Mt. San Antonio College
Athletics Department

Coaches Handbook

COACHING HANDBOOK

TABLE OF CONTENTS

Welcome to the Mt. SAC Athletics Family.   This Coaching Handbook is designed to give <u>Head Coaches</u> the basic information concerning Mt. SAC Athletics. Please do not hesitate to contact any athletics director with additional questions.

HISTORY OF MT. SAC ATHLETICS

Mt. SAC Athletics long and renowned history began with the start of the college in 1946 with 5 men's sports (baseball, basketball, football, tennis and track & field). Through the years, the athletics program has expanded to 23 sport offerings for both men and women and has become one of the premier community college athletics programs in the nation.

Mt. SAC has captured a total of 76 California Community College Athletic Association (CCCAA) State Championships with 49 of those earned since 2000. The Mounties also boast a number of legendary student-athletes, coaches and historic events on campus (see "Sports Information/Alumni-Notable" on the website).

Since its inception during the 2003-2004 academic year, Mt. SAC has captured 10 National Alliance of Two-Year College Athletic Administrators (NATYCAA) Cup Championships (5 runner-up honors, a fourth and a sixth-place finish. The Mountie Program has produced 6 of the 10 highest overall scores including the top, second and third highest scores (187.50, 177.50, 176.50) in history.

In 2015, Mt. SAC Athletics captured the prestigious Learfield Cup, as the nation's premier community college athletics program.

On the conference level, Mt. SAC has dominated the South Coast Conference (SCC) since 2000, winning 14 of the 16, SCC Athletic Supremacy Championships and hundreds of Coaches of the Year Honors.

Mt. SAC Athletics Historic Moments/Accomplishments/Facts by the Numbers

- **13** = Number of State Championships captured by Coach Doug Todd (#1 at Mt. SAC)
- **23** = Number of Intercollegiate Sports Currently Offered at Mt. SAC
- **43** = Number of Women's State Championships won by Mt. SAC Athletics (Men=30, Coed=3)
- **49** = Number of State Championships won by Mt. SAC Athletics since 2000 (avg. of 2.57 per year)
- **76** = Total Number of State Championships won by Mt. SAC Athletics
- **1946** = Mt. SAC Opens its Doors
- **1948** = Hilmer Lodge Stadium finished at a cost of $100,000
- **1957** = First State Championship – Men's Track & Field Team
- **1997** = First Football State and National Championship
- **2002** = Men's Track & Field captures 7th consecutive State Championship
- **2009** = 50th State Championship – 2009 Football Team
- **2012** = Men's Soccer captures 4th consecutive State Championship
- **2015** = Mt. SAC Athletics Captures the prestigious Learfield Cup
- **2016** = Mt. SAC Athletics captures 6th NATYCAA Cup Championship
- **2017** = Mt. SAC Athletics captures 7th NATYCAA Cup Championship
- **2018** = Mt. SAC Athletics captures 8th NATYCAA Cup Championship (6th consecutive)
- **2019** = Mt. SAC Athletics captures 9th NATYCAA Cup Championship (7th consecutive)

TITLE	NAME	EXT.	E-MAIL
KAD DIVISION STAFF			
Dean/Athletics Director	Joe Jennum	5712	jjennum@mtsac.edu
Associate Dean/Associate Athletics Director	Tammy Knott-Silva	4355	tknottsilva@mtsac.edu
Assistant Athletics Director	Marc Ruh	4740	mruh@mtsac.edu
Division Information Director	Brian Yokoyama	4022	byokoyama@mtsac.edu
Sports Publicist	Kenny Walter	5114	kwalter@mtsac.edu
Athletic Eligibility Specialist	AniSurei Escalera	5113	aescalera@mtsac.edu
Administrative Specialist IV	Christine Ojeda	5709	cojeda@mtsac.edu
Administrative Specialist II	Suzy Basmadjian	4352	sbasmadjian@mtsac.edu
Administrative Specialist I		4640	
Student Services Program Specialist II	Samantha Rangel	5111	srangel26@mtsac.edu
Fitness Coordinator	K.C. Kranz	3212	kkranz1@mtsac.edu
DANCE DEPARTMENT			
Department Chairperson	Michelle Shear	3420	mshear@mtsac.edu
Professor	Karol Ritz	4742	kritz@mtsac.edu
Professor	Amy Nakamura	4635	anakamura@mtsac.edu
KINESIOLOGY DEPARTMENT			
Professor	Melinda Bowen	5308/6549	mbowen@mtsac.edu
Professor	Brian Crichlow	4726	bcrichlow@mtsac.edu
Professor	Ruby Rojas	4732	rrojas30@mtsac.edu
Professor	Chris Jackson	4556	cjackson@mtsac.edu
Professor	Bob Jastrab	4877	rjastrab@mtsac.edu
Professor	Clark Maloney	4686	cmaloney1@mtsac.edu
Professor	Ron Kamaka	5367	rkamaka@mtsac.edu
Professor	John Knott	4348	jknott2@mtsac.edu
Professor	Giovanni Lanaro	5224	glanaro@mtsac.edu
Professor	Stacy Parker	6380	sparker@mtsac.edu
Professor	Bobby Purcell	6944	rpurcell@mtsac.edu
Professor	David Rivera	4709	drivera@mtsac.edu
Professor	Lani Ruh	5776	lruh@mtsac.edu
Professor	Marc Ruh	4740	mruh@mtsac.edu
Professor	Juan Sanchez	4361	jsanchez@mtsac.edu
Dept. Chair/Professor	Liz Ward	3025	eward@mtsac.edu
ATHLETICS SPECIAL EVENTS			
Mt. SAC Relays-Mt. SAC Cross Country Invitational-Footlocker Cross Country Championships			
Director of Athletics Special Events	Doug Todd	4882	dtodd@mtsac.edu
Special Events Office		4840	specialevents@mtsac.edu
AQUATICS			
Aquatics Coordinator	Chris Jackson	4556	cjackson@mtsac.edu

