Mt. San Antonio College
Athletics Department

Coaches Handbook

Revised 10.17

COACHING HANDBOOK

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Welcome to the Mt. SAC Athletics Family. This Introduction to the Coaching Handbook is designed to give you the necessary information for Mt. SAC Athletics Coaches.

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 over 20 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 69 California Community College Athletic Association (CCCAA) State Championships with 42 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 7 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 11 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

- **12** = Number of State Championships captured by Coach Doug Todd (#1 at Mt. SAC)
- **22** = Number of Intercollegiate Sports Currently Offered at Mt. SAC
- **39** = Number of Women's State Championships won by Mt. SAC Athletics (Men=27,Coed=3)
- **42** = Number of State Championships won by Mt. SAC Athletics since 2000 (avg. of 2.47 per year)
- **71** = 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

CONTACT INFORMATION

Division of Kinesiology and Athletics Dept.		4630	
Joe Jennum	Division Dean/Athletics Director	4630	jjennum@mtsac.edu
Debbie Cavion	Assoc. Dean, Assoc. A.D.	4355	dcavion@mtsac.edu
Marc Ruh	Asst. Athletics Director	4740	mruh@mtsac.edu
Ani Escalera	Athletic Eligibility Specialist	5113	aescalera@mtsac.edu
Liz Ward	Kinesiology Department Chair	4356	eward@mtsac.edu
Amy Nakamura	Dance Department Chair	4635	anakamura@mtsac.edu
Christine Ojeda	Administrative Secretary	5709	cojeda@mtsac.edu
	Receptionist	4630	
Suzy Basmadjian	Clerical Specialist, Dept. Purchasing	4352	sbasmadjian@mtsac.edu
Brian Yokoyama	Division Information Director	4022	byokoyam@mtsac.edu
Kenny Walter	Sports Publicist	5114	kwalter@mtsac.edu
K.C. Kranz	Health/Fitness Supervisor	3212	kkranz1@mtsac.edu

IMPORTANT WEB PAGES

Athletics Web Page	http://www.mtsacathletics.com
Sports Information Web Page	http://www.mtsacathletics.com/sportsinformation/SportsInformationOffice
Athletics / Kinesiology Forms Page	http://www.mtsac.edu/kinesiology/forms/

FORMS

Listed in alphabetical order.
Forms will also be grouped according activity at the end of this list (ie. Making a deposit, doing a fundraiser, hosting an event etc…)

Forms may be picked up at Division Office or found On Line at
http://www.mtsac.edu/kinesiology/forms/

- **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 given to Debbie Cavion at least one week in advance of the event date for final approval.
- **Athletic Training Forms:** As the head coach you will need to direct your student athletes to this link http://www.mtsacathletics.com/athletictraining/forms at least 3 weeks prior to the date for physicals assigned to your sport and have them fill out the appropriate forms (see classification listed on web page). The student athlete will download the forms, fill the forms out, print the forms, turn the forms in to the athletic trainer in building 45, and schedule an appointment for a physical.
- **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 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.
- **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. http://www.mtsac.edu/kinesiology/forms/
    - 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
- **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).
- **Deposit Slip**: This form is submitted with <u>any</u> deposit of money. All deposits are made to the Fiscal Services 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
    - Money cannot be spent on equipment (over $500)
- **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
- **Inventory Form** – to be completed by equipment supervisor at the end of each season. Coaches must sign each form to verify accuracy of inventory.
- **Printing Requisition** – Printing services should be used for most of your copying needs. Fill-out form and submit with a copy to Printing Services (Building 4). ** you may also submit requisitions on-line through this address https://printingservices.mtsac.edu/fulfillment/ ** You can log in with your normal username and password.
- **Use of facilities forms** – One form to be filled out for each home contest. Away contests may all be listed on one form. Also 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… *We will be using the paper version except for team schedules that will be submitted at the end of the year in Excel format utilizing the template Ani sends to us in May (for the following year).*
- **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. All drivers must submit a copy of their driver's license to Laura Demitria every year. See Game Management.

- **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.
- **Work Order Request form** – submit any requests to your equipment tech.

BUDGET/ACCOUNTS PER SPORT

There are two types of money (both technically belong to the college)

- **Fundraised**
  - This money is raised through donations, gifts, attending shows, car washes, etc…
  - This money is deposited the same way money from hosting an event would be (to fiscal Services), but different forms are used (2 are required – see above forms)
    - Deposit slip <u>and</u> Donation information form
  - 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:**
      - All Quotes must be processed through **Ani**
      - 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.

- **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.

- **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 (Trust) 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).

