing time.

### **Relationship with Students**

Student-athletes are part of the general student population and not just athletes. Players should contribute to a good relationship between the athletics department and the general campus community.

### **Relationship with Fans**

Student-athletes should present an image in practice and games of being athletes who are enthusiastic about and enjoy sports. Panthers play with determination to win but play intelligently and within the rules. Panthers believe in their teammates and coaches and encourage and support them 100 percent.

### **Relationship with Opponents**

Panthers are the toughest and best-conditioned athletes that their opponents will face all season. Panthers are always expected to be a class act and respect their opponents as fellow athletes who have worked hard to achieve similar goals. We will know how to accept a loss but never get used to losing.

## **Performance**

### **Evaluation Procedure**

All student-athletes are required to go through the try-out process, including veterans; and are subject to being cut from the team if skills are not representative of the expectation for a DTC athlete. Cuts are made at the discretion of the coach.

The evaluation process will last for the entire academic year and playing season. The lengthy period is necessary in order to evaluate the applicant in areas other than athletics and physical conditioning. These other qualities include, but are not limited to, teamwork, positive attitude, cooperation with players and staff, good work habits, punctuality, hustle, harmonious relationships with other players, academic excellence, good communication with players and staff, classroom manners, behavior, etc.

## **Responsibility of Individual Student-Athletes**

A student-athlete at Denmark Tech is expected to develop academically, athletically, personally, and socially. In addition, athletics gives the participant an opportunity to travel, represent the institution, and learn the importance of teamwork. Representing the team and the college requires a commitment to certain ethical guidelines and behaviors. Such ethics are demonstrated by, but are not limited to:

- Showing personal integrity
- Respecting different points of view
- Striving for the highest degree of excellence
- Abiding by the spirit of the rules
- Treating all others with respect and courtesy
- Respecting and accepting the decisions of the coach
- Always representing the institution with dignity and respect
- Respecting the accomplishments of teammates
- Exerting maximum efforts in academics, practice, and competition

## **Practice**

Practice is for the purpose of improving skills and learning team sports. It is not an opportunity simply to socialize with teammates.

All drills are to be conducted crisply, attentively, and in a timely fashion. Players who have difficulty paying attention to instruction or taking part in activities in a focused and intense manner will be asked to leave the playing surface, dress in, and leave the practice facility. The player will be charged with an unexcused absence. Any unexcused absence during the playing season will result in the player losing playing time.

Squabbling, arguing, and finger-pointing with other players or with coaches will not be tolerated. All who continuously practice this behavior will be told to dress in. Unsportsmanlike behavior in practice will result in the following sequence of actions:

### **Uncooperative Behavior at Practice**

- 1<sup>st</sup> Occurrence-Warning
- 2<sup>nd</sup> Occurrence-Suspension
- 3<sup>rd</sup> Occurrence-Termination

Practice generally will last from two hours to two and one-half hours. All players should decide accordingly. Each player is expected to participate for the entire length of each practice. Those who must leave practice early or cannot attend practices must notify the head coach before practice begins. Whether the player's absence is excused or not, that player will have extra practice and conditioning to make up in order to keep up with his/her teammates. A player who fails to make up missed practice time may lose playing time and participate in games at the discretion of the head coach.

## **Home Games**

Players should eat no later than four (4) hours before game time. Dairy products, junk foods, and fatty, greasy foods should be avoided at all costs.

If any taping is necessary, it should be done before players warm up. An ideal time to have taping done is during the pre-game meeting.

After checking with the coach, players should spread out and relax. There is to be no laughing, giggling, loud talking, or horseplay. The inability of any player to relax properly and approach the game seriously may result in no playing time.

Players should be in complete game dress at a time designated by the head coach.

Players should anticipate a pre-game walk-through with the coach prior to game time. This may include a review of game assignments and team meetings in a classroom setting.

## **Away Games**

Players should arrive at the loading area at a time designated by the head coach. Players will be dressed in the proper attire designated by the head coach.

Athletes are required to adhere to the dress code that is designated by the department of athletics. All athletes are required to maintain a positive image when representing the athletics program at Denmark Technical College. Certain types of clothing that reflect negatively upon the college are not permissible. When traveling, athletes are required to dress uniformly by wearing the attire chosen at the discretion of the head coach. Athletes who dress in a manner not consistent with the policy as stated above may be subjected to disciplinary measures.