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TITLE	NAME	EXT.	E-MAIL
ATHLETICS			
HEAD COACHES			
Baseball	John Knott	4348	jknott2@mtsac.edu
M-Basketball	Michael Fenison	5877	mfenison@mtsac.edu
W-Basketball	Brian Crichlow	4726	bcrichlow@mtsac.edu
M-Cross Country	Ron Kamaka	5367	rkamaka@mtsac.edu
W-Cross Country	Giovanni Lanaro	5224	glanaro@mtsac.edu
Football	Bob Jastrab	4877	rjastrab@mtsac.edu
M/W-Golf	Greg Osbourne	4313	gosbourne@mtsac.edu
M-Soccer	Juan Sanchez	4361	jsanchez@mtsac.edu
W-Soccer	Juan Sanchez/Rachel Schmid	4361	jsanchez@mtsac.edu/rschmid3@mtsac.edu
Softball	Ruby Rojas	4732	rrojas30@mtsac.edu
M-Swimming	Marc Ruh	4740	mruh@mtsac.edu
W-Swimming	Chris Jackson	4556	cjackson@mtsac.edu
M/W-Tennis	Lee Shiomoto	7500 x3471	lshiomoto@mtsac.edu
M-Track and Field	Ron Kamaka	5367	rkamaka@mtsac.edu
W-Track and Field	Giovanni Lanaro	5224	glanaro@mtsac.edu
Indoor Volleyball	Samantha Neely	4344	sneely@mtsac.edu
Beach Volleyball	Danielle Diaz	3615	ddiaz143@mtsac.edu
M-Water Polo	Marc Ruh	4740	mruh@mtsac.edu
W-Water Polo	Chris Jackson	4556	cjackson@mtsac.edu
Wrestling	David Rivera	4709	drivera@mtsac.edu
Pep Squad/Cheer	Talan Fortin/Vanessa Long	4630	tarmstrong6@mtsac.edu/vreyes27@mtsac.edu
SUPPORT STAFF			
ATHLETIC TRAINERS			
Gym 3	Ali Lacayo	4347	alacayo@mtsac.edu
45/44	Mike Landas	4878	mlandas@mtsac.edu
45/Gym 3	Elva Salcido	4210	esalcido7@mtsac.edu
45	Kevin Mark	7500 x3171	kmark@mtsac.edu
EQUIPMENT SUPERVISORS			
27 Pool Complex	Gabe Campos	4745	gcampos@mtsac.edu
Gym 3	Nic Sandoval	5129	nsandoval29@mtsac.edu
45/27C	Dan Quezada	4345	dquezada@mtsac.edu
Stadium 1137	Taylor Dinius	4885	tdinius@mtsac.edu
ACADEMIC SUPPORT			
Academic Counselor	Shane Poulter	5864	spoulter@mtsac.edu
Academic Counselor	Jessica Valdez	4628	jvaldez138@mtsac.edu
WIN Program	Erica Ledezma	5518	eledezma@mtsac.edu
Career Specialist	Arnita Champion	6080	achampion@mtsac.edu
FACILITIES			
27A Wellness Center		4625	
742-1100 Weight Room		742	742-1110 Team Side
45-1410 Athletic Training Facility		4518	

CONTACT INFORMATION
IMPORTANT WEB PAGES
Athletics Web Page http://www.mtsacathletics.com
Sports Information Web Page http://www.mtsacathletics.com/sportsinformation/SportsInformationOffice
Athletics / KAD Hub Page Link https://bit.ly/KAD-Hub

- **Athletic contest score reporting:** Please fill in scores as required by your conference and CCCAA (within 24 hours of the contest) on your teams athletics website schedule page (see Brian or Kenny for help with this) **AND** fill out the form on this link after every match http://www.mtsacathletics.com/sportsinformation/Sports_Recap

- **Alternate Transportation Form:** To be completed by the head coach when the coach approves a student athlete's request to travel to/from an event on their own. The student athlete must travel either with their parents or on their own and not transport anyone else from the team. This form will be e-mailed or given to the athletics administration at least one week in advance of the event date for final approval.

- **Medical Documentation:** As the head coach you will need to direct your student athletes to this link https://www.mtsacathletics.com/athletictraining/MedicalClearance for health screenings/eligibility directions.

- **Athletics Tournament/Invite Request Form**: to be filled out by the head coach for each event (tourn, mini tourn, invite) you wish to host. The form will ask you to include information on your event budget among other things. This form will be turned in to Ani.

- **Athletics Schedule Template:** This form should be filled out by the head coach and includes four tabs at the bottom of the form. Each tab opens a page that asks for a different schedule related to your team (Holiday practice times, games schedule, general practice schedule, and non-traditional season schedule). This form will be turned in with end of the year check out material to Ani.

- **Athletics Recruiting Log:** This form is for logging your recruiting plans and activity for each month during the year as it pertains to *OUT OF RECRUITING AREA* student athletes. This form is RECOMMEDED and should be turned in to Marc Ruh via e-mail on the first working day of each month by 5:00 pm and will include the activity for the month that just ended and the plans for the month coming up.