Use of RefPay:

- Officials for many sports are assigned through Arbiter 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** = **P**rogramming for **I**nstitutional **E**ffectiveness
- 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 Debbie 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 same time. We have seen a 10% increase in team batting averages since the purchase of the machine.
    - Your departments heads (Kinesiology or Athletics) will ask for your lists in May for addition to the respective department lists.
    - **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

- Student-athlete expectations/code of conduct – see eligibility
- See also Academics and Eligibility

South Coast Conference (SCFA-Football) Your sport conference may vary –

- **Bylaws per sport** – see conference bylaws
- CCCAA approved **Rule Book** per sport
- 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
- 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

- **Recruitment**/district High Schools – see last page of this book
- **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)
- **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.
- **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:

- CCCAA Compliance meeting every year during August
- Conferences that coaches may attend
- POD (Professional and Organizational Development) http://www.mtsac.edu/pod/

Other Departmental Commitments:

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

Clery Act/CSA:

- Requires higher education institutions to report crime statistics to current & prospective students & employees.
- 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.
- Because coaches are considered "*Officials with Significant Responsibility*" for Student and Campus Activities" that makes us a Campus Security Authority (CSA) which means:
  - We are required to:
    - Have knowledge of the Clery Act
    - Report crime occurring on campus
- CSA's are required, by law, to report incidences of crime brought to their attention.
  - 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
    - **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
    - **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.
- **To Report: fill out form on this site and follow the directions.** http://www.mtsac.edu/kinesiology/forms/

Directory: http://mtsacathletics.com/athletics/directory/index
- Athletic Coaches
- Athletic Staff
- Shane Poulter (Academic Counselor for Student Athletes)
- WIN Program (Student Athlete Tutorial Center)

Fee Based programs:
- Conditioning class for sport (in or out of season) when requested by coach (through Debbie Cavion)
- Used for students that come into a semester after the last day to add a class and you would like them training with your team
- NOT to be used for out of state or international students as a "cost saver"
- Enrolled through Community Ed at $46.00
- Not eligible to participate during season of sport using this class
- STUDENT IS NOT COVERED THROUGH INSURANCE AGAINST INJURY. NOT ABLE TO USE ATHLETIC TRAINERS.

STUDENT/ATHLETE MANAGEMENT

Matriculation:

- **Application** – Must be done on line at http://mtsac.edu/admissions/apply-now.html
- **Assessment test** – x 4625 (building 9B)
- **Attend a Spring General Athletics Informational Session** (coaches organize these with Shane Poulter. Typically 1 hour in length)
- **High School and/or College transcripts sent**
- Attend in **Summer Student Athlete Orientation** (late June and early July, 3 days long – required for priority registration) with Shane Poulter
- **Register for classes** and pay fees

  __Complete a FORM C__ if athlete is out-of-district and/or contiguous district

  - 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:

- **Summer Student Athlete Orientation**: completed with Shane Poulter
- **WIN Program**
  - **Basic Skills Assessment** – given the first day of the Orientation
    - Athlete's that need improvement in their basic skills may use the programs available with the WIN program.
  - **Study Hall** – each coach must submit their guidelines concerning study hall to the Division Office.
  - **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
- **Progress Checks**
  - Completed each semester
  - These are done electronically by the professors. When completed by the professor, a notice is sent to the student and is also forwarded to the academic counselor and coach.
  - 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 student success seminar or 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.
- **Red Shirt**
  - Athlete practices with the team but does not compete
  - Five year eligibility clock has started
- **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:

- Athlete must be **enrolled in 12 units** during season of sport
- 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)
- Athlete must have a **2.0 GPA** to be eligible at the beginning of their 2nd season.
- **Health Screening (Physical)** and insurance paperwork
  - Trainers will coordinate health screenings with each team, all forms available at this link http://www.mtsacathletics.com/athletictraining/forms
    - Coach should direct student athletes to the link above
    - Ask student athletes to download the appropriate forms
    - Student athlete will fill out forms on a computer (so it is legible)
    - Student athlete will print out and bring to the Athletic Trainer for their area (confirm with trainer where and when forms should be turned in)
    - Schedule a time for your health screening when you turn in your form.
- **Summer Student Athlete orientation** – complete

- **Eligibility Packet – completed by each athlete**
  - All packets must be turned in to Ani at the Division Office
  - Sort forms alphabetically by last name of your athletes
  - Make sure coach checks over each packet for completeness and accuracy before SIGNING each packet.
  - 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**.
    - **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.
    - **FORM 9** – Warning, Agreement to Comply with Instructions (hold harmless)
      - 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
        - Fall athletes: End of summer
        - Spring athletes: 2nd week of Fall semester
      - Athlete's understanding of the conduct expectations from Mt. SAC
      - Signed by athlete, coach and athletic director

- **Injury/Illness Waiver – FORM 4 (see attached highlights)**
    - Completed by any athlete who may have been injured before or during season
    - May not have competed in more than 30% of season
    - Should turn in completed form to Athletic Trainer

- **University Transfers**
    - May transfer as long as they have only participated in one season 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 24 units between seasons and have a 2.0 GPA.