Unless specific seating is assigned, players should spread out with no more than one (1) player per seat if possible. As part of our COVID-19 protocol, players should remain in assigned seats. Players may lie down, sleep, or quietly discuss playing tactics for the upcoming game. There is to be no laughing, giggling, loud talking, or horseplay. The inability of any player to relax properly and approach the game seriously may result in no playing time. If any taping is necessary, it must be done no later than thirty minutes before game time and can be accomplished during the pre-game meeting or on the bus.

Players should anticipate a pre-game walk-through with the coach prior to game time. This may include extra shooting, review of game assignments, and team meetings in a classroom setting.

## **Game Guidelines**

### **Players Not Dressing Out**

Those players who are not scheduled to dress for home games are required to be at the game. These

players will be on hand to assist coaches and managers with game duties. They should seat themselves on the players' bench.

For away games, non-dressing players should consult the travel squad list to see if they are traveling. If traveling, their duties will be the same as for a home game. The following guidelines should be adhered to by non-dressing players:

- Help coaches and managers in any way possible with balls, water, ice, towels, and other equipment.
- Refrain from talking to players on the bench about anything other than the game.
- Do not participate in the pre-game warm-up in any way.
- Remember to represent Panthers Athletics in a positive way.

### **Dress**

Players should always bring a change of clothes to every game since they will be required to get out of their uniforms at the end of the game. Players should always be aware of the dress policy for their team.

Players are not to begin changing or to leave the locker room after the game until the coaching staff has addressed them.

### **Transportation**

Players will not be allowed to remain at a playing site or ride home with someone else. Unless your parent and/or guardian gives the athletic director written consent which is approved by the athletic director and/or head coach, you must ride with the team.

When on the road, players should collect their valuables and be prepared to leave within a reasonable amount of time after the contest.

## **General Guidelines**

### **Fund-Raisers**

All head coaches are expected to conduct fundraisers to assist with their programs. All fundraisers must be approved by the athletic director or president's office prior to beginning.

### **Media Relations**

News organizations are free to speak with any player with permission from the head coach and/or athletic director. Players should make the coaching staff aware of any such contact, especially if that contact comes at the player's home. The following should be remembered when speaking with the media:

- The head coach is the spokesperson for the team.
- Always praise the opponent. Criticism of any kind is inappropriate.
- Be confident, but not boastful. Always acknowledge teammates and others who assisted you in your success.
- Do not reveal technical information that would help an opponent to prepare.
- Some media personnel may attempt to create controversy with your remarks by asking leading questions. You may always tell a reporter that you do not wish to comment on what was asked, or you may refer the person to the coaching staff to answer those questions with which you are uncomfortable.

## **Locker Room and Equipment**

The locker room must be kept neat and clean. The coaching staff expects players to help keep the facility in good shape. Use the following guidelines regarding the locker room:

- If issued lockers, keep them clean and sanitary. Do not leave dirty clothes in the locker for long periods of time.
- Keep valuables secured.
- Do not leave trash, empty drink cans, or other containers on the floor. Throw all waste in the trashcans provided.
- No playing around in the locker room to avoid injuries.
- Visitors should not be brought into the locker room without consulting with the coaching staff.

## **Wellness Center/Weight Room and Cardiovascular Equipment**

The Wellness Center/weight room must be kept neat and clean. The coaching staff expects players to help keep the facility in good shape and return all equipment to its proper place. Use the following guidelines regarding the weight room:

- Health guidelines must always be followed.
- Proper workout attire is always required (t-shirts, shorts, socks, shoes).
- Keep weights and equipment in designated areas.
- Do not bring food and carbonated drinks into the lifting area.
- Do not leave trash on the floor. Throw it away.
- Do not play around in the weight room. Always exercise caution.
- Visitors should not be brought into the weightlifting area.
- Players are expected to take care of the equipment and make sure others do the same.

## **Alma Mater**

O' Alma Mater, waving high  
The Pride of all our hearts  
Real manliness, Fidelity  
That never doth depart.

We love thy large and tiny halls,  
Thy lawns and sunny plains.  
We give thee praise with all our might  
And yours we will remain.

Chorus:

To thee, dear, Denmark Tech  
Our hearts are beating true.  
We give thee praise and loyalty  
In everything we do.

Alvin O. Jackson  
Class of 1950  
(Sung to the tune of "Auld Lang Syne")