- **Athletics Roster Form:** This form should be filled out and turned in to Kenny Walter, Ani, and your trainer a minimum of four weeks prior to the start of your season. This form should also be sent to the equipment technician responsible for your sport.

- **Athletics End of Season Report:** This form should be filled out by the head coach and turned in at the end of each year paying particular attention to student athlete transfer information. This form should be turned in with the other end of the year check out material to Ani.

- **Authorization to Consent to Treatment**: Completed by any athlete under the age of 18. Pick up and return to your athletic trainer.

- **Campus Volunteer Enrollment Form**: Submitted by anyone whom is helping with your program (assistant coaches, managers, etc.). Forms must be filled out and submitted annually to the Division Office for approval prior to the volunteer working with your program. An interview must also be scheduled with Athletics administration prior to work starting.

- **Confidential School Accident Report**: Submit for any injury or accident that occurs. Work with your trainer for injuries that occur during practice or games.

- **Conference and Travel Request/Expense Claim Form** – submitted for any away game/match where food and/or housing in needed. Claim must be submitted prior to the event and then re-submitted after the event for reimbursement.

- **CSA/Clery Act Reporting Form** - CSA's are required, by law, to report incidences of crime brought to their attention. Campus Security Authority Incident Report Form is available at https://bit.ly/KAD-Hub
    - They include the 9 Clery Crimes:
    - Criminal homicide

3

- Sex offenses—forcible & non-forcible
- Hate crimes
- Aggravated assault
- Robbery
- Burglary
- Motor vehicle theft
- Arson
- Arrests & disciplinary referrals: Violations of liquor, drug, & weapons laws

o **Donation Information Form**: This form is filled out and submitted along with a deposit slip. This form serves as additional documentation that a donation was received and includes the contact information for the person/s making the donation (so the Foundation can send them an acknowledgement of their donation and properly file forms for reporting purposes). These can be left in the Division office with Ani. The Foundation will be notified to pick up.

o **Deposit Slip**: This form is submitted with <u>any</u> deposit of money. All deposits are made to the Fiscal Services **the next business day** Office in Building 4 (ground floor on south end of building). When a deposit is being made, make sure all of your accounting is complete and the form is filled out properly and completely (including proper account numbers). If you need help with account numbers, please see Ani. *Please note*: There are different account numbers for deposits of entry fees and for donations. See Ani for details.

- Fund-raiser deposits require deposit form and copy of approved fund-raiser form.

- Donation deposits require deposit form and donation information form and can be left with Ani in the Division office for Foundation pick up.

o **Fundraising Forms** – request for approval of a fundraising event/activity is submitted at least two (2) weeks prior to the activity/event. A ticket sales report is also submitted after the activity/event. Funds may not be deposited without an approved form

o **Inventory Form** – to be completed by equipment supervisor at the end of each season. Coaches must sign each form to verify accuracy of inventory.

o **Printing Services**– Submit requisitions on-line through this address https://printingservices.mtsac.edu/ . You will log in with your normal username and password. Color requests will be charged to your team account.

o **Use of facilities forms** – Use for any practice/event that is held at a different place or time than normally scheduled class time. <u>For example</u>: Holiday practice times. Training in any area away from your normal training location (Mt. SAC campus and surrounding area). Semester break training times. etc… Also used for requesting a facility to have a camp/clinic/fundraiser. You will be notified if there is a conflict or if the request is not approved. Please submit utilizing the *Smartsheet* link. All team schedules will be submitted at the end of the year in Excel format utilizing the template Ani sends at the end of the year. (for the following year).

o **Transportation Request** – filled out for any transportation need. Transportation is only allowed for participating team members! No additional transportation for red-shirts, managers, etc. Mileage form (on the envelope the key comes in) must be filled out with each van that is used. Keys and credit cards must be returned on the day you arrive back at Mt. SAC. Any drivers in your program must be 21 years old for leased vans and 25 years old for rental vans. <u>All new drivers must submit a Consent to Verify Driving Record form and copy of their driver's license to Laura Demitria</u>. See Game Management.

o **Uniform and Equipment Agreement** – List all uniforms and equipment that is checked out to your athletes. Filled out by Coach and/or Equipment Supervisor. Form must be signed by the athlete. If athlete fails to return or fails to pay for lost or damaged uniform/equipment an obligation must be submitted against them.

o **Work Order Request form** – submit any requests to the equipment tech assigned to your area.

BUDGET/ACCOUNTS PER SPORT

There are two types of money (both technically belong to the college)
- Fundraised
  - This money is raised through <u>fundraisers</u>, donations, gifts, attending shows, car washes, <u>hosting camps/clinics</u>, etc.
  - <u>This money **should be** deposited **by coaches** to fiscal services **on a daily basis** of receiving the monies or at the conclusion of the event/camp/clinic.</u>
  - <u>See https://www.mtsac.edu/governance/trustees/apbp/AP6300.pdf</u>
    - <u>Fundraisers should include:</u>
      - <u>Deposit slip</u>
      - <u>Copy of approved fundraiser form</u>
      - <u>Receipts</u>
        - <u>From a receipt book</u>
        - <u>If online registration, a list of all those that registered</u>
      - <u>Ticket reconciliation form (if applicable)</u>
  - <u>If a cash box/change is needed, use the cash box request form.</u>
    - <u>Request should be done at least 2 weeks prior to event</u>
    - <u>Any proceeds/profits should be deposited to fiscal services the next business day after the event</u>
  - Money may be spent on:
    - Equipment, Uniforms, Meals & lodging, Scouting, T-shirts, Awards, Programs, Projects
    - Money may not be used to pay coaches.
      - See Ani for specific questions
    - **When trying to procure items through the district:**
      - <u>You will request a QUOTE for the items needed (make sure it includes tax and shipping)</u>
      - <u>All Quotes must be processed through **Ani**</u>
      - <u>Items should be sent and received to the College and not to your personal home address</u>