- **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 has dropped their sport, athlete does not need residency units if transferred immediately following the discontinuation. (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:

- **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)
- **Forms/sites**
  - **Use of Excel file** for both home and away contests, Non traditional schedule, holiday practices and practices outside of usual facilities
    changes can 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)
  - **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:

- **Season Schedule**
  - Must have Schedule, Roster, and Physical on file with trainers for everyone participating.
  - Please see http://cccaasports.org/working/pdf/Constitution/Bylaw_3.pdf Bylaw 3.17 for rules regarding non-traditional season.

Game Management:

- **Use of facilities** – see above (through 25Live)
- **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)
- **Equipment Supervisors**
  - Inform of any changes in schedule (well in advance)
- **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).
- **Transportation** – see transportation request form
- **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.
- **Reporting Misconduct/Decorum Policy:**
  - Any Decorum Policy infractions must be reported to Joe or Debbie on the day of the contest.
- **Reporting Scores/Results:** see reporting scores/results
  - 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
  - Coaches/teams will be penalized by the conference if scores/results are not reported within 24 hrs. of an event concluding.

Game Management Resource Book:

- See the end of this document for official game management book

Use of Presto website for score reporting:

- Please see Sports Information Office for directions on use and access
  - **Contacts**
    - **Mt. SAC S.I.D.**
      - Brian Yokoyama x. 4022 byokoyama@mtsac.edu
      - Kenny Walter x. 5114 kwalter@mtsac.edu
    - **Mt. SAC Sports writer** (game re caps)
      - John Sherrard 626-587-7849 jsherrrdhockeyskate@yahoo.com
    - **SCC Statistician**
      - Robert Lewis 626-585-7018 rmlewis@pasadena.edu
    - **Newspapers:** handout will be provided

Training Room Policies and Procedures:

See attached information

Schedule Changes/Rainouts:

- **Division office** – x.4630 Ani
- **Transportation** – Laura Demitria x. 4854 (includes bus co numbers) or x. 5178 direct LDemitria@mtsac.edu
- **Officials** – see assignors for your sport
- **Trainers** – Andy Paulin x. 4878 & Carsandra Taylor x. 4347
- **Equipment supervisors** – per your sport
- **S.I.D.** – Brian Yokoyama x. 4022 byokoyama@mtsac.edu
- **SCC Statistician** – Robert Lewis 626-585-7018 rmlewis@pasadena.edu

Practice Changes:

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

Hosting Tournaments:

- **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 this additional staff
    - Submit this cost into the entry fees
- **Use of facilities** forms must be submitted by July 1 the year prior to the tournament.
- **Meet with Debbie** regarding particulars of the tournament in addition to specifics of trainers and equipment supervisors.
- If the event is held off-campus you must also submit a Use of Facilities form.

Hosting Post-Conference Competition:

- Please run all conversations through the division office.

STARS (post season competition funding):

- if you anticipate on going to post season competition, work with Ani a min of two weeks in advance to secure your funding.

No Fee Events:

- No fee events for outside groups are prohibited. REFER ALL OUTSIDE CALLS TO EVENT SERVICES (4797).
- 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.
- Outside groups must go through event services if they wish to use our facilities.

MARKETING

Sponsorship:

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

Programs:

- 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.
- 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:

- Our web address is mtsacathletics.com
- 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..)
- Your team roster needs to be complete on the site prior to your first scheduled competition

Fall and Spring Athletic Schedule Cards:

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

Twitter, Facebook, Instagram:

- 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:

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

Logos:

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

Mascot:

- We are the **MOUNTIES**. No other mascot is allowed to be used (ie. The SAC DAWGS, etc).
- ***Joe Mountie*** is our primary mascot – his companion mascot is ***Montie the Mountain Dog.***
- We recognize only the following spellings of Mt. SAC: **Mt. SAC** or **MT. SAC**
- **NEVER** Mount SAC or Mt. Sac

Athletics Style Sheet for logo and name usage:

- See the end of this book for the official Mt. SAC Athletics Style Sheet

Locker rooms and Uniform issues:

- Equipment Supervisors shall work with each coach to assign lockers.
- All athletes should fill out and sign "Uniform and Equipment Agreement" for any uniform, equipment, or locker they are issued.
- 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 **before** the athlete **participated** in more that **30%** of the institutions completed 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.

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