- District
  - This money is given to us from the school and can be used for items such as uniforms, balls, travel, officials, etc. (See Suzy for specifics or questions), it is also money obtained through hosting events (entry fees etc.)
    - **When trying to procure items through the district:**
      - All Quotes must be processed through **Suzy**
      - You will request a QUOTE for the items needed (make sure it includes tax and shipping)
      - Give that quote to Suzy and she will generate a PO for that quote
      - When you receive the items (even if they were delivered from the warehouse) contact Suzy and let her know the items were received.
      - <u>Items should be sent and received to the College and not to your personal home address</u>
      - <u>If you pick up the items with prior administrative approval you must bring the items to the division office to complete processing.</u>

- **Please keep in mind –**
  - It takes approximately 1 to 1.5 weeks for checks to be processed.
  - If you are attending an event and need to hold or pay for hotel rooms – Get info and CC authorization form to Ani so she can utilize the departments P-Card to do that.
  - It takes significantly longer to process a PO (plan on 6–8 weeks (sometimes longer) from the time you get a quote until the time the items are delivered and in your hands. If an item is needed urgently, there are ways of speeding this process up. Please see Suzy (District) or Ani (<u>Fundraising</u>) to help with that.
  - DO NOT bring quotes to Fiscal services.

- PLEASE COMMUNICATE WITH SUZY WHEN AN ITEM IS RECEIVED THROUGH DELIVERY DIRECTLY FROM THE WAREHOUSE (meaning you did not pick it up at Suzy's office).

Reimbursement's
- Ani, Suzy and Christine have access to a college credit card that can help alleviate the need to purchase items with your own personal money.
  - Amazon or other online sites
  - Costco, Sam's Club, Home Depot or Lowe's
- If you still need to purchase an item with your own money you will need to provide the following.
  - Cannot exceed $200 for supplies purchased (food not included in this total)
  - Items should not be sent to your home address but to the College's address
  - Any food items purchased for reimbursement need to include the itemized receipt
- Receipts for reimbursement should be submitted within 2 weeks
- If you have any questions, please contact Ani

Additional information regarding Fiscal Services Policies and Forms is available below:
https://www.mtsac.edu/fiscal/fiscal_service_forms.html

Conference/Travel funds
- Each year you will receive a budget for meals and lodging costs for your team.
  - Funds can be used for both home and away games
  - Funds can be used for meals or hotel costs
  - Funds need to be requested *at least 2 weeks prior* to game/meet/match
- Please see Ani if you have any questions.

Giving – Mt. SAC Foundation
- Each team is already including on the Athletics Website under FAN ZONE – https://mtsac.thankyou4caring.org/athletics-donation-page
- E-Sponsor – is 100% of donations received

Use of RefPay:
- Officials for many sports are assigned through **Arbiter** (www.arbitersports.com) and payed through RefPay.
- Communicate needs with Ani regarding officials pay for home games and hosted tournaments.

NO PRIVATE OFF-CAMPUS ACCOUNTS ARE ALLOWED!

P.I.E – Budget requests
- PIE = Programming for Institutional Effectiveness
- This is a process in which you/your area will request items that you would not normally purchase on a yearly basis with your normal supply budgets. If an item is not on this list, you will not receive money to purchase. YOU ARE NOT GUARANTEED TO RECEIVE ALL (OR ANY) OF THE ITEMS ON THIS LIST. YOU ARE GUARANTEED, THOUGH, TO NOT RECEIVE ANY ITEMS NOT ON THE LIST.
  - You do not need to include things on PIE that you would normally purchase through your normal annual Team Supply Budget (pennies, cones, shorts, uniforms etc.)
- If there are urgent or special needs, please bring those to Joe or Tammy directly.
- We work within two areas: **Kinesiology** (activity classes, theory classes) and **Athletics** (everything related to the teams, facilities).
  - **Examples:** I need a new piece of timing equipment that will be required for game management by NCAA rules for the next year. You will need to replace your goals or need a new scoreboard; include those on your PIE document with costs for the items.
  - The PIE document/list is kept with you. You keep it current. When something is received, mark down on your list that it was received and also include a statement of how that purchase is related to Outcomes in your class (team or general pop). This is called "CLOSING THE LOOP".
    - **Example:** Tied to SLO #2 (Developing offensive tactics). The new pitching machine allows more of our players to work on offensive tactics (hitting)at the

6

same time. We have seen a 10% increase in team batting averages since the purchase of the machine.
- o Your departments heads (Kinesiology or Athletics) will ask for your lists in May for addition to the respective department lists.
- o **Here are the approximate timelines:**
  - ▪ **May:** Faculty/coach gives list to department head
  - ▪ **July 1:** Department lists are due to division manager to be prioritized
  - ▪ **Aug 1:** Division lists are due to VP's
  - ▪ **Sept:** VP's lists are brought together, and purchasing is approved based upon money available. You will be notified of approval for specific items between September and March.

POLICY AND PROCEDURE

Mt. San Antonio College
- o Student-athlete expectations/code of conduct – see eligibility
- o See also Academics and Eligibility

Ed Code 76032 provides an instructor the option to remove a student from their class for the day of the removal and the next class meeting. If the instructor removes the student from their class, they must immediately complete the student conduct report and notify the Dean and/or Associate Dean. Please see links below for reporting student conduct, Standards of Conduct, and the Student Conduct procedures:

Student Misconduct Reporting: https://www.mtsac.edu/studentlife/standardsofconduct.html

Standards of Conduct BP 5500 https://www.mtsac.edu/governance/trustees/apbp/BP5500.pdf

Student Discipline Procedures AP 5520
https://www.mtsac.edu/governance/trustees/apbp/AP5520.pdf

South Coast Conference (SCFA conference- Football, Southern Calif Wrestling Alliance - Wrestling, Western States – Men's Tennis) Your sport conference may vary –
- o **By laws per sport** – see conference bylaws
- o CCCAA approved **Rule Book** per sport
- o All **scores** must be reported to the following:
  - • Team Website (score updated) **AND**
  - • post event follow up at this link
    http://www.mtsacathletics.com/sportsinformation/Sports_Recap
- o Coaches/teams will be penalized by the conference if scores/results are not reported within 24 hrs. of an event concluding.
    (*see reporting of scores*)

CCCAA – State Governing Body Constitution
- o **Recruitment**/district High Schools – see page 19
- o **Season of Sport** – see attached
  - • Practice start dates must be adhered to.
  - • Each sport has a set number of allowable contests (see bylaw 3.11)
- o **Decorum policy** – see attached
  - • If an athlete violates this policy there must be a meeting with the Athlete, the Coach, and the Athletic Director to discuss the consequences.
- o **Post Conference Competition**/Championship Handbook –
  - • Contains all the information concerning playoff competition for your sport.
  - • Supplement will be sent prior to your season.

Staff Development:
- o CCCAA meeting every year during August
- o Conferences coaches might go to
- o POD (Professional and Organizational Development) http://www.mtsac.edu/pod/

Other Departmental Commitments:
- o Compliance meeting
- o Testing/CCCAA compliance (cccaasports.org) – membership services – compliance exam
- o Conference meetings (pre and post)
- o Monthly Athletics Department meetings

Clery Act/CSA:
- o Requires higher education institutions to report crime statistics to current & prospective students & employees.
- o To ensure that students know about dangers on their campuses, the Clery Act requires institutions to gather and publish data for students and the general public.
- o Because coaches are considered "*Officials with Significant Responsibility*" for Student and Campus Activities" that makes us a Campus Security Authority (CSA) which means:
  - o We are required to:
    - ▪ Have knowledge of the Clery Act
    - ▪ Report crime occurring on campus
- o CSA's are required, by law, to report incidences of crime brought to their attention.
  - o They include the 9 Clery Crimes:
    - ▪ Criminal homicide
    - ▪ Sex offenses—forcible & non-forcible
    - ▪ Hate crimes
    - ▪ Aggravated assault
    - ▪ Robbery
    - ▪ Burglary
    - ▪ Motor vehicle theft
    - ▪ Arson
    - ▪ Arrests & disciplinary referrals:
    - ▪ Violations of liquor, drug, & weapons laws
  - o **You must report if it occurred:**
    - ▪ On campus
    - ▪ On public property adjacent to campus
    - ▪ On non-campus property owned or controlled by the college or a recognized student organization
    - ▪ Contracted facilities
  - o **Do not report crimes, as a CSA, if:**
    - ▪ A person tells you about a crime that occurred before he/she enrolled in the school OR
    - ▪ While he/she was away from campus and not involved in a college sponsored activity - e.g., at home, on spring break etc.
- o **To Report: Fill out form on this site and follow the directions**
  https://bit.ly/KAD-Hub

Directory: http://mtsacathletics.com/athletics/directory/index
- o Athletic Coaches
- o Athletic Staff
- o Athletics Academic Counselors
- o WIN Program (Student Athlete Tutorial Center)

Fee Based programs:
- o Conditioning class for sport (in or out of season) when requested by coach
- o Used for students that come into a semester after the last date to add a class and you would like them training with your team
- o **NOT** to be used for out of state or international students as a "cost saver"

- o Enrolled through Community Ed at $46.00
- o Not eligible to compete during season of sport using this class
- o STUDENT IS NOT COVERED THROUGH INSURANCE AGAINST INJURY. NOT ABLE TO USE ATHLETIC TRAINERS OR HEALTH CENTER
- o All approvals for Fee Based programs come from the Associate Ad and/or the Director of Athletics.
- o Students MUST HAVE health insurance to participate

Recommending Assistant Coaches and Hiring Procedures

If a head coach is interested in bringing on an assistant coach for their sport, all college policies and procedures, and minimum qualifications will be followed.

- o Head Coach does due diligence to find someone that meets minimum qualifications and that you think will bring something positive to the program
- o Contact Asst. Director of Athletics (Marc Ruh) to notify him that you would like to start the process with that person, and what you perceive their role to be with the program
- o Have your prospective asst. coach e-mail Marc Ruh and have them include their resume (make sure their coaching experience is listed and is up to date
- o The Asst. Director of Athletics will reach out to them and schedule an interview. The Head Coach will be copied on an e-mail to the prospective asst. coach when the interview has been completed to notify them of the next steps.

Please see link below on Minimum Qualifications:

Minimum Qualifications for Faculty and Administrators in California Community Colleges

Disciplinary Situations with Assistant Coaches

- Head Coaches cannot hire or fire assistants who have paid assignments or stipends. **Communicate with administration immediately as issues arise**.
- Failure to do so will result in further issues with you (as the head coach) by not following college procedures and will compound the problem with the assistant, by potentially not allowing them due process.
- Always best to loop management in as far in advance as possible.

STUDENT/ATHLETE MANAGEMENT

Matriculation:

- o **Application** – Must be done online at http://mtsac.edu/admissions/apply-now.html
- o **AQ** (Assessment Questionnaire on student portal) **Assessment test** – x 4625 (building 9B)
- o **Attend a Spring General Athletics Informational Session** (coaches organize these with Shane Poulter. Typically, 1 hour in length)
- o **High School and/or College transcripts sent**
- o Attend in **Summer Student Athlete Orientation** (late June and early July, 4 days long – required for priority registration) with Shane Poulter
- o **Register for classes** and pay fees
  ****Complete a FORM C** if athlete is out-of-state*
     - SEE ELIGIBILITY PACKET FORM C
  ****Complete a Tracer** form if athlete is a college transfer*
     - SEE ELIGIBILITY PACKET FORM 2
  SUBMIT BOTH OF THE ABOVE FORMS TO ANI

Academics:

- o **Summer Student Athlete Orientation**: completed with Shane Poulter
- o **WIN Program**
  - **Basic Skills Assessment** – given the first day of the Orientation   **9**

- o Athlete's that need improvement in their basic skills may use the programs available with the WIN program.
- **Study Hall** – Minimum of 2 hours per week, each coach can mandate more if desired.
  - o Hours start to accumulate in week #2 of the semester.
  - o To maintain priority registration a student athlete must have 16 hours accumulated by week #9 and 30 hours by the end of the semester
  - o These hours will be sent to each coach by Tuesday of each week
  - o Student athletes may utilize most of the various tutorial centers on campus for hours
  - o Student athletes can be waived from the hour requirement of they have been able to maintain over a 3.0 GPA after a minimum of 1 semester on campus.
- **WIN Program Director** – Erica Ledezma x 3207
- **WIN Program Hours/Location**
  - Monday, Thursday 9:00 am – 5:00 pm
  - Tuesday, Wednesday 9:00-7:00 pm
    - Extended hours (T, W 5:00-7:00 pm begins in the 4th week of school during 16-week semesters)
  - All student athletes must register at the WIN the first week of school (including out of season semesters)
  - Building 45 – 1430
- o **Progress Checks**
  - Completed each major semester (Fall & Spring)
  - These are done electronically in the Faculty Portal by the professors. When completed by the professor, a notice is automatically sent to the student.
  - Coaches & Counselors will receive the progress checks on a weekly basis.
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  - There must be a follow up with a student athlete that receives a grade lower than a C (D or F) or any negative comments from a professor. This follow up will be in the form of a one on one meeting with an academic counselor for student athletes. If follow up does not take place, priority registration will be taken away from that student athlete.
- o **Red Shirt**
  - Athlete practices with the team but does not compete
  - Five-year eligibility clock has started
- o **Grey Shirt**
  - Athlete practices with the team but does not compete
  - Athlete does not enroll in college full-time, therefore, eligibility clock does not start
    - *Many students must be enrolled full-time (12 units) in order to have health and/or car insurance. *
    - *To receive financial aid a student must be enrolled full-time. *

Eligibility:
- o Athlete must be **enrolled in 12 units** during season of sport including KINX sport specific class
- o Athlete must **complete 24 units between seasons and pass 6 units in their last F/T semester of attendance.** (For more details and questions see Ani)
- o Athlete must have a **2.0 GPA** to be eligible at the beginning of their 2nd season or the first season of their second sport.
- o **Health Screening (Physical)** and medical documentation
  Health Screenings/Eligibility directions can be accessed from the Sports Medicine/Athletic Training website: https://www.mtsacathletics.com/athletictraining/MedicalClearance
  - Coach should direct student athletes to the link above
  - New Mt. SAC student-athletes must complete SportWares Online documentation process
  - Returning student-athletes must have current health screening (within 2 years) and update information on SportsWare as needed
- o **Summer Student Athlete orientation** – complete

- o **Eligibility Packet – completed by each athlete**

- o All packets must be turned in to Ani at the Division Office
- o Sort forms alphabetically by last name of your athletes
- o Make sure to check each packet for completeness and accuracy before SIGNING the packet.
- o Return all forms at one time
    - **FORM 1** – Student Eligibility Report
        - Athlete must account for all time spent from High School to current.
        - **Side 1 must be signed by the coach.**
        - **Side 1 must be signed by the athlete.**
        - **Side 2 must be initialed by athlete (at #11)**
    - **FORM C** – Out-of-Sate Student Contact Record
        - Must be filled out by any athlete who resides outside the State of California
    - **FORM 2** – CCC Student Tracer Report
        - Completed by any athlete who has attended any other college (regardless if they participated in a sport or not).
        - College transcripts must also be sent.
    - **Hold Harmless** – Warning, Agreement to Comply with Instructions
        - Student's understanding that any sport has a risk of injury
    - **Student Athlete Code of Conduct**
        - Athlete must attend one of the Code of Conduct sessions offered
            - o Fall athletes: End of summer
            - o Spring athletes: Beginning of Fall semester
        - Athlete's understanding of the conduct expectations from Mt. SAC
        - Signed by athlete, coach and athletic director
- o **Injury/Illness Waiver – FORM 4 (see attached highlights)**
    - Requested by any athlete who may have been injured during the season
    - Athlete and coach work with athletic trainer to complete waiver
    - May not have competed in more than 30% of season
    - Injury must have occurred in the first half of the season.

- o **University Transfers**
    - May transfer as long as they have only participated in 0-1 seasons of sport.
    - If they have played for two or more seasons, then they are no longer eligible in that sport at a community college.
    - Must have <u>24</u> units between seasons and have a <u>2.0</u> GPA.

- o **Community College Transfers**
    - If athlete has participated at another Community College, they must complete 12 units in residency at Mt. SAC prior to season of sport. No more than 8 of which can be during the summer intersession (for fall sport eligibility) or winter intersession (for spring sport).
    - If athlete has been out of community college sports (last year of competition was at a community college) for more than 2 years, the residency rule does not apply.
    - If their previous community college dropped their sport, the athlete does not need residency units IF they were not given ample time to enroll at the new college. (24 units between seasons is still required)

Always check with the Division Office if you have any questions concerning an athlete's eligibility!!!!!

SEASON MANAGEMENT

Scheduling for Season of Sport:
- o **Season Schedule**
  - Include scrimmages, pre-season, conference, post conference, regional, and state.
  - Do not exceed allowable number of contests for your sport. (See CCCAA bylaw 3.11)
- o **Forms/sites**
  - **Use of Excel file** for both home and away contests, Nontraditional schedule, holiday practices and practices outside of usual facilities
    changes can be submitted by email or in house use of facilities form
  - **Transportation Request** for each away contest (check details, be as specific as possible with times). Check confirmation e-mail from Laura Demitria prior to each contest (generally sent 1-2 weeks prior to the event).
  - **Conference and Travel Request/Expense Claim Form** (see Ani when requesting meal money, entry fees, etc…. a minimum of 3 weeks prior to event)
  - **Officials** (Please check on Arbiter http://www.arbitersports.com/ to make sure all of your events are assigned officials a minimum of 1 week in advance of each contest). If you need login information, please contact Ani.

Scheduling for Non-Traditional Season of Sport:
- Schedule and Roster submitted to Ani a minimum of 3 weeks prior to the first contest
- Must have Schedule, Roster, and Physical on file with trainers for everyone participating.
- Student must be enrolled in the sport specific team class (KINX)
- Nontraditional may not overlap or interfere with class time
- Please see http://cccaasports.org/working/pdf/Constitution/Bylaw_3.pdf Bylaw 3.17 for rules regarding non-traditional season.

Game Management:
- o **Use of facilities** – see page 4 above (through smartsheet)
- o **Trainers**
  - Inform trainers of departure times for away games (well in advance)
  - Inform trainers of times athletes must be ready for home games
  - Discuss any changes in your schedule with your trainer (well in advance)
- o **Equipment Supervisors**
  - Inform of any changes in schedule (well in advance)
- o **Officials**
  - Please check on Arbiter http://www.arbitersports.com/ to make sure all of your events are assigned officials a minimum of 1 week in advance of each contest) If you need login information please contact your Officials Assignor (if you do not know who this is, contact Ani).
- o **Transportation** – see transportation request form
- o **Meals and Lodging:**
  - For athletes and coach(es) see Ani for details
  - Submit requests for meal money and lodging for your athletes at least three weeks in advance.
- o **Reporting Misconduct/Decorum Policy:**
  - Any Decorum Policy infractions (game ejections) must be reported to Joe or Tammy on the day of the contest.
- o **Reporting Scores/Results:** see reporting scores/results
  - o All **scores** must be reported to the following:
    - o Team Website (score updated) **AND**
    - o post event follow up at this link
      http://www.mtsacathletics.com/sportsinformation/Sports_Recap
  - o Coaches/teams will be penalized by the conference if scores/results are not reported within 24 hrs. of an event concluding.
- o **Gate admission:** You must meet with the Division office regrading pricing, consistency, tickets, and handling of money procedures
- o **Concessions:** Meet with division office regarding specific procedures

- o See the end of this document for official *Game Management Guide*

Use of Presto website for score reporting:
- o Please see Sports Information Office for directions on use and access
    - o **Contacts**
        - o **Mt. SAC S.I.D.**
            - Brian Yokoyama   X 4022   byokoyama@mtsac.edu
            - Kenny Walter   X 5114   kwalter@mtsac.edu
        - o **Mt. SAC Sports** (game re caps)
            - https://www.mtsacathletics.com/sportsinformation/Sports_Recap
        - o **SCC Statistician**
            - Robert Lewis   626-585-7018   rmlewis@pasadena.edu
        - o **Newspapers:** handout will be provided or contact Brian or Kenny

Training Room Policies and Procedures:
- Athletes may access the training room during their season of sport
- If an athlete is injured in an off season class they must access the Health Center and the coach is responsible for the injury report

Schedule Changes/Rainouts/Forfeits/No Contests:
- o **Division office** – e-mail and call (if immediate) Ani, Kenny, Tammy
- o **Transportation** – Laura Demitria x. 4854 (includes bus co numbers) or x. 5178 direct LDemitria@mtsac.edu
- o **Officials** – see assignors for your sport
- o **Trainers** – per your sport
- o **Equipment supervisors** – per your sport
- o **S.I.D.** – Brian Yokoyama x. 4022 byokoyama@mtsac.edu
- o **SCC Statistician** – Robert Lewis   626-585-7018   rmlewis@pasadena.edu
- o **No contest/forfeit**
    - Each sport may be different with definition of each, please see your rule book or ask Joe or Tammy for clarification

Practice Changes:
- o You must notify the Division office of a practice time change, so we can coordinate with the trainers.

Hosting Tournaments:
- o **Budget** must be submitted to Division Office for approval by July 1 the year prior to the event
    - For non-conference tournaments, you must include the cost of a trainer and equipment supervisor in your budget.
        - Division Office will not pay for all of the additional staff
        - Include this cost into the entry fees
- o **Use of facilities –** smartsheet requests must be submitted by July 1 the year prior to the tournament. (should include needs for tables, chairs, additional trash cans, etc.)
- o **Meet with administration** regarding particulars of the tournament in addition to specifics of trainers and equipment supervisors.
- o If the event is held off-campus you must also submit a Use of Facilities request.

Hosting Post-Conference Competition:
- o Conversation *must occur* through division office before accepting hosting opportunity.

STARS (post season competition funding):

- o if you anticipate going to post conference competition, work with Ani a minimum of two weeks in advance to secure your funding.

No Fee Events:
- o No fee events for outside groups are prohibited. REFER ALL OUTSIDE CALLS TO EVENT SERVICES (909-274-4797).
- o If you submit a Use of Facilities form for a tournament, 5K run, etc. you must be the person in charge of the event. Include event supervisor and contact info.
- o Outside groups must go through event services if they wish to use our facilities.

MARKETING

Sponsorship:
- o Check with Division Office prior to agreeing to a large sponsorship.
- o We do not want to create any problems with our current sponsors.

Programs:
- o If doing a program, yourself, it must be signed off by Division Office prior to printing. Many time errors are not noticed until programs have been printed. This will allow a few sets of eyes to look for errors or text that is not appropriate for programs.
- o The Division Office can also help with programs if notified far enough in advance. This would need to be put on the **schedule in June for the following year** if you would like a comprehensive season program. A meeting needs to be scheduled with the SID (Brian Yokoyama x. 4022) to establish wants and needs for the program. Please keep in mind the coach is responsible for the text and information within the program.

Web Page:
- o Our web address is mtsacathletics.com
- o Each team has their own page within the site. Please review your team page regularly to make sure content is current (schedules, results, rosters, stories etc.)
- o Your team roster needs to be complete on the site prior to your first scheduled competition

Fall and Spring Athletic Schedule Cards:
- o Each card will include your team athletic schedules and contact information.
- o Schedule cards will be distributed to each coach when they are completed.

Twitter, Facebook, Instagram:
- o Please make sure you work with the Sports Information Office regarding your accounts and how to access them. Please make sure you only post items related to Mt. SAC and be appropriate.

UNIFORMS AND EQUIPMENT

Uniforms:
- o Stay within the school colors of maroon and white.
- o Black may also be used if there is not another alternative.

Logos:

- o Logo's that go beyond simple words, designs, etc. must be approved by the Division Information Office.

Mascot:

- o We are the **MOUNTIES**. No other mascot is allowed to be used (i.e. The SAC DAWGS, etc.).

- o *Joe Mountie* is our primary mascot – his companion mascot is *Montie the Mountain Dog.*

- o We recognize only the following spellings of Mt. SAC: **Mt. SAC**   or **MT. SAC**

- o **NEVER** Mount SAC or Mt. Sac

Athletics Logo Usage and Style Guidelines for logo and name usage:

- o Add link to Style Guidelines
- o Add link to Game Management

Locker rooms and Uniform issues:
- o Equipment Supervisors shall work with each coach to assign lockers.

- o All athletes should fill out and sign "Uniform and Equipment Agreement" for any uniform, equipment, or locker they are issued.

- o If a student fails to return his/her uniform, equipment, etc. they should have an obligation placed upon them.

   - The obligation will block them from registering, receiving transcripts, etc. until the obligation has been paid or the uniform/equipment has been returned.

INJURY/ILLNESS WAIVER HIGHLIGHTS

A student may be granted an additional year of competition by the conference for reasons of hardship.

HARDSHIP is defined as incapacity resulting from injury or illness under specific conditions.

A. There must have been an incapacitating injury or illness that caused the athlete to become unable to complete the season. (The injury or illness need not be the direct result of athletic participation.)

B. The licensed physician who treated the athlete must specifically define the injury or illness, in a written statement. The statement must include the **date** of the injury or illness and the **reason(s)** the injury or illness was **incapacitating** and **prevented the athlete from completing the season.**

C. The injury or illness **must** have occurred **prior** to the **beginning** of the contest that begins the **second half** of the playing season in that sport as measured by the number of completed contests in that sport. (Contest eleven (11) of a twenty (20) game schedule) **(An athlete injured in the first half of the season, attempts to return in the second half, and is unable to compete further as a result of the aggravating the original injury, does not qualify for the waiver.)**

D. The injury must have occurred in the first half of the season and the athlete has not competed in over **30%** of the institutions scheduled contest in that sport. (e.g. 30% of a 31-game basketball schedule, 9.3 games, shall be considered 10 games. All fractions are rounded to the next whole number.)

E. Participation in scrimmages shall **not** count as a contest in the administration of the waiver.

F. Conference championship events shall be counted as **one** contest in determining completed contest, **regardless of the number of days or games involved**.

G. Tournaments and multi-team events: for the purposes of injury/illness waiver rule only.

1. **Individual sports:** any competition involving participants from more than two (2) institutions, conducted and organized as one (1) event at one (1) location on one (1) calendar day shall count as **one (1) contest**, even though team scores against all participating are kept separately, or the athlete competes against more than one opponent.
2. **In individual sports:** each day of an individual's competition in a tournament or meet shall count as one (1) contest.
3. **In team sports:** an institution's participation against another institution in each contest in a tournament, doubleheader, or multiple team engagement shall count as one (1) contest.

H. **Form 4** must be submitted immediately (See By-law 1.8)

Student-Athletes who have participated beyond the limitations shall not be eligible for a waiver.